

WINSLOW TOWNSHIP BOARD OF EDUCATION
Regular Board of Education Meeting
Wednesday, March 12, 2014
Winslow Township Middle School
Agenda
7:00 p.m.

I. PUBLIC NOTICE of this meeting was given to all Board Members and Associates in a notice dated **01/23/2014**. It was also advertised in the Courier Post, Philadelphia Inquirer and posted in all schools, the Administration Office, the Municipal Building, the Library, Bud Duble Center, Edgewood Acres, Elm Town and Winslow Township Post Offices.

II. MISSION STATEMENT

The **Mission** of the Winslow Township School District, a large diverse and growing community, is to educate all students to become independent, life-long learners, critical thinkers and caring and confident members of their community. The District, in partnership with the community, and in a climate of cooperation and mutual respect, will provide an academic environment which values excellence and diversity, encourages students to strive for personal excellence, and assists them in acquiring the knowledge, skills and attitudes necessary to contribute positively to a rapidly changing world.

III. ROLL CALL

Larry Blake
Ewuniki Brown
Lorraine Dredden
Gulab Gidwani
Gail P. Watkins
Hassan Wilcox

Julie A. Peterson, Vice President
Cheryl Pitts, President

H. Major Poteat, Ed.D., Superintendent
Tyra McCoy-Boyle, Business Admin./Board Secretary
Howard Long, Jr. Esq., Solicitor

IV. PLEDGE OF ALLEGIANCE

V. BOARD OF EDUCATION – TEAM CHARTER

1. **At all Times:** Maintain confidentiality; Follow the chain of command; Maintain an open-mind; Listen and speak with respect for others.
2. **Before a Meeting:** Be prepared for board meetings by reading packets prior to board meetings; Refuse to become involved (collectively, as individuals, or in our communities) in micro-management; Get the answers to questions and concerns prior to the board meeting.
3. **During a Meeting:** Listen and speak with respect for others at all times; Vote with conviction; Align our actions as closely as possible to stated goals and objectives; Create an open, problem-solving management climate in which differences and problems are met head-on and clarified rather than swept under the rug or smoothed over; Promote mutual involvement and interdependency rather than selfish competition or subversive rivalry.
4. **After a Meeting:** Develop trust; Uphold all decisions made by the Board; Periodically follow-up on district, board and CSA goals; Understand and respect the separate roles and responsibilities of the board and the administration to confine activities within the boundaries of those roles.

If any board member feels that another board member has violated any provision of this agreement, that board member shall personally talk with the offending board member in an attempt to resolve the issue. If the attempt fails, the board member who feels that another board member has violated this agreement shall bring the matter to the attention of the entire board. Any grievances that arise should be dealt with at the earliest practical opportunity.

VI. 2013-2014 DISTRICT GOALS

1. Continue to review and assess in a systematic manner, using data, the district curriculum and students' needs to raise student achievement.
2. Create a positive school environment/culture conducive to teaching and learning for all stakeholders.
3. Continue to expand communication to all stakeholders to increase the capacity for greater parent/caregiver and community support.

VII. AWARDS/PRESENTATIONS

1. Anti-Bullying Bill of Rights School Grades Presentation – Mr. Dion Davis

VIII. CORRESPONDENCE

IX. MINUTES

Regular Meeting

Wednesday, February 26, 2014

Open/Closed Sessions

On a motion made by _____, seconded by _____, approval of Minutes is granted.	
Exceptions: _____	
Roll Call:	
_____ Mr. Blake	_____ Ms. Watkins
_____ Ms. Brown	_____ Mr. Wilcox
_____ Ms. Dredden	_____ Ms. Peterson
_____ Mr. Gidwani	_____ Ms. Pitts

X. BOARD COMMITTEE REPORTS

XI. PUBLIC COMMENTS (Time Limited)

The Winslow Township Board of Education highly values the input of citizens in making important decisions that affect the children of our community. We also believe in the rights of citizens to observe Board Meetings. To ensure that all of our citizens have the opportunity to attend School Board Meetings and offer comment, and to ensure that the Board can conduct the important business of the District, we ask that speakers follow the guidelines for making public comments.

Notation of Public Comments on Agenda Items – The Board President or Board Secretary will recognize those individuals in the audience who wish to make comment.

Please respect the following procedures:

1. All members of the public attending School Board Meetings must treat each other and the Board with respect.
2. State your full name and address.
3. Please limit your comments to five minutes.
4. Submit your questions to the Board of Education with your name, address and telephone number where you can be contacted. Your questions will be answered within a reasonable time.
5. Individuals offering citizen comment are not permitted to make personal attacks on any District employee, Board Member, other testifier or member of the public.

On a motion made by _____, seconded by _____, approval of Public Comments is granted.
Exceptions: _____
Voice Vote: _____

XII. ADJOURNMENT OF PUBLIC COMMENTS

On a motion made by _____, seconded by _____, approval to adjourn Public Comments is granted.
Exceptions: _____
Voice Vote: _____

XIII. SUPERINTENDENT'S REPORT

A. THE SUPERINTENDENT RECOMMENDS APPROVAL OF THE FOLLOWING ACTION ITEMS:

1. First Reading of Board Policies & Regulations **None at this time.**
2. Second Reading of Board Policies & Regulations **None at this time.**
3. Security/Fire Drill Report **None at this time.**
4. Field Trips **Exhibit XIII A: 4**

Approve Field Trips for the 2013-2014 school year as listed in the attached exhibit.
5. Professional Development/Workshops & Conferences **Exhibit XIII A: 5**

Approve Professional Development opportunities as presented in the attached exhibit.
6. Tuition Students (2013-2014) **Exhibit XIII A: 6**

Approve the placement of Tuition Students as listed in the attached exhibit.
7. Terminate Out-of-District Placements **None at this time.**
8. Homeless Student(s) **Exhibit XIII A: 8**

Approve the listing of Homeless students as per the attached exhibit.
9. Fundraiser(s) **Exhibit XIII A: 9**

Approve the following fundraisers/school activities for the 2013-2014 school year as listed below and as per the attached exhibit:

School No. 2
 - Cold Cow Night (05/16/14) – H.S.A.
 - Candy Bar Bingo & Basket Auction (05/09/14) – H.S.A.
School No. 6
 - Friendly's Night (04/29/14) – H.S.A.
WTHS
 - Yogo Factory Night (04/03/14) – C/O 2017
 - Chipotle Night (04/03/14) – C/O 2017
 - Prom Ticket Sales (March/April 2014) – C/O 2015

10. School No. 1 – “Fur, Feathers, Scales & Skin” Assembly

Approve School No. 1 to invite the Philadelphia Zoo Assembly Program to the school on Tuesday, May 20, 2014 to present an assembly for PK students, “Fur, Feathers, Scales & Skin” where students will learn basic information about small animals with fur, feathers, skin and scales compared to humans. The cost of \$325.00 is to be funded through the Preschool Education Grant.

11. School No. 1 – Physical Education “Fun Fest”

Approve School No. 1 Annual Physical Education “Fun Fest” for first grade students for Thursday, April 3, 2014 at 6:30 p.m. This will allow parents and their children to participate in various games/activities together.

12. School No. 1 – “Oceans in Motion” Assembly Program

Approve School No. 1 to invite the NJ Academy for Aquatic Sciences to the school on Tuesday, March 25, 2014 to present an assembly program for PK students, “Oceans in Motion” where students will have the opportunity to explore small ocean animals and learn basic facts about them. The cost of \$175.00 is to be funded through the Preschool Education Grant.

13. School No. 3 – NJ Commission for the Blind

Approve School No. 3 to have the NJ Commission for the Blind visit the school on April 15 and April 16 to provide free vision screenings for students in grades PK and Kindergarten.

14. School No. 3 – Read to Achieve Assembly Program

Approve School No. 3 to have the 76ers Flight Squad Members (Read to Achieve Program) visit the school on Monday, March 17 to provide a free assembly program teaching students the importance of reading.

15. School No. 3 – “Oceans in Motion” Assembly Program

Approve School No. 3 to invite the NJ Academy for Aquatic Sciences to the school on Wednesday, May 28, 2014 to present an assembly program for PK students, “Oceans in Motion” where students will have the opportunity to explore small ocean animals and learn basic facts about them. The cost of \$310.00 (two classes) is to be funded through the Preschool Education Grant.

16. School No. 6 – People’s Choice Awards Ceremony

Approve School No. 6 Annual People’s Choice Awards Ceremony to be held on Thursday, June 12, 2014 at 7:00 p.m. This unique award program honors students on character, leadership and making a difference.

17. School No. 6 – Career Day

Approve School No. 6 Career Day Fair for Friday, April 11, 2014 where speakers will come in and provide students on information on various careers.

18. WTMS – Spring Concerts

Approve WTMS Spring Concerts as follows:

- | | | | |
|----------------------|--------------|-----------|------|
| ○ Band/Orchestra | May 12, 2014 | 7:00 p.m. | WTMS |
| ○ Dance Club Concert | May 19, 2014 | 7:00 p.m. | WTMS |

19. WTMS – Senior Citizens Luncheon

Approve WTMS Renaissance Club to hold a Senior Citizens Luncheon on Saturday, March 15, 2014 in the HS Cafeteria from 12:00 p.m. to 1:30 p.m. This will be held in conjunction with the matinee performance of “West Side Story” and both are complimentary for the seniors.

20. Textbook Adoption(s)

Approve the adoption of the following Textbooks:

- | | | |
|---|------------|------------------------|
| ○ Concepts of Genetics 10 th Edition | \$4,700.00 | Pearson Education 2012 |
| ○ Microbiology: An Introduction | \$4,600.00 | Pearson Education 2013 |

21. District Workshop on Apple Technology

Approve the participation of staff from other school districts to participate in a district sponsored workshop on using Apple technology on Thursday, April 3, 2014.

22. Columbia University Teacher’s College Workshop

Approve the following staff to attend a workshop on Reading and Writing at Columbia University Teacher’s College in New York on Saturday, March 22, 2014:

- Mary Kennedy
- Janelle Krier
- Keri Baughman
- Mary Natalie Grace
- Laurie Farina
- Staci McGlade
- Monica Poland
- Michele DeStefano
- Kimara Ramsey

B. Principal's Updates

1. Harassment, Intimidation & Bullying Summary (Jan./Feb.) **Exhibit XIII B: 1**

On a motion made by _____, seconded by _____, approval of Superintendent's Report is granted.	
Exceptions: _____	
Roll Call:	
_____ Mr. Blake	_____ Ms. Watkins
_____ Ms. Brown	_____ Mr. Wilcox
_____ Ms. Dredden	_____ Ms. Peterson
_____ Mr. Gidwani	_____ Ms. Pitts

XIV. BUSINESS ADMINISTRATOR/BOARD SECRETARY'S REPORT

- A. REPORTS** **None at this time.**

B. THE BUSINESS ADMINISTRATOR/BOARD SECRETARY RECOMMENDS APPROVAL OF THE FOLLOWING ACTION ITEMS:

1. Line Item Transfers **Exhibit XIV B: 1**

Approve the Line Item Transfers, for the month of January 2014, in accordance with N.J.S.A. 18A:22-8, as per the attached exhibit.

2. Board Secretary's Report **Exhibit XIV B: 2**

Approve the Board Secretary's Report in accordance with 18A:17-36 and 18A:17-9 for the month of January 2014. The Board Secretary certifies that no line item account has been over expended in violation of N.J.A.C. 6A:23A-16.10 (c) 3 and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

3. Reconciliation Report **Exhibit XIV B: 3**

Approve the Reconciliation Report in accordance with 18A:17-36 and 18A:17-9 for the month of January 2014. The Reconciliation Report and Board Secretary's Report are in agreement for the month of January 2014.

4. Board Secretary's Certification

The Board Secretary in accordance with N.J.A.C 6A:23A-16.10 (c) 2 certifies that there are no changes in anticipated revenue amounts or revenue sources.

5. Boards' Certification

Pursuant to N.J.A.C. 6A:23A-16.10 (c) 4, the Winslow Township Board of Education certifies after review of the Secretary's Monthly Financial Report (appropriations section) and upon consultation with the appropriate district officials, that to the best of the Boards' knowledge, no major account or fund has been over-expended in violation of N.J.A.C. 6A:23A-16.10 (b) and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

6. Bill List

Exhibit XIV B: 6

- a. Approve the Vendor Bill List in the amount of \$1,309,566.30 as per the attached exhibit.
- b. Ratify the Manual Bill List in the amount of \$1,137,539.16 as per the attached exhibit.

7. Payroll

Approve Payroll, for the month of February 2014, as follows:

- | | |
|---------------------|----------------|
| ○ February 15, 2014 | \$2,155,093.69 |
| ○ February 28, 2014 | \$2,137,159.02 |

8. Gloucester County Special Services School District – Joint Transportation Agreement

Ratify the 2013-2014 Joint Transportation Agreement between the Winslow Township Board of Education and the Gloucester County Special Services School District to transport one student to Ranch Hope on Route S 5260 from February 4, 2014 to June 30, 2014 at a cost of \$199/day.

9. Professional Development

Approve Aja Thomas, Confidential Secretary Human Resources, to attend New Jersey Schools Insurance Group Claims Coordinator Training for workers' compensation claim reporting on May 9, 2014 from 9:00 a.m. – 12:00 p.m. at a cost of \$20.00.

10. Disposal of School Property

Exhibit XIV B: 10

Approve the Disposal of School Property per the attached exhibit.

Location	Department	Description
School 2	Kindergarten	Overhead Projector – replaced by document camera
School 6	Nurse	Vision Tester – broken
High School	Guidance	2 Printers - Broken

11. No Child Left Behind (NCLB) Grant Amendment Fiscal Year 13-14

Exhibit XIV B: 11

Approve the NCLB Grant Amendment for fiscal year 2013-2014 to include the 2012-2013 Carryover listed below and per the attached Exhibit:

	Original Budget	2012-2013 Carryover	Total
Title I	\$785,285.00	\$70,568.00	\$855,853.00
Title II	\$203,426.00	\$37,232.00	\$240,658.00
Title III	\$21,897.00	\$9.00	\$21,906.00

12. Change Order

Approve Change Order # 1 for Joseph R. Delgado, Inc. for a net decrease of \$200.80 for electrical upgrades in Schools 1 – 4 as follows:

1. Pad Mount Transformer Installations at Schools 1 and 2 not performed	(\$9,454.00)
2. Balance of allowance	(\$2,471.80)
3. Additional work at School 4	<u>\$11,725.00</u>
Net Decrease	(\$200.80)

To be refunded to 12-000-400-450

On a motion made by _____, seconded by _____, approval of Business Administrator/ Board Secretary's Report is granted.

Exceptions: _____

Roll Call:

_____ Mr. Blake
 _____ Ms. Brown
 _____ Ms. Dredden
 _____ Mr. Gidwani

_____ Ms. Watkins
 _____ Mr. Wilcox
 _____ Ms. Peterson
 _____ Ms. Pitts

XV. PERSONNEL

1. Leaves of Absence

Approve the following Leaves of Absence pursuant to documents filed in the Office of Human Resources:

	Name	Type of Leave	From	To	Paid/Unpaid
A	L. B.	Medical	2/27/2014	3/31/2014	P
B	M. B. (extension)	FMLA	3/4/2014	3/21/2014	U
C	D. C.	Medical	3/21/2014	To be determined	P
D	E. I.	Medical	2/19/2014	3/7/2014	P
E	J. L.	Medical	2/17/2014	3/20/2014	P
F	J. L. (extension)	Medical	3/10/2014	6/30/2014	P
G	L. L. (extension)	Maternity	4/1/2014	4/30/2014	U
H	M. S.	Medical	3/5/2014 3/29/2014	3/28/2014 To be determined	P U

2. Retirements

Approve the following Retirements for the 2013/2014 school year:

	Name	Position	Location	Effective
A	Franchetti, Bonnie	Bus Driver	Garage	7/1/2014
B	Hind, Jane	LDT-C	Student Support Services	7/1/2014
C	Robinson, Maria	Social Worker	Schools No. 1 & No. 4	7/1/2014

3. College Placements

a. Approve the following College Placements for the 2013/2014 school year:

	College/ University	Student	Experience	Cooperating Teachers	School	Dates	Subject
A	Rowan University	Stephens, Doug	Clinical Practice	DiDonato, Karin	HS	3/17/2014 – 5/9/2014	Art
B	Rowan University	Little, Michael	20-hour Field Experience	Stallard, Nicole	MS	3/13/2014- 5/9/2014	Special Education

b. Approve the Rescission of the following College Placement for the 2013/2014 school year:

	College/ University	Student	Experience	Cooperating Teachers	School	Dates	Subject
A	Rowan University	Stephens, Douglas	Clinical Practice	Pagnotti, Jennifer	No. 6	3/17/2014 – 5/9/2014	Art

4. Volunteer

Approve the following Volunteer for the 2013/2014 school year:

	Name	Volunteer Position	School	Effective
A	Schellhas, Gary	Drama Club	HS	3/13/2014

5. Support Substitute

Approve the following Support Substitute for the 2013/2014 school year:

	Name	Support Position
A	Billingsley, Mae	Substitute Nurse

6. High School Stage Crew Assistant

Approve the following High School Stage Crew Assistant for the production of the play “West Side Story” which runs from Thursday, March 13, 2014 through Saturday, March 15, 2014: (11-401-100-330-401-08)

	Name	Position	Fee
A	Schellhas, Gary	Stage Crew Assistant	\$400.00

7. 2013/2014 Home Instruction Tutor

Approve the following 2013/2014 Home Instruction Tutor on an as needed basis, effective March 13, 2014:

	Name	Subject Area	School	Hourly Rate
A	Langhorne, Cryhten	Teacher of the Handicapped	HS	\$37.73

On a motion made by _____, seconded by _____, approval of Personnel Report is granted.

Exceptions: _____

Roll Call:

_____ Mr. Blake	_____ Ms. Watkins
_____ Ms. Brown	_____ Mr. Wilcox
_____ Ms. Dredden	_____ Ms. Peterson
_____ Mr. Gidwani	_____ Ms. Pitts

XVI. ADDENDUM

XVII. OPEN PUBLIC RECORDS ACT (OPRA) REQUESTS

- 1. The Winslow Board of Education processed the following OPRA Requests between February 21, 2014 through March 7, 2014:

Number of Requests Received	Document Requested	Approved	Denied
1	From 8/1/13 to present, all contracts, invoices, vouchers, bills, purchase orders and canceled checks related to a student.	1	0

XVIII. OLD BUSINESS

XIX. NEW BUSINESS

XX. INFORMATIONAL ITEMS

XXI. EXECUTIVE SESSION

WHEREAS, the Open Public Meetings Act (N.J.S.A. 10:4-6 et seq.) requires all meetings of the Winslow Township Board of Education to be held in public, except as set forth in N.J.S.A. 10:4-12(b) which provides for nine (9) types of matters that may lawfully be discussed in "Executive Session," i.e. without the public being permitted to attend; and

WHEREAS, the Winslow Township Board of Education has determined that certain issues set forth below are permitted by N.J.S.A. 10:4-12(b) to be discussed without the public in attendance shall be discussed during an Executive Session to be held on March 12, 2014 at ___ p.m.; and

WHEREAS, the nine (9) exceptions to public meetings set forth in N.J.S.A. 10:4-12(b) are listed below, and the items to be privately discussed that fall within such exceptions shall be identified and written, and after each exception is a space where additional information that will disclose as much information about the discussion as possible without undermining the purpose of the exception as follows:

"(1) Any matter which, by express provision of Federal law, State statute or rule of court shall be rendered confidential or excluded from public discussion." The legal citation to the provision(s) at issue is: _____ and the nature of the matter, described as specifically as possible without undermining the need for confidentiality is _____;

"(2) Any matter in which the release of information would impair a right to receive funds from the federal government." The nature of the matter, described as specifically as possible without undermining the need for confidentiality is _____;

"(3) Any material the disclosure of which constitutes an unwarranted invasion of individual privacy such as any records, data, reports, recommendations, or other personal material of any educational, training, social service, medical, health, custodial, child protection, rehabilitation, legal defense, welfare, housing, relocation, insurance and similar program or institution operated by a public body pertaining to any specific individual admitted to or served by such institution or program, including but not limited to information relative to the individual's personal and family circumstances, and any material pertaining to admission, discharge, treatment, progress or condition of any individual, unless the individual concerned (or, in the case of a minor or incompetent, his guardian) shall request in writing that the same be disclosed publicly." The nature of the matter, described as specifically as possible without undermining the need for confidentiality is _____;

“(4) Any collective bargaining agreement, or the terms and conditions of which are proposed for inclusion in any collective bargaining agreement, including the negotiation of terms and conditions with employees or representatives of employees of the public body” The collective bargaining contract(s) discussed are between the public body and _____;

“(5) Any matter involving the purchase lease or acquisition of real property with public funds, the setting of bank rates or investment of public funds where it could adversely affect the public interest if discussion of such matters were disclosed.” The nature of the matter, described as specifically as possible without undermining the need for confidentiality is _____;

“(6) Any tactics and techniques utilized in protecting the safety and property of the public provided that their disclosure could impair such protection. Any investigations of violations or possible violations of the law.” The nature of the matter, described as specifically as possible without undermining the need for confidentiality is _____;

“(7) Any pending or anticipated litigation or contract negotiation in which the public body is or may become a party. Any matters falling within the attorney-client privilege, to the extent that confidentiality is required in order for the attorney to exercise his ethical duties as a lawyer.” The parties to and docket numbers of each item of litigation and/or the parties to each contract discussed are _____ and nature of the discussion, described as specifically as possible without undermining the need for confidentiality is _____;

“(8) Any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of the performance, promotion or disciplining of any specific prospective public officer or employee or current public officer or employee employed or appointed by the public body, unless all individual employees or appointees whose rights could be adversely affected request in writing that such matter or matters be discussed at a public meeting.” The employee(s) and/or title(s) and nature of the discussion, described as specifically as possible without undermining the need for confidentiality are: _____;

“(9) Any deliberation of a public body occurring after a public hearing that may result in the imposition of a specific civil penalty upon the responding party or the suspension or loss of a license or permit belonging to the responding party as a result of an act of omission for which the responding party bears responsibility.” The nature of the matter, described as specifically as possible without undermining the need for confidentiality is _____;

WHEREAS, the length of the Executive Session is estimated to be _____ minutes after which the public meeting shall (circle one) reconvene and immediately adjourn or reconvene and proceed with business.

NOW, THEREFORE, BE IT RESOLVED that the Winslow Township Board of Education will go into Executive Session for only the above stated reasons.

BE IT FURTHER RESOLVED that the Board hereby declares that its discussion of the aforementioned subject(s) will be made public at a time when the need for confidentiality no longer exists, or the public’s interest in disclosure is greater than any privacy or governmental interest being protected from disclosure.

BE IT FURTHER RESOLVED that the Board Secretary/Board Solicitor, shall read aloud enough of this resolution so that members of the public in attendance can understand, as precisely as possible, the nature of the matters that will privately discussed.

Wednesday, March 12, 2014

Regular Board of Education Meeting

Page 13

BE IT FURTHER RESOLVED that the Board Secretary, on the next business day following this meeting, shall furnish a copy of this resolution to any member of the public who requests one at the fees allowed by N.J.S.A. 47:1A-1 et seq.

On a motion made by _____, seconded by _____, approval to move to Executive Session is granted at _____.	
Exceptions: _____	
_____ Mr. Blake	_____ Ms. Watkins
_____ Ms. Brown	_____ Mr. Wilcox
_____ Ms. Dredden	_____ Ms. Peterson
_____ Mr. Gidwani	_____ Ms. Pitts

XXII. ADJOURNMENT OF EXECUTIVE SESSION Time: _____

On a motion made by _____, seconded by _____, approval to adjourn Executive Session is granted.
Exceptions: _____
Voice Vote: _____

XXIII. ADJOURNMENT Time: _____

On a motion made by _____, seconded by _____, approval to adjourn Meeting is granted.
Exceptions: _____
Voice Vote: _____