

WINSLOW TOWNSHIP BOARD OF EDUCATION
Regular Board of Education Meeting Wednesday, January 29, 2014
Winslow Township Middle School
40 Coopers Folly Road
Atco, NJ 08004

Wednesday, January 29, 2014
7:00 p.m.

MINUTES

I. PUBLIC NOTICE of this meeting was given to all Board Members and Associates in a notice dated **01/08/2014 and 01/23/14**. 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:	Larry Blake	Gail P. Watkins
	Ewuniki Brown	Hassan Wilcox
	Lorraine Dredde	Julie A. Peterson – Vice President
	Gulab Gidwani arrived 7:07 p.m.	Cheryl Pitts – President

Absent: Patricia Davis

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. BOARD OF EDUCATION – TEAM CHARTER

Ms. Brown -

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

Mr. Wilcox -

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. Peterson -

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.

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Mr. Blake -

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. Dredden -

VI. 2013-2014 DISTRICT GOALS

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

VII. AWARDS/PRESENTATIONS

1. School No. 4 Presentation – "Words are Freedom"

VIII. CORRESPONDENCE – None at this time.

IX. MINUTES

A motion was made by Ms. Peterson, seconded by Ms. Watkins to approve the Open Session for the following meeting:

Reorganization/Regular Meeting Tuesday, January 7, 2014 Open Session

Roll Call:

Mr. Blake	Yes	Ms. Watkins	Yes
Ms. Brown	Yes	Mr. Wilcox	Yes
Ms. Davis	Absent	Ms. Peterson	Yes
Ms. Dredden	Yes	Ms. Pitts	Yes
Mr. Gidwani	Yes		

Motion Carried

X. BOARD COMMITTEE REPORTS – None at this time.

XI. PUBLIC COMMENTS (Time Limited)

A motion was made by Ms. Brown, seconded by Ms. Dredden to open the meeting for Public Comments at 7:27 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

Kyanna Filmore, Senate President, Winslow Township High School - reported on the following activities at the High School:

- 75 Students and 10 staff members took part in the Martin Luther King Day of service on January 20, 2014.
- 24 students were inducted into the National Honor Society.
- Chelsea Zackey, a WTHS junior was selected to receive the Widener University High School Leadership Award. This awards program is designed to recognize high school students in the region who embody the university's commitment to develop and inspire leaders to affect positive change. She will be recognized at the National Constitution Center on March 20, 2014 and will also receive a day of leadership training at Widener University.
- WTHS football has many players who received notable recognition in 2013. Special recognition to the players who made the All-conference Team for the National Division: Devon Brown, Emmanuel Mitchell, Jymir Holmes, Michael Rosai, Zan Chancy, Devon Jones and Judlin Pierre.
- Catherine Machado Marques placed first on piccolo and 15th on flute at auditions for the All South Jersey Region III Honors Band. Catherine represented Winslow as the First Chair Piccolo player for the All South Jersey Region III Orchestra and Wind Ensemble Concert at Rowan University on January 12, 2014.
- High School Midterms start tomorrow.

Teri Davis – Parent

Ms. Davis wanted to congratulate the faculty and staff in the District. Her children attend School 4 and they are wonderful. Thank you faculty and staff in the District.

XII. ADJOURNMENT OF PUBLIC COMMENTS

A motion was made by Mr. Gidwani, seconded by Mr. Blake to close the meeting for Public Comments at 7:31 p.m.

Voice Vote: All in favor

XIII. SUPERINTENDENT’S REPORT

A motion was made by Ms. Peterson, seconded by Mr. Gidwani 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 the month of December 2013, as listed below:

School	Dates of Drills	Type of Drills	Elapsed Time
No. 1	12/19/13	Bomb threat	3 minutes
	12/19/13	Fire	2 min. 31 sec.
No. 2	12/20/13	Bomb threat	6 min. 29 sec.
	12/17/13	Fire	4 min. 27 sec.
No. 3	12/03/13	Fire	2 minutes
	12/20/13	Bomb threat	3 minutes
No. 4	12/04/13	Fire	4 min. 53 sec.
	12/18/13	Active Shooter	4 min. 29 sec.
No. 5	12/19/13	Non fire evacuation	4 minutes
	12/13/13	Fire	1 min. 30 sec.
No. 6	12/18/13	Fire	2 min. 49 sec.
	12/17/13	Bomb threat	10 min. 25 sec.
WTMS	12/19/13	Lockdown	8 minutes
	12/13/13	Fire	1.5 minutes
WTHS	12/19/13	Non fire evacuation	6 minutes
	12/05/13	Fire	5 minutes

4. Field Trips **Exhibit XIII A: 4**

Approve Field Trips for the 2013-2014 school year as listed in the attached Exhibit.

5. Professional Development/Workshops & Conferences **Exhibit XIII A: 5**

a. Approve Professional Development opportunities as presented in the attached exhibit.

b. Approve the Professional Development opportunity as listed below:

Title: Writing Methodology for Expository
Date(s): February 27, 2014 (8:00 a.m. – 3:00 p.m.)
Audience: No. 5 & No. 6 – Grade 6 Teachers, Coaches & Rdg. Specialist
Presenter: Empowering Writers, LLC
Costs: \$3,100.00
Funding: NCLB Title II
Description: The Empowering Writers workshop will focus on demonstrating specific strategies to teach expository writing as per the writing program. Teachers will participate as students during modeled instruction.

c. Approve the Professional Development opportunity as listed below:

Title: Engaging Materials, Activities, & Strategies
Date(s): February 14, 2014 (In-Service Day)
Audience: Classroom Teachers Grades PK-6
Presenter: Lakeshore Learning
Costs: \$,2500
Funding: NCLB Title II
Description: Experimentation of materials related to Creative Curriculum for PK to K for ELA and Mathematics. Awareness of motivation Phonics and comprehension activities for Grades 1-3. The provision of supplemental materials that will build vocabulary and comprehensive skills, especially making inferences for Grades 4 to 6.

d. Approve the Professional Development opportunity as listed below:

Title: Engaging Reading Strategies Workshop
Date(s): February 14, 2014 (In-Service Day)
Audience: Classroom Teachers
Presenter: Reading Horizons
Costs: \$80.00
Funding: NCLB Title II
Description: To provide techniques and strategies that can supplement the existing programs in order to accommodate the needs for struggling learners.

e. Approve the Professional Development opportunity as listed below:

Title: Integrating Technology with Online Tools
Date(s): February 14, 2014 (In-Service Day)
Audience: Classroom Teachers
Presenter: John Berger - EIRC
Costs: \$1,200.00
Funding: NCLB Title II
Description: To empower teachers to acquire knowledge to close the achievement gaps in their classrooms by integrating a range of technology tools to engage, teach and assess their students.

f. Approve the Professional Development opportunity as listed below:

Title: SMART Board Training
Date(s): February 14, 2014 (In-Service Day)
Audience: Classroom Teachers
Presenter: Thomas Shown, SMART Certified Trainer, T-Tech Solutions
Costs: \$1,000.00
Funding: NCLB Title II
Description: To teach various SMART board techniques for beginner and advanced users on how to effectively use the interactive SMART Board technology to create interactive lessons and to find content and various website to support classroom instruction.

6. Tuition Students (2013-2014) **Exhibit XIII A: 6**

Approve the placement of Tuition Students as listed in the attached exhibit.

7. Terminate Out-of-District Placements **Exhibit XIII A: 7**

Approve the termination of Out-of-District placements as listed in the attached exhibit.

8. Homeless Student(s) **Exhibit XIII A: 8**

Approve the listing of Homeless students as per the attached exhibit.

9. Fundraiser(s) **Exhibit XIII A: 9**

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

School No. 1

- Scholastic Book Fair (March 2014) – H.S.A.

School No. 4

- Collection of Entenmanns Bites Pouches for Terracycle (Jan.-June) – H.S.A.

School No. 5

- Scholastic Book Fair/Family Night (March 2014) – H.S.A.

School No. 6

- Shoparoo Program – H.S.A.

WTMS

- Chipotle Dine Out Nights (Feb. 21, Mar. 14, Apr. 11, May 9, June 13) – H.S.A.

WTHS

- Joe Corbi (February 2014) – Peer Mediation
10. Vendor – Beyond Communication

Approve Beyond Communication, 114 Straube Center Boulevard, Suite 191, Pennington, NJ 08534, as a vendor to complete Speech and Language Evaluations at a cost of \$140.00 per hour during the 2013-2014 school year.

11. School No. 1 – “Sadayah & Friends” Assembly

Approve School No. 1 to have an assembly for students entitled “Sadayah & Friends” (a musical about African American culture) on February 12, 2014 at a cost of \$1,500. The program will be funded through the student activity account.

12. School No. 2 – “Words Have Power” Jubilee Children’s Entertainment

Approve School No. 2 to have an assembly for students entitled “Words Have Power” by the Jubilee Children’s Entertainment Group on Thursday, January 23, 2014 at a cost of \$450.00 to be funded by the School No. 2 H.S.A.

13. School No. 5 – Cherrydale DJ Dance Party

Approve School No. 5 H.S.A. to sponsor a one hour DJ Dance Party for the top sellers in the Cherrydale fundraiser on February 24, 2014. The cost will be funded by the H.S.A.

14. School No. 5 – Cherrydale Lunch

Approve School No. 5 H.S.A. to sponsor a limo ride and lunch at Applebees for the top sellers in the Cherrydale fundraiser on February 23, 2014. The cost will be funded by the H.S.A.

15. School No. 6 – “No Mystery in Black History” Queen Nur

Approve School No. 6 to have an assembly for students entitled “No Mystery in Black History) by Queen Nur Entertainment on a date to be determined in February. The program will be funded by the School No. 6 H.S.A.

16. School No. 6 - Donation

Approve the acceptance of a donation of \$1,400.00 (in the form of gift cards) to School No. 6 from the Rozier family.

17. School No. 6 – Fitness Assemblies

Approve School No. 6 H.S.A to sponsor two fitness assembly programs, performed by House of Fun and Fitness on a date to be determined. The programs, at \$700 each, will be funded by the H.S.A.

18. WTMS – Career Day

Approve Middle School “Career Day” for April 4, 2014 from 8:30 a.m. – 2:00 p.m. at the Middle School where guest speakers from various businesses and professions, as well as college representatives, will visit the school to speak to students.

19. WTMS – Father/Daughter Dance

Approve WTMS, in collaboration with Students Against Destructive Decisions (SADD) and the H.S.A., to sponsor a Father/Daughter Dance on May 16, 2014 to promote self-esteem, self-awareness, cultural exposure and parental involvement for students.

20. WTHS – JROTC Military Ball

Approve WTHS JROTC Military Ball for Friday, April 11, 2014 from 7:00 p.m. to 11:00 p.m. at a venue to be determined.

21. WTHS – Camden County College Visit

Approve representatives from Camden County College to visit WTHS on April 29, 2014 to speak with high school seniors about enrollment for the fall of 2014.

22. WTHS – Kiwanis Club Visit

Approve representatives from the local Kiwanis Club to visit WTHS, on a date to be determined, to speak with Key Club members.

23. Out of District Students – IDEA Grant

Approve the list below of 2013-2014 Out of District students to be applied to the IDEA Grant (#20-256-100-500-000-00):

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Student	School	SY Tuition	Purchase Order Number
1429	Archway	35,856.00	PO#400216
1436	Archway	35,856.00	PO#400252
1434	Archway	35,856.00	PO#400223
1430	Archway	35,856.00	PO#400217
1432	Archway	35,856.00	PO#400221
1451	Archway	35,856.00	PO#400791
1414	Bancroft	50,139.00	PO#400186
1416	Bancroft	50,139.00	PO#400190
1419	Bancroft	50,139.00	PO#400196
1449	Yale Cherry Hill	46,121.40	PO#400771
1448	Yale Cherry Hill	46,121.40	PO#400771
1478	Yale Cherry Hill	46,121.40	PO#401184
1476	Yale Cherry Hill	46,121.40	PO#400977
1450	Yale Cherry Hill	46,121.40	PO#400771
1408	Kingsway	39,155.40	PO#400169
1407	Kingsway	39,155.40	PO#400168
1406	Kingsway	39,155.40	PO#400167
1405	Kingsway	39,155.40	PO#400165
1409	Kingsway	39,155.40	PO#400171
1411	Brookfield Academy	49,140.00	PO#400184
1444	Garfield Park Academy	46,260.00	PO#400781

B. Principal's Updates

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

Exhibit XIII B: 1
Exhibit XIII B: 2
Exhibit XIII B: 3

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

XIV. BUSINESS ADMINISTRATOR/BOARD SECRETARY'S REPORT

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

Approve and Ratify Item # 10.

A. REPORTS

- 1. Sodexo (Food Service) Report **Exhibit XIV 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 XIV B: 6**
 - a. Approve the Vendor Bill List in the amount of \$1,630,565.62 as per the attached exhibit.
 - b. Ratify the Manual Bill List in the amount of \$870,845.95 as per the attached exhibit.
- 7. Payroll **None at this time.**
- 8. Disposal of School Property and Books **Exhibit XIV B: 8**

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

Location	Department	Description
Middle School	Technology	Printers and Computers – Damaged/not working
High School	Math Department	Overhead Projectors – Old
	Math Department	Geometry, Algebra , and Calculus Textbooks - Old

9. 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>
Larry Blake	Governance I Weekend Orientation	March 14-16, 2014	No Cost
Hassan Wilcox	Governance I Weekend Orientation	March 14-16, 2014	No Cost

10. Use of Facilities

Approve the following Use of Facilities:

School	Organization	Dates	Day/Time	Room	Fee
Middle School	Rutgers University, Center for Government Services	January 28, 2014 – February 20, 2014	Monday, Tuesday, Wednesday 5:30 – 8:30 p.m. 9 Sessions	Transportation Department	\$200 application fee \$40/room/night
High School	Winslow Elite Track and Field	March 11, 2014 - *July 26, 2014	Monday – Thursday 6:00 – 8:30 p.m.	Fields	Fees waived

*Contingent on receiving an updated insurance certificate.

11. Township of Winslow – Election Polling Facilities

Approve the Township of Winslow to utilize School No. 4, 541 Kali Road, Sicklerville, NJ from 5:00 a.m. – 9:00 p.m. as an Election Polling Facility as follows:

- Primary Election Day – Media Center – June 3, 2014
- General Election Day – All Purpose Room – November 4, 2014

12. Larc School – Free or Reduced Lunch

BE IT RESOLVED, that the Winslow Township Board of Education does not require the Larc School to charge students for reduced and/or paid meals for the 2014 – 2015 school year.

Note: The cost of the meals will be included in the tuition. Larc School will meet the nutritional needs of each student by providing specific meals according to their Individualized Education Program (IEP).

13. Systems 3000

Approve payment to Systems 3000 in the amount of \$12,226.00 for a 6 month license extension. A prorated amount may be refunded upon complete removal of proprietary software. To be charged to 11.000.252.340

Roll Call:

Mr. Blake	Yes	Ms. Watkins	Yes
Ms. Brown	Yes	Mr. Wilcox	Yes
Ms. Davis	Absent	Ms. Peterson	Yes
Ms. Dredden	Yes	Ms. Pitts	Yes
Mr. Gidwani	Yes		

Motion Carried

XV. PERSONNEL

A motion was made by Ms. Peterson, seconded by Ms. Dredden to approve Item # 1 – 7 with regard to Personnel. Items # 8 and 9 are TABLED.

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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. F.	Medical	1/10/2014	2/14/2014	P
B	S. F. (extension)	Maternity	9/1/2014	12/31/2014	U
C	H. L.	FMLA	1/21/2014	1/31/2014	U
D	C. N.	Maternity	3/31/2014 5/14/2014	5/13/2014 6/30/2014	P U
E	K. R.	Maternity	4/14/2014 5/10/2014	5/9/2014 6/30/2014	P U
F	C. S.	Medical	1/2/2014	1/31/2014	P

2. New Hires

a. Approve the following New Hires as Long Term Substitutes for the 2013/2014 school year:

	Name	Position	School	Prorated Salary	Effective
A	Bates, Carolyn	Physical Science Teacher (Long Term Substitute)	HS	\$48,361 – BA – Step 1	2/1/2014 – 6/30/2014
B	Douglas, Tina	Special Education Teacher (Long Term Substitute)	No. 4	\$50,761 – MA – Step 1	2/1/2014 – 6/30/2014
C	Robinson, Shannon	English Teacher (Long Term Substitute)	HS	\$48,361 – BA – Step 1	2/1/2014 – 6/30/2014

NOTE: Salary adjustment pending ratification of WTEA contract

b. Approve the revised start date for the following New Hire Appointment for the 2013-2014 school year:

	Name	Position	From	To
A	Bey, April	Secretary – (Part-time) NJ School Based Program-HS	2/1/2014	1/21/2014

3. Resignation

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

	Name	Position	School	Effective
A	Kaur, Ramnit	Special Education Teacher	No. 4	1/10/2014

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4. Transfer

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

	FROM			TO		
	Name	Position	School	Position	School	Effective
A	Licht, Meagan	Special Ed Teacher	No. 4	Kindergarten Teacher	No. 4	2/1/2014

5. College Placements

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

	College/ University	Student	Experience	Cooperating Teachers	School	Dates	Subject
A	Rowan University	Degraw, Rachel	Field 20-hours Experience	Sutphen, Mary Ann	No. 3	2/3/2014- 5/21/2014	Special Education
B	Rowan University	Falcone, Michelle	Field Experience	Grainger, Donna	No. 3	1/21/2014- 5/9/2014	Elementary Education
C	Rowan University	Falcone, Michelle	Field Experience	Holmdel, Pamela	No. 3	1/21/2014- 5/9/2014	Special Education
D	Rowan University	Freda, Jenna	Field 20-hours Experience	Reim, Kristin	No. 6	2/3/2014- 5/21/2014	Special Education
E	Rowan University	Goldberg, Jennifer	Field Experience	Sass, Lisa	HS	1/21/2014- 5/9/2014	English
F	Rowan University	Gregory, Alexandra	Field 20-hours Experience	Venere, Honore	No. 5	2/3/2014- 5/21/2014	Special Education
G	Rowan University	Jumes, Katherine	Field 20-hours Experience	Broyles, Tina	No. 5	2/3/2014- 5/21/2014	Special Education
H	Rowan University	Kane, Devin	Field 20-hours Experience	Schmidt, Melissa	No. 6	2/3/2014- 5/21/2014	Special Education
I	Rowan University	Kehoe, Danielle	Field 20-hours Experience	Boinelli, Kate	No. 3	2/3/2014- 5/21/2014	Special Education
J	Rowan University	Shute, Ashleigh	Field Experience	Donohue, Carol	MS	1/21/2014- 5/9/2014	Social Studies
K	Rowan University	Trucksess, Patrick	Field Experience	Franceschini, Kevin	No. 6	2/3/2014 – 3/12/2014	Health & PE
L	Rowan University	Trucksess, Patrick	Field Experience	Fisher, Christina	No. 6	3/24/2014 – 4/30/2014	Health & PE

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6. WINSOAR Alternative Program-Middle School

Approve the following 2013/2014 WINSOAR Alternative Program-Middle School Teacher, from 2:30 p.m. to 6:30 p.m. at \$37.73 hourly rate:

	Name	Position
A	Darcangelo, Heather	Middle School Math Teacher

NOTE: Hourly rate adjustment pending ratification of WTEA contract

7. 2013/2014 Home Instruction Tutors

Approve the following 2013/2014 Home Instruction Tutors on an as needed basis, effective January 22, 2014:

	Name	Subject Area	School	Hourly Rate
A	Carmen, Annette	Biology	HS	\$37.73
B	Nichols, Wayne	English	HS	\$37.73

TABLED

8. Job Descriptions

Exhibit XV: 8

a. Approve the Job Descriptions as listed below and as per the attached exhibits:

	Job Description Titles
A	Assistant Superintendent of Curriculum and Instruction
B	Athletic Trainer
C	Behaviorist
D	Mentor Teacher
E	Preschool Teacher
F	WINSOAR Program Administrator

b. Approve the Abolishment of the following Job Descriptions:

	Job Description Titles
A	Assistant Superintendent
B	Attendance Officer/Substitute Staff Placement Person
C	Director of Curriculum & Instruction
D	Early Childhood Education Teacher
E	Literacy Coach – Reading Elementary
F	Reading Teacher
G	School Board Secretary
H	School Bus Driver/District Driver

9. Contracts

Approve the Ratification and Affirm the Contracts for the Assistant Superintendent of Curriculum and Instruction and Business Administrator/Board Secretary for the 2013/2014 fiscal year with a 10-day option to amend.

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

XVI. ADDENDUM

I. SUPERINTENDENT'S REPORT

A motion was made by Ms. Peterson, seconded by Ms. Watkins to approve Item # 1 – 4 as recommended by the Superintendent.

1. 2013-2014 District Calendar (Revised)

Approve the revision to the 2013-2014 District Calendar as listed below:

- Tuesday, April 22, 2014 Full School Day Staff & Students

2. Extended School Year Program

Approve the operation of Extended School Year Programs to run from July 7, 2014 through August 1, 2014 from 8:30 a.m. – 1:00 p.m. as follows:

- Special Education Extended Program – School No. 3
- Title I Extended Year – School No. 1
- Winslow Summer Camp – School No. 6
- Winslow Summer Band – School No. 6

3. Adoption of Textbooks

Approve the adoption of the following textbooks:

- Glencoe Algebra I McGraw Hill (2012) 16,000
- Glencoe Algebra II McGraw Hill (2012) 7,000
- Glencoe Geometry McGraw Hill (2012) 7,000

4. Fundraiser

Exhibit I: 4

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

School No. 3

- o Valentine's Day Cookie Sale (Feb. 2014) – PTO

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

II. BUSINESS ADMINISTRATOR/BOARD SECRETARY REPORT

A motion was made by Ms. Peterson, seconded by Mr. Wilcox to approve Item 1 as recommended by the Business Administrator/Board Secretary.

1. Bill List

Exhibit II: 1

- a. Approve the Vendor Bill List in the amount of \$695,859.95 as per the attached exhibit.
- b. Ratify the Manual Bill List in the amount of \$920,052.66 as per the attached exhibit.

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

III. PERSONNEL REPORT

A motion was made by Ms. Dredden, seconded by Ms. Peterson to approve Item # 1 – 5 with regard to Personnel.

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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	R. K.	Medical	2/17/2014	3/7/2014	P
B	D. N.	Medical	2/5/2014	To be determined	P
C	S. R.	FMLA	1/24/2014	To be determined	U

2. Retirements

a. Approve to amend the following Retirement date for the 2013/2014 school year:

	Name	Position	Location	FROM Effective Date	TO Effective Date
A	Mebbs, Patricia	Bus Driver	Garage	2/1/2014	3/1/2014

b. Approve the following Retirement for the 2013/2014 school year:

	Name	Position	Location	Effective
A	Henning, Patricia	Bus Driver	Garage	7/1/2014

3. WINSOAR Alternative Program-High School

Approve the following 2013/2014 WINSOAR Alternative Program-High School Teacher, from 2:00 p.m. to 6:00 p.m. at \$37.73 hourly rate:

	Name	Position
A	Weeks, Nancy	Substitute English Teacher

NOTE: Hourly rate adjustment pending ratification of WTEA contract

4. Job Descriptions

Exhibit III: 4

Approve the Revised Job Descriptions as listed below and as per the attached exhibit.

	Job Description Titles
A	Librarian/Media Specialist
B	Psychologist
C	Speech Language Specialist

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5. College Placements

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

	College/ University	Student	Experience	Cooperating Teachers	School	Dates	Subject
A	Rowan University	Lucchesiand, Michael	20-hour Field Experience	Barish, Maxine	No. 5	2/3/2014- 5/9/2014	Special Education
B	Rowan University	Mariano, Nicolette	20-hour Field Experience	Barish, Maxine	No. 5	2/3/2014- 5/9/2014	Special Education
C	Camden County	McCarty, Megan	80-hour Field Experience	Tronco, Jeanine	No. 4	2/1/2014- 5/31/2014	Early Childhood
D	University Phoenix	McGough, David	Field Experience	Dahl, Stacie	HS	2/10/2014- 5/9/2014	Special Education
E	Rowan University	Neher, Megan	20-hour Field Experience	Cappuccio, Anna	No. 3	2/3/2014- 5/9/2014	Special Education
F	Rowan University	Niedzwiecki, Erin	20-hour Field Experience	Cappuccio, Anna	No. 3	2/3/2014- 5/9/2014	Special Education
G	Camden County	Rauberta, Jacqueline	15-hour Field Experience	Iulucci, Donna	No. 5	1/23/2014- 5/20/2014	Elementary Education
H	Eastern University	Russo, Brittany	20-hour Field Experience	Cutter, Mindy	No. 6	1/13/2014- 5/6/2014	Elementary Education
I	Camden County	Saunders, Emily	15-hour Field Experience	Tsao, Kirstie	No. 1	2/1/2014- 5/31/2014	Elementary Education
J	Rowan University	Watson, Grace	Field Experience	Harry, Vanessa	No. 1	5/12/2014- 6/18/2014	Special Education
K	Camden County	Young, Soraya	15-hour Field Experience	Boyle, La'Shawn	No. 3	2/1/2014- 5/31/2014	Elementary Education

Roll Call:

Mr. Blake	Yes	Ms. Watkins	Yes
Ms. Brown	Yes	Mr. Wilcox	Yes
Ms. Davis	Absent	Ms. Peterson	Yes
Ms. Dredden	Yes	Ms. Pitts	Yes
Mr. Gidwani	Yes		

Motion Carried

XVII. OPEN PUBLIC RECORDS ACT (OPRA) REQUESTS

1. The Winslow Board of Education processed the following OPRA Requests between January 7, 2014 through January 17, 2014:

Number of Requests Received	Approved	Denied
7	6	1

XVIII. OLD BUSINESS

A motion was made by Ms. Dredden, seconded by Mr. Blake to approve Item # 1 – 2 Appointment of Delegates and Board Committees and 2014 Board of Education Meetings.

Note the following change: Ms. Peterson will be the Board Represent for School 2 and Ms. Dredden will be the Board Represent for the Middle School.

1. APPOINTMENT OF DELEGATES AND BOARD COMMITTEES

- A. NJ School Boards Association
 Representative: Ms. Cheryl Pitts
 Alternate: Ms. Patricia Davis

- B. Camden County School Boards
 Representative: Ms. Ewuniki Brown
 Alternate: Mr. Gulab Gidwani

- C. NJ Urban Boards Committee
 Representative: Mr. Larry Blake
 Alternate: Ms. Ewuniki Brown

- D. Camden County Educational Services
 Representative: Ms. Julie Peterson
 Alternate: Ms. Gail Watkins

- E. Citizens Advisory Committee
 Chairperson: Mr. Gulab Gidwani
 Representative: Mr. Larry Blake
 Representative: Ms. Cheryl Pitts
 Representative: Ms. Gail Watkins

- F. Education Committee
 Chairperson: Ms. Julie Peterson
 Representative: Mr. Larry Blake
 Representative: Ms. Ewuniki Brown
 Representative: Ms. Lorraine Dredden

- G. Policy/HR Committee
 Chairperson: Ms. Patricia Davis
 Representative: Ms. Lorraine Dredden
 Representative: Ms. Cheryl Pitts
 Representative: Mr. Larry Blake

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H. Township Liaison Committee

Chairperson: Ms. Julie Peterson
 Representative: Ms. Gail Watkins
 Representative: Mr. Hassan Wilcox

I. Operations Committee

Chairperson: Ms. Lorraine Dredde
 Representative: Mr. Gulab Gidwani
 Representative: Mr. Hassan Wilcox
 Representative: Ms. Julie Peterson

J. Negotiations Committee

Chairperson: Ms. Julie Peterson
 Representative: Ms. Lorraine Dredde
 Representative: Mr. Gulab Gidwani

K. Marketing Committee

Chairperson: Ms. Ewuniki Brown
 Representative: Ms. Gail Watkins
 Representative: Mr. Hassan Wilcox

L. Adopt a School Board Representative

School	Representative
School No. 1	Patricia Davis
School No. 2	Julie A. Peterson
School No. 3	Gail Watkins
School No. 4	Larry Blake
School No. 5	Ewuniki Brown
School No. 6	Gulab Gidwani
Middle School	Lorraine Dredde
High School	Hassan Wilcox

2. 2014 Board Of Education Meetings

Approve 2014 Board of Education Meeting Dates as listed below:

<i>Regular Meeting</i>	<i>Time</i>	<i>Location</i>	<i>Regular Mtg.</i>	<i>Time</i>	<i>Location</i>
			Wednesday, Jan. 22, 2014	7:00 p.m.	WTMS
Wednesday, Feb. 12, 2014	7:00 p.m.	WTMS	Wednesday, Feb. 26, 2014	7:00 p.m.	WTMS
Wednesday, Mar. 12, 2014	7:00 p.m.	WTMS	Wednesday, Mar. 26, 2014	7:00 p.m.	WTMS
Wednesday, April 9, 2014	7:00 p.m.	WTMS	Wednesday, April 30, 2014	7:00 p.m.	WTMS
Wednesday, May 14, 2014	7:00 p.m.	WTMS	Wednesday, May 28, 2014	7:00 p.m.	WTMS
Wednesday, June 11, 2014	7:00 p.m.	WTMS	Wednesday, June 25, 2014	7:00 p.m.	WTMS
Wednesday, July 9, 2014	7:00 p.m.	WTMS	Wednesday, July 23, 2014	7:00 p.m.	WTMS
Wednesday, Aug. 13, 2014	7:00 p.m.	WTMS	Wednesday, Aug. 27, 2014	7:00 p.m.	WTMS

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

XIX. NEW BUSINESS

Ms. McCoy-Boyle -

The findings in this report are required to be discussed at an open public meeting. A Corrective Action Plan will be presented for approval within 30 days of this meeting and sent to the Office of Fiscal Accountability & Compliance.

1. Office of Fiscal Accountability & Compliance (OFAC) Report on Examination Carl D. Perkins Audit for the Project Period: July 1, 2011 to June 30, 2012 **Exhibit XIX: 1**

Findings:

1. Expenditures incurred for an unapproved program totaling \$6,431.39 were improperly charged to the federal award.
2. Expenditures of \$221.28 were incorrectly charged to the Perkins grant.
3. Inventory records furnished by the LEA were not adequately maintained and incomplete.
4. The LEA did not ensure compliance with the certain Perkins guidelines while administering the grant.

XX. INFORMATIONAL ITEMS

1. Security/Fire Drill Reports (September 2013 – November 2013)

School	Dates of Drills	Type of Drill	Elapsed Time
No. 1	9/11/13	Fire	2 min. 14 sec.
	9/27/13	Tier 1 Lockdown	8 min. 45 sec.
	10/29/13	Fire	2 min. 40 sec.
	10/22/13	Lockdown	4 min. 15 sec.
	11/14/13	Active Shooter	4 min. 50 sec.
	11/26/13	Fire	2 min. 51 sec.
No. 2	9/18/13	Fire	3 min. 10 sec.
	9/19/13	Non fire evacuation	6 min. 10 sec.
	10/9/13	Fire	2 min. 35 sec.
	10/29/13	Lockdown	3 min. 36 sec.
	11/18/13	Fire	3 min. 36 sec.
	11/25/13	Lockdown	4 min. 35 sec.

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No. 3	9/19/13 9/30/13 10/21/13 10/31/13 11/18/13 11/25/13	Fire Tier 1 Lockdown Fire Lockdown Fire Active Shooter	2 minutes 3 minutes 3 minutes 3 minutes 2 minutes 5 minutes
No. 4	9/9/13 9/12/13 10/15/13 10/30/13 11/25/13 11/22/13	Fire Non-fire evacuation Fire Lockdown Fire Active Shooter	5 min. 18 sec. 7 min. 45 sec. 4 min. 20 sec. 10 min. 12 sec. 4 min. 31 sec. 5 min. 28 sec.
No. 5	9/12/13 9/6/13 10/25/13 10/18/13 11/18/13 11/25/13	Non-fire evacuation Fire Lockdown Fire Fire Active Shooter	4 min. 1 min. 45 sec. 4 minutes 1 min. 56 sec. 1 min. 40 sec. 8 minutes
No. 6	9/11/13 9/16/13 10/7/13 10/29/13 11/22/13 11/27/13	Fire Non fire evacuation Lockdown Fire Fire Active Shooter	3 min. 12 sec. 10 min. 04 sec. 15 minutes 2 min. 58 sec. 3 min. 12 sec. 9 min. 15 sec.
WTMS	9/17/13 9/20/13 10/21/13 10/25/13 11/20/13 11/15/13	Fire Non fire off site evacuation Fire Lockdown Fire Active Shooter	2 minutes 5 minutes 2 minutes 7 minutes 2 minutes 8 minutes
WTHS	9/10/13 9/30/13 10/24/13 10/31/13 11/19/13 11/25/13	Fire Non fire evacuation Fire Lockdown Fire Lockdown	7 minutes 8 minutes 6 minutes 7 minutes 5 minutes 6 minutes

Dr. Poteat provided information on the following:

- **Heating Update**
An update on the status of the heating systems at all schools in the District.
- **School Base Youth Program**
A proposal was received from Darchelle Waller, Director School Based Youth Program. The grant provides funding for a part time secretary and because of the importance of the program to the high school students and the need for someone there full time, Ms. Waller is requesting that the District fund the difference in order to provide a full time secretary for this excellent program.
- **Absence Letters**
Parents have received ten day absence letters for their children. The attendance at the high school has reached a point of concern. We have young people who have been out 30 – 40 days already. We have received no correspondence from the parents to tell us where they are or why they are not coming to school.

There are fines associated with the letters. The first fine is \$25, after that it is \$100. We are not sure how we are going to handle parents who do not show up for their court date but we are working with the courts and the police department. We are working on the details to get something in place. The judge has made it clear to us that those who are most abusive of the attendance policy he will take action to support us.

Mr. Long – This has all been vetted legally. We have gone through the procedures. The court system knows how to deal with this type of thing. They know what your goals are. Your goals are to get these children into school. While these letters seem a bit scary, they are designed to get people's attention. What happens when you don't show up for court you get a notice in the mail indicating that there has been a failure to appear notice issued for you. What that means is you get one time to miss and the next time you had better come in. What will happen if it is two times and you ignore a failure to appear notice? At that point there could be warrants issued. I have been doing this a long time and once you start with this initial program that we have fomented you will see a cure rate quicker than we can imagine. People don't like to come before the court. They don't like to get yelled at by the judge and they sometimes come in with their teenage child and the judge wants to know why you were not in school. They are well trained in delivering the right kind of message and fulfilling the goal we set when we started out with this plan. This is something that we vetted very carefully and worked with Mr. Mills early on in the game and I think that we are going to see a lot of success.

Uniform Policy

Dr Poteat – Ladies and Gentlemen, I want to make it very clear that I am wanting to gather some information and some direction because as the policy was approved I knew that at some point, because it is the responsibility of the Superintendent and the Administration, to implement the policy. Now it is my turn in this process and therefore I need some direction from you (the Board). I am going to take a series of questions. I think it is a situation where we need clarification because according to the law and my conversations with Audra from Mr. Long's office, who has been working with us, she indicated that parents need to know at least ninety days in advance. Ninety days for us is June 6, 2014, that is our cutoff at a minimum. Parents need to know by June 6 all the things have been questioned about the dress code policy to this point. For example, in our policy we talked about the colors of uniforms. Shirts and blouses or sweatshirts and vests are white, green or navy blue, the pants are khaki or navy blue. The question that is being raised is are the schools selecting from these colors, or are we going to tell them what colors they should wear? This question came up in a Principals meeting. Can the schools wear all three of the colors? We just need to have some direction to finalize this, to narrow it down so that we can start moving forward. So that would be one of the questions. The vouchers, we still as a Board have to provide and prepare the budget to the Board. We need to know what line item or where the money is coming from. Ms. Boyle and I have had conversations, off and on, about where the money is coming and at this point that is a question that needs to be answered as well as how much money we are setting aside. I know there was a figure being tossed about \$100,000. I need to know if that is the amount as we prepare. We need some direction as to the voucher itself. How often or how many years are the vouchers going to be provided? Is it just this year or is it going to be every year? At this point again, we

would like to have some direction as to how that is going to play itself out. In order for us to have vouchers you must also have vendors. How many vendors are we going to pursue? Because we are talking about vendors then I think legally we have to have a fair and open bidding process because there may be twenty stores out there who are interested in the voucher process. We open it up so that they can bid or are we going to select three, four or five or how many vendors are we going to have? If we are going to go through the voucher process we need to have time to put this out and go through the process and award the bid because if parents are taking vouchers out we need to have stores that will accept the voucher because if there is not a store that is accepting them we are wasting our time. So that portion of the process needs to be worked out or at least some direction. What are the criteria the District is going to be using to determine eligibility for the vouchers? At this point we don't know but I will throw a couple of things out there. For example, pay stubs proof of unemployment. The free and reduced lunch situation I think is out, we shouldn't even go near that one because there are too many limitations. So I think we need talking about criteria as to how we are going to determine eligibility. What would be the enforcement? We know what we normally do when young people come to school who are not dressed appropriately. The first thing we do is call the parents. We ask the parents if they can come and bring some appropriate clothes for the child or we will send them home and they can come back. That is still in place. We can still do that. If it is one of those habitual offenders are we going to suspend them? Do we follow procedures? One day, two days, three days? The point is because we know that there are some people out there that want to test this system because of the dress code policy. At what point and how long do we suspend before it becomes an issue of denying public education? I don't know at this point but we will go through our normal procedures for people who are inappropriately dressed for school. In school suspension, out of school suspension? I think we need to put some parameters to protect us and make sure it is clear because for example, I know the bigger issue is going to be at the high school. There is no backing down at this point. We can't start making exceptions and things of that sort because once we get out there and enforce the policy we need to make sure that we are going to be consistent. Again, that is for conversation purposes at this point. But we need to know how far we want to go as far as enforcement is concerned. I want to reiterate the fact that the parents need to be informed prior to ninety days of the end of school which is June 6 so they will know what the expectations are for their children for the 2014-2015 school year. This will give the parents an opportunity to plan and to purchase the required uniforms according to our policy. Ladies and gentlemen the reason I brought it up tonight is because we have a very narrow window to accomplish a great deal. When we first started to do this people were asking, who is going to do this? I guess I am. Soon as we get some direction, I do not intend to reinvent the wheel. I know there are other school districts out there that are doing, or have uniforms, so I am going to be calling my colleagues and asking them how they have done it. We will cut and paste and do what we have to do to cut back on time. But we have to make sure we create a policy and procedures that are conducive to us, the Winslow Township School District. What works over in District A may not work in District B.

Ms. Pitts – Thank you Dr. Poteat.

Mr. Gidwani – I think that the Operations Committee and the Policy Committee can get together and decide this and go by what other schools are doing, what is applicable to us and what is not applicable to us. The \$100,000 figure was just a figure which was thrown up in the air. But I had information about Vineland School District, which is twice the size of our school district, and they only spent a total of \$10,000 on the uniform vouchers. It seems to work for them and nobody seems to have any complaining.

Dr. Poteat – There are some other questions that I normally would have to address or be aware of and have to continuously bring back to the Board. For example, I am not sure what school district it is we have a 50% student population that qualify for free and reduced lunch.

Mr. Gidwani – They have about 6,000 students and 60% of their population is free and reduced lunch.

Mr. Poteat – Those are the things that we have to address because I know there is a clause that indicates that if a family needs assistance of some sort that the districts have to provide them assistance. Again, we will not know until we explore and communicate with those individuals as to what they are doing and how they are doing it. At this point I am not opposed to that. I just need to make sure that what we do, we need to put it in place put it out there so the parents are informed.

Mr. Gidwani – I have some papers which I can provide to you. And if you have any questions I'm sure we can answer those too.

Dr. Poteat – Thank you.

Ms. Pitts – Any other comments?

Ms. Dredden – Yes. Dr. Poteat, I think that for all the questions you are asking that you need to go back to the Policy Committee and we can go over all of this and bring it (indiscernible).

Ms. Pitts – Thank you Ms. Dredden. Any other?

Mr. Wilcox – Dr. Poteat for the questions that you have in front of you I am assuming that at some point they are all going to be typed up and afforded to the entire Board?

Dr. Poteat – Yes. I think if you want me to provide you something formally and hopefully at some point not only the questions we will be able, after we meet with the Policy Committee, to have some answers to the questions on the same sheet so that again, we are on the same page. I can provide these for you in the next couple of days so that you can have them. These are just some of the concerns that are being made and as soon as we can get some direction, some answers I think

Mr. Pitts – Thank you Dr. Poteat. Any further questions?

Ms. Brown – I want to add just a suggestion for the Policy Committee. While you are working through some of these questions you can possibly tap into the principals of the schools because a lot of those questions, especially those on enforcement, possibly asking them what their concerns may be. How can the Board help to ease the transition for this policy? I am not sure, but I don't think many of the principals have been talked to yet to get their input. I think we have to do this as a Board. However, I think it is policy when we are getting ready to do something this big to tap into the people who are actually going to be enforcing this on a daily basis.

Dr. Poteat – Ms. Brown that has been done on several occasions.

Ms. Brown – From the Board. That is what I am talking about.

Dr. Poteat – No. I am basically saying to you as your representative I have ongoing conversations with the building principals. As a matter of fact, a lot of what I presented here is as a result of questions and concerns that were raised by the principals. I don't want you to think that not only have they been here to hear what the concerns are they have been in communication with me through our meetings talking about the kinds of things they thought should be addressed etc. Yes, the principals have been involved with the discussions and they are pretty much where we are at this point.

Ms. Brown – So many of these questions are from the principals?

Dr. Poteat – Yes, we have had lengthy discussions. Because as we find out the kinds of things that other districts are doing and whatever information the policy committee is going to provide us we will continue to ask the principals because like you said, those individuals in the buildings who are there on the front line they are the ones who are going to have to deal with it on a daily basis. They will not be excluded from the discussions. Thank you.

Ms. Pitts – Thank you Dr. Poteat. Any further questions, comments, concerns from the Board Members at this time as it relates to our new Dress Code Policy? Hearing none, I would just like to say that what we have heard here tonight is extensive. Since we have placed this revision to our Dress Code Policy in place then we are obligated to go forward in an orderly manner to make sure that our parents are always enlightened and that are our parents know what is expected of them come September. So to that end, I am asking this. Dr. Poteat as you just stated if you would take all of the questions that you passed through us, by us, this evening have them typed up so that each Board Member can receive a copy. I am always going to take Mr. Gidwani's recommendation with regards to hammering these things out I am going to ask for a joint committee made up of two members from the Operations Committee because you deal with finances and certainly two members from our Policy Committee because this came out of policy. As you all know, and I will state this for the public information, I cannot ask all members of these two committees to join because if I do then we have established a quorum. Over four members meeting at any time, at any place establishes a quorum and if we have a quorum then that is a public meeting. Again, I am asking two members from the Operations Committee, Ms. Dredden I believe you are the Chairperson? I will ask Ms. Davis to get two members from the Policy Committee to get

together and hammer out a schedule so that you will be able to report to the Board so that you will be able to answer these questions to the Board at every meeting from now that the Board has beginning with the first meeting in February through our first meeting in June. As Dr. Poteat has stated, we are mandated to have this information fully vetted, have it very clear for the parents in our community no longer than June 6. Are there any questions or comments from any Board Member as to how we can move this policy forward. Hearing none, it is my understanding that we are in agreement that we are going forward with the items that I have stated. Thank you.

Ms. Pitts – As we continue with our informational items I would just like to draw our attention to the Citizens Advisory Committee. If you will recall two years ago our Citizens Advisory Committee was established in March of 2012. It was also established with some regulations and some stipulations. One stipulation was that the Citizens Advisory Committee members would be for a maximum of two years. It is now 2014 so all of the members who were previously on the committee, if they want to continue to be on the committee, must go through the steps that we have established. What I am going to ask Dr. Poteat to do is to place on our website for everyone's information the procedures that we had established two years ago for the Citizens Advisory Committee. A committee of twelve members, three individuals from each ward is appointed to serve for a term of one to two years. The Ad Hoc Citizens Advisory Committee submission of the interest to serve document occurs from January 30 – March 3. Interested community members 18 years and older, who would like to serve on this committee should complete an interest to serve document which will be found on the District website and at the District office and in the schools and Municipal Building. This is how we made these interest to serve documents available two years. And just as two years ago we are giving our community a thirty day period in which to complete the forms. As we did two years ago in public we will complete a random drawing of three names from each section of our township for a total of twelve.

Mr. Gidwani – I have been attending most of the Ad Hoc Committee meetings and it appears that when we started out the project we had all the members come in to the meeting but as time went on we were having the meetings with only three or four members of the community. So many of them just don't show up.

Ms. Pitts – Two other information items I want to make sure that the Board is in agreement. I did send out information about our Board Retreat and the date was February 22. I just need to have that confirmed so that I can contact Terry Lewis our representative from New Jersey School Boards. Ms. Brown, Ms. Watkins and Mr. Gidwani are not available? There were two dates February 22 and March 1. We are mandated as a Board to meet and have an annual retreat and as stated in my email just a half day from 8:30 a.m. – 12 noon. Let the minutes reflect that March 1, 2014 will be the Board Retreat date.

With regard to Board Members being a part of other councils in the town. The Winslow Township Planning Board has also requested that a Board Member sit on the Planning Board and I have appointed Ms. Davis to be our representative.

Additionally, Mr. Wilcox prior to being a Board Member was on the Economic Development Council and he remains on the Council. It is just that now he will be

...serving a dual role his first role as a community person and the second being our representative to the Economic Development Council from the School Board.

I received a question from a resident by the name of Paula Beats and it speaks to the issue around our snow days and our late starts. Her question to the Board was is it possible for us to make sure that our information reaches the TV stations. I do recall that at one time did show up on the news stations.

Dr. Poteat – Mr. Pitts I am not sure what channel she is watching.

Ms. Pitts – Channel 6.

Dr. Poteat – With all due respect we notify all of the stations. I wait from 4:30 a.m. in the morning and I check every channel to make sure that Winslow Township goes across the screen.

Ms. Pitts – Anyone here who knows Paul Beats will you just let Ms. Beats know that Winslow does show up on the TV stations.

Mr. Long – We will have a motion to go into Executive Session with respect to one of Items 4 – Collective Bargaining Agreement, 7 – Anticipated Litigation or Contract Negotiation and # 8 – Any matter involving the employment, appointment, termination of employment, terms and conditions of employment. They would involve matters of settlement of A.T., a bus accident matter, a bus driver suspension issue, a middle school teacher suspension issue, litigation in the Stone matter and other litigation we have ongoing and some other disciplinary action. I would suspect that we might need 35 – 40 minutes. If it is longer I will come out and report. There were two items also that were on the Agenda that were Tabled and those two items will be discussed in Executive Session and it may be that when we come out we may be taking action.

XXI. EXECUTIVE SESSION **A motion was made by Ms. Brown, seconded by Ms. Watkins to approve adoption of the Executive Resolution and adjournment to Executive Session at 8:56 p.m. for a period of thirty five to forty 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 29, 2014 at 8:56 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

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information about the discussion as possible without undermining the purpose of the exception as follows:

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

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

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

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

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

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

“(7) Any pending or anticipated litigation or contract negotiation in which the public body is or may become a party. Any matters falling within the attorney-client privilege, to the extent that confidentiality is required in order for the attorney to exercise his ethical duties as a lawyer.” The parties to and docket numbers of each item of litigation and/or the parties to each contract discussed are

_____;
_____;
and nature of the discussion, described as specifically as possible without undermining the need for confidentiality is _____;

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

_____;

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

_____;

WHEREAS, the length of the Executive Session is estimated to be 35 – 40 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

XXII. ADJOURNMENT OF EXECUTIVE SESSION

A motion was made by Ms. Peterson, seconded by Ms. Blake to adjourn Executive Session at 10:28 p.m.

Voice Vote: All in favor

A motion was made by Ms. Peterson, seconded by Mr. Blake to UNTABLE Items 8 and 9 with regard to Personnel.

Voice Vote: All in favor

A motion was made by Ms. Peterson, seconded by Ms. Watkins to approve Items 8 and 9 with regard to Personnel.

8. Job Descriptions **Exhibit XV: 8**

a. Approve the Job Descriptions as listed below and as per the attached exhibits:

	Job Description Titles
A	Assistant Superintendent of Curriculum and Instruction
B	Athletic Trainer
C	Behaviorist
D	Mentor Teacher
E	Preschool Teacher
F	WINSOAR Program Administrator

b. Approve the Abolishment of the following Job Descriptions:

	Job Description Titles
A	Assistant Superintendent
B	Attendance Officer/Substitute Staff Placement Person
C	Director of Curriculum & Instruction
D	Early Childhood Education Teacher
E	Literacy Coach – Reading Elementary
F	Reading Teacher
G	School Board Secretary
H	School Bus Driver/District Driver

9. Contracts

Approve the Ratification and Affirm the Contracts for the Assistant Superintendent of Curriculum and Instruction and Business Administrator/Board Secretary for the 2013/2014 fiscal year with a 10-day option to amend.

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

Mr. Long – With coming out of Executive Session we had a Settlement by our insurance company involving some minors that happened about four years ago. The Settlement of the A.T. matter that was settled by the insurance company for \$37,500.00. I would move to consent to the insurance company’s settlement of that case.

A motion was made by Ms. Peterson, seconded by Ms. Watkins to approve the consent in the A.T. matter as presented by the solicitor for the Settlement in the amount of \$37,500.00.

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

Mr. Long – I just want to indicate that in Executive Session we did discuss our Agenda items under the Executive Session Resolution 4, 7 and 8 and that no formal action was taken. We did come out, and we ran a little late, and made an announcement that we would be about another fifteen or twenty minutes and by the time we did that there was no one present in the audience.

Ms. Pitts – Thank you Mr. Long and we will duly note that.

XXIII. ADJOURNMENT **A motion was made by Mr. Wilcox, seconded by Ms. Brown to adjourn the meeting at 10:31 p.m. All Ayes.**

Respectfully Submitted,

Tyra McCoy-Boyle
Business Administrator/Board Secretary