

WINSLOW TOWNSHIP SCHOOL DISTRICT - REQUEST FOR SCHOOL FIELD TRIPS

BOARD APPROVAL DATE: Wednesday, January 28, 2015

EXHIBIT NO. 1:2

Sch	Date of Trip	Destination (Trip Information)	Teacher/Coach	Bus(es)	# of Pupils	Departure/Return Time
WTHS	2/14/15	Wissahickon High School Ambler, PA (WTHS Indoor Guard Competitive performance)	Mr. Parkhurst	1 + Equip. Bus	15	12:00 p.m. – 6:00 p.m.
WTHS	2/28/15	Pottsgrove High School Pottstown, PA (WTHS Indoor Guard Competitive performance)	Mr. Parkhurst	1 + Equip. Bus	15	12:00 p.m. – 6:00 p.m.
WTHS	3/07/15	Methacton High School Eagleville, PA (WTHS Indoor Guard Competitive performance)	Mr. Parkhurst	1 + Equip. Bus	15	12:00 p.m. – 6:00 p.m.
WTHS	3/21/15	Pennridge High School Perkasie, PA (WTHS Indoor Guard Competitive performance)	Mr. Parkhurst	1 + Equip. Bus	15	12:00 p.m. – 6:00 p.m.
WTHS	3/28/15	Hatboro-Horsham High School Horsham, PA (WTHS Indoor Guard Competitive performance)	Mr. Parkhurst	1 + Equip. Bus	15	12:00 p.m. – 6:00 p.m.
WTHS	4/11/15	Cavalcade Indoor Championship Location: TBD (WTHS Indoor Guard Competitive performance)	Mr. Parkhurst	1 + Equip. Bus	15	12:00 p.m. – 6:00 p.m.

WINSLOW TOWNSHIP SCHOOL DISTRICT
FUNDRAISER REQUEST

EXHIBIT NO. 113

Submit one (1) complete set of the fundraiser request form to your building administrator four (4) weeks prior to the date of the fundraiser.

School: # 1 # 2 # 3 # 4 # 5 # 6 MS HS
 Other _____

Club/Organization: CLASS of 2016

Date(s) of Fundraiser: February Date Submitted: 1.16.15

Advisor(s) Submitting Request: Ms Fitcher Mc Ingrah

Fundraising Activity: Wendy's Fundraiser night

Location of Activity: Wendy's Cross Keys Road

Cost Per Item / Person: N/A Sale Price: Cost of meal

Anticipated Profit: varied

Intended Use of Raised Funds: Activities and events for the
Class of 2016

Vendor Description (If Appropriate): _____

Is there any commission or other gain to be received by school or advisor?: Yes No

If Yes, please explain: _____

JAN 20 2015

APPROVED BY: Administrator: [Signature] Date: 1/20/15
[Signature] 1/20/15

FUNDRAISER REQUEST

Submit one (1) complete set of the fundraiser request form to your building administrator four (4) weeks prior to the date of the fundraiser.

School: # 1 # 2 # 3 # 4 # 5 # 6 MS HS
 Other

Club/Organization: African American Culture Club

Date(s) of Fundraiser: February 2015 Date Submitted: January 14, 2015

Advisor(s) Submitting Request: Ms. Fletcher, Ms. Weston

Fundraising Activity: African American paraphernalia that will promote the Black History Program (woven bracelets, kente cloth book marks)
Location of Activity: Foyer area of WTHS cafeteria

Cost Per Item / Person: N/A Sale Price: \$1.00

Anticipated Profit: TBD (based upon sales)

Intended Use of Raised Funds: for scholarship and trip activities/events

Vendor Description (If Appropriate):

Is there any commission or other gain to be received by school or advisor?: Yes No

If Yes, please explain:

JAN 20 2015

APPROVED BY: Administrator: [Signature] Date: 1/20/15

White -Board Office Pink -Administrator Yellow - Advisor

Exhibit II: 4b

WINSLOW TOWNSHIP SCHOOL DISTRICT JOB DESCRIPTION

Assistant Director of Transportation

Qualifications:

- High School diploma or equivalent.
- Experience with data processing/computer equipment programs.
- Must hold a valid New Jersey CDL School Bus Driver License.
- Have a good driving record and no criminal record.
- Satisfactory completion of New Jersey Transportation Supervisor Certification Course.
- Strong communication skills and ability to manage people.
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Reports To:

Transportation Director and School Business Administrator/Board Secretary

Terms of Employment:

Twelve-month year. Work hours and vacation in accordance with Board Policy.

Performance Responsibilities

In conjunction with the Transportation Director, the Assistant Director of Transportation:

1. Designs and maintains routes for all schools and is responsible for entry of all routes into the computerized system.
2. Establishes routes for bidding process, records for all existing route percentages, types and carries through all contracts for bus routes.
3. Redesigns bus routes for all students on a yearly basis.
4. Responds to questions and correspondence from parents, administrators, bus drivers, etc., concerning routes, schedules, etc.
5. Works with the School Business Administrator/Board Secretary in preparing the transportation budget yearly.
6. Creates payment schedule for all vendors/contractors.
7. Prepares quotations for all sports activities and sets up payment invoices for sports/co-curriculum trips.

8. Retains records of preventive maintenance and cost of repair, tires and general maintenance of district vehicles and equipment.
9. Processes and accepts bids for the purchase of any new vehicles.
10. Arranges bus routes to accommodate any emergencies.
11. Completes reports pertaining to District-wide Transportation, including but not limited to all required state reports.
12. Prepares payroll for the bus drivers, district mechanic, and bus aides.
13. Arranges and carries out state mandated bus evacuation drills.
14. Observes, by riding the buses, the entire operation of the transportation system for safety.
15. Investigates school bus accidents, following up with required reports.
16. Carries out the directive of the Superintendent of Schools concerning possible school closings, early dismissal, or other safety factors affecting transportation.
17. Oversees that drivers are properly licensed, physically fit, fingerprinted, and are informed of the laws and regulations regarding transportation.
18. Schedules and coordinates mail courier/delivery persons daily activities.
19. Serves as a substitute school bus driver, when necessary.
20. In the absence of the Director of Transportation, performs duties of the Director, as may be assigned by the School Business Administrator/ Board Secretary or Superintendent.

ACKNOWLEDGEMENT:

I acknowledge receipt of a copy of this job description and I am aware that I may be required to fulfill any of the listed duties.

EVALUATION:

Performance of this job will be evaluated annually in accordance with State Statutes and the Board's policy on evaluation.

Reviewed and agreed

To by employee: _____ Date: _____

Approved: