

**WINSLOW TOWNSHIP BOARD OF EDUCATION**  
**Regular Board of Education Meeting**  
**Winslow Township Middle School – Cafeteria**  
**Wednesday, November 9, 2022**  
**7:00 p.m.**  
**Minutes**

**I. PUBLIC NOTICE** of this meeting was given to all Board Members and Associates in a notice dated **08/25/2022**. Adequate and electronic notice of this Public Meeting has been provided specifying the time, place, and manner in which this meeting is being conducted. It was advertised in the Courier Post, posted in all schools, the Administration Office, the Municipal Building, the Library, Bud Duble Center, Edgewood Acres, Elm Town, and the 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**

Present:            Larry Blake (arrived 7:09 p.m.)      John M. Shaw, Jr.  
                         Lorraine Dredden                              Kelly Thomas  
                         Rita Martin                                      Julie Peterson, Vice President  
                         Cynthia Moore                                  Cheryl Pitts, President

Absent:            Rebecca Nieves

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

**IV. PLEDGE OF ALLEGIANCE**

**V. 2022-2023 DISTRICT GOALS**

(Ms. Moore)

1. Student Achievement – Continue to implement best practices for delivering instruction to students utilizing all available and appropriate instructional models. This shall include:
  - a. Ensuring articulation at all grade levels throughout the district
  - b. Focus on innovative classroom instruction at all grade levels
  - c. Ensuring all students have equal access to equipment and resources needed to facilitate and promote student learning in any setting
  - d. Evaluation and updating all district programs, including athletics and extra-curricular activities
  - e. Accountability of all district staff
2. Continue to foster a safe and positive school environment that is conducive to teaching and learning:
  - a. Focus on building relationships among staff and families that will result in increased learning and more effective instruction
    1. Promote communication and feedback opportunities
  - b. Emphasis on collaboration with all district stakeholders
  - c. Promote an inclusive, diverse, and compassionate learning environment
3. Market our strengths and achievements to all stakeholders to increase capacity for greater parent/ caregiver/ community support:

- a. Continue with our public relations/marketing plan
- b. Continue to work with the various advisory committees in the district
- c. Focus on refining our communication methods to better market our school district

Ms. Pitts recognized Mr. Ray Watkins, a Township Official.

**VI. AWARDS/PRESENTATIONS**

**None at this time.**

Dr. Poteat introduced Ms. Janaya Sharpe, the student representative from the High School. Ms. Sharpe introduced herself, discussed upcoming events at the High School and made general announcements regarding the community.

Dr. Poteat was excited about the 2021-2022 NJSIAA Sportsmanship award that was given to Winslow Township. The award will be on display at the High School. Mr. Marella commended Ms. Sharpe for doing a phenomenal job. Mr. Marella introduced a preview of Little Women, the fall play that is being presented on November 17<sup>th</sup>, 18<sup>th</sup>, and 19<sup>th</sup>.

**VII. CORRESPONDENCE**

The Board received a thank you card from the family of Isaiah Shaw.

**VIII. MINUTES**

**A motion was made by Ms. Martin, seconded by Ms. Thomas, to approve the minutes of the following meeting:**

- 1. Approve the following Meeting Minutes of the Board of Education:  
Town Hall Meeting    Wednesday, October 19, 2022                      Open Session

Roll Call:			
Mr. Blake	Abstain	Ms. Nieves	Absent
Ms. Dredden	Yes	Mr. Shaw	Yes
Ms. Martin	Yes	Ms. Thomas	Yes
Ms. Moore	Abstain	Ms. Peterson	Yes
		Ms. Pitts	Yes
Motion Carried			

**A motion was made by Ms. Martin, seconded by Ms. Thomas, to approve the minutes of the following meeting:**

- Regular Meeting    Wednesday, October 26, 2022                      Open Session

Roll Call:			
Mr. Blake	Yes	Ms. Nieves	Absent
Ms. Dredden	Yes	Mr. Shaw	Yes
Ms. Martin	Yes	Ms. Thomas	Yes
Ms. Moore	Yes	Ms. Peterson	Yes
		Ms. Pitts	Yes
Motion Carried			

**IX. BOARD COMMITTEE REPORTS**

**Athletic Committee – Mr. Shaw** – None at this time. Mr. Shaw wanted to recognize the marching band that was at the ACC Championships this past weekend and took second place. One marching band member won a \$1,000.00 alternative advanced scholarship.

**Education Committee – Ms. Peterson** – None at this time. The next meeting is scheduled for Tuesday, November 15, 2022 via WebEx.

**Diversity, Equity and Inclusion Committee – Ms. Thomas** – None at this time.

**Marketing Committee – Mr. Blake** – Mr. Blake gave a brief summary and wanted to acknowledge the (ESP) members, Educational Support Personnel, at the next Board Meeting on November 22, 2022. Minutes are attached.

**Operations Committee – Ms. Dredden** – None at this time.

**Policy Committee – Ms. Pitts** – None at this time. The next meeting will be scheduled in December.

**Citizens Advisory Committee – Ms. Martin** – Mr. Joe Thomas spoke on behalf of Ms. Martin. The November 3, 2022 CAC meeting did not take place due to the building being locked. The next meeting is tentatively scheduled for November 17, 2022 at 7:00 p.m.

**X. SUPERINTENDENT’S REPORT**

**A motion was made by Ms. Martin, seconded by Ms. Thomas, 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 & Adoption of Board Policies & Regulations **None at this time.**
3. Security/Fire Drill **None at this time.**
4. Professional Development/Workshops & Conferences **Exhibit X A: 4**  
  
Approve Professional Development/Workshops & Conferences as listed in the attached exhibit.
5. Field Trip(s) **Exhibit X A: 5**  
  
Approve Field Trips as listed in the attached exhibit.
6. Tuition Students **Exhibit X A: 6**  
  
Approve Out of District Tuition Students for the 2022/2023 school year as listed in the attached exhibit.

7. Terminate Out-of-District Placement(s) **Exhibit X A:7**
8. Homeless Student(s) **None at this time**
9. Division of Child Protection & Permanency (DCP&P) **None at this time.**
10. Fundraiser(s) **Exhibit X A: 10**

Approve Fundraisers as listed below and in the attached exhibit:

School 6

- Dine Out (Panda Express), (11/29/22), H.S.A.
- Dine Out (California Tortila), (12/5/22), H.S.A.
- Dine Out (5 Guys), (12/21/22), H.S.A.
- Dine Out (Chick Fil A), H.S.A.
- Dine Out (Texas Roadhouse), H.S.A.

Middle School

- Toy Drive and Coin Drop, (11/28/22-12/16/22), National Junior Honor Society and Student Government

High School

- Boon Supply Online Fundraiser, (11/21/22-4/28/23), Class of 2026
- AACC T-Shirts, (11/1/22-5/1/23), African American Club
- 2023 Prom Early Bird Ticket Sales, (1/2/23 – 1/31/23), Class of 2024
- 2023 Prom Ticket Sales (Final), (3/1/23 – 3/31/23), Class of 2024
- Concession Stand Sales, (12/5/22-3/31/23), National Honor Society
- T-Shirt “Swag”, (11/1/22-5/1/22), Class of 2025
- Famous Fortune Cookie Fundraiser, (9/2/22-6/23), Class of 2024

11. School One – Revised Concert Date

Approval requested for School One to revise the date of their Winter Concert from December 16, 2022 to Thursday, December 15, 2022 at 2:00 and 6:00 PM. Second and third grade students will be performing for the whole school community. A selection of holiday tunes and cultural songs will be conducted for everyone’s enjoyment this season! It will be held in the all-purpose room.

12. School 3 – Thanksgiving Celebration

Approval requested for School 3 to host a “Let’s Give Thanks” Thanksgiving Celebration on November 18, 2022 from 6:00 – 8:00 PM. The celebration will be held in the cafeteria, and dinner will be provided. There is no cost to the district.

13. School 6 – Concerts

Approval requested for School 6 to hold the following concerts:

- Winter Choral Evening Concert: January 19, 2023 at 6:30 PM.
- Spring Choral Concert and Art Show: May 18, 2023: Art Show at 6:00 PM, Choral Concert at 7:00 PM.

14. Middle School – Smoke Out Week

Approval requested for the Winslow Township Middle School S.A.D.D. Club to host Smoke Out Week, to encourage students to make a plan to quit smoking or vaping or plan in advance not to become a smoker.

Students will participate in a poster contest to promote anti-smoking/vaping during the month of November. There will be a 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> place winner to be announced on November 29<sup>th</sup>. Students will also participate in a Trivia Contest during their lunch periods to answer questions regarding the effects of smoking. Members of S.A.D.D. Club will record three public service announcements about the dangers of smoking and vaping to be presented during school announcements November 21<sup>st</sup> through November 23<sup>rd</sup>.

15. Middle School – Community Service

Approval requested for Eagles Nest, School Based Program, to have the Youth Thrive Group complete community service at Allegria at the Fountains Senior Living facility on 11/18/22. Students will engage in “Adopt a Senior” by building rapport with the residents. Students will be matched with a senior and given a questionnaire form to communicate with senior citizens. Students will be given lunch on site. Transportation is needed. Account #20-298-200-800-000-07 will be charged.

16. Middle School – Food Drive

Approval requested for Winslow Township Middle School to participate in a food drive through November 8, 2022, to help provide Thanksgiving meals to those in the community. Items will be picked up by Sicklerville United Methodist Church on 11/9/22.

17. High School – Chemistry Club

- Approve Winslow Township High School to request approval for the Chemistry Club to apply to become a sanctioned and chartered American Chemical Society (ACS) High School Club. This will provide students unique opportunities beyond the high school classroom and free resources. Chartered clubs also have access to other school and college level programs and the ability to explore different career pathways. The ACS sponsors the United States Chemistry Olympiad and offers opportunities for student scholarships.

- Approval requested for the Chemistry Club to accept the award of a Science Coach from the American Association of Chemistry Teachers (AACT) for a total of 6 hours to be used throughout the 2022-2023 school year. The AACT Science Coach is Ralph Spohn, PhD in Organometallics. Mr. Spohn is a retired Exxon Chemist. With the acceptance of a Science Coach, Flinn Scientific will provide us with a \$500 certificate to enhance science education.

18. High School – Yearbook Vendor

Approval requested for Winslow Township High School to use Jostens for student yearbooks, with includes the district's authorization of Jostens to receive and use high school students parent emails to assist in the marketing of our yearbook. Jostens would contact parents through emails letting them know of pertinent dates and costs. The email marketing would help sell not only yearbooks but the ads in the yearbook that celebrate the graduates of the high school. Jostens, on the local and corporate level, supplied written guarantee that the emails will not be used with any malicious intent.

19. High School – National Honor Society Induction

Approval requested for Winslow Township High School to host the National Honor Society Induction on December 1, 2022 at 6:30 PM in the auditorium.

20. High School – Piano Accompanist

Approval requested for Joseph Krupa to accompany on piano the 2 choral concerts on December 20, 2022 and May 23, 2023. He will also participate in 1 rehearsal the day of each concert. Payment of \$150 for each concert to be paid out of account #11-401-100-330-401-08.

21. High School – Book Club Activities

Approval requested to have Diana Fults, the youth services associate from Camden County Libraries South County Branch, to come in for some special programming with the Book Club students. Ms. Fults offers fun mini-makerspace activities such as zine/mini book making, origami, button-making, sewing, knitting, and crocheting. There will be no cost to the district.

22. High School – Author Presentation

Approval requested to have author Cathy Landberg come in to speak to Mrs. Easterling's 12<sup>th</sup> grade SCLLD English class. There will be no cost to the district.

23. 2022 New Jersey Quality Single Accountability Continuum (NJQSAC)

Approve the submission of the NJQSAC District Performance Review Self-Assessment for the 2021-2022 school year.

24. Preschool Program Operational Plan

Approve the submission of the Three-Year Preschool Program Operational Plan.

25. Digital Learning Programs

Approve the district to pilot the following programs during the 2022-2023 school year, at no cost to the district:

- Amplify, mClass – An online program by DIBELS® 8th Edition that provides teacher-administered literacy assessments, dyslexia screeners, and intervention strategies for students in grades K–6.
- Amplify Reading – An online research based, K-5 standards aligned program that supports teachers in building their students' reading skills across key domains of underlying language skills including decoding, fluency, comprehension, and close reading.
- Amira – An Artificial Intelligence online program that listens, assesses, and tutors children. In less than 10 minutes, Amira will also screen a student for risk of Dyslexia.
- iStation – An online blended learning program for reading and math, iStation's Indicators of Progress (ISIP™) measure student growth with engaging, computer-adaptive diagnostic and screening programs. It also includes a screener for Dyslexia.
- iReady – An online assessment and instructional tool that helps teachers provide all students a path to proficiency and growth in reading and mathematics. It also includes a screener for Dyslexia.
- Reflex – An adaptive and individualized online program/system for mastering basic facts in addition, subtraction, multiplication and division for grades 2+.

26. 2022 ARP Homeless II Grant

Approve to accept the 2022 ARP Homeless II Grant in the amount of \$51,190.00.

27. Rowan College at Burlington County – College Head Start Program

Approve the Agreement between the Winslow Township School District and Rowan College at Burlington County for WTHS to participate in the College Head Start Program for the 2022-2023 school year.

**B. Principal's Update**

1. Harassment, Intimidation & Bullying Report (10/16/22-10/31/22)

**Exhibit X B: 1**

Roll Call:			
Mr. Blake	Yes	Ms. Nieves	Absent
Ms. Dredde	Yes	Mr. Shaw	Yes
Ms. Martin	Yes	Ms. Thomas	Yes
Ms. Moore	Yes	Ms. Peterson	Yes
		Ms. Pitts	Yes
Motion Carried			

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

**A motion was made by Ms. Martin, seconded by Ms. Thomas, to approve A. & B. 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 XI B: 1**

Approve the Line Item Transfers, for the month of September 2022, in accordance with N.J.S.A. 18A:22-8, as per the attached exhibit.

2. Board Secretary's Report

**Exhibit XI B: 2**

Approve the Board Secretary's Reports in accordance with 18A:17-36 and 18A:17-9 for the month of September 2022. 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 those sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

3. Reconciliation Report

**Exhibit XI B: 3**

Approve the Reconciliation Reports in accordance with 18A:17-36 and 18A:17-9 for the month of September 2022. The Reconciliation Reports and Board Secretary's Reports are in agreement for the month of September 2022.

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 XI B: 6**

- a. Approve the Vendor Bill List in the amount of \$2,122,325.36 as per the attached exhibit.
- b. Ratify the Manual Bill List in the amount of \$31,225.06 as per attached exhibit.

7. Payroll

Approve Payroll, for the month of October 2022, as listed below:

- o October 14, 2022           \$2,454,242.62
- o October 28, 2022         \$2,463,308.49

8. Disposal of School Property

**Exhibit XI B: 8**

Approve the Disposal of School Property listed below:

Location	Department	Description
Middle School	Main Office	(1) 3 hold punch, 15 years, broken
School 5	Main Office	(1) Poster Maker-HP Design Jet, 10 years, broken (8) Teacher chairs, 15 years, broken

9. Use of Facilities

Approve the following Use of Facilities as listed below:

School	Organization	Dates	Day/Time	Room	Fee
High School	Winslow Township Youth Eagles	December 1, 2022 to March 2, 2023	Monday, Tuesday, Thursday 6:00 p.m. – 8:00 p.m.	High School Wrestling Room	\$25

10. Comprehensive Maintenance Plan, M-1

**Exhibit XI B: 10**

Approve the submission of the M-1 and the Comprehensive Maintenance Plan for each building as per the attached exhibits.

11. 2023-2024 Budget Preparation Calendar

Approve the 2023-2024 Budget Preparation Calendar

October 20, 2022	Meeting with Superintendent, Assistant Superintendent, Business Administrator and Director of Human Resources to discuss funding challenges.
November 17, 2022	Meeting with the Leadership Team to discuss financial outlook/strategies for the 2023-2024 budget.
Week of November 21, 2022	Budget Handbook and Preparation Packages distributed to Principals and Directors based on ASSA counts.
November 22, 2022	Operations Committee meeting – Discuss Budget development with Committee members.

December 19, 2022	Due date for budgets and justification to be entered in Budget Software.
January 23 - 27, 2023	Business Administrator, Assistant Superintendent will meet with Principals, Directors and staff to review Budgets and recommend revisions if necessary.
January 24, 2023	Operations Committee Meeting – Discuss/update budget development.
January 25, 2023	Superintendent, Assistant Superintendent, Business Administrator and Director of Human Resources will meet to review Budget status.
February 21 2023	Operations Committee Meeting – Present/review draft Budget.
March 13– 17, 2023	Adoption and filing of the Tentative Budget to be submitted to the County Office. (May require a Special Meeting.)
April 24, 2023 – May 8, 2023	Public Hearing (May require a Special Meeting.)

12. Purchases – State Contract Vendors

Approve the following purchase, in the following amount from the following approved State Contract Vendor:

**Items charged to 11-000-262-610**

W.W. Grainger Inc. – State Contract # 19-Fleet-00566

Maintenance Supplies	Maint/Oper	\$5,331.47
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13. Low Quote Vendor – Laurel Lawnmower Service Inc.

Approve the purchase of two snowblowers for the District from Laurel Lawnmower Service Inc., the low quote vendor, at a total cost of \$4,366.00. Items are to be charged to account #12-000-263-730.

14. Purchases – HCESC Contract Vendor

Approve the following purchases, in the following amounts from the following approved HCESC Contract vendor:

**Items charged to 11-000-262-610**

General Chemical and Supply - HCESC–CAT 19-02

Custodial Supplies	Maint/Oper	\$24,541.30
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**Items charged to 11-000-261-420**

McCloskey Mechanical Contractors, Inc. – HCESC-SER-21A

Trane Motor Parts for the MS	Maint/Oper	\$5,954.17
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15. Professional Development

Approve Ms. Tyra McCoy-Boyle, Business Administrator/Board Secretary, and Ms. Regina Chico, Assistant Business Administrator, to attend the NJASBO workshop “Pension Update” on December 14, 2022 from 9:00 am to 12:00 pm. The workshop will be held in person in Mt. Laurel, NJ and the total cost to the District is \$125 per person.

16. Professional Development

Approve Dr. Dorothy Carcamo, Assistant Superintendent, to attend the NJASBO workshop “Fiscal Procurement and ESSER Funds Monitoring Findings” on November 15, 2022 from 9:00 a.m. to 12:00 p.m. The workshop will be held in person in Mt. Laurel, NJ. The cost to the District is \$175 per person.

Roll Call:			
Mr. Blake	Yes	Ms. Nieves	Absent
Ms. Dredden	Yes	Mr. Shaw	Yes
Ms. Martin	Yes	Ms. Thomas	Yes
Ms. Moore	Yes	Ms. Peterson	Yes
		Ms. Pitts	Yes
Motion Carried			

**XII. PERSONNEL**

**A motion was made by Ms. Martin, seconded by Ms. Thomas, to approve A as recommended by the Superintendent.**

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

1. Job Descriptions

Approve the revision of the following Job Descriptions as listed below and in the attached exhibit.

<b>Job Description</b>
New Jersey School Based Youth Services Program- Director
New Jersey School Based Youth Services Program- Mental Health Provider
New Jersey School Based Youth Services Program- Youth Development Specialist
Preschool Instructional Coach
Preschool Teacher
Reading Specialist
School Counselor
School Occupational Therapist
School Physical Therapist
School Psychologist

2. 2022/2023 New Hires

Approve the following New Hires for the 2022/2023 school year:

	<b>Name</b>	<b>Location</b>	<b>Position</b>	<b>Salary</b>	<b>Effective</b>
A	*Beard, Madison	High School	School Secretary	\$39,392.00 (pro-rated) Step 5	1/1/2023
B	*Jones, Megan	School No. 6	Special Ed. Teacher	\$58,370.00 (pro-rated) MA, Step 1	12/1/2022
C	Steele, Lisa	High School	Athletic Director	\$100,000.00 (pro-rated)	1/1/2023

\*Salary adjustment pending ratification of the WTEA contract

3. Resignations

Approve the following Resignations for the 2022/2023 school year:

	Name	Location	Position	Effective
A	Ceresini, Jacqueline	School No. 3	Third Grade Teacher	12/31/2022
B	Essex, Rachael	School No. 1	Kindergarten Teacher	12/31/2022
C	Steen, Kathleen	High School	School Counselor	12/31/2022

4. Leave of Absence Requests

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

	Name	Type of Leave	From	To	Paid/Unpaid
A	M.C.	FMLA *Extended Dates	10/31/2022	11/30/2022	Unpaid
B	M.C.	FMLA	11/17/2022	12/16/2022	Unpaid
C	W.D.	Medical	11/3/2022	11/16/2022	Paid
D	T.P.	Medical	12/12/2022 1/1/2023	12/31/2022 1/6/2023	Paid Unpaid
E	P.S.	FMLA *Intermittent	10/24/2022	10/23/2023	Unpaid

5. 2022/2023 Staff Reassignment

Approve the following Staff Reassignment for the 2022/2023 school year, effective November 14, 2022:

	Name	From Position	From Location	To Position	To Location
A	Cuspilich, Brandi	Special Ed. Teacher	School No. 1	Special Ed. Teacher	School No. 5

6. Sixth Period Teacher Assignment

Approve the following High School Sixth Period Teacher Assignment, effective November 14, 2022:

	Name	Position	Pro-rated Stipend
A	Smolark, Thomas	Mathematics	\$8,489.00

\*Stipend adjustment pending ratification of the WTEA contract

7. Seventh Period Teacher Assignments

Approve the following High School Seventh Period Teacher Assignments, effective November 14, 2022:

	Name	Position	Pro-rated Stipend
A	Guzman, Jeovanni	Mathematics	\$8,489.00
B	Torres, Melissa	Mathematics	\$8,489.00
C	Wardyn, Stacie	Special Education	\$8,489.00

\*Stipend adjustment pending ratification of the WTEA contract

8. Termination

Approve to terminate the following employee:

Name	Effective
K.C.	11/9/2022

Roll Call:			
Mr. Blake	Yes	Ms. Nieves	Absent
Ms. Dredden	Yes	Mr. Shaw	Yes
Ms. Martin	Yes	Ms. Thomas	Yes
Ms. Moore	Yes	Ms. Peterson	Yes
		Ms. Pitts	Yes
Motion Carried			

**XIII. ADDENDUM**

**I. SUPERINTENDENT'S REPORT**

**A motion was made by Ms. Martin, seconded by Ms. Thomas, to approve A as recommended by the Superintendent.**

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

1. 2022-2023 ESEA Grant

Approve to amend the 2022-2023 ESEA Grant awards to include the 2021-2022 carryover amounts as follows:

Grant	Original Allocation	2021-2022 Carryover	Final Grant Allocation
Title I	\$1,680,296.00	\$186,450.00	\$1,866,746.00
Title II	254,883.00	170,049.00	424,932.00
Title III	23,516.00	10,090.00	33,606.00
Title III Immigrant	0.00	1.00	1.00
Title IV	111,038.00	41,297.00	152,335.00

Roll Call:			
Mr. Blake	Yes	Ms. Nieves	Absent
Ms. Dredden	Yes	Mr. Shaw	Yes
Ms. Martin	Yes	Ms. Thomas	Yes
Ms. Moore	Yes	Ms. Peterson	Yes
		Ms. Pitts	Yes
Motion Carried			

**II. PERSONNEL REPORT**

**A motion was made by Ms. Martin, seconded by Ms. Thomas, to approve A as recommended by the Superintendent.**

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

1. New Hires

a. Approve to rescind the following New Hire for the 2022/2023 school year:

	Name	Location	Position	Salary	Effective
A	Leve, Jennifer	School No. 2	Preschool Teacher	\$55,970.00 (pro-rated) BA, Step 1	11/16/2022

b. Approve the following long-term substitute for the 2022/2023 school year:

	Name	Location	Position	Per diem	Effective
A	Leve, Jennifer	School No. 2	Preschool Teacher	\$280.00	11/16/2022

2. Leave of Absence Requests

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	J.K.	Medical	12/2/2022	1/13/2023	Paid

3. 2022/2023 Staff Reassignments

Approve the following Staff Reassignment for the 2022/2023 school year, effective January 1, 2023:

	Name	From Position	Location	To Position	Location
A	Price, Madison	Reading Development Teacher	School No. 3	Third Grade Teacher	School No. 3

4. Resignations

Approve the following Resignation for the 2022/2023 school year:

	Name	Location	Position	Effective
A	McNamara, Robert	Middle School	Music Teacher	12/31/2022

5. 2022/2023 Winter Coach

Approve the following Middle School Winter Coach for the 2022/2023 school year: (11-402-100-100-402-07)

	Coach	Coach Position	Stipend	Step
A	Luisi, Chase	Assistant Boys' Basketball Coach	\$1,759.00	1

\*Stipend adjustment pending ratification of the WTEA contract

Roll Call:			
Mr. Blake	Yes	Ms. Nieves	Absent
Ms. Dredden	Yes	Mr. Shaw	Yes
Ms. Martin	Yes	Ms. Thomas	Yes
Ms. Moore	Yes	Ms. Peterson	Yes
		Ms. Pitts	Yes
Motion Carried			

**XIV. OPEN PUBLIC RECORDS ACT (OPRA) REQUEST**

1. The Winslow Board of Education responded to the following OPRA Request between October 20, 2022 and November 3, 2022:

Received	Requested by	Document Requested	Approved	Denied
1	Patricia Manarin, Deltek, Inc.	An electronic copy of the specifications or any other documents associated with this project:  Project Title: Professional Development Workshops for Reading and Writing Bid Number: 2023-09 Posting Date: 10/19/2022	✓  RFP 2023-09	

2	Shreya Sampath, Encode Justice	<ol style="list-style-type: none"> <li>1. <b>Vendor contracts and statements of work</b> between the district and companies that sell monitoring software surveillance tools such as GoGuardian and Gaggle, and school management tools like Scoir, Naviance and Genesis.</li> <li>2. All <b>data privacy and data sharing agreements</b> between the district and companies that sell monitoring software surveillance tools such as GoGuardian and Gaggle, and school management tools like Scoir, Naviance and Genesis. This should include agreements that apply to both personally identifiable data as well as de-identified or aggregate data.</li> <li>3. A <b>data library</b> (also known as a data dictionary) describing all data fields incorporated into the district's monitoring surveillance and school management systems. To clarify: I am not requesting the data itself, but rather a list of the types of data (e.g., student names, grade, attendance rate, etc.) that the district uploads to the software.</li> <li>4. All <b>user manuals and training material</b> for monitoring surveillance and school management software provided by those companies to the district.</li> </ol>	✓	
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**XV. OLD BUSINESS**

**None at this time.**

**XVI. NEW BUSINESS**

**None at this time.**

**XVII. INFORMATIONAL ITEMS**

Dr. Poteat discussed the following informational items:

- Ms. Stella Nwanguma, the Middle School Principal of the year, is on her final celebratory tour today at the National Association of Secondary School Principals. She is there representing Winslow Township and the community on a national stage and we are proud of her accomplishments.



- This is our year for a full QSAC review by the state and we are in the process of gathering all information in preparation for their visit. They will be in the district on February 1, 2023.
- We are having a live stream trial of our School Board Meeting from the Administration Building on Tuesday, November 15, 2022 at 1:00 p.m. Dr. Poteat will also ask staff members as well as the administration to participate in the trial so we can hopefully work out the kinks and overcome some of the obstacles. He would appreciate participation from Board Members who are on the Technology Committee and would appreciate feedback on how they were able to hear.
- Schools are closed tomorrow and Friday for Teachers Convention and Veteran's Day. For those teachers who are participating in the NJEA Convention, please take advantage of the opportunity.

Mr. Shaw wanted to wish everyone a Happy Veteran's Day for Friday.

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

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 *four 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.

**A motion was made by Ms. Martin, seconded by Ms. Thomas, to open the meeting for Public Comments at 8:03 p.m.**

Voice Vote: All in favor

**No public participation.**

### **XIX. ADJOURNMENT OF PUBLIC COMMENTS**

**A motion was made by Ms. Martin, seconded by Ms. Thomas, to close the meeting for Public Comments at 8:04 p.m.**

Voice Vote: All in favor

### **XX. EXECUTIVE SESSION**

**A motion was made by Ms. Martin, seconded by Ms. Thomas, to approve adoption of Executive Resolution and adjournment to Executive Session at 8:06 p.m.**

**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 November 9, 2022 at \_\_\_ 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:

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

(8) Any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of the performance, promotion or disciplining of any specific prospective public officer or employee or current public officer or employee employed or appointed by the public body, unless all individual employees or appointees whose rights could be adversely affected request in writing that such matter or

matters be discussed at a public meeting.” The employee(s) and/or title(s) and nature of the discussion, described as specifically as possible without undermining the need for confidentiality are: staffing issues in general and staffing issues that the administration would like to discuss;



“(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 30-45 minutes after which the public meeting shall reconvene and immediately adjourn.

**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.

Roll Call:

Mr. Blake	Yes	Ms. Nieves	Absent
Ms. Dredden	Yes	Mr. Shaw	Yes
Ms. Martin	Yes	Ms. Thomas	Yes
Ms. Moore	Yes	Ms. Peterson	Yes
		Ms. Pitts	Yes

Motion Carried

**XXI. ADJOURNMENT OF EXECUTIVE SESSION**

**XXII. ADJOURNMENT**

The Board solicitor called for an emergency adjournment at 9:32 p.m. due to the sounding of the fire alarms in the building which necessitated an evacuation.

Respectfully Submitted,

Tyra McCoy-Boyle  
Business Administrator/Board Secretary

# Marketing Committee Agenda

## Marketing Committee Goal SY 21-22:

Market our strengths and achievements to all stakeholders to increase capacity to greater parent/caregiver/community support.

- a. Continue with our public relations/marketing plan.
- b. Continue to work with the various advisory committees in the district.
- c. Examine communication methods utilized by the district.

## Date:

Tuesday, November 2, 2022

## Time:

4: 04 pm

## Attendance: (School Board Members)

Larry Blake (Chairperson)	<input checked="" type="checkbox"/>
Rebecca Nevies	<input checked="" type="checkbox"/>
Rebecca Nives	<input checked="" type="checkbox"/>
Cheryl Pitts	<input type="checkbox"/>

## Attendance: (District Representative)

Dion Davis	<input checked="" type="checkbox"/>
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## Marketing Committee Agenda

### FOCUS of the marketing committee meeting:

- Public Relations/ Marketing Plan
- Advisory Committees in the district
- Examine communication methods utilized by district
- ~~Special Projects~~
- Other

### Agenda/ Minutes/ Notes:

**Agenda item:** Recognize ESP's for the Month of November

**Discussion:** The committee discussed ways we can recognize ESPs.

1. Recognize ESP's names at the last board meeting in November or first board meeting in December.
2. Take pictures of the ESP's at the different schools and place them on the district website and social media pages.

**Conclusion:**

3. We decided to have the school leaders to take pictures of the ESP;s and have them displayed on the website and social page.

**Agenda item:**

**Discussion:**

**Conclusion:**

**Agenda item:**

**Discussion:**

**Conclusion:**

**Agenda item:**

**Discussion:**

**Conclusion:**

**Agenda item:**

**Discussion:**

**Conclusion:**

**Marketing Committee Long-Term Calendar:**

	<b>Month Focus</b>	<b>Next Steps</b>	<b>Outcome</b>
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<p><b>January</b></p>	<p>Town Hall Meeting schedule for Mar 16, 2022</p> <p>Black History Month highlights for the schools via social media.</p> <p>Women History Month highlights various females in Winslow. (Winslow and Edgewood High School)</p>	<p>Conversation with Dr. Poteat about dates.</p> <p>Mrs. Moore will work on Town Hall Flyers</p> <p>Work on format for Town Hall including. Ground Rules, games, etc.</p> <p>Mrs. Moore will ask Principals to share information about activities that the students and staff have done. Make sure the activities are placed on social media.</p> <p>Make a questionnaire for the females to highlight their achievements.</p>	<p>Spoke with Dr. Poteat about the date. He's available</p> <p>Flyers completed 2/9/2022</p> <p>Finalize at the next marketing committee meeting</p> <p>Pictures were submitted to the Superintendent secretary and will be posted soon.</p> <p>Mrs. Nieves made a questionnaire.</p>
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<b>February</b>	Town Hall meeting	Mr. Blake will be the moderator. 6:30-7:00 Snacks 7:00-7:05 Ground Rules 7:05- 8:45 Town Hall 8:45-9:00 Wrap Up	
<b>March</b>	Women History Month Activities	The committee decided to focus on current "Teacher of the Year" winners. We will focus on two a week. Possible Wednesday and Friday for the month of March.	Mr. Davis and Mrs. Mooe will send bios of current teachers of the year to Mrs. McCreary to recognize them on social media.
<b>April</b>	None	None	None
<b>May</b>	Juneteenth Activity		
<b>June</b>			
<b>July</b>	Winslow Family Day	Mr. Blake will discuss with Dr. Poteat about giveaways for Winslow Family.	Spoke with Dr. Poteat via email about giveaways. There will be giveaways.



		<p>Mrs. Nieves will come up with survey questions. What do you like about Winslow Schools? What do you like to see different in Winslow Schools? Mrs. Nieves will make the questions on the cards and put the survey on a QR Code/ Google form. If the community completes the survey they will receive a raffle ticket (raffle off air pods) and the community will also receive a snack.</p> <p>Mr. Blake will contact Mrs. McCleary to put notice on Facebook about the survey for Winslow Day.</p>	<p>Mrs. Nieves has the cards ready.</p> <p>Mrs. Nieves will contact Mrs. McCleary about notice of family day.</p>
<b>August</b>		Please see July notes	Please see July notes
<b>September</b>			

<b>October</b>			
<b>November</b>	ESP Month	Mr. Blake will ask Mrs. McCleary to post something on the website about ESp's and Social Media. Mr. Davis is going to write and email to the school leaders to take pictures of the ESP (Group Shot)	
<b>December</b>			

**Adjournment:**

4:33 pm