

**WINSLOW TOWNSHIP BOARD OF EDUCATION**  
**Regular Board of Education Meeting**  
***Winslow Township Middle School***  
30 Coopers Folly Road  
Atco, NJ 08004

**Wednesday, January 28, 2015**  
**7:00 p.m.**

**MINUTES**

**I. PUBLIC NOTICE** of this meeting was given to all Board Members and Associates in a notice dated **01/22/2015**. It was advertised in the Courier Post, 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** – In roll call the following Board members were noted present:

Present:                      Larry Blake    arrived 7:15 p.m.    Gail P. Watkins  
   Lorraine Dredden                      Hassan Wilcox  
   Paul A. Hilton                              Cheryl Pitts, President  
   Carlos Vascos

Absent:                              Julie A. Peterson, Vice President

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

**IV. PLEDGE OF ALLEGIANCE**

**V. 2014-2015 DISTRICT GOALS**

Mr. Hilton -

1. Student Achievement – Development of an Academic Plan to address:

- a. Our Focus School – (Winslow Township Middle School)
- b. Meet targets established by the NJ DOE
- c. Increase Math scores on Standardized Tests
- d. Address 9<sup>th</sup> Grade Issues (Failure Rate; Attendance, etc.)

2. Creating a positive school environment conducive to teaching and learning:

- a. Focus on building relationships among staff that will result in increased learning and more effective instruction
- b. More emphasis on collaboration

3. Continue to market our strengths and achievements to all stakeholders to increase capacity for greater parent/caregiver/community support:

- a. Citizens Advisory Board

## VI. AWARDS/PRESENTATIONS

1. WTMS Presentation
2. HIB & Violence/Vandalism Report Period I – Mr. Davis

**A motion was made by Ms. Watkins, seconded by Ms. Dredden to accept the HIB & Violence/Vandalism Report Period I.**

Voice Vote: All in favor
--------------------------

## VII. CORRESPONDENCE

Ms. Boyle – We have one piece of correspondence dated January 22, 2015 to the Principal, Winslow Township High School in regards to the Martin Luther King Day of Service. Dear Mr. Carter, I would like to take this opportunity to thank the students and staff of Winslow Township High School for the hard work and dedication at the Martin Luther King Day of Service held here in Winslow Township on January 19, 2015. Their participation truly exemplified the dedication and spirit of service that Martin Luther King held so dearly. In total we were able to clean up over 1.5 tons of trash and debris at the two sites, a remarkable accomplishment. Their actions have brought pride, not only to the Winslow Township School District, but to the Township as a whole. It makes me very honored as Mayor to see such wonderful students and staff at our schools. Again, I truly thank all of those who attended for their efforts and for a job well done. We are proud to have your staff and students here in Winslow Township. Best regards, Barry Wright, Mayor.

## VIII. MINUTES

**A motion was made by Ms. Dredden, seconded by Ms. Watkins to approve the Minutes from the following meetings:**

Regular Meeting	Wednesday, December 10, 2014	Open Session
Regular Meeting	Wednesday, December 17, 2014	Open Session

<i>Roll Call:</i>			
Mr. Blake	Yes	Ms. Watkins	Yes
Ms. Dredden	Yes	Mr. Wilcox	Yes
Mr. Hilton	Abstain	Ms. Peterson	Absent
Mr. Vascos	Yes	Ms. Pitts	Yes
Motion Carried			

**A motion was made by Ms. Watkins, seconded by Mr. Hilton to approve the Minutes from the following meeting:**

Reorganization Meeting

Wednesday, January 7, 2015

Open Session

<i>Roll Call:</i>			
Mr. Blake	Yes	Ms. Watkins	Yes
Ms. Dredden	Yes	Mr. Wilcox	Yes
Mr. Hilton	Yes	Ms. Peterson	Absent
Mr. Vascos	Yes	Ms. Pitts	Yes
Motion Carried			

**IX. BOARD COMMITTEE REPORTS**

**Education Committee:** No report

**Operations:** Ms. Dredden – Committee will meet on February 24, 2015 at 5:30 p.m.

**Policy:** Ms. Pitts – Meetings will resume on the third Thursday in February.

**Liaison:** Ms. Watkins – None at this time.

**Marketing:** Mr. Wilcox – The Marketing Committee met on Tuesday, January 20, 2015. In attendance were Stephanie Simmons, Theresa Colligon, from the Proud Parents of Winslow, Board Members, Gail Watkins, Carlos Vascos, Mr. Wilcox, Superintendent Dr. H. Major Poteat, Laura Bishop and Julie Bonette, from the PR Marketing Team. Minutes are attached.

**X. PUBLIC COMMENTS (Time Limited)**

**A motion as made by Ms. Dredden, seconded by Ms. Watkins to open the meeting for Public Comments at 7:40 p.m.**

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.

Voice Vote: All in favor

**No Public Comments.**

**XI. ADJOURNMENT OF PUBLIC COMMENTS**

A motion was made by Mr. Wilcox, seconded by Ms. Dredde to close Public Comments at 7:41 p.m.

Voice Vote: All in favor

**XII. SUPERINTENDENT'S REPORT**

A motion was made by Ms. Dredde, seconded by Mr. Blake to approve A. & B. as recommended by the Superintendent.

**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

Approve the Security/Fire Drill Report, for December 2014, as listed below:

<b>School</b>	<b>Date</b>	<b>Elapsed Time</b>	<b>Type of Drill</b>	<b>A.M./P.M.</b>
School #1	12/19/14	4 min. 14 sec.	Bomb Evacuation	10:05 AM
	12/22/14	2 min. 43 sec.	Fire	1:38 PM
School #2	12/16/14	2 min. 14 sec.	Fire	2:25 PM
School #3	12/23/14	5 min.	Building lockdown	2:45 PM
	12/19/14	4 min.	Fire	2:42 PM
School #4	12/01/14	3 min. 42 sec.	Fire	9:22 AM
	12/15/14	6 min.	Bomb Evacuation	11:12 AM
School #5	12/15/14	4 min.	Bomb Evacuation	2:35 PM
	12/12/14	2 min. 25 sec.	Fire	1:52 PM
School #6	12/19/14	6 min.	Bomb Evacuation	9:14 AM
	12/22/14	2 min. 42 sec.	Fire	1:56 PM
WTMS	12/15/14	2 min.	Fire	9:35 AM
	12/19/14	10 min.	Bomb Evacuation	9:00 AM
WTHS	12/15/14	5 min.	Fire	8:15 AM
	12/17/14	6 min.	Non-Fire Evacuation	1:15 PM

4. Professional Development/Workshops & Conferences **Exhibit XII A: 4**

Approve Professional Development opportunities as presented in the attached exhibit.

5. Field Trips **Exhibit XII A: 5**  
Approve Field Trips, for the 2014-2015 school year, as listed in the attached exhibit.
6. Tuition Students (2014-2015) **Exhibit XII A: 6**  
Approve the placement of Tuition Students as listed in the attached exhibit.
7. Terminate Out-of-District Placements (2014-2015) **Exhibit XII A: 7**  
Approve to terminate Out of District Placements as listed in the attached exhibit.
8. Homeless Student(s) (2014-2015) **Exhibit XII A: 8**  
Approve the placement of Homeless Student(s) as listed in the attached exhibit.
9. Division of Child Protection & Permanency (DCP&P) **Exhibit XII A: 9**  
Approve Division of Child Protection & Permanency (DCP&P) placement as listed in the attached exhibit.
10. Fundraiser(s) **Exhibit XII A: 10**  
Approve the following fundraisers/school activities for the 2014-2015 school year:  
High School
  - Joe Corbi Pizza (Feb. 2015) – JROTC
  - Ad Sales for School Newspaper (Feb. – June) – Newspaper ClubSchool No. 5
  - Scholastic Bookfair (Feb. 2015) – H.S.A.
  - Joe Corbi Pizza (Feb.-March) – H.S.A.
11. Holy Family College  
Approve to allow representatives from Holy Family to conduct an informational meeting for district administrator's regarding Holy Family's Doctoral Program in Educational Leadership. This meeting will take place on Wednesday, February 25, 2015 at the Board of Education building at no cost to the district.
12. School No. 1 – American Heart Association's "National Wear Red Day"  
Approve School No. 1 staff to participate in the American Heart Association's Go Red for Women "National Wear Red Day" on Friday, February 6, 2015.

13. School No. 1 – “Gifted Handz” Assembly

Approve School No. 1 to have an assembly “Gifted Handz”, a journey through music and trivia about the African American Culture, on Wednesday, February 11, 2015 at a cost of \$1,500 to be funded through the student activity account.

14. School No. 3 – American Red Cross “Pillowcase Project”

Approve 3<sup>rd</sup> grade students at School No. 3 to participate in the American Red Cross “Pillowcase Project” on Friday, February 20, 2015. The purpose of the program is to empower students to take action preparing for emergencies and sharing knowledge with family friends.

15. School No. 3 – The Smile Program “Mobile Dentist”

Approve The Smile Program “Mobile Dentist” to visit School No. 3 students in grades PK-3 on Wednesday, March 4, 2015. The Smile Program provides high quality dental services to children at no cost.

16. School No. 4 – “No Name Calling” Week

- a. Approve School No. 4 to participate in “No Name Calling” Week (January 20-January 23) by having themed days. The themes would get the students involved and help send the no-name calling message in a fun and interactive way.
- b. Approve School No. 4 to host an assembly for “No Name Calling Week” on Friday, January 23, 2015, to be funded through the student activity account.

17. School No. 4 – Earth Day Assembly

Approve School No. 4, to invite staff from the South Jersey Transportation Authority (SJTA) to present a free outreach assembly program about Earth Day and recycling. At the conclusion of the program SJTA will plant a tree at School No. 4 to demonstrate their commitment and how a single tree can help the environment.

18. Schools No. 5 & No. 6 String Orchestra Performance at Rutgers University

Approve the Schools No. 5 & No. 6 String Orchestra to perform in the Tonya Dorsey New Vision Scholarship Award Ceremony & Concert on Sunday, June 7, 2015 at the Rutgers University Walter K. Gordon Theater in Camden, NJ. Ms. Nancy Jan, Orchestra Director and Ms. Eva Miller, Piano Accompanist, will be directing the group.

**Note:** The String Orchestra will require one additional after school rehearsal on May 27<sup>th</sup> to prepare for this performance and bus transportation will be needed to transport students from School No. 5 to No. 6 and to transport students home after rehearsal.

19. WTMS – After School Mentoring Program

Approve an After School Mentoring Program at WTMS for male students one day per week for six weeks.

20. WTHS – Class of 2015 Project Graduation

Approve WTHS Class of 2015 Project Graduation for June 19, 2015 in the High School Main and Auxiliary Gymnasiums beginning at 10:00 p.m. The event will include inflatables, photo booths, food, and other entertainment provided by J-Dogs Catering & Amusements. The cost of \$10.00 per student is required to reserve a spot but will be refunded the night of the event.

21. WTHS - Donation

Approve the acceptance of donation of two American Express Gift Cards, totaling \$200, from the Subaru Corporation.

22. WTHS – Freshmen Parent Intervention Meeting

Approve the WTHS Freshmen Parent Intervention Meeting for Thursday, February 12, 2015 at 7:00 p.m. in the High School Cafeteria.

23. WTHS – Interact Club (Volunteer Club)

Approve the WTHS Interact Club, in partnership with the Winslow Township Rotary, for the 2014-2015 school year. The Interact Club will provide opportunities for students to participate in hands-on service projects that will benefit their school and community. The Interact Club will meet twice a month and the volunteer advisor would be Ms. Crystal Bates.

24. WTHS – JROTC Soaring Eagle Battalion

Approve the WTHS JROTC Soaring Eagle Battalion to host their annual formal military ball on Friday, April 24, 2015 at a location to be determined.

**B. Principal's Update**

1. Monthly School Highlights
2. Ethnic Enrollment Report
3. Suspension Report

**Exhibit XII B: 1**  
**Exhibit XII B: 2**  
**Exhibit XII B: 3**

<i>Roll Call:</i>			
Mr. Blake	Yes	Ms. Watkins	Yes
Ms. Dredden	Yes	Mr. Wilcox	Yes
Mr. Hilton	Yes	Ms. Peterson	Absent
Mr. Vascos	Yes	Ms. Pitts	Yes abstain # 18
Motion Carried			

**XIII. BUSINESS ADMINISTRATOR/BOARD SECRETARY'S REPORT**

A motion was made by Mr. Wilcox, seconded by Ms. Dredden to approve A. & B. as recommended by the Business Administrator/Board Secretary. Correction to Item No. 18 State Contract # should read A 82527. Item No. 24 is removed.

**A. REPORTS**

1. Transportation Update

**Exhibit XIII A: 1**

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

1. Line Item Transfers

**None at this time.**

2. Board Secretary's Report

**None at this time.**

3. Reconciliation Report

**None at this time.**

4. Board Secretary's Certification

**None at this time.**

5. Boards' Certification

**None at this time.**

6. Bill List

**Exhibit XIII B: 6**

a. Approve the Vendor Bill List in the amount of \$1,490,230.93 as per the attached exhibit.

b. Ratify the Manual Bill List in the amount of \$16,481.83 as per the attached exhibit.

7. Payroll

Approve Payroll, for the month of December 2014, as listed below:

- o December 15, 2014                      \$2,378,022.46
- o December 30, 2014                      \$2,610,515.74

8. Disposal of School Property and Books

Approve the Disposal of School Property and Books per the attached exhibit.

<b>Location</b>	<b>Department</b>	<b>Description</b>
School No. 3	Media Center	65 Various old, damaged, outdated library books
School No. 5	Library	403 Various outdated and damaged library books
Middle School	Media Center	1 Chair, TV, Cart, Scanner – Broken
	Technology	Projectors, Monitors and 15 Laptops, security monitors, camera switch, Smartboard – broken, obsolete



9. Use of Facilities

Approve the following Use of Facilities:

School	Organization	Dates	Day/Time	Room	Fee
High School	Harlem Wizards Basketball	April 23, 2015	Thursday 5:30 – 9:30 p.m.	Gym	No fees

10. Professional Development

Approve John Gaskill, Director of Transportation to attend the Public and Nonpublic Coordination of Transportation Services Annual Meeting on Friday, February 13, 2015 from 9:00 a.m. – Noon at no cost to the District.

11. Cumberland County – Joint Transportation Agreement 2014-2015

Approve the 2014-2015 Joint Transportation Agreement between the Winslow Township Board of Education (joiner district) and Cumberland County (host district) to transport one student to and from Archway - Atco on Route 632 from October 29, 2014 to June 30, 2015 at a cost of \$63.75 per day.

12. Shared Services Vendor

Ratify the purchase order to evaluate the wireless system at Winslow schools in the amount of \$5,000.00 to Educational Information and Resource Center (EIRC) an approved Shared Services Vendor.

To be charged to 11-000-223-320

and further acknowledge the following statement:

I certify that there are sufficient funds available to purchase the items awarded in this award.

\_\_\_\_\_  
Tyra McCoy-Boyle

13. Purchase – State Contract Vendor

Approve the purchase of bus supplies in the amount of \$2,718.12 from Ransome International an approved State Contract Vendor. State Contract #73707.  
Items to be charged to 11-000-270-615

and further acknowledge the following statement:

I certify that there are sufficient funds available to purchase the items listed in this award.

\_\_\_\_\_  
Tyra McCoy-Boyle

14. Purchase – State Contract Vendor

Approve the purchase of bus supplies in the amount of \$561.60 from Mechanics Auto Parts/Napa an approved State Contract Vendor. State Contract # 73744. Items to be charged to 11-000-270-615

and further acknowledge the following statement:

I certify that there are sufficient funds available to purchase the items listed in this award.

\_\_\_\_\_  
Tyra McCoy-Boyle

15. Purchase – State Contract Vendor

Approve the purchase of bus supplies in the amount of \$1,099.48 from Lawson Products, Inc. an approved State Contract Vendor. State Contract # 73736/76910. Items to be charged to 11-000-270-615

and further acknowledge the following statement:

I certify that there are sufficient funds available to purchase the items listed in this award.

\_\_\_\_\_  
Tyra McCoy-Boyle

16. Purchase – State Contract Vendor

Approve the purchase of supplies in the amount of \$1,339.96 from W.W. Grainger, Inc. an approved State Contract Vendor. State Contract # A-79875. Items to be charged to 11-000-270-600

and further acknowledge the following statement:

I certify that there are sufficient funds available to purchase the items listed in this award.

\_\_\_\_\_  
Tyra McCoy-Boyle

17. Purchase – State Contract Vendor

Approve the purchase of bus supplies and services in the amount of \$1,319.54 from General Spring and Alignment Service an approved State Contract Vendor.  
State Contract # A73491/73778  
Items to be charged to 11-000-270-615 and 11-000-270-420

and further acknowledge the following statement:

I certify that there are sufficient funds available to purchase the items listed in this award.

\_\_\_\_\_  
Tyra McCoy-Boyle

18. Approve the Purchase – State Contract Vendor

Approve the service of tires in the amount of \$154.50 from Service Tire Truck Center an approved State Contract Vendor. State Contract # A 82527  
Items to be charged to 11-000-270-615 and 11-000-270-420

and further acknowledge the following statement:

I certify that there are sufficient funds available to purchase the items listed in this award.

\_\_\_\_\_  
Tyra McCoy-Boyle

19. Approve the Purchase – State Contract Vendor

Approve the purchase of paint in the amount of \$838.48 from Sherwin Williams Company an approved State Contract Vendor. State Contract # A82236  
Items to be charged to 11-000-262-610

and further acknowledge the following statement:

I certify that there are sufficient funds available to purchase the items listed in this award.

\_\_\_\_\_  
Tyra McCoy-Boyle

20. 2015 Summer Food Program

Approve the Winslow Township School District, in conjunction with the Township of Winslow and Sodexo, to participate in the 2015 Summer Food Program. This is a federal program of the US Department of Agriculture (U.S.D.A.) to provide free nutritious meals to preschool and school age children during the summer months. The meals will be serviced at Schools 3 and 6 (subject to change).

21. Shared Services Vendor

Approve the purchase of a GNC Iphone AX series in the amount of \$5,022.84 to Educational Information and Resource Center (EIRC) an approved Shared Services Vendor.

To be charged to 11-000-223-320

and further acknowledge the following statement:

I certify that there are sufficient funds available to purchase the items awarded in this award.

\_\_\_\_\_  
Tyra McCoy-Boyle

22. New Jersey School Boards Association – Professional Development  
Professional Development/Board Members

**WHEREAS**, The Winslow Township Board of Education is required pursuant to N.J.S.A. 18A:11-12 to adopt policy and approve travel expenditures by district employees and board members using local, State, or Federal funds to ensure that travel is educationally necessary and fiscally prudent; and

**WHEREAS**, The Board of Education has determined that the training and informational programs sponsored by NJSBA and set forth below are directly related to and within the scope of board members' duties; and,

**WHEREAS**, The Board of Education has determined that the training and informational programs sponsored by NJSBA and set forth below are directly related to and within the scope of the listed job title's current responsibilities and the board's professional development plan; and,

**WHEREAS**, The Board of Education has determined that participation in the NJSBA training and informational programs requires school district travel expenditures and that this travel is critical to the instructional needs of the district and/or furthers the efficient operation of the district; and,

**WHEREAS**, The Board of Education has determined that the school district travel expenditures to NJSBA programs are in compliance with State travel guidelines as established by the Department of the Treasury and within the guidelines established by the federal Office of Management and Budget; except as superseded by conflicting provision of Title 18A of the New Jersey Statutes; and,

**WHEREAS**, The Board of Education finds that a mileage reimbursement rate equal to that of the federal Internal Revenue Service mileage reimbursement rate of \$.31 per mile is a reasonable rate; and,

**WHEREAS**, The Board of Education has determined that participation in the NJSBA training and informational programs are in compliance with the district policy on travel; therefore be it

**RESOLVED**, That the Board of Education hereby approves the attendance of the listed number of school board members and district employees at the listed NJSBA training and informational programs, and the costs of attendance including all registration fees, and statutorily authorized travel expenditures, provided that such expenditures are within the annual maximum travel expenditure amount; and, be it further

**RESOLVED**, That the Winslow Township Board of Education authorizes in advance, as required by statute, attendance at *the following NJSBA training program and informational event*:

<u>Board Member Name</u>	<u>Program Name</u>	<u>Date</u>	<u>Event Cost</u>
Paul A. Hilton	Governance I Training	March 13 – 15, 2015	No Cost
Carlos Vascos	Governance I Training	March 13 – 15, 2015	No Cost

23. Settlement Agreement

Approve the Resolution authorizing the Settlement Agreement in the amount of \$12,500.00 in the matter involving R.L. and the Winslow Township Board of Education.

<i>Roll Call:</i>			
Mr. Blake	Yes	Ms. Watkins	Yes
Ms. Dredden	Yes	Mr. Wilcox	Yes
Mr. Hilton	Yes	Ms. Peterson	Absent
Mr. Vascos	Yes	Ms. Pitts	Yes
Motion Carried			

**XIV. PERSONNEL**

A motion was made by Ms. Dredden, seconded by Mr. Hilton to approve Item 1 – 6 with regard to Personnel.

1. Leaves of Absence

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

	Name	Type of Leave	From	To	Paid/Unpaid
A	N. H.	FMLA (intermittent)	1/15/2015	1/14/2016	Unpaid
B	L. M.	Medical (extension)	1/10/2015	1/30/2015	Paid
C	T. P.	Medical	2/9/2015	3/6/2015	Paid
D	D. S.	Medical	1/27/2015	3/31/2015	Paid
E	S. W.	FMLA (intermittent)	1/15/2015	1/14/2016	Unpaid

2. New Hires

Approve the following New Hires for the 2014/2015 school year:

	Name	Location	Position	Prorated Salary	Effective
A	Almeyda, Elizabeth	Garage	Bus Driver	\$19,611.00 – Step 3	2/1/2015
B	Vanst, Maxine	Garage	Bus Driver	\$19,611.00 – Step 3	2/1/2015

Winslow Township Board of Education  
**Wednesday, January 28, 2015 - MINUTES**

Regular Board of Education Meeting

Page 14

3. Homebound Tutors

Approve the following Homebound Tutors at the High School for the 2014/2015 school year:

	Name	Subject	Hourly Rate
A	Louie, Melissa	Teacher of Handicapped	\$39.00
B	Totoro, John	Teacher of Handicapped	\$39.00

4. College Placements

a. Approve to rescind the following College Placement for the 2014/2015 school year:

	College/ University	Student	Experience	Cooperating Teacher	School	Dates	Subject
A	Camden County	Young, Jennifer	Field Experience	Azzarano, Brian	No. 2	2/9/15-4/3/15	Elementary

b. Approve the following College Placements for the 2014/2015 school year:

	College/ University	Student	Experience	Cooperating Teacher	School	Dates	Subject
A	Rowan University	Goodwin, Monique	Field Experience	Thompson, Tyree	No. 2	1/21/15-5/1/15	Psychology
B	Rowan University	Helper, Morgan	Field Experience	Boianelli, Kate	No. 3	1/21/15-3/20/15	Special Ed
C	Camden County	Petrozza, Morgan	Field Experience	Azzarano, Brian	No. 2	2/9/15-4/3/15	Elementary

5. Support Substitute

Approve the following Support Substitute for the 2014/2015 school year:

	Name	Support Position
A	Genes, Laura	Substitute Secretary

6. Lateral Movements on Salary Guide

Approve the list of Lateral Movements on the Salary Guide for the 2014/2015 school year, effective February 1, 2015:

Lateral Movements on Salary Guide for Approval February 2015								
		FROM				TO		
Last Name	First Name	School	From	Step	Salary	To	Step	Salary
Benkert	Brieann	MS	BA+30	6	\$53,216.00	MA	7	\$55,925.00
Black	Caitlin	No. 1	BA	2	\$50,417.00	MA	3	\$54,725.00

Winslow Township Board of Education  
**Wednesday, January 28, 2015 - MINUTES**

Regular Board of Education Meeting

Page 15

Brown	Adrienne	SSS	MA	13	\$83,305.00	MA+45	13	\$87,950.00
Dickol	Ashley	No. 4	BA+15	2	\$51,217.00	BA+30	3	\$53,925.00
Gibson	Krystin	HS	BA	13	\$80,905.00	MA	13	\$85,550.00
Goodman	Monique	No. 5	BA	2	\$50,417.00	BA+15	3	\$53,125.00
Gregori	Jaime	HS	MA	7	\$54,316.00	MA+15	8	\$58,700.00
Hegeman	Nancy	HS	BA+15	13	\$81,705.00	MA	13	\$85,550.00
Jarow	David	HS	BA+15	3	\$51,516.00	MA	4	\$55,025.00
Langhorne	Cryhten	HS	BA	10	\$64,716.00	BA+15	11	\$72,650.00
Louie	Melissa	No. 5	BA+30	9	\$60,516.00	MA	10	\$68,550.00
Miller	Michelle	No. 3	MA+15	1	\$53,316.00	MA+30	2	\$56,025.00
Norlin	Carrie	HS	BA+15	7	\$52,716.00	MA+15	8	\$58,700.00
Sansone	Christina	No. 4	MA	13	\$83,305.00	MA+15	13	\$86,350.00
Smith	Chantel	HS	BA+15	13	\$81,705.00	MA	13	\$85,550.00

*Roll Call:*

Mr. Blake	Yes	Ms. Watkins	Yes
Ms. Dredden	Yes	Mr. Wilcox	Yes
Mr. Hilton	Yes	Ms. Peterson	Absent
Mr. Vascos	Yes	Ms. Pitts	Yes

Motion Carried

**XV. ADDENDUM**

**I. SUPERINTENDENT'S REPORT**

**A motion was made by Ms. Dredden, seconded by Mr. Blake to approve Item 1 – 3 as recommended by the Superintendent.**

**1. 2015 Board of Education Meetings**

Approve the following remaining schedule of Board of Education Meetings for Calendar Year 2015.

<b>Regular Mtg.</b>	<b>Time</b>	<b>Location</b>	<b>Regular Mtg.</b>	<b>Time</b>	<b>Location</b>
Wednesday, Feb. 11, 2015	7:00 p.m.	WTMS	Wednesday, Feb. 25, 2015	7:00 p.m.	WTMS
Wednesday, Mar. 11, 2015	7:00 p.m.	WTMS	Wednesday, Mar. 25, 2015	7:00 p.m.	WTMS
Wednesday, April 15, 2015	7:00 p.m.	WTMS	Wednesday, April 29, 2015	7:00 p.m.	WTMS
Wednesday, May 13, 2015	7:00 p.m.	WTMS	Wednesday, May 27, 2015	7:00 p.m.	WTMS
Wednesday, June 10, 2015	7:00 p.m.	WTMS	Wednesday, June 24, 2015	7:00 p.m.	WTMS
Wednesday, July 8, 2015	7:00 p.m.	WTMS	Wednesday, July 22, 2015	7:00 p.m.	WTMS
Wednesday, Aug. 12, 2015	7:00 p.m.	WTMS	Wednesday, Aug. 26, 2015	7:00 p.m.	WTMS

**Please Note:** The Board Meeting dates for September 2015 through December 2015 will be determined after the 2015-2016 school calendar is approved.

**2. Field Trips**

**Exhibit I: 2**

Approve Field Trips, for the 2014-2015 school year, as listed in the attached exhibit.

3. Fundraiser(s)

**Exhibit I: 3**

Approve the following fundraisers/school activities for the 2014-2015 school year:

High School

- o Wendy's Night (Feb. 2015) – Class of 2016
- o Woven Baskets/Kenta Cloth Bookmarks (Feb. 2015) – African American Club

<i>Roll Call:</i>			
Mr. Blake	Yes	Ms. Watkins	Yes
Ms. Dredden	Yes	Mr. Wilcox	Yes
Mr. Hilton	Yes	Ms. Peterson	Absent
Mr. Vascos	Yes	Ms. Pitts	Yes
Motion Carried			

**II. PERSONNEL REPORT**

A motion was made by Ms. Dredden, seconded by Mr. Blake to approve Item 1 – 4 with regard to Personnel.

1. Leaves of Absence

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

	Name	Type of Leave	From	To	Paid/Unpaid
B	J. P.	FMLA	1/20/2015	4/17/2015	Unpaid
C	K. S.	Medical (extended)	2/1/2015	2/27/2015	Paid
D	V. W.	Maternity (amended)	1/12/2015 2/3/2015	2/2/2015 4/30/2015	Paid Unpaid

2. Resignation

Approve the following Resignation for the 2014/2015 school year:

	Name	Position	Location	Effective
A	Schneck, Michael	Assistant Transportation Coordinator	Transportation	2/15/2015



3. College Placements

a. Approve to rescind the following College Placement for the 2014/2015 school year:

	College/ University	Student	Experience	Cooperating Teacher	School	Dates	Subject
A	Camden County	Romero, Itzaida	Field Experience	Hoffman, Kevin	No. 3	2/9/15-4/3/15	Special Ed

b. Approve the following College Placements for the 2014/2015 school year:

	College/ University	Student	Experience	Cooperating Teacher	School	Dates	Subject
A	Rowan University	Brannigan, James	Field Experience	Neagle, Janice	No. 2	2/2/15-3/11/15	Health & PE
B	Rowan University	Brannigan, James	Field Experience	Sass, Lauren	No. 5	3/23/15-4/29/15	Health & PE
C	Rowan University	Iafrate, Steven	Field Experience	Shaw, Bruce	No. 5	2/2/15-3/11/15	Health & PE
D	Rowan University	Iafrate, Steven	Field Experience	Shaw, Bruce	No. 5	3/23/15-4/29/15	Health & PE

4. Job Descriptions

**Exhibit II: 4**

a. Approve to abolish the following Job Description for the 2014/2015 school year:

	Position
A	Assistant Transportation Coordinator

b. Approve the following Job Description for the 2014/2015 school year:

	Position
A	Assistant Director of Transportation

<i>Roll Call:</i>			
Mr. Blake	Yes	Ms. Watkins	Yes
Ms. Dredden	Yes	Mr. Wilcox	Yes
Mr. Hilton	Yes	Ms. Peterson	Absent
Mr. Vascos	Yes	Ms. Pitts	Yes
Motion Carried			

**III. BOARD SECRETARY'S REPORT**

**A motion was made by Mr. Wilcox, seconded by Mr. Vascos to approve Item 1 – 6 as recommended by the Business Administrator/Board Secretary.**

1. Approve the Transfer of the Local Share – High School HVAC Upgrades, Security Upgrades, Building Skin, ADA Upgrades

Having received the executed grant agreement for the High School HVAC Upgrade, Security Upgrades, Building Skin, ADA Upgrades, DOE project #5820-010-14-1003, from the School Development Authority in a letter dated January 16, 2015, the Board approves the transfer of the local share in the amount of \$394,790 from Capital Outlay (fund 12) to the Capital Projects fund. The District will also recognize the State share of \$345,891 in the Capital Projects fund for a total project cost of \$740,681.

2. Approve the Transfer of the Local Share – Middle School Window Replacement, Site Drainage, Mechanical Renovations

Having received the executed grant agreement for the Middle School Window Replacement, Site Drainage, Mechanical Renovations, DOE project #5820-020-14-1004, from the School Development Authority in a letter dated January 16, 2015, the Board approves the transfer of the local share in the amount of \$1,341,282 from Capital Outlay (fund 12) to the Capital Projects fund. The District will also recognize the State share of \$1,175,148 in the Capital Projects fund for a total project cost of \$2,516,430.

3. Purchase – State Contract Vendor

Approve the purchase of tires in the amount of \$38,650.80 from Service Tire Truck Center an approved State Contract Vendor. State Contract # A82527

Items to be charged to 11-000-270-615

and further acknowledge the following statement:

I certify that there are sufficient funds available to purchase the items listed in this award.

\_\_\_\_\_  
Tyra McCoy-Boyle

4. Purchase – Ed Data Vendor

Approve the purchase of furniture in the amount of \$7,477.76 from Tanner North Jersey, Inc., an Ed Data Vendor. Cooperative Bid # 6014.

Items to be charged to 11-000-240-600

and further acknowledge the following statement:

I certify that there are sufficient funds available to purchase the items listed in this award.

\_\_\_\_\_  
Tyra McCoy-Boyle

5. Ratify the Purchase – Ed Data Vendor

Ratify the purchase of stereo ear buds in the amount of \$2,120.00 from Demco Inc. an Ed Data Vendor. Cooperative Bid # C20901.

Items to be charged to 11-190-100-610

and further acknowledge the following statement:

I certify that there are sufficient funds available to purchase the items awarded in this award.

\_\_\_\_\_  
 Tyra McCoy-Boyle

6. Civil, Site and Environmental Services

Approve/Ratify Civil/Site and Environmental testing at the buildings located at 113 and 115 East Central Ave, Blue Anchor, NJ in the amount of \$27,450.00. Services to be performed by Remington and Vernick, the Board appointed Engineers as follows:

Asbestos Investigation and Testing: \$ 7,250.00  
 GPR Investigation: \$ 1,200.00  
 Amount to be Ratified: \$ 8,450.00

Additional Testing:  
 Civil/Site Engineering: \$ 3,900.00  
 Asbestos Management Services: \$ 4,800.00  
 UST Investigation and Testing: \$10,300.00  
 Additional Services to be Approved: \$19,000.00

<i>Roll Call:</i>			
Mr. Blake	Yes	Ms. Watkins	Yes
Ms. Dredden	Yes	Mr. Wilcox	Yes
Mr. Hilton	Yes	Ms. Peterson	Absent
Mr. Vascos	Yes	Ms. Pitts	Yes
Motion Carried			

**XVI. OPEN PUBLIC RECORDS ACT (OPRA) REQUESTS**

1. The Winslow Board of Education responded to the following OPRA Request(s) between December 12, 2014 and January 16, 2015:

Number of Requests Received	Document Requested	Approved	Denied
1	Job descriptions of HR Director, Assistant Superintendent, and Principals at each grade level	1	0

**XVII. OLD BUSINESS**

Ms. Pitts – If you recall, I believe in October, our Citizens Advisory Committee President, Nelly Chandler came before us and indicated that there were empty spots on the Citizen Advisory Committee. As the year went on, by the end of December we had three. The Board had promised her that we would fill those spots and tonight we are going to fill at least one. For those who may not be familiar with the Citizens Advisory Committee it is a group of citizens who do just that, they meet and advise the Board. This particular committee began in March 2012 and the Board determined that the terms would be for two years. We are now in our second round which began in March 2014 and this is the last year for our second round. Again, we have said that we would fill this and we have made information available to fill the spots. We have received a memo from one citizen, Mrs. Robinson. Ms. Robinson, I believe, was one of the original members in the first round. I received information from her. I particularly liked the last statement in her email. She ends by saying that she is very excited and eager to work to improve the quality and education here in Winslow Township. So Board members at this time I am asking that you approve the appointment of Ms. Angela Robinson to fill one of the three empty spots. The other two spots I am going to ask Administration to give the others, who have shown interest, a call to see if they are still interested so that we can, hopefully, within the next thirty days fill the other spots.

**A motion was made by Ms. Watkins, seconded by Ms. Dredde to accept and appoint Ms. Angela Robinson to fill out the second round which ends in December 2015 to the Citizens Advisory Committee.**

Voice Vote: All in favor
--------------------------

**XVIII. NEW BUSINESS**

Ms. Watkins asked if information had been given to the parents for the PARCC testing?

Dr. Poteat – We have already begun. We have been having meetings at the schools and have invited the parents. There is information on our website and we have given information to the parents.

Dr. Poteat – I heard from our previous Board member Ms. Nicky Brown. Prior to her leaving she was in the process of planning a Community Based Baby Shower. This shower is for the mothers and families in Winslow Township. This is a goal to celebrate parents and to expose them to valuable resources that exist within Winslow Township and the surrounding Camden County. I think it is going to occur in May or June. She is asking for support of any kind, individually or collectively, but no one should feel obligated.

Ms. Watkins is on the committee if you have any questions or concerns.

Dr. Poteat – As you know, we are in the process of planning our calendar for next year and I am looking at this year's calendar. As you know yesterday we had a snow day and we are still in January and we may have additional snow days from now until the end of the school year. Last year, as you recall, we had enough snow days where we had to use all of our days of spring break with the exception of Good Friday and Easter Monday. Last year one of the

things we did to compensate for that we used Presidents Day as one of those days to make up the number of snow days. We are not necessarily in that situation now but we have used one snow day and Presidents Day I think is the 15<sup>th</sup> of February which can also be an option. I know going around the District some of the things I have been hearing is I don't want to lose my spring break this year but there are still some options. I don't want anyone to think that I am anti patriotic because it is Presidents Day. We don't have to use it because we are not in that particular crunch. But it is an option for you to think about whether or not you want to use Presidents Day this year to make up the snow day or we leave the calendar as it is and take our Presidents Day, which is only two weeks away. That is why I wanted to mention it to you tonight in the event that you decide if you want to do it then it would be a last minute kind of thing because it is something that the parents and the community need to know. But again, you don't have to commit yourself to it. We will take our Presidents Day. We will use one day of our spring break and we will continue to hope that we don't have to continue to use our spring break days as a result of inclement weather.

**XIX. INFORMATIONAL ITEMS**

Ms. Pitts – We, as you know, have advertised to fill the Board vacancy. We have put the ads out, we are accepting either letters or resumes and the deadline is February 6 at 2:00 p.m. We also have a deadline to fill this position within 60 days so therefore, our first meeting on February 11 we expect that we will be interviewing all candidates. We do that in public. At that meeting we will come out and then vote on who we will appoint. This is information for the public to know.

**XX. EXECUTIVE SESSION     A motion was made by Mr. Vascos, seconded by Mr. Wilcox to approve adoption of the Executive Resolution and adjournment to Executive Session at 8:02 p.m. for a period of twenty minutes.**

**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 January 28, 2015 at 8:02 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 \_\_\_\_\_;

Winslow Township Board of Education  
**Wednesday, January 28, 2015 - MINUTES**

Regular Board of Education Meeting

Page 22

"(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: that being an employee with the initials JD at the Middle School;

"(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 twenty 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.

**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.

Voice Vote: All in favor

\_\_\_\_\_  
PRESIDENT

\_\_\_\_\_  
Business Administrator/Board Secretary

**XXI. ADJOURNMENT OF EXECUTIVE SESSION**

**A motion was made by Ms. Watkins, seconded by Mr. Wilcox to adjourn Executive Session at 8:56 p.m.**

Voice Vote: All in favor

**XXII. ADJOURNMENT: A motion was made by Ms. Watkins, seconded by Ms. Wilcox to adjourn the meeting at 8:57 p.m. All Ayes.**

Respectfully Submitted,

Tyra McCoy-Boyle  
Business Administrator/Board Secretary

Winslow Township Board of Education

Marketing Committee Meeting

Date of Meeting: 1/20/2015

Meeting Attendees: Stephanie Simmons, Theresa Colligon, Julie Bonette, Gail Watkins, Dr. H Major Poteat, Laura Bishop, and Carlos Vascos.

Meeting Start Time: 6:08pm

**Meeting Topics for Discussion**

A. Marketing/PR Coordinator

- Introducing Laura Bishop – Mrs. Bishop talked about her background and experience in school based public relations.
- Samples of Work – Mrs. Bishop provided written copies of news releases, crisis communication response letters, newsletters, and press clips.

B. 2015 1<sup>st</sup> Quarter Community Connections Meeting

- “What’s new in the Winslow Township School District”
- Meeting date – February 25th, 2015  
Meeting objectives and goals:
  - New building improvements for high school, middle school, administration building, and the blue anchor project.
  - New programs including School#5 TV production program, new 5 & 6 grade social studies series, Middle School Stem Program, Middle School Renaissance program (Also Available Online), High School – Partnership with Camden County College.
  - Technology – New access points in all the schools and update on the purchases of technology in the schools.
  - Highlight our new push to market the district with our new marketing coordinator.
  - The second edition of “Ask Dr. Poteat”.
- Marketing/Promoting The Community Connections Meeting
  - Meeting announcement: Dr. Poteat/Laura Bishop
  - Presentation: Dr. Poteat/Laura Bishop
  - Phone Blast: Dr. Poteat
  - Text Message: Dr. Poteat
  - Public Access Station: Hassan
  - Sodexo Donated Food: Theresa/Stephanie
  - Facebook, district website, township website: Hassan
  - Publicize on Community Connections Calendars in local papers: Laura Bishop



C. Strategic Marketing Plan

- Marketing/PR Coordinator and her team are currently working on drafting this plan.
- Aspects of the marketing plan will include a communications audit, building press/media relations, social media review and upgrade, and changes to the district website.
- First draft of plan to be presented to the marketing committee at our February meeting.

D. Additional issues, concerns, or thoughts to share

Things to Prepare For the Next Meeting

- Please come prepared with updates on completing any assigned tasks for February's community connections meeting.

Next Meeting: Tuesday, February 10<sup>th</sup> at 6pm

Meeting End Time: 7:29pm