

**WINSLOW TOWNSHIP BOARD OF EDUCATION**  
**Regular Board of Education Meeting**  
**Winslow Township Middle School - Cafeteria**  
**Wednesday, November 8, 2023**  
**7:00 p.m.**  
**Minutes**

I. **PUBLIC NOTICE** of this meeting was given to all Board Members and Associates in a notice dated **08/11/2023 and 10/31/2023**. 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:	Lorraine Dredden	Joe Thomas
	Rita Martin	Kelly Thomas
	Cynthia Moore	Julie Peterson, Vice President
	Rebecca Nieves	Cheryl Pitts, President

Absent           Debbie Esposito

Also Present:   H. Major Poteat, Ed.D., Superintendent  
Regina Chico, Assistant Business Administrator  
Howard Long Jr., Esq., Solicitor (Arrived 7:12 p.m.)

IV. **PLEDGE OF ALLEGIANCE**

V. **2023-2024 DISTRICT GOALS**

(Mr. Thomas)

1. ***Student Achievement*** - Continue to implement best practices for delivering instruction to students utilizing all available and appropriate instructional models. This shall include:
  - a. Develop plans to increase the graduation rate
  - b. Decrease chronic absenteeism
  - c. Increase in benchmark scores in 4<sup>th</sup> Grade ELA (end of year)
  - d. Accountability for all district staff and stakeholders
2. ***Increase Parent/Caregiver engagement in education:***
  - a. Provide opportunities for two-way communication with district stakeholders
  - b. Implement the culture/climate survey
3. ***Market our strengths and achievements to all stakeholders to increase capacity for greater parent/caregiver/community support:***
  - a. Work with communications consortium
  - b. Continue with our public relations/marketing plan
  - c. Continue to work with the various advisory committees in the district
  - d. Focus on refining our communication methods and messages to better market our school district

**VI. AWARDS/PRESENTATIONS**

1. NJSLA Presentation – Dr. Poteat

Dr. Poteat gave a detailed presentation on the Spring 2023 New Jersey Student Learning Assessment (NJSLA) results. He provided organizational level summary data by grade and demographic. A question and answer session ensued.

**VII. CORRESPONDENCE**

**None at this time.**

**VIII. MINUTES**

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

1. Approve the following Meeting Minutes of the Board of Education:

Regular Meeting                      Wednesday, October 25, 2023                      Open Session

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

**IX. BOARD COMMITTEE REPORTS**

**Athletic Committee – Ms. Martin** – None at this time. Mr. Thomas gave an update on Fall sports. The High School Football Team will be paying the Sectional Championship Game this Friday at 6:00 p.m. Women’s and men’s basketball is open for recruitment. Ms. Peterson added that she was at the last football game, and the cheerleaders and marching band performed very well.

**Education Committee – Ms. Peterson** – None at this time.

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

**Marketing Committee – Ms. Moore** – The committee met on November 1, 2023. She gave kudos to the Administration for the postings on the website and Facebook page. Topics of discussion were with the Consortium and using other social media plus the long range versus short range plans. Minutes are attached. Dr. Poteat responded that some of the plans for the website are in place for short and long term. Ms. Moore inquired if the Board would be able to see questions for the Culture Climate Survey. Dr. Poteat responded no, unless you take the survey yourself. Everything is anonymous and once the survey is taken, the information is collected by Five Star. We won’t see anything other than the results. Ms. Nieves added that there will be a virtual Chat with a Board Member scheduled for this Tuesday, November 14, 2023 at 7:00 p.m. The focus will be on parent engagement and two-way communication. Ms. Pitts added that parents’ matter.

**Citizens Advisory Committee – Ms. Martin** – None at this time.

**Policy/HR Committee – Ms. Pitts** – The committee met on Thursday, October 26, 2023. Topics of discussion were changes to new and existing policies for First Reading. Minutes are attached. The next meeting is scheduled for November 16, 2023 at 5:00 p.m. virtual. Ms. Moore inquired about changes to the policies. A discussion ensued.

**X. SUPERINTENDENT’S REPORT**

**A motion was made by Ms. Nieves, seconded by Ms. Moore, 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 **Exhibit X A: 1**

Approve the First Reading of Board Policies and Regulations as listed below and in the attached exhibits:

<b>Policy/ Regulation</b>	<b>Policy/Regulation Title</b>
P 2270	Religion in the Schools
P 3161	Examination for Cause
P 3324	Right of Privacy
P 4161	Examination for Cause
P & R 5111	Eligibility of Resident/Nonresident Students
P 8500	Food Services

- 2. Second Reading & Adoption of Board Policies & Regulations **None at this time.**

- 3. Security/Fire Drills **None at this time.**

- 4. Professional Development/Workshops & Conferences **Exhibit X A: 4**

Approve Professional Development/Workshop as listed in the attached exhibit.

- 5. Field Trip(s) **Exhibit X A: 5**

Approve Field Trip(s) as listed in the attached exhibit.

- 6. Tuition Students **Exhibit X A: 6**

Approve the placement of Tuition Students, for the 2023/2024 school year, as listed in the attached exhibit.

- 7. Terminate Out-of-District Placement(s) **Exhibit X A: 7**

Approve to terminate out-of-district placements, for the 2023/2024 school year, as listed in the attached exhibit.

8. Homeless Student(s) **Exhibit X A: 8**
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 1

- Clothing and Shoe Donations, (2023-2024 School Year), H.S.A.

School 2

- Jump Rope for Heart, (2/5/24-2/9/24), American Heart Association

School 5

- Scholastic Spring Bookfair & Family Night, (3/4/24-3/8/24), H.S.A.
- Family Holiday Shop and Craft Fair, (12/14/23), H.S.A.

School 6

- McDonald's Dine Out Night, (12/5/23), H.S.A.

Middle School

- 8<sup>th</sup> Grade Dance, (1/12/24), H.S.A.
- Sparks Car Wash, (11/25/23), H.S.A.
- Scholastic Book Fair, (10/23/23 – 10/27/23), WTMS
- Spirit Bands, (2023-2024 School Year), Winslow Spirit Club

High School

- Concession Sales, (2023-2024 School Year), Girls Track Team
- Chocolate Bars and Assorted Candy Sales, (2023-2024 School Year), Class of 2024
- Homecoming Photos Sale, (2023-2024 School Year), Class of 2024
- Wawa Shortie Coupon Fundraiser, (2023-2024 School Year), Class of 2024

11. School 2 – Art Night

Approval requested for School 2 to hold and Art Night on June 6, 2024 from 6:30 – 8:00 PM. All students, parents and families are invited to view the artwork of grades K-3 students. The H.S.A. will provide refreshments to the guests.

12. Middle School – Community Night

Approval requested for Winslow Middle School to hold a Parent/Community Night on May 9, 2024 from 6:00 PM to 8:00 PM. Throughout the evening there will be performances by the band, orchestra, and chorus. There will also be several community groups, various activities and light refreshments will be served.

13. Middle School – Newspaper Club

Approval requested for Winslow Township Middle School to establish an after-school Winslow Newspaper Club. The Newspaper Club will be open to all 7<sup>th</sup> and 8<sup>th</sup> graders who show an interest in journalism, writing, editing and photo journalism. Students will write and publish articles for the “Soaring Eagle” newspaper. There is no cost to the district.

14. Middle School – Donation Acceptance

The Winslow Township Spirit Club is seeking approval to accept a donation of \$190.00 from The Winslow Middle School H.S.A. The check will be deposited into the Winslow Middle School Spirit Club account number: 96-471-050.

15. High School – Stockton University Partnership Program Agreement

Approve Winslow Township High School to participate in the 2023-2024 High School Partnership Program Agreement with Stockton University. This partnership allows students to take college-level courses and, upon graduation, become eligible for admission to the university and receive credit toward their degree for the approved courses taken while in high school.

16. PSEG Donation

Approve to accept a donation of water saving showerheads from PSEG to be distributed to Winslow Township families.

17. ARP Homeless II Application

**Exhibit X A: 17**

Approve to amend and submit the 2022 ARP Homeless II application in the amount of \$51,190.00.

Description - ARP Homeless II	Original Budget	Transfer Amount		Revised Budget
		To	From	
20-496-100-100-000-00	\$ 1,968.00		\$ 1,968.00	\$ -
20-496-100-600-000-00	4,500.00		961.00	3,539.00
20-496-200-200-000-00	886.00		886.00	-
20-496-200-300-000-00	6,000.00		6,000.00	-
20-496-200-500-000-00	30,000.00	\$ 15,951.00		45,951.00
20-496-200-600-000-00	7,836.00		6,136.00	1,700.00

<b>Totals</b>	\$ 51,190.00	\$ 15,951.00	\$ 15,951.00	\$ 51,190.00
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18. Acceptance of Donation

Approve the acceptance of donation of a school banner, from Mr. Joe Thomas (Board Member), to the WTHS TV Production Program.

**B. Principal's Update**

1. Harassment, Intimidation & Bullying Report (Oct. 16-31, 2023)
2. Suspension Report
3. Ethnicity Report
4. School Highlights

**Exhibit X B: 1  
None at this time.  
None at this time.  
None at this time.**

Roll Call:			
Ms. Dredde	Yes	Mr. Thomas	Yes (Recuse #18)
Ms. Esposito	Absent	Ms. Thomas	Yes
Ms. Martin	Yes	Ms. Peterson	Yes
Ms. Moore	Abstain	Ms. Pitts	Yes
Ms. Nieves	Abstain		
Motion Carried			

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

A motion was made by Ms. Nieves, seconded by Ms. Moore, 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 **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 XI B: 6**

a. Approve the Vendor Bill List in the amount of \$2,480,388.80 as per the attached exhibit.

b. Ratify the Manual Bill List in the amount of \$20,346.00 as per attached exhibit.

7. Payroll

Approve Payroll, for the month of October 2023, as listed below:

- October 13, 2023 - \$2,556,924.38
- October 30, 2023 - \$2,570,857.58

8. Disposal of School Property

**Exhibit XI B: 8**

Approve the Disposal of School Property listed below:

Location	Department	Description
High School	Special Ed.	(2) Fire proof file cabinets, 10+ years, locks broken (10) Vertical file cabinets, 10+ years, broken (1) Horizontal file cabinet, 10+ years, broken (6) Teacher chairs, 10+ years, broken (30) Student chairs, 10+ years, broken (1) Mobile computer stand, 10+ years, broken (1) Teacher desk, 10+ years, broken (3) Small tables, 10+ years, broken (3) Small lab tables, 10+ years, broken (2) Small student desk tables, 10+ years, broken (6) Office chairs, 10+ years, broken (1) 6 Foot folding table, 10+ years, broken (1) 2 Door metal cabinet, 10+ years, broken

9. Comprehensive Maintenance Plan, M-1

**Exhibit XI B: 9**

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

10. 2024-2025 Budget Preparation Calendar

Approve the 2024-2025 Budget Preparation Calendar

September 21, 2023	Meeting with Superintendent, Assistant Superintendent, Business Administrator and Director of Human Resources to discuss funding issues.
November 2, 2023	Meeting with the Leadership Team to discuss financial outlook/strategies, Comprehensive Maintenance Plan and Capital Projects for the 2024-2025 budget.
November 14, 2023	Operations Committee meeting – Discuss Budget development with Committee members.
Week of November 20, 2023	Budget Handbook and Preparation Packages distributed to Principals and Directors based on ASSA counts.
December 18, 2023	Due date for budgets and justification to be entered in Budget Software.
January 16 - 19, 2024	Business Administrator, Assistant Superintendent will meet with Principals, Directors and staff to review Budgets and recommend revisions if necessary.
January 23, 2024	Operations Committee Meeting – Discuss/update budget development.
January 25, 2024	Superintendent, Assistant Superintendent, Business Administrator and Director of Human Resources will meet to review Budget status.
February 27, 2024	Operations Committee Meeting – Present/review draft Budget.
March 11– 15, 2024	Adoption and filing of the Tentative Budget to be submitted to the County Office. (May require a Special Meeting.)
April 24, 2024 – May 7, 2024	Public Hearing (May require a Special Meeting.)

11. Purchases – Educational Services Commission of New Jersey (ESCNJ)

Approve the following purchases, in the following amounts from the following approved Educational Services Commission of New Jersey (ESCNJ) vendor.

**Items charged to 11-000-270-615**

<u>Wolfington Body Co. Inc. – ESCNJ #22/23-24</u>		
Fittings, Tubes, Valve Kits	Transportation Supplies	\$1,271.00
<u>Wolfington Body Co. Inc. – ESCNJ #22/23-24</u>		
Battery GRPS	Transportation Supplies	\$2,385.36
<u>Wolfington Body Co. Inc. – ESCNJ #22/23-24</u>		
Parts	Transportation Supplies	\$4,535.14

**Items charged to 20-378-100-600**

<u>CDW Government Inc. – ESCNJ/AEPA-22G</u>		
S/R Perkins Supplies	Perkins Res 23-24 Supplies	\$8,930.95

12. Purchases – Ed Data Vendors

Approve the following purchases, in the following amounts from the following approved Ed Data vendors:

**Items charged to 11-212-100-610**

<u>School Specialty, LLC – Ed Data #11789</u>		
New Special Ed. Room –		
School 3	General Supplies	\$1,325.49

**Items charged to 11-190-100-610**

<u>Staples Contract &amp; Commercial, LLC – Ed Data #PHL70112171</u>		
HS Supplies-Guidance	General Supplies	\$2,340.59

13. Professional Development

Approve Ms. Regina Chico, Assistant Business Administrator to attend the NJASBO workshop “Food Service Update” on November 16, 2023 from 9:00 a.m. to 12:00 p.m. The workshop will be held in person in Mt. Laurel, NJ at a cost of \$125 per person.

14. Bus Evacuation Drill Summaries – Fall 2023-2024

**Exhibit XI B: 14**

Approve the Transportation Department Bus Evacuation Drill Summaries for the Fall of the 2023-2024 school year, per the attached exhibits.

15. New Jersey School Boards Association – Professional Development/Board Members

**WHEREAS**, The Winslow Township Board of Education is required pursuant to N.J.S.A. 18A:11-12 to adopt policy and approve travel expenditures by district employees and board members using local, State, or Federal funds to ensure that travel is educationally necessary and fiscally prudent; and

**WHEREAS**, The Board of Education has determined that the training and informational programs sponsored by NJSBA and set forth below are directly related to and within the scope of board members’ duties; and,



**WHEREAS**, The Board of Education has determined that the training and informational programs sponsored by NJSBA and set forth below are directly related to and within the scope of the listed job title's current responsibilities and the board's professional development plan; and,

**WHEREAS**, The Board of Education has determined that participation in the NJSBA training and informational programs require school district travel expenditures and that this travel is critical to the instructional needs of the district and/or furthers the efficient operation of the district; and,

**WHEREAS**, The Board of Education has determined that the school district travel expenditures to NJSBA programs are in compliance with State travel guidelines as established by the Department of the Treasury and within the guidelines established by the federal Office of Management and Budget; except as superseded by conflicting provision of Title 18A of the New Jersey Statutes; and,

**WHEREAS**, The Board of Education finds that a mileage reimbursement rate equal to that of the federal Internal Revenue Service mileage reimbursement rate of \$.47 per mile is a reasonable rate; and,

**WHEREAS**, The Board of Education has determined that participation in the NJSBA training and informational programs are in compliance with the district policy on travel; therefore be it

**RESOLVED**, That the Board of Education hereby approves the attendance of the listed number of school board members and district employees at the listed NJSBA training and informational programs, and the costs of attendance including all registration fees, and statutorily authorized travel expenditures, provided that such expenditures are within the annual maximum travel expenditure amount; and, be it further

**RESOLVED**, That the Winslow Township Board of Education authorizes in advance, as required by statute, attendance at ***the following NJSBA training program and informational event:***

<u>Board Member Name</u>	<u>Program Name</u>	<u>Date</u>	<u>Event Cost</u>
Kelly Thomas	Mercer County SBA Hybrid Meeting (Virtual)	November 16, 2023	NC
	NJSBA Leadership Conference: Everyone Moving Forward Together! (Virtual)	November 17, 2023	\$99
	Delegate Assembly-Non-Voting (Virtual)	December 2, 2023	NC
	Camden/Gloucester County SBA Hybrid Meeting (Virtual)	December 14, 2023	NC

16. Authorize the Execution of an Agreement with the Township of Winslow for the Provision of Police Officers **Exhibit XI B: 16**

**RESOLUTION OF THE WINSLOW TOWNSHIP BOARD OF EDUCATION  
 AUTHORIZING THE EXECUTION OF AN AGREEMENT WITH THE TOWNSHIP OF WINSLOW FOR  
 THE PROVISION OF POLICE OFFICERS AT THE MIDDLE SCHOOL AND HIGH SCHOOL**

**WHEREAS**, to best ensure the safety and well-being of the students and staff of the District, the Winslow Township Board of Education ("WTBOE") has requested from the Township of Winslow ("Township") that it provide the services of local law enforcement officers to be assigned to the Winslow Township Middle School and Winslow Township High School to provide police security services on a full-time basis; and

**WHEREAS**, the WTBOE and the Township have agreed to enter into an Agreement for the performance of the aforementioned services which has been attached hereto and incorporated by reference herein; and

**NOW, THEREFORE, BE IT RESOLVED**, by the Winslow Township Board of Education as follows:

1. The provisions of the **WHEREAS** clauses set forth above are incorporated herein by reference and made a part hereof.
2. The WTBOE hereby approves the Agreement with the Township of Winslow to provide police officers to the Winslow Township Middle School and Winslow Township High School to provide police security services.
3. The WTBOE President, Superintendent, Business Administrator and/or their designees are hereby authorized and directed to take any and all steps necessary to effectuate the execution of the attached Agreement.

17. State Contract Vendors – 2023-2024 – Rescission

Approve the rescission of the following State Contract Vendor previously approved during July 1, 2023 to June 30, 2024. This State Contract bid has expired with the State.

Referenced State Contract Vendors

Commodity/Service	Vendor	State Contract #	Contract Expiration Date
INSPECTION OF FIRE SUPPRESSION	SIMPLEX GRINNELL LP	A83717	10/23/2023

18. State Contract Vendors – 2023-2024

**RESOLUTION AUTHORIZING CONTRACTS WITH CERTAIN APPROVED STATE CONTRACT VENDORS FOR BOARDS OF EDUCATION PURSUANT TO N.J.S.A. 18:18A-10a**

**WHEREAS**, the Winslow Township Board of Education, pursuant to N.J.S.A. 18A-18A-10a and N.J.A.C. 5:34-7.29 (c) may by resolution and without advertising for bids, purchase any goods or services under the State of New Jersey Cooperative Purchasing Program for any State contracts entered into on behalf of the State by the Division of Purchase and Property in the Department of the Treasury; and

**WHEREAS**, the Winslow Township Board of Education has the need on a timely basis to purchase goods or services utilizing State contracts; and

**WHEREAS**, the Winslow Township Board of Education, intends to enter into contracts with the attached Referenced State Contract Vendors through this resolution and properly executed contracts, which shall be subject to all the conditions applicable to the current State contracts; now, therefore, be it

**RESOLVED**, the Winslow Township Board of Education authorizes the Purchasing Agent to purchase certain goods or services from those approved New Jersey State Contract Vendors on the attached list for the 2023-2024 school year pursuant to all conditions of the individual State contracts; and be it further

**RESOLVED**, that the Winslow Township Board of Education Business Administrator/Board Secretary shall certify to the availability of sufficient funds prior to the expenditure of funds for such goods or services; and be it further

**RESOLVED**, that the duration of the contracts between the Winslow Township Board of education and the Referenced State Contract Vendors shall be July 1, 2023 to June 30, 2024.

\_\_\_\_\_  
 Date Approved

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

**Referenced State Contract Vendors**

Commodity/Service	Vendor Name	State Contract Number
COMPUTER EQUIPMENT, PERIPHERALS & RELATED SERVICES (expiring 01/31/24)	HP COMPANY	A89974
COMPUTER EQUIPMENT, PERIPHERALS & RELATED SERVICES (expiring 01/31/24)	CDW GOVERNMENT LLC (Authorized Dealer)	A89974
COMPUTER EQUIPMENT, PERIPHERALS & RELATED SERVICES (expiring 01/31/24)	DELL MARKETING L.P.	19-TELE-00656
COMPUTER EQUIPMENT, PERIPHERALS & RELATED SERVICES (expiring 01/31/24)	CDW GOVERNMENT LLC (Authorized Dealer)	19-TELE-00656

19. Approve the Proposal for Long-Range Facilities Plan Major (LRFP) Amendment for the Winslow Township School District **Exhibit XI B: 19**

Approve LAN Associates, the District's Appointed Architect, to update the Winslow Township School District's Long-Range Facilities Plan (LRFP), for the amount of \$14,674.00 per the attached exhibit. Services will include site visits/surveys, preparation of floorplans and complete the LRFP submission. Services will be charged to 11-000-230-334.

20. Gloucester County Special Services School District 2023-2024 **Exhibit XI B: 20**

Approve the Gloucester County Special Services School District contract to provide Cooperative Transportation Routing for Homeless, Non-public, Special Education, Vocational Education Transportation and Non-Public transportation as needed during the 2023-2024 school year per the attached exhibit.

21. Approve to Solicit Request for Proposal (RFP) for Professional Services

Approve to solicit RFPs for the following Professional Services:

- Engineering Services
- Construction Management Services

Roll Call:			
Ms. Dredden	Yes	Mr. Thomas	Yes
Ms. Esposito	Absent	Ms. Thomas	Yes (Recuse #15)
Ms. Martin	Yes	Ms. Peterson	Yes
Ms. Moore	Yes	Ms. Pitts	Yes
Ms. Nieves	Yes		
Motion Carried			

**XII. PERSONNEL**

A motion was made by Ms. Nieves, seconded by Ms. Moore, to approve A as recommended by the Superintendent.

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

1. 2023/2024 New Hires

Approve the following New Hires for the 2023/2024 school year:

	<b>Name</b>	<b>Location</b>	<b>Position</b>	<b>Pro-rated Salary</b>	<b>Effective</b>
A	Elly, Shabana	School No. 3	Special Ed. Teacher	\$93,729.00 MA, Step 13	1/1/2024
B	Patrizio, Bianca	Middle School	Special Ed. Teacher	\$72,105.00 BA, Step 10	1/1/2024
C	Small, Stephanie	Transportation	Bus Driver	\$32,760.00 Step 1	11/16/2023

2. Leave of Absence Requests

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

	<b>Staff ID #</b>	<b>Type of Leave</b>	<b>From</b>	<b>To</b>	<b>Paid/Unpaid</b>
A	4268	Medical	11/30/2023	12/14/2023	Paid
B	4671	Medical	11/28/2023	4/28/2024	Paid
C	5331	Medical *Extended Dates	10/26/2023	11/22/2023	Paid
D	5635	Medical	11/1/2023	11/15/2023	Paid
E	5711	Medical	11/13/2023	12/8/2023	Paid
F	5892	Maternity *Extended Dates	1/1/2024	1/26/2024	Unpaid
G	6048	FMLA *Intermittent	11/1/2023	10/31/2024	Unpaid

3. Resignations

Approve the following Resignation for the 2023/2024 school year:

	<b>Name</b>	<b>Location</b>	<b>Position</b>	<b>Effective</b>
A	Molitor, Emily	School No. 3	Preschool Teacher	12/22/2023

4. Retirements

Approve the following Retirement for the 2023/2024 school year:

	Name	Location	Position	Effective
A	Moore, Wayne	Transportation	Bus Driver	2/1/2024

5. Terminations

Approve to terminate the following employee, effective October 30, 2023:

Staff #	Reason
5543	Conduct Unbecoming a Professional

6. 2023/2024 Athletic Coaches

Approve to rescind the following High School Winter Coach for the 2023/2024 school year: (11-402-100-100-402-08)

	Winter Coach	Coach Position	Stipend	Step
A	Handy, Jason	Head Girls' Basketball Coach	\$9,395.00	3

7. Substitute Bus Drivers

a. Approve to rescind the following 2023/2024 Substitute Bus Driver, on an as needed basis, at a rate of \$25.00 per run:

	Name
A	Valentino, Ryan

b. Approve the following 2023/2024 Substitute Bus Driver, on an as needed basis, at a rate of \$25.00 per run:

	Name
A	Carter, Joshua

8. 2023/2024 Non- Public Tutor

Approve Tonya Riggins as a Non-Public Tutor to service Winslow students attending St. Mary's School during the 2023/2024 school year, on an as needed basis, at a rate of \$43.73 per hour. To be paid through ESSA- Title I (20-233-100-300-000-75)

9. 2023/2024 After School Tutors

Approve the following teacher as an After School Tutor for the 2023/2024 school year, at a rate of \$43.73/hour, on an as needed basis: (20-241-100-100-000-02)

	Name	Location
A	Purcell, Ashley	School No. 2

10. Sixth Period Teacher Assignments- Leave of Absence- Amended Dates

Approve the following Middle School Leave of Absence Sixth Period Teaching Assignments for the 2023/2024 school year, effective September 13, 2023 to November 15, 2023: (11-130-100-101-105-07)

	<b>Name</b>	<b>Position</b>	<b>Stipend (pro-rated)</b>
A	Ferguson, Nina	English	\$8,489.00
B	Kownacki, Jennifer	English	\$8,489.00

11. Seventh Period Teacher Assignments- Leave of Absence- Amended Dates

Approve the following Middle School Leave of Absence Seventh Period Teaching Assignments for the 2023/2024 school year, effective September 13, 2023 to November 15, 2023: (11-130-100-101-105-07)

	<b>Name</b>	<b>Position</b>	<b>Stipend (pro-rated)</b>
A	Collier-Laster, Cartrina	English	\$8,489.00
B	Kownacki, Jennifer	English	\$8,489.00

12. Practicum Placements

a. Approve the following 2023/2024 Practicum Placements:

	<b>College/University</b>	<b>Student</b>	<b>Cooperating Teacher</b>	<b>School</b>	<b>Dates</b>
A	Jefferson	Barrett, Brooke	Saintilus, Jessica	School No. 4	1/10/2024- 4/26/2024 15 weeks
B	Rowan	Kopf, Heidi	Nichols, Nicole	School No. 1	1/16/2024- 4/25/2024 14 weeks
C	Stockton	Pagan, Naomi	Lemons, Lena	School No. 1	1/2/2024-4/19/2024 15 weeks

b. Approve the following 2024/2025 Practicum Placement:

	<b>College/University</b>	<b>Student</b>	<b>Cooperating Teacher</b>	<b>School</b>	<b>Dates</b>
A	Rowan	Kopf, Heidi	Nichols, Nicole	School No. 1	9/3/2024-12/19/2024 16 weeks

13. 2023/2024 Volunteers

Approve the following 2023/2024 High School Volunteers:

	<b>Name</b>	<b>Activity/Sport</b>
A	Alwan, Lauren	Girls' Assistant Basketball Coach
B	Pressley, Krissy	Cheerleading Assistant Coach

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

**XIII. ADDENDUM**

**None at this time.**

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

1. The Winslow Board of Education responded to the following OPRA Request between October 20, 2023 and November 2, 2023:

Received	Requested by	Document Requested	Approved	Denied
1	<b>Christopher Cattoni</b> American Transparency	An electronic copy of all payment transactions for fiscal year 2022-2023	✓	
2	<b>Andrew Carlton</b> Notionize	Access to and a copy of a listing of all Winslow Township School District full time employees' first, middle and last names, including their title/position, email address, date of hire and building/office location.	✓	

**XV. INFORMATIONAL ITEMS**

Dr. Poteat addressed the following information items:

- If you went on the District's website after 4:00 p.m. today, you would see that information was placed regarding the Culture Climate Survey. It lets parents know what we are doing and that it is a voluntary survey. We expect one response per school, per household and all responses will be anonymous. The survey will become available to parents on November 16, 2023. Students and staff will be taking the survey on November 15, 2023. The results from the survey will go to Five Star, and at some point, we will receive those responses. There will be a Robocall tomorrow night and on Monday in reference to the Culture Climate Survey.
- There will be a Robocall for Chat with a Board Member. Both calls are one in the same. One will be for the Culture Climate Survey and the other will be for Chat with a Board Member, to inform the parents that it is a virtual meeting. A lot of information will be available on the District's website. We plan to make additional announcements on the Culture Climate Survey as we continue to move forward. The survey for parents will be available from November 16-30, 2023. That gives parents and the community two weeks to take advantage of this opportunity. Parents cannot have more than one response since it's one response per school per household. Mr. Thomas added that he appreciates the fact that we go all in for the Culture Climate Survey, Chat with a Board Member and Community engagement. He asked that we do the same thing for the athletic department because athletics play a great part in academics. Ms. Nieves inquired about the turn around for the Culture Climate Survey results. Dr. Poteat responded that he needs to speak with the company to get a definitive answer. A discussion ensued.

**XVI. OLD BUSINESS**

Ms. Pitts reminded Board members to complete the Board Self-Evaluation by logging into (NJSBA), New Jersey School Board Association.

**XVII. NEW BUSINESS**

Mr. Thomas gave a shout out to the 9 and 10-year-old Winslow Maullers, coached by one of our alumni's, for winning the State Championship. We would like to invite them to our High School game on Friday for acknowledgment, and give them a sense of what it will feel like when they come to the Eagles nest. Ms. Nieves commended the administrators for emails that have gone out to parents. She has received a lot of email communication from both of her children's schools and wanted to remind parents who are not receiving emails, to check that the school has the correct email and make sure that the emails aren't blocked.

**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. Nieves, seconded by Ms. Moore, to open the meeting for Public Comments at 8:52 p.m.**

Voice Vote: All in favor
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**Dr. Steven Deo**

Dr. Deo appreciated that we have a public forum that is broadcasted through the website. He asked if the audio issues could be addressed and he appreciated that the presentation given tonight on state testing was very comprehensive. Dr. Deo stated that the commitment to making teaching and learning the most important meaningful experience was missing. He talked about mental health as well as social and emotional learning.

**Debbie Murphy**

Ms. Murphy is a member of the marching band and she thanked Mr. Thomas for recognizing what the marching band does. She also wanted to let the community know that they can go on [www.njsiaa.org](http://www.njsiaa.org) (New Jersey State Interscholastic Athletic Association) to order tickets. The cost for tickets is \$5.00. Ms. Murphy also added that the marching band performed at Hershey Stadium on Sunday and reached a season high score of 88.3 and came in 7<sup>th</sup> place.



**Wanda Glaud**

Ms. Glaud congratulated the band, football team and all of the Board of Education members who won the election. She also had questions regarding the survey. Ms. Glaud asked if there will be a test run for each school to ensure there will be no technical difficulties for the parents. She also asked if a parent would be able to take the survey more than once if there are two children in the same school. Ms. Glaud also inquired how the survey is being administered to the teachers. She asked if there will be a breakdown of each question and how they will be answered. Dr. Poteat responded that they have conducted a test run and if there are any glitches, they will be addressed. He also told her that teachers' responses will be anonymous and he will not know how they responded since the answers will go directly to the dashboard. If there are two children in the same school, the parent will only be able to complete one survey and be able to address both student's experiences.

**Jennifer Brittain**

Ms. Brittain would like to understand and be aware of what the expectations are for students who are taking the survey. She also stated that the survey seems as though it's only being issued to the community. She's curious if there will ever be a survey that goes out to the community at large so that we can get an understanding of the culture and experience and why parents are not sending their students to the District. In regards to the Chat with a Board Member, she thanked the Board for putting that together. She did attend and appreciated the opportunity to be heard, to speak, and to get direct feedback. There were some very good suggestions and ideas that were brought up and she's curious to know what the responses were and how they will relay the feedback. Dr. Poteat responded that for the Culture Climate Survey, students were always included, from third grade to twelfth grade. The survey would not be as effective if students didn't give their opinions. This survey will not be sent to the community at large since the survey is primarily for individuals who are in the school or directly associated with the school. Ms. Nieves and Dr. Poteat responded to her question in regards to Chat with a Board Member. Dr. Poteat added that hopefully, once we get the survey results, we will be able to address concerns that the Board Members heard from parents. Dr. Poteat also explained that the recommendation for the Culture Climate Survey came to him through the community. He stated that the Citizens Advisory Committee made a recommendation and asked him to act on it. Ms. Glaud explained to the Board what Ms. Brittain was trying to ask which was; How is the survey going to be administered to a third grader and if they will be able to effectively answer those questions? Dr. Poteat explained that the survey will be administered based on grade level, so it will not be incomprehensible for them.

**XIX. ADJOURNMENT OF PUBLIC COMMENTS**

**A motion was made by Ms. Nieves, seconded by Ms. Moore, to close the meeting for Public Comments at 9:15 p.m.**

Voice Vote: All in favor
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**XX. EXECUTIVE SESSION**

**A motion was made by Ms. Nieves, seconded by Ms. Moore, to approve adoption of Executive Resolution and adjournment to Executive Session at 9:15 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 8, 2023 at 9:15 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: federal and state statute and the nature of the matter, described as specifically as possible without undermining the need for confidentiality is two student matters;
- "(2) Any matter in which the release of information would impair a right to receive funds from the federal government." The nature of the matter, described as specifically as possible without undermining the need for confidentiality is \_\_\_\_\_;
- "(3) Any material the disclosure of which constitutes an unwarranted invasion of individual privacy such as any records, data, reports, recommendations, or other personal material of any educational, training, social service, medical, health, custodial, child protection, rehabilitation, legal defense, welfare, housing, relocation, insurance and similar program or institution operated by a public body pertaining to any specific individual admitted to or served by such institution or program, including but not limited to information relative to the individual's personal and family circumstances, and any material pertaining to admission, discharge, treatment, progress or condition of any individual, unless the individual concerned (or, in the case of a minor or incompetent, his guardian) shall request in writing that the same be disclosed publicly." The nature of the matter, described as specifically, as possible without undermining the need for confidentiality is \_\_\_\_\_;
- "(4) Any collective bargaining agreement, or the terms and conditions of which are proposed for inclusion in any collective bargaining agreement, including the negotiation of terms and conditions with employees or representatives of employees of the public body" The collective bargaining contract(s) discussed are between the public body and \_\_\_\_\_;
- "(5) Any matter involving the purchase lease or acquisition of real property with public funds, the setting of bank rates or investment of public funds where it could adversely affect the public interest if discussion of such matters were disclosed." The nature of the matter, described as specifically as possible without undermining the need for confidentiality is \_\_\_\_\_;
- "(6) Any tactics and techniques utilized in protecting the safety and property of the public provided that their disclosure could impair such protection. Any investigations of violations or possible violations of the law." The nature of the matter, described as specifically as possible without undermining the need for confidentiality is \_\_\_\_\_;
- "(7) Any pending or anticipated litigation or contract negotiation in which the public body is or may become a party. Any matters falling within the attorney-client privilege, to the extent that confidentiality is required in order for the attorney to exercise his ethical duties as a lawyer." The parties to and docket numbers of each item of litigation and/or the parties to each contract discussed are pending litigation and nature of the discussion, described as specifically as possible without undermining the need for confidentiality is DelGuercio et al vs. Winslow Township Board of Education;

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

\_\_\_\_\_;

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

\_\_\_\_\_;

**WHEREAS**, the length of the Executive Session is estimated to be 60 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:

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

Motion Carried

**XXI. ADJOURNMENT OF EXECUTIVE SESSION**

**A motion was made by Ms. Nieves, seconded by Ms. Moore, to close the meeting of the Executive Session at 11:08 p.m.**

Voice Vote: All in favor

**XXII. ADJOURNMENT**

**A motion was made by Ms. Nieves, seconded by Ms. Moore to adjourn the meeting at 11:08 p.m. All Ayes.**

Respectfully Submitted,

Regina Chico  
Assistant Business Administrator

Winslow Township School District

Policy Committee Meeting

October 26, 2023

**Minutes**

**Present:**

Ms. Cheryl Pitts, Board President, Ms. Kelly Thomas and Dr. Dorothy Carcamo, Assistant Superintendent.

The Policy Committee held a virtual meeting on Thursday, October 26, 2023 at 5:06 pm to review changes to new and existing policies and regulations to present for a first reading at the November 8, 2023 Board of Education meeting. The policies and regulations reviewed were:

**Policies:**

- # 2270 Religion in the Schools
- # 3161 Examination for Cause
- # 3324 Right to Privacy
- # 4161 Examination for Cause
- # 8500 Food Services
- # 5111 Eligibility of Resident/ Nonresident Students

**Regulation:**

- # 5111 Eligibility of Resident/ Nonresident Students

The committee continued discussion of **Policy # 5516 Use of Electronic Devices** and decided that it will continue with plans to readdress the current policy.

All policies and regulations were approved to be moved forward for 1<sup>st</sup> reading at the November 8, 2023 Board of Education meeting.

The meeting was adjourned at approximately 5:35 pm.

# Winslow Township Board of Education

Marketing Committee Meeting

Wednesday, November 1, 2023 at 4:00 p.m.

Attendees: Rebecca Nieves, Dion Davis, and Cynthia Moore

Absent: Joe Thomas

1. Chat with BOE members is scheduled for Tuesday, November 14, 2023 at 7:00 pm via WebEx. The board members participating are Rebecca Nieves, Cheryl Pitts, and Cynthia Moore. There is room for one more board member. Emails have been sent to parents. Ask about having the Chat recorded for sharing. The next Chat will be held at the end of the second marking period. Virtual or in person - to be determined.
2. Kudos to the administration for the increase in postings to the district's website and Facebook page.
3. Communications Consortium - suggest use of other social media. Ask about long range vs. short range plans. Ask for update on this collaboration.

Submitted by Cynthia Moore, Chair

Winslow Township Municipal's Education Committee and  
Winslow Township Board of Education Sub-Committee Meeting  
3:30 p.m.  
Thursday, October 26, 2023  
Winslow Township Board of Education's District Office

- I. The Joint Meeting of the Winslow Township Municipal's Education Committee and Winslow Township Board of Education Sub-Committee was called to order at 3:35 p.m., October 30, 2023, Board of Education's District Office by Mrs. Pitts, Board President
- II. Attendance:
  - A. Winslow Township Board of Education Sub-Committee Members in attendance were:
    - Dr. H. Major Poteat, Superintendent
    - Mrs. Cheryl Pitts, Board President
    - Ms. Julie Peterson, Board Vice President
    - Ms. Rita Martin, Board Member
    - Mr. Joseph Thomas, Board Member
  - B. Winslow Township Municipal's Education Committee Members in attendance were:
    - Mrs. Marie Lawrence, Mayor
    - Mr. Joseph Gallagher, Township Administrator
    - Mr. Carlos Vacos, Ward II Committeeman (Chairperson of the Marketing Committee and Chairperson of the Ad-Hoc Athletic Committee)
- III. Discussion Topics:
  - A. Overview of the meetings held with the School Board Liaison Committee and Members of the Winslow Township Governing Body. The meeting addressed concerns and strategies for the Board and Township to develop better relationships and more collaborative partnerships.
    1. Shared Services
    2. Parks & Recreation
      - a) Use of facilities
    3. Relationship with various entities
      - a) Resource Officers
      - b) Fueling for district vehicles
      - c) Privatization issues
      - d) Joint Winslow Township Newsletter "Connections" (Message from the Winslow Township School District Superintendent) distributed to the residents of Winslow based on their address, along with posting on both websites (Board approved November 2012)
      - e) Lighting for Friday Night Games
      - f) Mobile Vision Van and Public Screening Van
      - g) Winslow Township Fire Department and Police Department Presentations at School Board meetings
  - B. Winslow Township Municipal Committee and Winslow Township Board of Education Special Days
    1. Winslow Township Municipal Recognition Days and Candlelight Vigils
    2. Read Across America
    3. Martin Luther King, Jr. Day of Service
    4. Juneteenth Day

5. Family Day
6. District's Career Events
- C. Reestablish joint quarterly meetings between the Winslow Township Municipal's Education Committee and the Winslow Township Board of Education under the mission of "Winslow United," a school-municipal cooperation.
  1. Rational
    - a) Working Relations
      - 1) Continue to maintain open lines of communication
      - 2) Shared Advocacy
      - 3) Joint Planning
      - 4) Collaborative Helping Those in Need
      - 5) Pride in Students
      - 6) Model Teamwork
    - b) Strengthening School-Municipal Relations
      - 1) Practical application of communications curriculum through experiential learning opportunities for our students
      - 2) Points of Interest
        - a) Scholarships
        - b) Careers
        - c) Shares Services
        - d) Municipal and School District entities work together on a "Focus on Students" day or night

IV. Next joint quarterly committee meeting will be scheduled for February 2024

V. Meeting adjourned at 4:55 p.m.