

WINSLOW TOWNSHIP BOARD OF EDUCATION
Addendum – Wednesday, June 27, 2018

I. SUPERINTENDENT’S REPORT

1. Field Trip(s)

Approve the following field trip:

	Sch	Date of Trip	Destination (Trip Information)	Teacher/Coach	Bus(es)	# of Pupils	Departure/Return Time
1	HS	07/18/18	30 Strikes Bowling Center Stratford, NJ (Eagles Landing end of summer program activity)	Ms. Waller	1	32	9:15 a.m. – 12:00 p.m.

2. Superintendent’s Merit Goals (2017-2018 School Year)

***Superintendent’s Merit Goals
 2017-2018 School Year***

NOW, THEREFORE, BE IT RESOLVED, that the Winslow Township Board of Education hereby certifies to the Executive County Superintendent of Schools that the Quantitative and Qualitative Merit Goals for the 2017-2018 school year have been fulfilled by Superintendent Dr. H. Major Poteat, and requests that the Executive County Superintendent confirm satisfaction of such criterion; and be it

FURTHER RESOLVED, that the Board authorizes and directs the submission of this resolution and the necessary documentation to the Executive County Superintendent for review and approval; and be it

FURTHER RESOLVED, that the Winslow Township Board of Education approves payment of a merit bonus to the Superintendent in the amount of **3.33%** (Quantitative) and **2.5%** (Qualitative) of the Superintendent’s annual salary upon receipt of the Executive County Superintendent’s confirmation of satisfaction of the merit criterion, in accordance with the provisions of the Superintendent’s Employment Contract and the terms and conditions of N.J.A.C. 6A:23A-2.1.

Superintendent's Merit Goals
2017-2018 School Year

Quantitative Goals

1. By June 2018, the Superintendent will research and develop a framework for a new ***STEM Robotics Program*** for all 6th grade students, in Schools No. 5 and No. 6, designed to enhance the elementary science instruction in the curriculum. This program is also being created to provide the students at the Upper Elementary level with a STEM curriculum to prepare them for the various STEM classes offered at the Middle School. This new program will also deepen their exposure, understanding, and application of technology and engineering. **(3.33% - \$6,677.18)**

The Superintendent will:

- Propose a timeframe for the implementation of the program;
- Identify age appropriate curriculum;
- Provide ongoing training for the teachers to receive training to enhance the program;
- Work with the Middle School STEM teacher to provide professional development and the sharing of ideas with the middle school teachers;
- Meet with the principals and STEM teachers on a quarterly basis to determine progress;
- Provide a detailed cost analysis for the STEM Program for each school;
- Establish a STEM Day at each school so that the Superintendent can participate and observe the various skills and projects created by the students;
- Superintendent and students from Schools No. 5 and No. 6 will demonstrate to the School Board, at a Public Meeting, what skills and knowledge he has developed while working with the students;
- Arrange for at least one STEM related field trip; and,
- Conduct a year end survey to gather information from staff and students on program effectiveness.

2. In an effort to expand the offerings made available to all students at the Middle School, the district will create an inclusive ***Computer Science Program initiative for Innovators and Makers***. This pilot program will consist of three full year elective classes and will provide an opportunity for students to discover computer science concepts and skills by creating personally relevant, tangible, and shareable projects. Throughout this course, students will learn about programming for the physical world by blending hardware design and software development. The students will also be exposed to technology skills that will prepare them for STEM related courses at the high school, which can lead to career opportunities such as Health, Environment, Emergency Preparedness, Education, and many others. The Superintendent seeks to engage a minimum of 35 students to participate in this program. **(3.33% - \$6,677.18)**

In order to accomplish this goal, the Superintendent will:

- Identify a teacher to provide meaningful instruction;
- Provide professional development for the teacher in preparation for the course;
- Lead four (4) quarterly work groups with the teacher and principal to identify resources necessary to implement the program, students, instructional objectives, and curriculum development;
- Provide a detailed cost analysis of work and resources needed to implement the program and remove any barriers for full student participation;
- Create an opportunity for the High School Computer Science Teacher to visit the classroom and work with the teacher/students;
- Arrange for field trip(s) to a college or local business of technology;
- Arrange for a guest speaker to address career preparation and career options; and,
- Conduct a year end survey to gather feedback from the students on program effectiveness, likes/dislikes and recommendations for improvements.

3. By June 2018, 7th and 8th grade students at the Middle School will participate in a pilot computer **Coding and Game Design Program**. The Middle School was selected because of the growing demand for this skill in today's society. We believe the sooner the students are exposed to coding, the easier it will be to develop and apply these skills to a broad range of courses offered at the high school level. Our goal is to expose students to many of the basic frameworks and programming platforms used in security and banking, shopping, travel, and social media, as they interact with computers and coding controls used in many occupations and careers. The students will be immersed in an environment where they are exposed to a curriculum that leverages projects to engage students and encourages a broader interest in coding careers. **(3.33%-\$6,677.18)**

In order to accomplish this goal, the Superintendent will:

- Select a teacher who can provide significant instruction;
- Identify a curriculum that is age appropriate;
- Provide training for the teacher to maximize the effectiveness of the course;
- Create three classes (30 students) for Coding and Game Design;
- Lead four (4) quarterly work sessions to determine progress and student needs;
- Provide a cost analysis of work and resources need to implement the program;
- Create an opportunity for articulation between the High School and Middle School Teacher;
- Arrange to have the High School Teacher visit the Middle School Classroom and work with the teacher/students;
- Arrange for a Field Trip(s) to a local college or business specializing in Coding and Game Design;
- Arrange for a guest speaker to visit the classroom and have open dialogue with the students on career preparation and career options;
- Conduct a year end survey to gather information from the students on the success of the program; and,
- Develop a report/recommendations for implementation for the 2018-2019 school year.

Qualitative Goals

4. By June 2018, all 3rd grade students at Schools No. 1 through No. 4, will become fully immersed in the new **Elementary STEM Program** initiative. This program was extended to all lower elementary schools because of the success we had at School No. 3. Last year, the students at School No. 3, were able to develop leadership, collaboration, analytical, and critical thinking skills, while working together on various STEM projects. This year, the Superintendent seeks to create an environment at each school that exposes all third grade students to a STEM curriculum that further peaks their interest in the sciences. **(2.50% - \$5012.90)**

In order to accomplish this goal, the Superintendent will:

- Provide professional development for all new STEM teachers from each school;
- Work with the School No. 3 teacher to provide training and sharing of ideas with the teachers from Schools No. 1, No. 2, and No. 4;
- Spearhead four (4) quarterly work sessions with staff representatives from each school to identify program and student needs;
- Make arrangements for all students to go on at least one STEM related field trip;
- Conduct a survey of the staff to determine student growth and development of various skills;
- Establish a STEM Day at each school so that the Superintendent can participate and observe the various skills and projects created by the students; and,
- Schedule a day for the Superintendent and students to demonstrate to the School Board, in a Public Meeting, what projects and knowledge he has developed while working with the students.

5. By June 2018, the Superintendent will implement a new **Social Skills Program** for Multiple Disabled (MD) and Behavior Disorder (BD) Special Education students, at Upper Elementary School No. 6, designed to enhance the inclusion of Social Skills instruction in the curriculum. MD and BD special education students, entering the upper elementary grades for the first time, have difficulty coping with new friends, a more demanding curriculum, time management, negative peer interactions, and developmental changes, struggle to find a balance which can lead to poor decision making and unacceptable behaviors. The goal of the social skills program is to provide the students with coping skills. Since this program was not offered last year, we anticipate at least 25 students being impacted by this goal in the 2017-2018 school year. **(2.50% - \$5012.90)**

In order to accomplish this goal, the Superintendent will:

- Utilize the framework of the Middle School Life Skills program to identify areas in which Social Skills instruction can be incorporated into various instructional components;
- Provide a detailed cost analysis of work and resources needed to implement the program;
- Direct four (4) quarterly work sessions with the teachers and principal to assess student needs and program development;
- Spearhead the implementation of the program based upon individual student needs;
- Arrange for the students to have lunch with the Superintendent in the Administrative Building to reinforce interaction skills;
- Superintendent will monitor the behavioral modification aspect of the program to measure growth/progress of the students (suspensions, referrals, etc...); and,
- Provide recommendations to the Board for future programming in the 2018-2019 school year.

B. HIB Update

1. Harassment, Intimidation, Bullying Report (June 2018)

Exhibit I B: 1

On a motion made by _____, seconded by _____, approval of Superintendent's Report is granted. Exceptions: _____	
<i>Roll Call:</i>	
_____ Mr. Blake	_____ Mr. Shaw
_____ Ms. Dredden	_____ Ms. Watkins
_____ Ms. Martin	_____ Ms. Peterson
_____ Ms. Mitchell	_____ Ms. Pitts
_____ Mr. Robinson	

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

1. Bill List

Exhibit II: 1

- a. Approve the Vendor Bill List in the amount of \$951,582.61 as per the attached exhibit.
- b. Ratify the Manual Bill List in the amount of \$516.25 as per the attached exhibit.

2. Award Property, Crime, General Liability, Computer, Commercial Automobile, Worker's Compensation and School Leader's Errors and Omissions Insurance – EUS

Exhibit II: 2

Approve New Jersey School Insurance Group (NJSIG) to provide insurance coverage for property, crime, general liability, computer, commercial automobile, worker's compensation and school leader's errors and omissions at a premium of \$1,469,612.00 effective July 1, 2018 through June 30, 2019. Further approve the attached Standard Certification Declaration for an Extraordinary Unspecifiable to contract with NJSIG to provide coverage.

3. Award Workers' Compensation Supplemental Indemnity–EUS

Exhibit II: 3

Approve Federal Insurance Company to provide insurance coverage for Workers' Compensation Supplemental Indemnity at a premium of \$18,430.00 effective July 1, 2018 through June 30, 2019. Further approve the attached Standard Certification Declaration for an Extraordinary Unspecifiable to contract with Federal Insurance Company to provide coverage

4. Award Student Accident, Catastrophic – EUS

Exhibit II: 4

Approve United States Fire Insurance Company to provide insurance coverage for Student Accident, Catastrophic at a premium of \$4,551.00 effective July 1, 2018 through June 30, 2019. Further approve the attached Standard Certification Declaration for an Extraordinary Unspecifiable to contract with United States Fire Insurance Company to provide coverage.

5. Award Student Accident, Basic – EUS

Exhibit II: 5

Approve Berkley Life & Health Insurance Company to provide insurance coverage for Student Accident (Basic) at a premium of \$24,996.00 effective July 1, 2018 through June 30, 2019. Further approve the attached Standard Certification Declaration for an Extraordinary Unspecifiable to contract with Federal Insurance Company to provide coverage.

6. Approve the Transfer of Local Share – Other Capital Project – Greenhouse – Middle School

Having received project approval for the construction of a Greenhouse at the Winslow Township Middle School, DOE project #5820-020-18-2000, from the State of New Jersey, Department of Education, Office of School Facilities and Finance in a letter dated June 21, 2018, the Board approves the transfer of the local share, \$350,000.00, to the Capital Projects fund. All related expenditures are to be transferred and recorded in the Capital Projects Fund.

7. Approve Purchase - Hunterdon County Educational Services Commission Vendor

Approve the purchase of an Assessment and Data Management System for Students and Teachers for the 2018-19 school year from LINKIT, an approved Hunterdon County Educational Services Commission vendor, at a cost of \$62,883.00. Bid #HCESCTech-16-03-r1. System and services are to be charged to 11-000-223-320 and further acknowledge the following statement:

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

Tyra McCoy-Boyle

8. Purchase – Educational Services Commission of New Jersey (ESCNJ) Vendor

Approve the purchase of paper products for the District in the amount of \$5,351.20 from General Chemical and Supply, an approved ESCNJ vendor. ESCNJ Bid #17/18-47. Items to be charged to 11-000-262-610 and further acknowledge the following statement:

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

Tyra McCoy-Boyle

9. Purchase – Educational Services Commission of New Jersey (ESCNJ) Vendor

Ratify the repairs made to a Hustler mower in the amount of \$815.21 by Laurel Lawnmower Service Inc., an approved ESCNJ vendor. ESCNJ Bid #16/17-51. The repairs were charged to 11-000-263-420 and further acknowledge the following statement:

I certify that there are sufficient funds available for the repairs listed.

Tyra McCoy-Boyle

10. Purchase – Educational Services Commission of New Jersey (ESCNJ) Vendor

Approve FieldTurf, an approved ESCNJ vendor, to resurface of the High school track in the amount of \$288,000.00. ESCNJ/AEPA 16-H. The repairs were charged to 11-000-263-420 and further acknowledge the following statement:

I certify that there are sufficient funds available for the repairs listed.

Tyra McCoy-Boyle

11. Purchase – Ed Data Vendor – Relocate PA Systems

Approve Gemba Security Solutions, an approved Ed Data vendor, to relocate the School public address systems in Schools 3, 4 and the Middle School in the amount of \$54,691.00. Ed Data bid contract #8529-#9. Services are to be charged to 11-000-261-420 and further acknowledge the following statement:

I certify that there are sufficient funds available for the repairs listed.

Tyra McCoy-Boyle

12. Purchase – Educational Services Commission of New Jersey (ESCNJ) Vendor

Approve CDW-G an approved ESCNJ vendor, to update and install new Keri Access Controls, including cabling and readers at Districts locations in the amount of \$112,553.28. Services to be charged to 12-000-266-730 and further acknowledge the following statement:

I certify that there are sufficient funds available for the repairs listed.

Tyra McCoy-Boyle

13. Purchase – State Contract Vendor

Approve the purchase of a 2019 Ford Transit F150 Cargo Van from Ditschman/Flemington Ford, an approved State contract vendor, in the amount of \$23,162.50. State contract # A88211. The item is to be charged to 12-000-252-730 and further acknowledge the following statement:

I certify that there are sufficient funds available for the repairs listed.

Tyra McCoy-Boyle

14. Purchase – Educational Services Commission of New Jersey (ESCNJ) Vendor

Approve the purchase of two Exmark 72” deck movers from Laurel Lawnmower Inc., an approved ESCNJ vendor, in the amount of \$25,414.00. ESCNJ Bid #16/17-51. The items are to be charged to 12-000-263-730 and further acknowledge the following statement:

I certify that there are sufficient funds available for the repairs listed.

Tyra McCoy-Boyle

15. Purchase – Educational Services Commission of New Jersey (ESCNJ) Vendor

Approve the purchase of a Microsoft Surface Book in the amount of \$1,359.22 from CDW Government Inc., an approved ESCNJ vendor. ESCNJ Bid #15/16-11. Items to be charged to 11-190-100-610 and further acknowledge the following statement:

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

Tyra McCoy-Boyle

16. District Hosted Phone Services

Approve Xtel to provide a hosted phone service for a 36-month term at a monthly recurring charge of \$2,237.49 and a one-time configuration charge of \$2,788.25. Pricing is based on the MRESC/ESCNJ bid award 15/16-36. Services are to begin during the 2018-19 school year and to be charged to 11-000-230-530.

17. Purchase of Phone Equipment

Approve the purchase of phone equipment for the District at a onetime charge of \$28,800.00 through Xtel, an approved Middlesex (ESCNJ) vendor. Pricing is based on MRESC Bid 15/16-36. Items to be charged to 11-000-230-610

18. Use of Facilities

Approve the following Use of Facilities:

School	Organization	Dates	Day/Time	Room	Fee
Middle School	H.S.A.	July 20-21, 2018	Friday 4:00 p.m. – 9:00 p.m. Saturday 8:00 a.m. – 1:00 p.m.	Cafeteria (Chairs & tables)	-0-

19. Purchase – Educational Services Commission of New Jersey (ESCNJ) Vendor

Approve the purchase of a video surveillance camera for schools 1-6 in the amount of \$4,507.86 from CDW Government Inc., an approved ESCNJ vendor. ESCNJ Bid #15/16-11. Items to be charged to 11-190-100-610 and further acknowledge the following statement:

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

Tyra McCoy-Boyle

20. Dual Usage/Facility 2018-2019

Approve the Dual Usage/Facility Use of rooms for 2018-2019:

School	Room #	Usage
School No. 2	Room C	Occupational/Physical Therapy
School No. 3	Room 6	Occupational/Physical Therapy
School No. 3	Room 24	Speech/Gifted and Talented

21. Disposal of School Property and Textbooks

Exhibit II: 21

a. Approve the Disposal of School Property listed below:

Location	Department	Description
School 1	Various	Everyday Math-student/teacher, student textbooks, teacher manuals, science vocabulary cards, science audio text, teacher guides, practice books, NJ HSP science lab, science kits, etc. – (No longer used)
School 3	Technology	HP color printer – (broken)
Middle School	Music Unified Arts	Microphone, wireless mics, CD recorder – (Broken) French books – (Damaged)
High School	Science	12 microscopes – (Damaged) Zoology book – (outdated)

b. Approve the Disposal of School Property listed below:

Location	Department	Description
School 3	Kitchen	Double Oven - Inoperative
School 4	Kitchen	Double Oven – Inoperative
School 6	Kitchen	2 Ovens - Inoperative
Middle School	Kitchen	Refrigerator – Inoperative
High School	Kitchen	Refrigerator - Inoperative

On a motion made by _____, seconded by _____, approval of Business Administrator's Report is granted. Exceptions: _____

Roll Call:

_____ Mr. Blake	_____ Mr. Shaw
_____ Ms. Dredden	_____ Ms. Watkins
_____ Ms. Martin	_____ Ms. Peterson
_____ Ms. Mitchell	_____ Ms. Pitts
_____ Mr. Robinson	

III. PERSONNEL REPORT

1. 2018/2019 New Hires

Approve the following New Hires for the 2018/2019 school year:

	Name	Location	Position	Salary	Effective
A	Acerbo, Dante	School No. 2	Special Education Teacher	\$53,062.00 BA – Step 1	9/1/2018
B	Ehle, Ralph	Middle School	Special Education Teacher	\$57,462.00 MA+15 – Step 5	9/1/2018
C	Zlotnick, Julianne	School No. 2	ESL Teacher	\$54,762.00 BA+15 – Step 4	9/1/2018

2. Leave of Absence

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

	Name	Type of Leave	From	To	Paid/Unpaid
A	E. P.	Maternity	10/15/2018 11/3/2018	11/2/2018 2/8/2019	Paid Unpaid

3. Retirement

Approve the following Retirement for the 2017/2018 school year:

	Name	Position	Location	Effective
A	Podorski, Elizabeth	Food Service Worker	School No. 4	7/1/2018

On a motion made by _____, seconded by _____, approval Personnel Report is granted. Exceptions: _____	
<i>Roll Call:</i>	
_____ Mr. Blake	_____ Mr. Shaw
_____ Ms. Dredden	_____ Ms. Watkins
_____ Ms. Martin	_____ Ms. Peterson
_____ Ms. Mitchell	_____ Ms. Pitts
_____ Mr. Robinson	