

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

**Wednesday, February 26, 2014**  
**7:00 p.m.**

**MINUTES**

**I. PUBLIC NOTICE** of this meeting was given to all Board Members and Associates in a notice dated **01/23/2014**. 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	Cheryl Pitts, President

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. Sodexo Food Service Presentation
2. WTMS Presentation – The African American Influence on Dance
3. Parent Workshop – “Internet Safety in the 21<sup>st</sup> Century”
4. Mr. Dion Davis – HIB/EVRS Report Period I Presentation

**Ms. Pitts recognized Winslow Township Committeeman Mr. Watkins in the audience.**

**VIII. CORRESPONDENCE – None at this time.**

**IX. MINUTES**

**A motion was made by Mr. Wilcox, seconded by Ms. Watkins to approve the Open and Closed Sessions of the following meeting:**

Regular Meeting                      Wednesday, February 12, 2014                      Open/Closed Sessions

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

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

Special Meeting                      Wednesday, February 19, 2014                      Open Session

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

## **X. BOARD COMMITTEE REPORTS**

### **Education Committee**

Ms. Peterson – The Education Committee met on Wednesday, February 19 at 4:30 p.m. In attendance were Mr. Blake, Ms. Dredden and Ms. Peterson. Dr. Carcamo was the Administrator in attendance. Because the committee is relatively new, we went over the roles and the responsibilities of the Education Committee delineating their responsibilities and what we are there for. Minutes from the meeting are attached.

### **Operations Committee**

Mr. Gidwani – The Operations Committee met on Tuesday, February 25, 2014 at 5:30 p.m. The following was discussed:

- Solar panels.
- Cameras in schools.
- Advertising on buses.
- Microphones for public meetings.
- Blue Anchor building.
- Window screens, exterior door updates.
- Defibrillators for sports and field trips.
- Budget update.
- OFAC update
- High School Field Lighting
- ROD grant – 4 applications approved.

### **Negotiations Committee**

Ms. Peterson – No report.

### **Township Liaison Committee**

Ms. Peterson – The meeting was given at the last meeting.

### **Citizens Advisory Committee**

Mr. Gidwani – No report.

### **Marketing Committee**

Ms. Brown – We met on Tuesday, February 13. In attendance were Mr. Wilcox and Ms. Watkins. Because we had a new member we went over the Mission Statement as well as the things we had discussed previously in 2013. Minutes from the meeting are attached.

Ms. Pitts – We will make sure that our second Board meeting of the month will be our Community Connections Meeting as was stated earlier last year.

### **Policy and Operations Joint Committee Meeting**

Ms. Peterson – It was a joint meeting held on Thursday, February 20 at 5:00 p.m. in the District, a joint meeting between the Policy and Operations Committees. In attendance was Mr. Blake, Mr. Gidwani, Ms. Dredde, who is the chair of Operations, and myself. Our legal representative was Audra Pondish of Wade, Long, Wood and Kennedy. Nellie Chandler, the Chair of our Citizens Advisory Committee was also present. Minutes from the meeting are attached.

Ms. Pitts - Board Members. You have heard the report out of the joint committee. It is very extensive, however, what you will notice is that it has recommendations and also formulation of some regulations in the report. What I am asking Board Members to do, because I believe that Ms. Peterson has given us a copy of her report, I am asking that we take the report, review it so that at our next Board Meeting we can discuss each of these five items. There are recommendations and if we approve some of the recommendations out of this committee it will require us to change our policy. In addition to that, some of the recommendations are considered to be regulations and as a Board we must also consider that. I am repeating myself but again, review it so that we can discuss at our next Board Meeting and move forward with the Dress Code Policy.

## **XI. PUBLIC COMMENTS (Time Limited)**

### **A motion was made by Ms. Dredde, seconded by Mr. Gidwani to open the meeting for Public Comments at 8:28 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.

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*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

**Brian Maguire – High School Senior**

I would like to give you an update on what is going on in the world at the high school:

- Winslow Township High School cadets just completed another successful service project. Over 90 cadets participated with a canned food collection, holiday store drive. However, the most satisfying service was working with the food bank of South Jersey.
- On January 25 and Sunday January 26, 9 students represented Winslow Township High School in the South Jersey Chorus Festival at Eastern Regional High School in Voorhees, NJ.
- Students have been raising awareness of eating disorders and will wear blue on Friday in support.
- In February we had Random Acts of Kindness Week when students received tickets for random acts of kindness.
- Students are busy rehearsing for the upcoming play West Side Story which will be held on March 13 – 15, 2014.
- All juniors are preparing for the HSPA which will be administered this coming Tuesday, Wednesday and Thursday. All 9<sup>th</sup>, 10<sup>th</sup> and 12<sup>th</sup> graders will have a three hour delay.
- The girls track team had another successful year when they became the Group III Indoor State Champs. Torie Robinson was first in the 55 meter dash and 1<sup>st</sup> in the 55 meter hurdles. Cidaea Woods placed 2<sup>nd</sup> in the high jump and 55 meter hurdles. They also came in first in the 4x400 relay (Tziarra King, DeAnn Cross, Vashti Williams and Torie Robinson).
- On national signing day two athletes signed scholarships; Torie Robinson signed for a full scholarship at Clemson University and Gregory Mumford signed for a partial scholarship at Paine College.

**XII. ADJOURNMENT OF PUBLIC COMMENTS**

**A motion was made by Mr. Wilcox, seconded by Ms. Watkins to close the meeting for Public Comments at 8:32 p.m.**

Voice Vote: All in favor

**XIII. SUPERINTENDENT'S REPORT**

A motion was made by Ms. Dredde, seconded by Ms. Peterson 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 January 2014, as listed below:

School	Dates of Drills	Type of Drills	Elapsed Time
School #1	1/28/14	1:50 PM	Shelter in Place
	1/30/14	2:27 PM	Fire
School #2	1/31/14	3 min. 53 sec.	Fire
	1/31/14	3 min. 50 sec.	Lockdown
School #3	1/31/14	4 min.	Shelter in Place
	1/31/14	3 min.	Fire
School #4	1/16/14	3 min. 19 sec.	Fire
	1/31/14	10 min.	Shelter in Place
School #5	1/13/14	1 min. 20 sec.	Fire
	1/15/14	7 min.	Shelter in Place
School #6	1/27/14	2 min. 27 sec.	Fire
	1/30/14	6 min. 18 sec.	Shelter in Place
Winslow	1/17/14	2 min.	Fire
Twp. M.S.	1/31/14	7 min.	Shelter in Place
Winslow	1/29/14	7 min.	Shelter in Place
Twp. H.S.	1/31/14	5 min.	Fire

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**

Approve Professional Development opportunities as presented in the attached exhibit.

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. 3
- o Book Fair (Feb./March 2014) – P.T.O
  - o Book Bingo Night (02/28/14) – P.T.O.
- School No. 4
- o Dine Out w/School No. 4 (04/24/14) – H.S.A.
  - o Family Fun Night (03/27/14) – H.S.A.
  - o Coin Drive (March 2014) – School No. 4
- School No. 6
- o Family Fun Night (04/04/14) – H.S.A.
- WTHS
- o Quick Snap Photographers (03/21/14) – C/O 2016
  - o Spring Fling Dance (03/21/14) – C/O 2016
  - o Burger 21 Night (03/13/14) – National Honor Society
  - o Yogo Factory Night (02/28/14) – National Honor Society
10. 2014-2015 One Year Preschool Program Plan Update  
Approve the submission of the 2014-2015 One Year Preschool Program Plan Update with an anticipated operating cost of \$993,693.00.
11. School No. 3 – Dental Health Assembly (Date Change)  
Approve to change the date of the School No. 3 Dental Health Assembly, presented by Dr. Kurudi, from February 26, 2014 to March 26, 2014.

12. School No. 4 – Elementary Career & College Fair

Approve School No. 4 to host an Elementary Career & College Fair on Tuesday, April 15, 2014. (Rain Date: April 24, 2014)

13. School No. 4 – Gloucester County Christian Choral Speaker Group

Approve the Gloucester County Christian Choral Speaker group to visit School No. 4 to perform during Read Across America Week. This group visits School No. 4 each year to provide a free performance.

**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. Dredden	Yes	Ms. Peterson	Yes
Mr. Gidwani	Abstain	Ms. Pitts	Yes
Motion Carried			

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

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

**A. REPORTS**

1. Transportation 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 \$1,065,284.92 as per the attached exhibit.
  - b. Ratify the Manual Bill List in the amount of \$125,740.84 as per the attached exhibit.
7. Payroll **None at this time.**
8. Professional Development
- a. Approve Tyra McCoy-Boyle, Business Administrator/Board Secretary and Michael Schneck, Assistant Director of Transportation to attend the Public and Nonpublic Coordination of Transportation Services Annual Meeting on Thursday, February 27; 2014 from 9:00 a.m. – 12:00 P.M. at no cost to the District. (Snow date is Thursday, March 6, 2014).
  - b. Approve Tyra McCoy-Boyle, Business Administrator/Board Secretary and Joanne Augustine, Assistant Business Administrator to attend a workshop Public School Purchasing: The Nitty-Gritty! on Thursday, March 6, 2014 from 9:00 a.m. to 12:00 p.m. at a cost of \$50.00/per person.

9. Bid for Large and Small Buses
- Approve to advertise bids for six (6) 54 Passenger Buses and one (1) 24 Passenger Bus to replace retiring buses.

10. Disposal of School Property **Exhibit XIV B: 10**
- Approve the Disposal of School Property per the attached exhibit.

Location	Department	Description
School 2	Kindergarten	Piano – Too Costly to Repair
	Classroom	Wooden Bookshelf – Old
High School	Child Study Team	Shredder – Broken

11. Use of Facilities

Approve the following Use of Facilities:

School	Organization	Dates	Day/Time	Room	Fee
School No. 6	The DOT Organization	March 7, 2014	Friday 6:00 – 10:00 p.m.	Gym	\$200 application fee

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

**XV. PERSONNEL**

A motion was made by Ms. Dredden, seconded by Ms. Peterson to approve Items 1- 4 with regard to Personnel.

1. Leaves of Absence

a. 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	M. B.	FMLA	2/17/2014	3/3/2014	U
B	D. C.	FMLA	2/10/2014 2/17/2014	2/14/2014 To be determined	P U

b. Approve the Rescission of the following approved Leave of Absence pursuant to documents filed in the Office of Human Resources:

	Name	Type of Leave	From	To	Paid/Unpaid
A	S. G.	Medical	2/21/2014	To be determined	P

2. Retirement

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

	Name	Position	Location	Effective
A	Chance, Kathleen	Bus Driver	Garage	7/1/2014

3. College Placements

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

	College/ University	Student	Experience	Cooperating Teachers	School	Dates	Subject
A	Camden County	Acquaviva, Alicia Rue	15-hour Field Experience	Farina, Laurie	No. 2	1/23/2014-5/9/2014	1 <sup>st</sup> Grade - Elementary

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<b>B</b>	Rowan University	Brydzinski, Ryan	Jr. Field Experience	Chillari, Virginia	No. 4	2/3/2014-3/12/2014	Health & PE
<b>C</b>	Camden County	Fecher, Shannon	15-hour Field Experience	Van Zelst, Colleen	No. 3	1/23/2014 – 5/9/2014	1 <sup>st</sup> Grade - Elementary
<b>D</b>	Camden County	Robinson, Samuel	21-hour Field Experience	Woods, Jennifer	No. 5	1/23/2014 – 5/9/2014	Elementary Education
<b>E</b>	Rowan University	Stephens, Douglas	Clinical Practice	Pagnotti, Jennifer	No. 6	3/17/2014 – 5/9/2014	Art

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

	College/ University	Student	Experience	Cooperating Teachers	School	Dates	Subject
<b>A</b>	Rowan University	Halloran, Sean	5-hour Field Experience	Stallard, Nicole	MS	2/3/2014 – 5/9/2014	Special Education

4. 2013/2014 Spring Coaches

Approve the following 2013/2014 Spring Coaches at the High School:  
 (11-402-100-100-402-08)

	Coach Name	Sport Activity	Stipend	Step
<b>A</b>	Canale, Rachel	Assistant Spring Boys' Track Coach	\$2,332.50 (a split)	3
<b>B</b>	Edwards, Elliott	Assistant Spring Boys' Track Coach	\$4,665	3
<b>C</b>	Gregori, Jaime	Assistant Softball Coach	\$4,312	1

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

**XVI. ADDENDUM**

**1. SUPERINTENDENT'S REPORT**

A motion was made by Ms. Peterson, seconded by Mr. Wilcox to approve Item 1 as recommended by the Superintendent.

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

<u>SNOW DAY</u>	<u>MAKE UP DAY</u>
December 9, 2013	February 17, 2014
December 10, 2013	April 25, 2014
January 3, 2014	April 24, 2014
January 22, 2014	April 23, 2014
February 13, 2014	April 22, 2014
February 14, 2014 (Teacher Make-up) February 18, 2014 (Insufficient Hours to count as full day for students)	April 21, 2014 (Early Dismissal for students)

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

**I. BUSINESS ADMINISTRATOR/BOARD SECRETARY REPORT**

**A motion was made by Ms. Dredden, seconded by Mr. Blake to approve Items 1 – 9 as recommended by the Business Administrator/Board Secretary.**

**1. Bill List**

**Exhibit I: 1**

Approve the Vendor Bill List in the amount of \$7,088.00 as per the attached exhibit.

**2. Unemployment Reserve Account**

Approve to close the Unemployment Reserve Account at TD Bank and transfer balance of \$296.78 to the General Fund Account. The account is dormant.

**3. NJ DOE Office of Fiscal Accountability & Compliance Carl D. Perkins Grant Corrective Action Plan**

**Exhibit I: 3**

- a. Certify that the findings of the fiscal audit of the Carl D. Perkins Grant for the period July 1, 2011 through June 30, 2012 as issued by the NJ DOE Office of Fiscal Accountability and Compliance were discussed by the Board of Education at its Regular Meeting on Wednesday, January 29, 2014.
- b. Approve the Corrective Action Plan as it relates to the audit issued by the NJ DOE Office of Fiscal Accountability and Compliance of the Carl D. Perkins Grant for the period July 1, 2011 through June 30, 2012 as presented in the attached exhibit.
- c. Approve the submission of the Corrective Action Plan to the NJ DOE Office of Fiscal Accountability and Compliance (OFAC).

4. Transportation

Approve Christ the Redeemer Church, Atco, NJ to use one Winslow Township BOE bus at a cost of \$50/hour/bus for the following trip:

- Date: March 1, 2014
- Time: 12:00 p.m. – 7:30 p.m.
- Destination: Philadelphia, Pa.

Note: The group is responsible for paying the parking.

5. Award of Contract – Shared Service Agreement

Approve the purchase of 220 Chromebooks, Software Management Fees and 6 Carts in the amount of \$71,223.72 to EIRC through a shared service agreement. The items will be charged to 11-190-100-810-000-20

and further acknowledge the following statement :

I certify that there are sufficient funds available to purchase the items awarded for this award.

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Tyra McCoy-Boyle

6. Award of Contract – Share Service Agreement

Approve the purchase of a Sound System with Wireless Mics in the amount of \$14,888.00 to EIRC through a shared service agreement. The cost will be charged to 12-000-230-732-000-17

and further acknowledge the following statement :

I certify that there are sufficient funds available to purchase the items awarded in this award.

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Tyra McCoy-Boyle

7. Approve Bus Repairs and the Purchase of Bus Parts – State Contract Vendor

Approve bus repairs and the purchase of bus parts in the amount of \$9,661.03 and \$8,098.52 to Ransome International, an approved State Contract Vendor. Items are to be charged to 11-000-270-615-000-16 and 11-000-270-420-000-16

and further acknowledge the following statement :

I certify that there are sufficient funds available to purchase the items awarded in this award.

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Tyra McCoy-Boyle

8. Approve the Purchase of Bus Parts – State Contract Vendor

Approve the purchase of bus parts in the amount of \$8,291.88 to Bus Parts Warehouse, an approved State Contract Vendor. Items are to be charged to 11-000-270-615-000-16

and further acknowledge the following statement :

I certify that there are sufficient funds available to purchase the items awarded in this award.

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Tyra McCoy-Boyle

9. Approve Consulting Service Contract

Approve consulting contract with Edvocate to assist with the development process of RFPs for competitive proposals for custodial, maintenance and grounds management services in the amount of \$8,000.00. To be charged to 11-000-251-330-000-17

and further acknowledge the following statement :

I certify that there are sufficient funds available to purchase the items awarded in this award.

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Tyra McCoy-Boyle

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

II. **PERSONNEL**

A motion was made by Ms. Watkins, seconded by Mr. Wilcox to approve Items 1 – 4 with regard to Personnel.

1. New Hire

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

	Name	Position	Location	Salary	Effective
A	Armstrong, Yolanda	Interim Assistant Principal	High School	\$37,350	3/1/2014-6/30/2014

2. Retirement

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

	Name	Position	Location	FROM Effective Date	TO Effective Date
A	Haller, Joanne Z.	Special Education Teacher	High School	3/1/2014	7/1/2014

3. 2013/2014 Spring Coach

Approve the following 2013/2014 Spring Coach at the High School:  
 (11-402-100-100-402-08)

	Coach Name	Sport Activity	Stipend	Step
A	DeRosa, Raymond	Assistant Boys' Spring Track Coach	\$2,156 (a split)	1

**NOTE: Stipend adjustment pending ratification of WTEA contract**

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4. 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	Bado, Jenna	5-hour Field Experience	Stallard, Nicole	MS	2/3/2014-5/9/2014	Special Education

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

**XVII. OPEN PUBLIC RECORDS ACT (OPRA) REQUESTS**

1. The Winslow Board of Education processed the following OPRA Requests between February 7, 2014 through February 21, 2014:

Number of Requests Received	Documents Requested	Approved	Denied
1	<ul style="list-style-type: none"> <li>• Copy of Employment Contract for Assistant Superintendent</li> <li>• Copy of Employment Contract for Business Administrator/Board Secretary</li> </ul>	1	0

**XVIII. OLD BUSINESS**

Mr. Wilcox – This is old business in regard to a point that was discussed in the Marketing Committee meeting at the end of December of last year. It is something that I did communicate via email with Dr. Poteat about in regards to having the Board Meetings actually advertised on the Public Access Channel on my provider which is Comcast Channel 9. We have gone back and forth with that communication and finished off with saying that we might have the capabilities with the high school TV production in order to possibly videotape, to provide that to Channel 9 to actually broadcast the meeting. If you could share, Dr. Poteat, what we would need in order to move forward with that, for me and for the public at large.



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Dr. Poteat – In order for the school Board meeting to be taped and publicized on Channel 9, the Board would have to approve it with a majority vote. We would have to make arrangements for the TV production program at the high school to have someone here to tape our meetings. Once they are taped, it is our responsibility to provide a tape to Mr. Gallagher at the Township office. They will forward a copy to Channel 9 and then they will publicize or air that Board Meeting shortly thereafter. I would have to find out how they want it presented to them. At this point it is just a matter of getting the approvals and moving forward.

Mr. Long – You have to be concerned about having regulations in place before you can start taping. For example, some folks should be advised that if they want to come up and speak and don't want to be videotaped they have that right. They have the right to come up and ask a question, perhaps about their child, and don't want to be videotaped. So it does require the enactment of some regulation to be in place before you would jump into an approval. Great idea. Let's let the public see what we are doing. Let's see if we can't get more people involved. So from an idea point of view it is a wonderful idea but we have to be very careful that we are protecting the rights of those who perhaps may not want to be taped. We need to have an established policy in effect before we can actually bring that to a vote. Madam President I am familiar with those types of policies and could supply the Board with some information in that regard but I would perhaps filter it through the policy committee or the full Board whatever you deem appropriate.

Ms. Pitts – Board Members you have heard our solicitor's input on this would there be any further discussion?

Ms. Brown – Would this also extend to, for instance, we had a presentation tonight with children would we need to alert the parents?

Mr. Long – That would be another situation. If we have a presentation where the children are going to be shown and put on TV, some level on parental consent perhaps would be needed. You could make a decision that, rather than get parental consent for everyone who is involved, we wouldn't have to tape that part. We could tape the business part of the meeting perhaps. While we always enjoy it and the parents coming out for that, it could become a little cumbersome to deal with. Depicting a child on the local public access channel (especially after what we saw tonight) you would certainly need the parent's permission. Perhaps what people would be interested in would be the conduct of the business of the Board. Perhaps that is a regulation that we would put in effect to bypass that concern. That is my immediate reaction unless the Board has further comment.

Mr. Gidwani – I have a comment about that. The children go to the Township Meeting and perform over there and those children are taped and are on TV.

Ms. Pitts – That is fine Mr. Gidwani and that is past practices and I am sure they have gone through all the legal ramifications. Unlike the Township, we deal strictly, for the most part, with children and we always have to protect our children. I am asking the Board if we want to pursue this further? By that I mean giving it to our solicitor to have him take a look at it and draw up a regulation. Board I need to know what is your pleasure?

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Mr. Wilcox – I am in support of it and having our solicitor review it and seeing what types of policies and regulations we may need to enact before we actually vote as a Board and move forward with it.

Ms. Brown – Same.

Ms. Peterson – I would say the same and also refer it to the Policy Committee.

Mr. Blake – Let's move forward.

Ms. Dredden – Yes move forward and refer to the Policy Committee.

Ms. Watkins – Yes move forward.

Mr. Gidwani – Yes

Ms. Pitts – Mr. Long it is the consensus of the Board that we are going to put it in your hands to make sure that all safeguards are in place before we go forward.

Mr. Long – Should I send any findings to the Policy Committee, Madam President?

Ms. Pitts – Yes. Any further comments?

Ms. Pitts – I have one comment to the Board. As you know we have scheduled a Board Retreat for this Saturday, March 1. I am asking the Board, in light of the fact that some of the Board members have expressed to me that they have other commitments that they may not be able to get out of. Also some members aren't feeling that well, including myself, so therefore I am asking the Board for permission to reschedule our Board Retreat. I would like to hear input or comments whether that is acceptable.

The Board agreed to cancel and reschedule the Retreat.

**A motion was made by Mr. Gidwani, seconded by Ms. Peterson to cancel the Retreat and reschedule the Retreat for a date to be set for either April or May.**

Voice Vote: All in favor
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**XIX. NEW BUSINESS**

Mr. Gidwani – I was on the website looking at the policy on the uniforms and it does not seem to match what was provided to us and approved. It does not seem to be the same policy.

Ms. Peterson – We are looking into the discrepancy. I think it was inadvertently not removed from the website.

Ms. Pitts – We will see that it is updated and properly placed on our website.

Mr. Wilcox – Just in terms of how we promote the School Board Meetings within the schools. I know that we will normally put the posting on the front doors. One thing that I did notice was that most of the main offices seem to have that electronic TV where they disseminate information. If we are not already doing so, would it also be possible to advertise the Board Meetings on those electronic information boards outside of the offices in each of the schools?

## **XX. INFORMATIONAL ITEMS**

Dr. Poteat – There is one information item I have for the Board and the community. Today we had a full evacuation from the high school. There was a fire where it occurred in an office at the rear of the gymnasium. The alarm system went off as a result of smoke. There was a full evacuation. It is the first time we have had a full evacuation where by those young people had to be moved into the middle school as a result of that evacuation. It happened, of course, during the time when it was snowing. One of the things we have to keep in mind, and we shared with Mr. Carter and Ms. Nwanguma, that emergencies occur at any time. We need to prepare ourselves for those instances when they happen during inclement weather. Unfortunately this was unplanned but I think the young people and the administrators, staff and teachers conducted themselves in such a way that it went flawlessly. I think it is important for us to mention the fact that it was very untimely, but in order for you to move 1200 – 1400 students from one building to the other and keep all these young people intact and be able to make sure that no one is lost and returned to the high school and we did not lose anyone. It was a real alarm, it was not a drill. It was a full evacuation and it went very well. We are still in the process of investigating that particular incident to determine exactly who, what and why this situation occurred and we should have that information available to us hopefully by the end of the week and I will send a full report to the Board.

Ms. Pitts – It is good to know that none of our staff or students were injured and we are thankful for that. It is also good to know that when we get the reports about fire drills taking place that it really does serve a purpose. Dr. Poteat we look forward to the report.

## **XXI. EXECUTIVE SESSION      A motion was made by Ms. Brown, seconded by Ms. Peterson to approve adoption of the Executive Resolution and adjournment to Executive Session at 8:56 p.m. for a period of sixty minutes.**

Mr. Long -

**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 February 26, 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 information about the discussion as possible without undermining the purpose of the exception as follows:

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"(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 Bargaining Agreement or Negotiations on our upcoming medications with the WTEA;

"(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: Pending litigation or contractual negotiations. Update on the Bullock litigation we have been discussing as well as contract negotiations with respect to our Superintendent;

"(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: Matters involving employment which would be two very brief items regarding certain disciplinary actions that have been resolved that I would like to report on with the Superintendent to the Board.

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"(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 sixty 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

\_\_\_\_\_  
PRESIDENT

\_\_\_\_\_  
Business Administrator/Board Secretary

**XXII. ADJOURNMENT OF EXECUTIVE SESSION**

**A motion was made by Ms. Brown, seconded by Ms. Peterson to adjourn Executive Session at 12:18 a.m.**

Voice Vote: All in favor

**Mr. Long – Interviews for Board Candidates will be held on Wednesday, March 26, 2014 at 6:00 p.m. depending on how many applications we receive.**

**XXIII. ADJOURNMENT**    A motion was made by Ms. Peterson seconded by Ms. Dredden to adjourn the meeting at 12:20 a.m.    *All Ayes.*

Respectfully Submitted,

Tyra McCoy-Boyle  
Business Administrator/Board Secretary

Winslow Township  
BOARD OF EDUCATION  
BOARD COMMITTEE REPORT

The Board Secretary should receive this report one day after the meeting was held, for distribution to the entire board.

**Committee:** Policy & Operations Joint Committee Meeting

**Date of Meeting:** Thursday, February 20, 2014

**Time:** 5:00p.m. 6:45 p.m.  
(start / end)

**Board Members in Attendance:** Larry Blake  
Gulab Gidwani  
Lorraine Dredden, Operations Committee, Chair  
Julie Peterson, Policy Committee, Interim Chair

**Administrators in Attendance:**

**Others:** Audra Pondish (Wade Long Wood & Kennedy)

**Business Discussed**

1. QSAC review of district policies have indicated that mandated and revised policies must be reviewed and the appropriate implementation of all new mandated and revised mandated be address. All board sub-committees; education, policy, and operation, will receive and review the policy alert status log from 2008.
2. Review of school uniform questions and concerns shared at the January 29, 2014 School Board Meeting.

**A. Uniform Colors:**

Shirts/blouses, sweaters/vest (white, green or navy)  
Pants/skirts (khaki, or navy blue)

Question: Are the schools selecting the colors from the approved list or are they being assigned?

Response: It was suggested that we utilize only **white, green and khaki** in an effort to demonstrate school spirit and pride through the wearing of district colors.

**B. Vouchers**

Question: How much money do we set aside or the vouchers? (\$100,000)

Response: \$100,000 will be set-aside for the first year with an annual review of expenditure and policy review as indicated.

Question: What line item will the money come from?

Response: Business Administrator/Board Secretary will determine the most appropriate line to designate.

Question: How many years will the district provide vouchers?

Response: Distribution of vouchers will be reviewed on annual bases in accordance with our policy.

Question: What will be the value of each voucher?

Response: \$100 per student per year.

**C. Vendors:**

Question: How many vendors (Gap, Target, etc...) do we need?

Response: The District will provide five to seven vendors.

Question: Do we need to have a fair and open bid process?

Response: There appears to be no bidding process required. However, our attorney, Audra Pondish, will research this issue so that we are in compliance with state requirements.

**D. Eligibility for Uniform Voucher:**

Question: What is acceptable proof of meeting eligibility requirements? (pay stub, proof of employment, etc...)

Response: Students for whom the uniform possesses an economic hardship shall apply to the board for assistance in acquiring uniforms. All hardship requests shall be reviewed by the administration.

The parent(s) or legal guardian(s) may be required to provide the lead administrator with the following information to determine if a student is economically disadvantaged:

1. A written statement from the parent or guardian requesting that their child receive assistance in complying with the school uniform policy.
2. Parent must have a current student free and reduced lunch application on file.
3. Parent must provide a copy of the most recent tax form and current pay stub.
4. Demonstrated need with documentation (i.e. family crisis, fire, homeless, etc.).

The lead administrator shall determine if the pupil is economically disadvantaged based on the information provided by the parent(s) or guardian(s) and make appropriate recommendation to the administration (superintendent and/or designee).

**D. Enforcement:**

Question: What happens to violators?



Response: Discipline will be implemented in accordance with the District's Student Code of Conduct.

Insertion and Renumbering of ***"Dress Code Violations and Enforcement of Policy"***

1. The building administrator will determine whether a student's attire meets the approved dress policy. Students choosing not to comply with the dress policy attire, will be disciplined in a manner set forth in the district's Code of Conduct. The same Code and rules will apply to all students as in the past with dress policy violations. Students will be afforded the opportunity to change into appropriate attire if at all possible before any disciplinary action is imposed.
2. **If the student does not attend school in uniform, then the District will provide an uniform for the day. Upon completion of the school day, the uniform shall be returned.**
3. When a student fails to comply with the dress policy, then the parent/guardian will be contacted to provide appropriate clothing. If appropriate clothing is not provided, then the parent/guardian will be asked to pick up the student.
4. Teaching staff members will report violations of the dress policy to the Building Principal or designee, who will interpret and apply the policy.
5. Pupils will not be permitted to attend a school-related function, such as a field trip, after-school activities unless they are attired and groomed in accordance with this dress policy and the reasonable expectations of the staff member in charge.
6. The Principal may waive application of the dress policy for special school activity days.
7. A pupil whose dress or grooming has been found by the Principal or designee to violate this Policy may appeal the determination to the Superintendent.

Question: How far do you want to go?

Response: Discipline will be implemented in accordance with the District's Student Code of Conduct to the fullest extent.

Question: Are we to enforce our present Student Code of Conduct for violators (parent contact, in-school suspension, out of school suspension, etc...)

Response: Yes

**Pending Business:**

1. Dissemination, review, and recommendations of the policy alerts pertaining to the three Board sub-committees.
2. Continue discussion on the Uniform Dress Code Policy and Regulation

Marketing Meeting Minutes  
Tuesday, February 13, 2014

I. **Agenda**

- A. Reviewed the overall mission statement for the marketing committee.

The Winslow Township BOE Community Connections Meetings otherwise known as "work sessions" are designed to provide a platform for parents and community members to connect and engage with board members on educational decisions and goals for the district. The ultimate goal is to empower parents to make well-informed choices for their children and for stakeholders to stay connected to the townships educational process.

- B. Discussed the various vehicles for marketing and advertising for the Community Connections Meeting:

**C. A. BOE Support**

- Phone blasts
- BOE website
- District newsletter

**D. Township Support**

- a. Newsletter
  - i. print a few;
  - ii. email blast
- b. Ward Leaders
- c. Township Website
- d. Channel 9-and 29

**E. Social Media**

- a. Facebook
  - i. Fan Page
  - ii. Information on upcoming board meetings;
  - iii. Scholarships
  - iv. Congratulatory Information
  - v. School Events;
- b. Electronic Boards Marquees

**F. Parents Support**

- a. Proud Parents of Winslow
- b. Back To School Nights

II. **Proposal**

- A. To launch the first Community Connections Meeting April 30<sup>th</sup>.
- B. To connect it with the dissemination of information connected to the uniform policy.



The District will be undergoing assessments during the month of March and May. The assessment findings will be available late August 2014.

**New Business**

I. QSAC Visit

The District had a QSAC visit this month and their report will be available the end of May or early June.

II. US First

Ms. Dredden shared that we may want to obtain information on US First as it relates to science, technology, and problem solving.

III. Winter 2014 Achieve3000<sup>®</sup> Performance Report Highlights

Shared an article with group that was sent to chair via District email