

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

Tuesday, January 7, 2014
7:00 p.m.

MINUTES

I. MEETING OPENED BY SECRETARY OF THE BOARD

II. PUBLIC NOTICE of this meeting was given to all Board Members and Associates in a notice dated **12/19/13**. 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.

III. 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.

IV. PLEDGE OF ALLEGIANCE

V. ELECTION RESULTS

Members of the Local Board of Education – Three (3 Year Terms)

- Julie A. Peterson 3,491 votes
- Larry Blake 3,041 votes
- Hassan Wilcox 2,653 votes

VI. INSTALLATION OF NEW BOARD MEMBERS – ADMINISTRATION OF OATHS OF OFFICE

Larry Blake

Julie A. Peterson

Hassan Wilcox

VII. ROLL CALL - In roll call the following Board Members were noted present:

Present:	Larry Blake	Julie A. Peterson
	Ewuniki Brown	Cheryl Pitts
	Patricia Davis	Gail P. Watkins
	Lorraine Dredden	Hassan Wilcox
	Gulab Gidwani	

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

VIII. ELECTION OF OFFICERS TO NEXT REORGANIZATION MEETING IN JANUARY 2015

A. The Board Secretary Opens the Floor for Nominations for Board President:

Nominated: Cheryl Pitts Move: Ms. Peterson
 Second: Ms. Brown
 Nominate: Patricia Davis Move: Ms. Dredden
 Second: Mr. Gidwani

Motion to Close Nominations: Move: Ms. Davis
 Second: Mr. Wilcox

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

<i>Roll Call for Board President:</i>			
Mr. Blake	Pitts	Ms. Peterson	Pitts
Ms. Brown	Pitts	Ms. Pitts	Pitts
Ms. Davis	Davis	Ms. Watkins	Pitts
Ms. Dredden	Davis	Mr. Wilcox	Pitts
Mr. Gidwani	Davis		
Ms. Pitts has won the nomination for Board President			

{Board President is seated and assumes direction of the meeting}

B. The Board President Opens the Floor for Nominations for Vice President:

Nominated: Lorraine Dredden Move: Ms. Davis
 Second: Mr. Gidwani
 Nominate: Julie A. Peterson Move: Ms. Pitts
 Second: Ms. Brown

Motion to Close Nominations: Move: Ms. Peterson
 Second: Ms. Davis

Roll Call:

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

Motion Carried

Roll Call for Vice President:

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

Ms. Peterson has won the nomination for Vice President

C. Appointment of Board Secretary:

Approve the appointment of Ms. Tyra McCoy-Boyle as the Board Secretary of the Board of Education.

A motion was made by Ms. Peterson, seconded by Ms. Brown to approve the appointment of Ms. Tyra McCoy-Boyle as Board Secretary of the Board of Education.

Roll Call:

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

Motion Carried

IX. PUBLIC COMMENTS (Time Limited)

A motion was made by Ms. Davis, seconded by Ms. Watkins to open the meeting for Public Comments at 7:23 p.m.

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

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

Please respect the following procedures:

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

Voice Vote: All in favor

No Public Comments.

X. ADJOURNMENT OF PUBLIC COMMENTS

A motion was made by Ms. Peterson, seconded by Ms. Davis to close the meeting for Public Comments at 7:23 p.m.

Voice Vote: All in favor

XI. BUSINESS & OPERATIONS

A motion was made by Ms. Davis, seconded by Ms. Peterson to approve A. B. & C. of Business & Operations.

A. Conduct of Board of Education Meetings

1. Parliamentary Authority

Approve the Conduct of Board of Education Meetings according to the Parliamentary authority established by Robert's Rules of Order.

Note: The Board of Education Bylaw Conduct of Board Meetings #0164.

2. Standing Sub-Committees

Approve the following Standing Sub-committees of the Board of Education through Reorganization January 2015:

- Citizens Advisory Committee
- Education Committee
- Policy/HR Committee
- Township Liaison Committee
- Operations Committee
- Negotiations Committee
- Marketing Committee

B. Schedule of 2014 Board of Education Meetings

Approve a schedule of Board of Education Meetings for Calendar Year 2014 and include a date for Reorganization in January 2015:

<i>Regular Mtg.</i>	<i>Time</i>	<i>Location</i>	<i>Regular Mtg.</i>	<i>Time</i>	<i>Location</i>
January 2014	TBD	TBD	January 2014	TBD	TBD
February 2014	TBD	TBD	February 2014	TBD	TBD
March 2014	TBD	TBD	March 2014	TBD	TBD
April 2014	TBD	TBD	April 2014	TBD	TBD
May 2014	TBD	TBD	May 2014	TBD	TBD
June 2014	TBD	TBD	June 2014	TBD	TBD
July 2014	TBD	TBD	July 2014	TBD	TBD
August 2014	TBD	TBD	August 2014	TBD	TBD
September 2014	TBD	TBD	September 2014	TBD	TBD
October 2014	TBD	TBD	October 2014	TBD	TBD
November 2014	TBD	TBD	November 2014	TBD	TBD
December 2014	TBD	TBD	December 2014	TBD	TBD
January 2015 (Reorganization)	TBD	TBD	---	----	----

C. Board Member Code of Ethics

Exhibit XI C: 1

Approve the adoption of the Code of Ethics governing board behavior.

Note: Approval is required pursuant to Bylaw 0142.

Ms. Davis – Will you be assigning the Sub-Committees at a later date or today?

Ms. Pitts – The signing of the Sub-Committees and the Delegates will be done, hopefully, by the next Board meeting. I am asking that now that we have it in front of us that we take a look and that all members submit to me by way of Board email those committees and those positions that you would be interested in being a part of. This way it is easier to assign an individual to something that they prefer rather than to appoint you to something that you may not want to be a part of. I am asking that if everyone can get that to me by this Friday and with the hope of having all of that by our next Board meeting. Thank you Ms. Davis.

Ms. Davis – Thank you.

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

XII. APPOINTMENT OF DELEGATES AND BOARD COMMITTEES BY THE BOARD PRESIDENT

Ms. Pitts – Moving forward I am looking at page five Roman numeral number XII. I am asking that we Table because we have just stated that we would be submitting your preferences to me at a later date. Also letter L. whereby we adopt a School Board Representative. As we all know, we have eight buildings and we have nine Board members and as past practice we do assign a Board member to the school and, here again, as with the Sub-Committees if you would send me an email to let me know which school you would be interested in being a liaison for then we will accommodate that preference.

A motion was made by Ms. Peterson, seconded by Ms. Davis to TABLE XII. A – L Appointment of Delegates and Board Committees by the Board President.

- A. NJ School Boards Association Representative: _____
Alternate: _____
- B. Camden County School Boards Representative: _____
Alternate: _____
- C. NJ Urban Boards Committee Representative: _____
Alternate: _____
- D. Camden County Educational Services Representative: _____
Alternate: _____

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- E. Citizens Advisory Committee
 Chairperson: _____
 Representative: _____
 Representative: _____

- F. Education Committee
 Chairperson: _____
 Representative: _____
 Representative: _____

- G. Policy/HR Committee
 Chairperson: _____
 Representative: _____
 Representative: _____

- H. Township Liaison Committee
 Chairperson: _____
 Representative: _____
 Representative: _____

- I. Operations Committee
 Chairperson: _____
 Representative: _____
 Representative: _____

- J. Negotiations Committee
 Representative: _____
 Representative: _____
 Representative: _____

- K. Marketing Committee
 Representative: _____
 Representative: _____
 Representative: _____

- L. Adopt a School Board Representative

School	Representative
School No. 1	
School No. 2	
School No. 3	
School No. 4	
School No. 5	
School No. 6	
Middle School	
High School	

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

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

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

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

Approve Professional Development opportunities as presented in the attached exhibit.
6. Tuition Students (2013-2014) **None at this time.**
7. Terminate Out-of-District Placements **None at this time.**
8. Homeless Student(s) **None at this time.**
9. Fundraiser(s) **Exhibit XVI A: 9**

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

WTMS
 - Chipotle Night (01/10/14) – H.S.A.
WTHS
 - YoGo Factory Night (02/13/14) – C/O 2017
 - Chipotle Night (02/13/14) – C/O 2017
10. School No. 3 – Safety Awareness Assembly

Approve School No. 3 to participate in the Sambulance Safety Squad, Inc. assembly on Tuesday, January 28, 2014 at no cost to the district. This free program will focus on safety awareness.
11. School No. 4 – Activities

Approve the following building activities for School No. 4:
 - a. Approve School No. 4 to apply for the Kresgee grant to support literacy intervention programs and resources.

- b. Approve School No. 4 to apply for the Follett Challenge grant, in the amount of \$30K, to highlight innovative schools.
- c. Approve School No. 4 to participate in the “Jump Rope for Heart” Challenge during the week of February 3, 2014 which is sponsored by the American Heart Association.
- d. Approve School No. 4 to host “Heart Smart Family Fun Night” on Thursday, February 6, 2014 to provide an opportunity for parents to participate in activities with their children.
- e. Approve School No. 4 to participate in “Wear Red Day” on February 13, 2014 in support of the American Heart Association “Go Red” for women.

12. WTMS – Valentine’s Dance

Approve WTMS Valentine’s Dance for Thursday, February 13, 2014 at 6:00 p.m. in the Middle School Cafeteria. This dance will be sponsored by the Home and School Association.

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

XVII. BUSINESS ADMINISTRATOR/BOARD SECRETARY’S REPORT

A motion was made by Ms. Dredden, seconded by Ms. Peterson to approve A. & B. Item 1 – 10 as recommended by the Business Administrator/Board Secretary.

A. REPORTS None at this time.

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

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

Approve the Line Item Transfers, for the month of November 2013, in accordance with N.J.S.A. 18A:22-8, as per the attached exhibit.
2. Board Secretary's Report **Exhibit XVII B: 2**

Approve the Board Secretary's Report in accordance with 18A:17-36 and 18A:17-9 for the month of November 2013. The Board Secretary certifies that no line item account has been over expended in violation of N.J.A.C. 6A:23A-16.10 (c) 3 and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.
3. Reconciliation Report **Exhibit XVII B: 3**

Approve the Reconciliation Report in accordance with 18A:17-36 and 18A:17-9 for the month of November 2013. The Reconciliation Report and Board Secretary's Report are in agreement for the month of November 2013.
4. Board Secretary's Certification

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

Pursuant to N.J.A.C. 6A:23A-16.10 (c) 4, the Winslow Township Board of Education certifies after review of the Secretary's Monthly Financial Report (appropriations section) and upon consultation with the appropriate district officials, that to the best of the Boards' knowledge, no major account or fund has been over-expended in violation of N.J.A.C. 6A:23A-16.10 (b) and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.
6. Bill List **Exhibit XVII B: 6**
 - a. Approve the Vendor Bill List in the amount of \$1,152,758.88 as per the attached exhibit.
 - b. Ratify the Manual Bill List in the amount of \$13,157.33 as per the attached exhibit.
7. Payroll

Approve Payroll, for the month of December 2013, as listed below:

 - December 15, 2013 \$2,249,979.91
 - December 30, 2013 \$2,468,286.63

8. IDEA Grant for Fiscal Year 2013-2014

Approve the following employee to be charged to the IDEA Grant for fiscal year 2013-2014:

Name	Job Title	% of Salary	Amount Charged
James Nesmith	Supervisor of Student Support Services	100%	\$83,886.00

To be charged to: Account # 20-256-200-100-000-00

9. HS Girls Volleyball Student Activity Account

Approve to open a student activity account for High School Girls Volleyball (J.V. and Varsity).

10. Change Order

Approve Change Order # 1 to South Jersey Technology Partnership (SJTP) in the amount of \$11,802.00 for lighting upgrades at the Administration building.

Amount to be charged to 11-000-261-420

and further acknowledge the following statement:

I certify that there are sufficient funds available for the change order.

 Tyra McCoy-Boyle
 Business Administrator/Board Secretary

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

**Administrative change added by the Board Secretary Item 8 to be charged to:
 20-256-200-100-000-00.**

XVIII. PERSONNEL

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

1. Leaves of Absence

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

	Name	Type of Leave	From	To	Paid/Unpaid
A	R. K.	Medical	12/17/2013 1/10/2014	1/9/2014 2/10/2014	P U
B	C. S.	Medical	1/10/2014	To be determined	P
C	M. S.	Medical	1/2/2014	To be determined	U

2. New Hires

Approve the following New Hire Appointments for the 2013/2014 school year:

	Name	Position	School	Prorated Salary	Effective
A	Bey, April	Secretary – (Part-time) NJ School Based Program	HS	\$16,000	2/1/2014
B	Speaks, Nequia	School Social Worker	No. 3	\$71,161 MA – Step 11	2/16/2014

3. Retirement

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

	Name	Position	Sch	Effective
A	Mebs, Patricia	Bus Driver	Garage	2/1/2014

4. Volunteer

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

	Name	Volunteer Position	School
A	Angerstein, Russell	Volunteer Weight Lifting Coach	HS

5. College Placement

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

	College/ University	Student	Experience	Cooperating Teachers	School	Dates	Subject
A	Rowan University	LaRosa, Erika	Clinical Practice	Tsao, Kirstie	No. 1	1/21/2014-5/9/2014	Elementary Education

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

XIX. OPEN PUBLIC RECORDS ACT (OPRA) REQUESTS

Ms. McCoy-Boyle added one (1) request received and it was approved.

1. The Winslow Board of Education processed the following OPRA Requests between December 19th and January 7th:

Number of Requests Received	Approved	Denied
1	1	0

XX. OLD BUSINESS – None at this time.

XXI. NEW BUSINESS

Ms. Pitts – I would like to welcome the two new Board members Mr. Wilcox and Mr. Blake and say to them that I hope you are enjoying sitting in your nice and warm seats because as you know this can sometimes turn into a very hot seat.

XXII. INFORMATIONAL ITEMS

Dr. Poteat shared some issues in the buildings and throughout the District that have occurred because of the cold weather that we have been experiencing. Overall for the most part the buildings are functioning in good order.

High School – We had four classrooms that were cold and corrected. There is still one classroom causing some problems. The principals are asked to take whatever steps that are necessary to move the young people from classrooms that are too cold.

Middle School – We had several classrooms, three in particular, which are more of a serious problem here because we have units that are similar to those at School 3. As you recall last year, every time it got cold each Monday morning there was water all over the classrooms because of the age of those pieces of equipment. It is not feasible for us to put money into them to repair so I want to give you enough notice in advance that we are looking at a similar project for the Middle School that we had at School 3. Those units may have to be replaced. It is a very expensive ticket item probably close to a two million dollar project to replace the

units. I am getting ahead of myself but we need to look at heating and air conditioning. The students have been moved out of those classrooms that have not been repaired and we have a staff member monitoring the building overnight.

School 6 no problems that were reported.

School 5 the gym and the cafeteria started out with some problems but prior to lunchtime and by the end of the day those areas were corrected.

School 4 we only had one classroom.

School 3 we had one classroom which we attributed to a computer glitch.

School 2 we had one classroom which was corrected.

School 1 no concerns.

There are eight units at the High School that are similar to the ones at the Middle School and may be replaced at the same time as the Middle School. Parts are no longer available for the units due to their age and I think we should start looking long term, as far as our facilities are concerned, and possibly start talking about what we are going to do in terms of repair or replace. My recommendation would be we replace those items as long as we are financially capable of doing so.

Ms. Pitts – I would like to take a minute at this Reorganization Meeting and recognize two people here that you may not have heard their names fully and that is our Superintendent, Dr. H. Major Poteat, who sits to my right and to my left our solicitor, who keeps us on track, Mr. Howard Long of Wade, Long, Wood and Kennedy. I thought that it was important to recognize them because they are the ones who keep this Board on track.

ADDENDUM

I. SUPERINTENDENT'S REPORT

A motion was made by Ms. Davis, seconded by Ms. Watkins to approve Item 1 as recommended by the Superintendent.

1. 2013-2014 District Calendar (Revised)

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

- | | |
|-----------------------------|----------------------------------|
| ○ Wednesday, April 23, 2014 | Full School Day Staff & Students |
| ○ Thursday, April 24, 2014 | Full School Day Staff & Students |
| ○ Friday, April 25, 2014 | Full School Day Staff & Students |

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

II. PERSONNEL REPORT

A motion was made by Ms. Davis, seconded by Mr. Blake to approve Item 1 – 3 with regard to Personnel.

1. Leave of Absence

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

	Name	Type of Leave	From	To	Paid/Unpaid
A	J. M.	Medical	1/22/2014	To be determined	P

2. Retirement

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

	Name	Position	School	Effective
A	Fisher, Beth	Kindergarten Teacher	No. 4	2/1/2014

3. Resignation

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

	Name	Position	School	Effective
A	Shiple, Matthew	8 th Grade Science Teacher	MS	1/6/2014

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

XXV. ADJOURNMENT **A motion was made by Ms. Davis, seconded by Ms. Dredde to adjourn the meeting at 7:51 p.m.**

Respectfully Submitted,

Tyra McCoy-Boyle
Business Administrator/Board Secretary