

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

Wednesday, January 23, 2013
7:00 p.m.

MINUTES

I. PUBLIC NOTICE of this meeting was given to all Board Members and Associates in a notice dated **01/03/13**. 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 – In roll call the following Board members were noted present:

Present:	Ewuniki Brown	Aleta Sturdivant
	Joanne Masciocchi	Lorraine Dredden, Vice President
	Julie A. Peterson	Patricia Davis – President
	Cheryl Pitts	

Absent: Gulab Gidwani
Gail P. Watkins

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

IV. PLEDGE OF ALLEGIANCE

V. BOARD OF EDUCATION – TEAM CHARTER

Ms. Sturdivant -

1. ***At all Times:*** Maintain confidentiality; Follow the chain of command; Maintain an open-mind; Listen and speak with respect for others.

Ms. Dredden -

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.

Ms. Brown -

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.

Ms. Pitts -

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.

Ms. Masciocchi -

VI. 2012-2013 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. WTMS Presentation

HIGH SCHOOL STUDENT REPRESENTATIVES

Carolyn Sung – I am a senior at Winslow Township High School. I am the Student Body President. This year the students at Winslow Township High School have been achieving positive activities and personal accomplishments. On January 21 Martin Luther King Junior Day, students participated in a Day of Service where they spread throughout the Township and cleaned up various sites including Donio Park and Peter Volpa Park. They offered their time and efforts to help clean up trash and help out this community.

The Key Club had their annual blood drive and this year students and staff altogether were able to raise 121 pints saving up to 363 lives.

Students also, on their own, achieved personal accolades where they auditioned and made 2013 All South Jersey High School Orchestra and Amy Boehly, Tyler Cesario, Celine Fleenor, Ashley Iwu and Amanda Kochey were able to make the 2013 South Jersey Choir. Brian has a few updates about the Junior Class specifically.

Brian Maguire – My name is Brian Maguire and I am a junior at Winslow Township High School and the Student Senate Historian.

Gift cards are still on sale as a fundraiser for the junior class. Each store gives a rebate back to the school for every card sold.

Juniors are invited to the prom at the elegant Westin Hotel on Route 73. Tickets will go on sale mid February at a discounted price until March. The theme is "Masquerade".

There will be many more events to come in the 2013 school year, so we will look forward to

informing you of next month's activities.

2012 Teacher Enhancement Grant

Dr. Poteat presented a check to Jennifer Dolbow, School No. 3 in the amount of \$100. She is to use the money to enhance the teaching environment and the process of learning in the classroom.

Dr. Carcamo was one of the successful individuals who received the Grant from Phoenix Advisors while attending the New Jersey School Boards Association Conference in Atlantic City. A teacher from School No. 3 was chosen to receive the grant because of their support of Karen Loney during her transition as interim Principal at School No. 3.

VIII. CORRESPONDENCE -

None at this time

IX. MINUTES

A motion was made by Ms. Pitts, seconded by Ms. Dredden to approve the Open and Closed Sessions for the following meetings:

Regular Meeting	Wednesday, December 19, 2012	Open/Closed Sessions
Reorganization Meeting	Wednesday, January 2, 2013	Open/Closed Sessions

<i>Roll Call:</i>			
Ms. Brown	Yes	Ms. Sturdivant	Yes
Mr. Gidwani	Abstain 12/19	Ms. Watkins	Absent
Ms. Masciocchi	Absent	Ms. Dredden	Yes
Ms. Peterson	Yes	Ms. Davis	Yes
Ms. Pitts	Yes		
Motion Carried			

X. BOARD COMMITTEE REPORTS

Policy and Human Resources Committee

Ms. Pitts reported that the Policy and Human Resources Committee met in District on January 10, 2013 at 4:00 p.m. Board Members in attendance were Ms. Davis, Ms. Dredden, Ms. Masciocchi and Ms. Pitts. The Administration in attendance was Mr. Davis, Human Resources Director.

Subjects discussed during the meeting:

1. Revising By-laws to include the creation of the newly formed Board of Education "Sunshine Fund".
2. Waiting to finalize our policy on Uniform Dress Code (solicitor's final review).
3. Establishing a set schedule for our Workshop meetings versus our Regular Board Meetings.

4. Establish a set date and time for future Policy Committee meetings.
5. Consider giving our lower and upper elementary schools names instead of numbers.

In December 2012 the Board agreed to establish a "Sunshine Fund" for the purpose of acknowledging by card, flowers or donation, the illness or death of an immediate family member of our fellow colleagues. The committee is recommending that we expand this good will gesture to include the immediate family members of our Administration and our Solicitor and formalize this action by making it a part of our Board's By-laws. The committee has compiled a draft of the specifics of the Sunshine Fund to be formalized in our By-laws. The specifics are attached to this report for our Solicitor's review.

Now that the Board has agreed to have one meeting each month to be conducted as a Workshop meeting, we are recommending that the first meeting of each month be listed as a Workshop meeting and the second meeting of each month be listed as our Regular Board of Education meeting.

The Policy Human Resources Committee has agreed that all future committee will be held on the second Thursday of each month at 4:00 p.m. in the Central office location.

As the District goes forward in its mission to educate the children of this community, and in partnership with the community, the committee is asking the Board to consider the possibility of giving our lower and upper elementary schools names instead of numbers. This would be a Township and District project once initiated. The next committee meeting is scheduled for February 14, 2013 at 4:00 p.m.

Education Committee

Ms. Peterson reported that the Education Committee met in District on Wednesday, January 16, 2013. In attendance Mrs. Brown, Ms. Sturdivant, Dr. Carcamo and Ms. Peterson. Items discussed during the meeting:

- The role of the Education Committee.
- District Assessment.
- Assessment Reports.
- Definition of our Regional Achievement Centers.
- Definition of Priority, Focus and Reward Schools (Only 1 of our schools is a focus school and that is the Middle School).
- Mid-year comparison for Grade 5.
- District Innovative activities for the year.
- New textbooks that were purchased.
- Technology needs.
- New Jersey ASK where we had the dates that the tests will be administered for both 2012 and 2013 along with the parent workshops.
- Teacher/Principal Evaluation using the Danielson evaluation instrument and the deadlines for that.

Pending business:

1. Continued discussion on the Charlotte Danielson Teacher Evaluation Tool.
2. Partnership for Assessment of Readiness for college and careers.
3. Align field trips with curriculum learning outcome/goals.

Recommendation I

District Goal 3: Continue to expand communication to all stakeholders to increase the capacity for greater parent/caregiver and community support.

Board Goal 3: Create a Board environment conducive to enhancing transparency and promoting positive accountability.

The Education Committee of the Winslow Township Board of Education recommends and I so move, to include the committee assignments, meeting information, other assignments and school liaison information to the Board website.

Recommendation II

District Goal 3: Continue to expand communication to all stakeholders to increase the capacity for greater parent/caregiver and community support.

The Education Committee of the Winslow Township Board of Education recommends and I so move, that the Board of Education enhance its New Jersey State Assessment schedule and Parent Night for New Jersey Assessment parental notification efforts to include building administrators (principals) implementing parent calls in addition to the dissemination of flyers.

Recommendation III

District Goal 3: Continue to expand community to all stakeholders to increase the capacity for greater parent and caregiver support.

Board Goal 3: Create a Board environment conducive to enhancing transparency and promoting positive accountability.

The Education Committee of Winslow Township Board of Education recommends and I so move, that the Board of Education enhance its New Jersey Assessment Schedule and Parent Night for New Jersey Assessment parent notification efforts to ascertain the feasibility of partnering with the Township in announcing both assessment schedule and parent night via Channel 9.

A motion was made by Ms. Peterson, seconded by Ms. Sturdivant to accept the the three recommendations made by the Education Committee and listed above.

Winslow Township Board of Education
Wednesday, January 23, 2013 - MINUTES

Regular Board of Education Meeting

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Roll Call:

Ms. Brown	Yes	Ms. Sturdivant	Yes
Mr. Gidwani	Absent	Ms. Watkins	Absent
Ms. Masciocchi	Yes	Ms. Dredde	Yes
Ms. Peterson	Yes	Ms. Davis	Yes
Ms. Pitts	Yes		

The Three Motions Have Carried

Operations Committee

Ms. Davis reported on the committee meeting held on December 18, 2012. In attendance were Ms. Masciocchi, Mr. Gidwani, Ms. Watkins and Ms. Davis. Administration: Ms. McCoy-Boyle and Ms. Long-Vernon.

Items Discussed at the meeting:

- Safety of School System.
- Maintenance of Buildings.
- Solar panels.
- Number of students.
- OPRA requests.
- Audit Reports.
- Blue Anchor building.
- Water at School No. 1
- Laptop computers.

XI. PUBLIC COMMENTS (Time Limited)

A motion was made by Ms. Peterson, seconded by Ms. Sturdivant to open the meeting for Public Comments at 7:45 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

Bill Littner – Parent

My name is Bill Littner, I have a student at the Middle School and at School No. 6. I have a question. I see that the students are doing their thing for bullying and I thought that it was a great presentation. But my question is are you educating the parents and what they should do for HIB harassment and bullying. I have an incident with my younger son at School 6 and I didn't get the answer that I am looking for. I am just wondering what you are doing to educate us as parents because I have a concern with the outcome of the situation.

Dr. Poteat – The anti bullying law has been in place for two years. We have had correspondence and information sent out to the parents. We have had additional letters sent out to parents explaining the law itself. It was explained at Back to School Night. There were sessions held at the school in reference to the policy. If you wanted additional information the building principal, or the building counselor, or any teacher in the District, particularly those teachers which your child has should be familiar with the anti bullying laws and be able to give you any answers. If there are any specific questions then those questions can be asked. I do recall your name and I do recall having a conversation with you, am I correct?

Mr. Littner – Yes, I spoke with you on the 11th and still haven't gotten an answer back yet.

Dr. Poteat – Let me say this because there are several things that need to happen.

Mr. Littner – I spoke to a bus driver about a situation, he said she would handle it, and I let it go at that thinking I was just trying to prevent something from happening on the bus. It happened a second time. She said she would talk to the school. I waited a day or two days and heard nothing, called the school back and they said they could see what they could do about it and I heard nothing. A month later my son gets into a fight on the bus with the same student with the same incident. Same things going on and he is suspended from school for defending himself. That is my question, why is he suspended from school for defending himself? I tried to prevent this from happening three times and nothing was done, nothing thrown back at me. When I read the HIB laws on the website laws, I checked them out. I looked at them on your school website and they said that it should be handled in a timely manner. I didn't get any response whatsoever. My son is suspended. That is a mark on his record. I am trying to get him into a different school, the choice program, and they don't want a student who has a disciplinary problem.

Dr. Poteat – Let me start with that question. I am not sure to whom you may have spoken to in reference to disciplinary records following children to choice schools. That may have been the case in the past but as of this year, disciplinary records do not follow children to choice schools. I just wanted to make that clear.

There is a procedure that the school district has in place and the procedure that we follow is the same procedure that is followed throughout the State of New Jersey. When you called me, and I recall having the conversation with you, I am normally the last resource prior to coming to the Board. We do have a policy and procedure in place. I think I told you that I would

have a conversation with the building principal. The principal and I have had that conversation and the direction I gave the building principal, one, you must conduct an investigation because the incident that you had brought to his attention he did not know anything about it. I am going to assume, at this point, that those individuals on the bus or the buses, because you spoke to two different people, never reported it to the building principal. Therefore, the investigation never took place, nor was it conducted, until it reached the principal's desk.

When you called me, I am going to go back to the building or the building principal because that is where it occurred and that is where the investigation should take place. My last conversation with Mr. Jackson was to please conduct an investigation, talk to those individuals, bus drivers, that you share with them that you have spoken to me. After you have conducted that investigation get back to you so that you would know what his findings were.

The other policy and procedure we have in place is we have to do a Harassment, Intimidation and Bullying (HIB) investigation at the building level. That individual can also be a part of the investigation process with the building principal. If that situation is resolved or the investigation is concluded, you may or may not be satisfied with the process, we have a school district coordinator who also gets involved in the investigation after it has been resolved or at least attempted to be resolved at the building level. Once it goes to the district coordinator, they conduct an investigation and they share that information with me. At this point, because I haven't heard anything, I am going to assume, without putting anyone on the spot or trying to resolve it at this point, cause we don't try to attempt to resolve anything during a public meeting. The reason I went through that process is so that you, as well as anyone else, would have it clear understanding as to how the process works.

If you are saying to me tonight that you have not had a follow-up conversation with the building principal, I can respectfully see after the conversation that you and I had that I would see to, and I still have your number and information on my desk because this is situation that is not closed. The important thing is, as you mentioned, we need to get back to you and follow-up to make sure that you are satisfied with the outcome. Now you may not necessarily agree with the outcome but at least be satisfied with the fact that it is an outcome. I will call you tomorrow with regard to this process.

Mr. Littner – I think the person who investigated it prior to Mr. Jackson, and I think Mr. Jackson was very proactive once it landed on his desk, the person who investigated it did not report it to the schools.

Dr. Poteat – At some point, you, Mr. Jackson and whoever else was involved need to sit down so that we can collectively resolve this matter as quickly as possible.

XII. ADJOURNMENT OF PUBLIC COMMENTS

A motion was made by Ms. Dredden, seconded by Ms. Sturdivant to close the meeting for Public Comments at 7:52 p.m.

Voice Vote: All in favor

XIII. SUPERINTENDENT'S REPORT

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

The motion was amended to PULL the following under Item 9.

- School No. 2 – Jump Rope for Heart (2/22/13)
- Winslow Township Middle School – American Heart Association Donation – Jeans Day (2/8/13)
- American Heart Association Coin Collection (2/8/13)
- Have a Heart (2/8/13).

Ms. McCoy-Boyle attended an ethics training yesterday that was put on by the New Jersey School Business Officials and during our discussion there was a Business Administrator from Plumstead who commented the District had gone through an OFAC review and that they got a recommendation because school districts cannot write checks to charitable organizations. These four fundraisers are slated to go into the student activity account and then the student activity account would write a check out to the charitable organization. Until I get clarification on that I would like to pull them. The others are being held through the HSA so that is not under our office.

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

- | | | |
|----|---|---------------------------|
| 1. | <u>First Reading of Board Policies & Regulations</u> | None at this time. |
| 2. | <u>Second Reading of Board Policies & Regulations</u> | None at this time. |
| 3. | <u>Security/Fire Drill Report</u> | Exhibit XIII A: 3 |
| | Approve the Security/Fire Drill Report for December 2012 as per the attached exhibit. | |
| 4. | <u>Field Trips</u> | Exhibit XIII A: 4 |
| | Approve Field Trips for the 2012-2013 school year as listed in the attached exhibit. | |
| 5. | <u>Professional Development/Workshops & Conferences</u> | Exhibit XIII A: 5 |
| | Approve Professional Development opportunities as per the attached exhibit. | |
| 6. | <u>Tuition Students</u> | Exhibit XIII A: 6 |
| | Approve the placement of Tuition Students as listed in the attached exhibit. | |
| 7. | <u>Terminate Out-of-District Placements</u> | Exhibit XIII A: 7 |
| | Approve to terminate Out-of-District Placements as listed in the attached exhibit. | |
| 8. | <u>Homeless Student(s)</u> | 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 2012-2013 school year as listed below and as per the attached exhibit:

PULLED School No. 2

- Jump Rope for Heart (02/22/13)

School No. 4

- Jump Rope for Heart (02/04-8/13)
- Heart Smart Family Night (02/07/13)
- National Wear Red Day (02/14/13)

PULLED WTMS

- American Heart Association Donation - Jeans Day (02/08/13)
- American Heart Association Coin Collection (02/08/13)
- Have a Heart (02/08/13)

WTHS

- Auntie Annie's Pretzels (March 2013) – NHS
- Joe Corbi Pizza (February 2013) – JRTOC
- Skate Party (02/23/13) – H.S.A.

10. School No. 1 – Fun Fest Gym Show

Approve School No. 1 Fun Fest Gym Show for Thursday, March 7, 2013 at 6:30 p.m. for 1st grade students and their families.

11. School No. 1 – Black History Month Program

Approve School No. 1 Black History Month Program for Thursday, February 21, 2013 at 2:00 p.m. with a performance by NVizion at a cost of \$1,500.

Note: The cost of the activity will be funded through the student activity fund.

12. School No. 1 – Art Show Program for Youth Art Month

Approve School No. 1 Evening Art Show for Tuesday, March 19, 2013 beginning at 6:30 p.m. in recognition of Youth Art Month.

13. School No. 3 – Grade 3 Family Fun Night

Approve School No. 3 Family Fun Night for Thursday, March 7, 2013 to introduce parents of third grade students to activities their students are participating in during gym class.

14. School No. 3 – NJ Commission of the Blind Vision Screening

Approve School No. 3 to participate in the NJ Commission of the Blind free vision screenings for students on Thursday, March 21, 2013.

15. School No. 4 Jump Rope for Heart Programs

Approve School No. 4 to participate in Jump Rope for Heart activities on February 4, 2013.

16. School No. 4 - Heart Smart Family Fun Night

Approve School No. 4 to participate in a Heart Smart Family Fun Night on Thursday, February 7, 2013 as an opportunity for students and parents to participate in activities designed to create a healthy outlook on physical fitness.

17. School No. 4 - Writing Instruction **Exhibit XIII A: 17**

Approve School No. 4 to have Mr. Steven Hempel, Rowan University, provide staff development in the area of writing instruction at a cost of \$500.00.

18. School No. 4 – Reading Assist Institute

Approve the Reading Assist Institute to begin working with School No. 4, on a voluntary basis, to implement the Reading Assist for Primary Students (RAPS) program.

19. WTMS – 8th Grade Semi-Formal

Approve the 8th Grade Semi-Formal for Friday, May 17, 2013 beginning at 7:00 p.m. at Winslow Manor in Sicklerville, NJ.

20. WTMS – Donation of Book

Approve the acceptance of a donation of a hardcover book entitled, “Young Thurgood: The Making of a Supreme Court Justice” to WTMS by Mr. Clifton Kilgore of the New Hope Lodge No. 1 in Chesilhurst, NJ.

21. WTMS – Black History Month Program

Approve an assembly at WTMS, in honor of Black History Month, by the WINCEYCO, Inc., featuring the program “African Discovery Through Music”, to take place on Thursday, February 21, 2013 at a cost of \$2,250.00 to be funded through the student activity account.

22. WTMS – Valentine’s Dance & Have a Heart Dance

- a. Approve WTMS Valentine’s Dance for Friday, February 8, 2013 beginning at 2:30 p.m. through 4:30 p.m.
- b. Approve WTMS NJHS “Have a Heart” Dance for Friday, February 8, 2013 beginning at 6:30 p.m. through 9:30 p.m.

23. WTHS – JROTC Soaring Eagle Battalion Military Ball

Approve the JROTC to hold their annual Formal Military Ball on Friday, April 19, 2013 beginning at 7:00 p.m. at the Venice Plaza, Berlin, NJ.

24. WTHS Eagles Landing – Guest Speakers

Approve the following guest speakers to visit the WTHS Eagles Landing Program:

- Mr. Sabin Rich, Retired Vice President of SEPTA, to present monthly career goal setting workshops (leadership, goal setting, keys to success, etiquette) to the Young Men of Excellence after school group.
- Kennedy Hospital Speaker Bureau to present monthly health and wellness workshops (health issues, nutrition and emotional wellness) to the young men and women’s after school groups.

25. Title I NJ ASK Evening Parent Workshops & Presenters

Approve the following Title I NJ ASK Evening Parent Workshops and presenters for the 2012-2013 school year. The workshops will be held in February and March:

Date	School	Time	Presenter/s (Tentative)
Thursday, 2/5/13	3	6:00 – 8:00 PM	Tyeisha Jeffries/ Jeana Hagan
Tuesday, 2/12/13	5	6:00 – 8:00 PM	Michele Nisula/ Erin Johansen
Tuesday, 2/19/13	2	6:00 – 8:00 PM	Monica Poland/ Jeana Hagan
Thursday, 2/28/13	MS	6:00 – 8:00 PM	Christa McBride/ Erin Johansen
Thursday, 3/7/13	6	6:00 – 8:00 PM	Michele Nisula/ TBD
Thursday, 3/14/13	1	6:00 – 8:00 PM	Tyeisha Jeffries/Jeana Hagan

Thursday, 3/21/13	4	6:00 – 8:00 PM	Monica Poland/ Jeana Hagan
Tuesday, 3/26/13	MS	6:00 – 8:00 PM	Christa McBride/ TBD

B. Principal's Updates

- | | |
|-------------------------------------|--------------------------|
| 1. Monthly School Highlights | Exhibit XIII B: 1 |
| 2. Ethnic Enrollment Report | Exhibit XIII B: 2 |
| 3. Suspension Report | Exhibit XIII B: 3 |
| 4. Listing of Programs & Activities | Exhibit XIII B: 4 |

<i>Roll Call:</i>			
Ms. Brown	Yes	Ms. Sturdivant	Yes
Mr. Gidwani	Absent	Ms. Watkins	Absent
Ms. Masciocchi	Yes	Ms. Dredde	Yes
Ms. Peterson	Yes	Ms. Davis	Yes
Ms. Pitts	Yes		
Motion Carried			

XIV. BUSINESS ADMINISTRATOR/BOARD SECRETARY'S REPORT

A motion was made by Ms. Peterson, seconded by Ms. Pitts to approve A. & B. as recommended by the Business Administrator/Board Secretary.

A. REPORTS

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|---------------------------------|-------------------------|
| 1. <u>Aramark Update</u> | Exhibit XIV A: 1 |
| 2. <u>Transportation Update</u> | Exhibit XIV A: 2 |

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

- | | |
|---|-------------------------|
| 1. <u>Line Item Transfers</u> | Exhibit XIV B: 1 |
| Approve the Line Item Transfers, for the month of November 2012, as per the attached exhibit. | |
| 2. <u>Treasurer's Report</u> | Exhibit XIV B: 2 |
| Approve the Treasurer's Report, for the month of November 2012, as per the attached exhibit. | |
| 3. <u>Board Secretary's Report</u> | Exhibit XIV B: 3 |

Approve the Board Secretary's Reports, for the month of November 2012, as per the attached exhibit.

4. Board Secretary's Certification

Pursuant to N.J.A.C. 6A:23A-16.10 (c) 3, I certify that as of November 2012, no budgetary line item account has obligations and payments (contractual orders) which in total exceed the amount appropriated by the Winslow Township Board of Education pursuant to N.J.S.A. 18A:22-8.1 and N.J.S.A. 18A:22-8.2 and no budgetary line item account has been over-expended in violation of N.J.A.C. 6:23-2.12 (a) 1.

5. Boards' Certification

Pursuant to N.J.A.C. 6A:23A-16.10 (c) 4, the Winslow Township Board of Education certifies that as of November 2012 and after review of the Secretary's Monthly Financial Report and the Treasurer's Monthly Financial Report and upon consultation with the appropriate district officials, 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 (a) 1 and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

6. 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>
Cheryl Pitts	Bargaining at the Table by NJSBA	January 26, 2013	\$125.00
Julie A. Peterson	Bargaining at the Table by NJSBA	January 26, 2013	\$125.00
Ewuniki Brown	Governance 1: New Board Orientation	March 8 – 10, 2013	* No Cost
Gail P. Watkins	Governance 1: New Board Orientation	March 8 – 10, 2013	* No Cost

Note: * The costs for the Governance 1: New Board Orientation, including all meals, materials and hotel stay are being covered by a grant from the Educational Leadership Foundation of New Jersey (ELFNJ).

7. Professional Development

Approve Tammy Wall, Transportation Dispatcher, and Michael Schneck, Jr., Assistant Director of Transportation, to attend Employee Training & Safety Education at Rutgers Continuing Studies, School Transportation Supervisors, from 6:00 – 9:00 p.m. February 25 – April 8, 2013 (7 sessions) at a cost of \$643/each.

8. Bill List

Exhibit XIV B: 8

Approve the Bill List as listed below and as per the attached exhibit.

- Manual Bill List \$ 353,718.75
- Vendor Bill List \$ 1,741,562.39

<i>Roll Call:</i>			
Ms. Brown	Yes	Ms. Sturdivant	Yes
Mr. Gidwani	Absent	Ms. Watkins	Absent
Ms. Masciocchi	Yes	Ms. Dredden	Yes
Ms. Peterson	Yes Recuse # 6	Ms. Davis	Yes
Ms. Pitts	Yes Recuse # 6		
Motion Carried			

XV. PERSONNEL

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A motion was made by Ms. Dredde, seconded by Ms. Masciocchi to approve Item # 1 through # 9 with regard to Personnel. The motion was amended to change the amount in Item 2. B. amount per day should read \$400.00/per day.

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	A.B. (Extension)	Medical	2/1/2013	4/30/2013	U
B	T.M.	Maternity	3/25/2013 4/26/2013	4/25/2013 6/30/2013	P U
C	L.M.	Medical	1/29/2013 2/8/2013	2/7/2013 3/1/2013	P U
D	N.S.	Maternity	4/26/2013 5/16/2013	5/15/2013 6/30/2013	P U

2. Leave of Absence Replacements

Approve the following Leave of Absence Replacements for the 2012/2013 school year:

	Name	School	Position	Per Day	Effective
A	Aupperle, Melissa (replacing J. A.)	No. 6	Special Ed Teacher (MD) (Leave of Absence)	\$254.00	2/1/2013- 5/31/2013
B	Burgess, Beverly Mann (replacing G. D.)	No. 6	Speech Language Specialist – Consultant (Leave of Absence)	\$400.00	3/1/2013- 6/20/2013
C	Kerbaugh, Annmarie (replacing R. M.)	No. 4	3 rd Grade Teacher (Leave of Absence)	\$242.00	3/1/2013- 6/20/2013
D	Powell, Karen (replacing L. M.)	HS	Special Ed Teacher (RC) (Leave of Absence)	\$254.00	2/1/2013- 6/20/2013

3. Lateral Movements on Salary Guide

Approve the following Lateral Movements on the Salary Guide for the 2012/2013 school year, effective 2/1/2013:

			FROM			TO		
Last Name	First Name	School	From	Step	Salary	To	Step	Salary
Clark	Jena	HS	BA	9	\$57,161	MA	9	\$59,561
Feighery	Tracy	HS	BA+15	7	\$50,961	MA	7	\$52,561
Montagano	Kimberly	MS-SSS	BA+30	13	\$80,750	MA	13	\$81,550

4. College Placements

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Approve the following College Placements for the 2012/2013 school year:

	College/University	Student	Experience	Cooperating Teacher	Sch	Dates	Subject
A	Camden County	Ambreen, Qudsia	21 Hour Field Experience	Cutter, Mindy	No. 6	2/11/2013-4/12/2013	Elementary
B	Camden County	Bukhsh, Shazia	21 Hour Field Experience	Parker, Michelle	No. 6	2/11/2013-4/12/2013	Elementary
C	Camden County	Cuthill, Cheryl	21 Hour Field Experience	Alcoy-Clouser, Tracy	No. 5	2/11/2013-4/12/2013	Elementary
D	Camden County	Drawdy, Lori	21 Hour Field Experience	Wood, Jennifer	No. 5	2/11/2013-4/12/2013	Elementary
E	Camden County	Fillion, Stephen	21 Hour Field Experience	Wood, Jennifer	No. 5	2/11/2013-4/12/2013	Elementary

5. Spring Coaches at High School

a. Approve the following Revisions of two (2) of our Spring Coaches at the High School for the 2012/2013 school year (11-402-100-100-402-08)

			FROM		TO		
	Spring Coach	Spring Position	Stipend	Step	Spring Position	Stipend	Step
A	Cuneo, Chris	Head Lacrosse Coach	\$5,877	1	Head Lacrosse Coach	\$6,357	3
B	Nagy, Kristine	Assistant Lacrosse Coach	\$4,486	2	Co-Assistant Lacrosse Coach	\$2,243 (a split)	2

b. Approve the following Spring Coach at the High School for the 2012/2013 school year: (11-402-100-100-402-08)

	Spring Coach	Spring Sport Position	Stipend	Step
A	McCormick, Rachel	Co-Assistant Lacrosse Coach	\$2,156 (a split)	1

6. Winslow Child Development Program

Approve the transfer of the following Winslow Child Development Program Counselor for the 2012/2013 school year: (11-000-310-930-000-18)

			FROM	TO	
	Name	Position	School	School	Effective
A	Enwereji, Susan	High School/Co-Op Child Service Worker	Substitute	No. 3	1/16/2013

7. Contract Extension

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Approve the following Contract Extension for a Leave of Absence Secretary for the 2012/2013 school year: (11-000-240-105-099-06)

FROM						TO	
	Name	Position	Sch	Dates	Prorated Salary	Dates	Prorated Salary
A	Brown, Robin (replacing A. B.)	Secretary	No. 6	9/17/2012 2/1/2013	\$27,000	2/1/2013 4/30/2013	\$27,000

8. Pit Musicians Spring Musical – High School

a. Approve the following Pit Musicians for the Spring Musical at the High School for the 2012-2013 school year: (11-401-100-330-401-08)

	Name	Position	Stipend (Accounts Payable)
A	Cleary, Susan	Pit Musician	\$300.00
B	Cummings, Victor	Pit Musician	\$300.00
C	Kormanski, John	Pit Musician	\$300.00
D	Krupa, Joseph	Pit Musician	\$300.00
E	Krupa, Joseph	Rehearsal Accompanist	\$1,200.00
F	O'Neill, Daniel	Pit Musician	\$300.00
G	Quinn, Courtney	Pit Musician	\$300.00
H	Rothkopf, Cheryl	Pit Musician	\$300.00
I	Totora, Mathew	Pit Musician	\$300.00

b. Approve the following Pit Musicians for the Spring Musical at the High School for the 2012-2013 school year; (11-401-100-101-401-08)

	Name	Position	Stipend (Co-Curricular Advisor)
A	Gouse, William	Pit Musician	\$300.00
B	Parkhurst, David	Pit Musician	\$300.00

9. Extended School Day Program

Approve the following Teacher for the Extended School Day Program on an “as needed” basis not to exceed 2 hours per day at the High School for the 2012/2013 school year: (20-236-100-100-020-00)

	Name	Subject	Hourly Rate
A	Pino, John	LAL-SAT Prep & College Writing Tutor	\$37.73

Roll Call:

Ms. Brown

Yes

Ms. Sturdivant

Yes

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Mr. Gidwani	Absent	Ms. Watkins	Absent
Ms. Masciocchi	Yes	Ms. Dredden	Yes
Ms. Peterson	Yes	Ms. Davis	Yes
Ms. Pitts	Yes		
Motion Carried			

XVI. OLD BUSINESS –

Ms. Davis added a person as an alternate to each of the three standing Board committees:

Policy:	Patricia Davis
Operations:	Patricia Davis
Education:	Ms. Masciocchi

XVII. NEW BUSINESS -

None at this time.

INFORMATION ITEMS

Dr. Poteat –

The Martin Luther King Day of Service is the first collaboration between the Township and the school District working together, it is the first collaboration on Martin Luther King Day of Service. We had 170 students come out and support that effort. These young people in two and a half hours collected a ton and a half of trash and debris. These young people did a fantastic job along with Mr. Carter and members of his staff, those individuals who were responsible for clubs and organizing those people. Fantastic job. The young people had a good time in the process, participating in the effort and I just want to publicly thank Mr. Carter, the advisors at the high school and administrative staff. In particular we want to thank those young people. We want to thank the Mayor for providing breakfast and the school district, through the student activities, for providing lunch. Great day for all of us and I want to thank our Board President, Ms. Davis and Vice President, Ms. Dredden for coming out and working with us. We got in before the arctic freeze came in because I think if it had happened yesterday or today we would have had to cancel. I am so proud of the young people. Who would have thought on their day off they would come out to do outside clean-up activities when they could have been home in bed or doing something else.

The girls indoor track team competed on January 4 and in that competition they tied for first place. They are the 2013 Group 111 State Relay Co-Champions. In the shuttle hurdles the girls ran the fastest time in indoor history in the State of New Jersey. They broke an old record of 31.93 set back in 1998. Our girls ran a 31.27, fastest record in indoor State history. They also broke another record in the 4 x 200 relay by running a time of 1:45.13, breaking the old Group 111 record of 1:46.04 which was set back in 2006. We would like to congratulate Coach George Horne, his coaching staff and the girls indoor track team. Because they were co- champions in Group 111 they had a toss of the coin where Kingsway took the trophy, our girls took the certificate and they will send out trophy to us and a certificate to Kingsway. I spoke with Mr. Carter and when that trophy arrives it would be very fitting that we present the

trophy to the girls at one of our Board meetings in a public setting. We will wait until the presentation to announce their names. Just another example of the talented young people we have here in the Winslow Township School District, both academically and athletically. We look forward to the continuation of the indoor season and can't wait until the outdoor season for these young ladies. Additional information is on our website.

ADDENDUM

I. BOARD SECRETARY'S REPORT

A motion was made by Ms. Peterson, seconded by Ms. Sturdivant, to approve Item 1 as recommended by the Board Secretary.

1. Bill List

Exhibit I: 1

Approve the Bill List as listed below and as per the attached exhibit.

- o Manual Bill List \$ 69,793.61

<i>Roll Call:</i>			
Ms. Brown	Yes	Ms. Sturdivant	Yes
Mr. Gidwani	Absent	Ms. Watkins	Absent
Ms. Masciocchi	Yes	Ms. Dredden	Yes
Ms. Peterson	Yes	Ms. Davis	Yes
Ms. Pitts	Yes		
Motion Carried			

II. PERSONNEL REPORT

A motion was made by Ms. Sturdivant, seconded by Ms. Dredden to approve Item 1 with regard to Personnel.

1. After School Library Program

Approve the following After School Library Co-Curricular Club/Activity Advisors at the Middle School for the 2012/2013 school year:

	Name	Days per week	Prorated Stipend	Effective
A	Clark, Nancy	2	\$1,375 (a split)	2/1/2013
B	McCarthy, Barbara	2	\$1,375 (a split)	2/1/2013

<i>Roll Call:</i>

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Ms. Brown	Yes	Ms. Sturdivant	Yes
Mr. Gidwani	Absent	Ms. Watkins	Absent
Ms. Masciocchi	Yes	Ms. Dredden	Yes
Ms. Peterson	Yes	Ms. Davis	Yes
Ms. Pitts	Yes		

Motion Carried

XVIII. EXECUTIVE SESSION **A motion was made by Ms. Dredden, seconded by Ms. Masciocchi to approve adoption of the Executive Resolution and adjournment to Executive Session at 8:06 p.m.**

BE IT RESOLVED, the Board of Education will entertain a motion to adjourn into Executive/Closed Session for a period of 30 minutes for the purpose of:

- Student Hearings
- Personnel Matters
- Legal Matters

The information discussed in Executive/Closed Session may be disclosed to the public after formal action is taken by the Board of Education on these issues. Certain information that will be discussed in Executive/Closed Session is not to be disclosed to the Public; however, the Board may contemplate taking action at the conclusion of Executive/Closed Session.

Voice Vote: All in favor

PRESIDENT

Business Administrator/Board Secretary

XIX. ADJOURNMENT OF EXECUTIVE SESSION

A motion was made by Ms. Peterson, seconded by Ms. Masciocchi to adjourn Executive Session at 9:00 p.m.

Voice Vote: All in favor

Workshop Meeting

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A motion was made by Ms. Pitts, seconded by Ms. Peterson, that the first Board meeting of each month be listed as a Workshop and the second meeting of each month be listed as a regular Board of Education Meeting

<i>Roll Call:</i>			
Ms. Brown	Yes	Ms. Sturdivant	Yes
Mr. Gidwani	Absent	Ms. Watkins	Absent
Ms. Masciocchi	Yes	Ms. Dredden	Yes
Ms. Peterson	Yes	Ms. Davis	Yes
Ms. Pitts	Yes		
Motion Carried			

XX. ADJOURNMENT: **A motion was made by Ms. Masciocchi, seconded by Ms. Peterson to adjourn the meeting at 9:03 p.m. *All Ayes.***

Respectfully Submitted

Tyra McCoy-Boyle, CPA
Business Administrator/Board Secretary