

**WINSLOW TOWNSHIP BOARD OF EDUCATION**  
**Regular Board of Education Meeting**  
**Thursday, October 10, 2019**  
***Winslow Township Middle School Cafeteria***  
**7:00 p.m.**  
**Minutes**

**I. PUBLIC NOTICE** of this meeting was given to all Board Members and Associates in a notice dated **07/02/2019**. It was advertised in the Courier Post, posted in all schools, the Adm. 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        | Julie Peterson, Vice President |
|         | Lorraine Dredde    | Cheryl Pitts, President        |
|         | Jeffrey J. Fortune |                                |
|         | Rita Martin        |                                |
|         | Abena McClendon    |                                |
|         | Gail P. Watkins    |                                |

Absent: John M. Shaw, Jr

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

**IV. PLEDGE OF ALLEGIANCE**

**V. 2019-2020 DISTRICT GOALS**

(Ms. Peterson)

1. Student Achievement – Continue implementation of the academic plan to address:
  - a. Articulation at all grade levels throughout the district
  - b. Focus on classroom instruction at all grade levels
  - c. Increase student proficiency rates throughout district
  - d. Evaluation and updating all district programs
  - e. Accountability of all district staff
2. Continue to foster a positive school environment that is conducive to teaching and learning.
  - a. Focus on building relationships among staff that will result in increased learning and more effective instruction
  - b. Promote creative instruction (training and retraining)
  - c. Emphasis on collaboration with all district stakeholders
  - d. Promote cultural competence throughout district
    1. Teacher to student relationships
    2. Student to student relationships

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. Examine communication methods utilized by district

## VI. AWARDS/PRESENTATIONS

### 1. Presentation by Fire Chief Marc S. Rigberg

Fire Chief Rigberg asked for support from the Community at the November 5, 2019 general election. There is a Bond Referendum question on the ballot where the Winslow Township Fire District is seeking voter approval to authorize the Fire District to spend \$2,900,000.00 on capital improvements.

### 2. School No. 2 Student Performance

Ms. Kelly proudly introduced students of School number 2 who presented "The Kindness Rocks" project based on the profound truth that one message at the right time can truly make one's day. Ms. Kelly thanked the staff, students and parents for their continued support and also thanked Ms. Pinnock and her staff for making the rock garden look the way it should. Ms. Pitts commended School number 2 for starting out the school year with a wonderful presentation and for the lovely kindness rocks given to the Board members.

### 3. NJ DOE HIB School Self-Assessment (July 1, 2018-June 30, 2019) – Mr. Dion Davis

Mr. Davis, Director of Human Resources / Anti Bullying Coordinator, submitted, for approval, the Winslow Township School District, violence, vandalism, substance abuse and HIB incidents for the period of July 1, 2018 – June 30, 2019.

**A motion was made by Ms. Peterson, seconded by Ms. McClendon, to approve and accept the July 1, 2018 – June 30, 2019 HIB and Student Safety Data System (SSDS) Investigation report.**

|                |     |              |        |
|----------------|-----|--------------|--------|
| Roll Call:     |     |              |        |
| Mr. Blake      | Yes | Mr. Shaw Jr. | Absent |
| Ms. Dredde     | Yes | Ms. Watkins  | Yes    |
| Mr. Fortune    | Yes | Ms. Peterson | Yes    |
| Ms. Martin     | Yes | Ms. Pitts    | Yes    |
| Ms. McClendon  | Yes |              |        |
| Motion Carried |     |              |        |

## VII. CORRESPONDENCE

Ms. Tyra McCoy-Boyle read one piece of correspondence from Bowman & Company, LLP., District Auditors, dated October 3, 2019, which described the designed audit procedures, responsibilities, planned scope and the timing of the audit – **see attached**.

**VIII. MINUTES**

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

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

Regular Meeting      Wednesday, September 25, 2019      Open Session

|                |         |              |         |
|----------------|---------|--------------|---------|
| Roll Call:     |         |              |         |
| Mr. Blake      | Abstain | Mr. Shaw Jr. | Absent  |
| Ms. Dredden    | Yes     | Ms. Watkins  | Abstain |
| Mr. Fortune    | Yes     | Ms. Peterson | Yes     |
| Ms. Martin     | Yes     | Ms. Pitts    | Yes     |
| Ms. McClendon  | Yes     |              |         |
| Motion Carried |         |              |         |

**A motion was made by Ms. Peterson, seconded by Ms. McClendon, to approve the minutes of the following meeting, with correction to the 2<sup>nd</sup> bullet, 1<sup>st</sup> sentence:**

Regular Meeting      Wednesday, September 25, 2019      Closed Session

|                |         |              |         |
|----------------|---------|--------------|---------|
| Roll Call:     |         |              |         |
| Mr. Blake      | Abstain | Mr. Shaw Jr. | Absent  |
| Ms. Dredden    | Yes     | Ms. Watkins  | Abstain |
| Mr. Fortune    | Yes     | Ms. Peterson | Yes     |
| Ms. Martin     | Yes     | Ms. Pitts    | Yes     |
| Ms. McClendon  | Yes     |              |         |
| Motion Carried |         |              |         |

**IX. BOARD COMMITTEE REPORTS**

Marketing – Mr. Fortune – **Minutes are attached.**

**X. PUBLIC COMMENTS (Time Limited)**

**A motion was made by Ms. Peterson, seconded by Ms. Dredden to open the meeting for Public Comments at 8:07 p.m.**

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

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

**Please respect the following procedures:**

1. All members of the public attending School Board Meetings must treat each other and the Board with respect.
2. State your full name and address.
3. Please limit your comments to **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.

Voice Vote: All in favor

No public comments at this time.

**XI. ADJOURNMENT OF PUBLIC COMMENTS**

**A motion was made by Ms. Watkins, seconded by Ms. Peterson, to close the meeting for Public Comment at 8:07 p.m.**

Voice Vote: All in favor

**XII. SUPERINTENDENT'S REPORT**

**A motion was made by Ms. Peterson, seconded by Ms. Dredde 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 **Exhibit XII A: 2**

Approve the Second Reading and Adoption of Board Polices and Regulations as listed below and in the attached exhibits.

| <b>Policy/Regulation</b> | <b>Policy/Regulation Title</b>                                  |
|--------------------------|---|
| P1642                    | Earned Sick Leave Law   |
| R1642                    | Earned Sick Leave Law   |
| P3159                    | Teacher Staff Member/School District Reporting Responsibilities |
| P3218                    | Use, Possession, or Distribution of Substances                  |
| R3218                    | Use, Possession, or Distribution of Substances                  |
| P5517                    | School District Issued Student Identification Cards             |
| P8600                    | Student Transportation  |
| R8600                    | Student Transportation  |
| P8630                    | Bus Driver/Bus Aide Responsibility                              |
| R8630                    | Emergency School Bus Procedures                                 |
| P8670                    | Transportation of Special Needs Students                        |
| P9210                    | Parent Organizations  |
| P9400                    | Media Relations   |

- 3. Security/Fire Drill Report **None at this time.**

4. Professional Development/Workshops & Conferences **Exhibit XII A: 4**  
  
Approve Professional Development opportunities as presented in the attached exhibit.
5. Field Trips **Exhibit XII A: 5**  
  
Approve Field Trips as listed in the attached exhibit.
6. Tuition Students **Exhibit XII A: 6**  
  
Approve Tuition Student placements as presented in the attached exhibit.
7. Terminate Out-of-District Placement(s) **Exhibit XII A: 7**  
  
Approve to Terminate Out-of-District Placements as listed in the attached exhibit.
8. Homeless Student(s) **Exhibit XII A:8**  
  
Approve the placement of Homeless Students as listed in the attached exhibit.
9. Division of Child Protection & Permanency (DCP&P) **None at this time.**
10. Fundraiser(s) **Exhibit XII A: 10**  
  
Approve Fundraisers as listed below and in the attached exhibits.  
  
School No. 2
  - Read-A-Thon (March 2020) – H.S.A.  
School No. 5
  - Penny Wars (Oct. 2019) – School No. 5  
WTHS
  - Penny Wars (Oct. 2019) – Renaissance Club
  - Nature’s Vision for a Greener World (Oct./Nov. 2019) – Environmental Club
  - Powderpuff Game (Nov. 2019) – Student Gov. Senate
  - Van Wyk Confections (Jan./Feb. 2020) – Concert & Chamber Choirs
11. School 1 – School Violence Awareness Week  
  
Approval requested to hold activities during the week of October 21<sup>st</sup> – October 25<sup>th</sup>, 2019 for School Violence Awareness Week. During the week School 1 will introduce/review Stop. Walk. Talk. a conflict resolution strategy and will be rewarding students who identify the 3 strategies.

12. School 1 – Red Ribbon Week

Approval requested to hold activities during the week of October 23<sup>rd</sup> – October 31<sup>st</sup> for Red Ribbon Week. The week will focus on strategies to stay healthy using theme days and classroom presentations on healthy eating and exercise.

The theme days are:

- o Red Day: Wear red to represent love
- o Spirit Day: School spirit wear day
- o Superhero day: Invite local fire fighters, EMS and police to have lunch with the students.
- o Sports team jersey day: Healthy Heart – Healthy Body – Healthy Team

13. School 1 – Mad Science Assembly

Approval requested to hold a Mad Science Assembly at School 1 on Friday, November 15, 2019 at 2:00 PM in the All Purpose Room. Total cost of \$490.00 to be taken out of the Student Activity Account.

14. School 2 – Fire Safety Assembly

Approval requested to hold Fire Safety Assemblies at School 2 on October 16<sup>th</sup>, 17<sup>th</sup>, and 23<sup>rd</sup> at 10:00 AM. There is no cost to the district for the assemblies.

15. School 2 – Columbia University Trip

Approval requested for School 2 staff members to utilize district busing to attend the Saturday Reunion at Columbia University on October 19, 2019 from 9:00-3:00.

16. School 3 – Fire Prevention Assembly

Approval requested for School 3 to hold a Winter Fire Prevention Program on October 22, 2019 from 6:30-8 PM in the School 3 Library. There is no cost to the district for this assembly.

17. School 4 – Food Drive

Approval requested for School 4 to partner with the Sicklerville United Methodist Church for a Thanksgiving Food Drive. Non-perishable food items will be collected from November 4 through November 15, 2019 to benefit the families of School 4.

18. School 5 – Jump Rope for Heart

Approval requested for School 5 to host Jump Rope for Heart on February 11, 2020 during school hours.

19. School 5 – Family Fun Night Date Change

Approval requested to change the date of the Family Fun Night from November 15, 2019 to November 22, 2019.

20. School 6 – Breast Cancer Walk

Approval requested to hold their annual Healthy Halloween Breast Cancer Walk on October 25, 2019. Students, staff, and parents will participate.

21. High School – Powder Puff Game

Approval requested to host the annual Powder Puff game on November 6, 2019 from 2:00-4:30 PM.

22. High School – Donation

Approval requested to accept a donation of plants and planting services from the Winslow Township Education Association Pride Committee. The donation would consist of Ryusen Japanese Maple, Nandina Firepower, Dwarf Spruce, Variegated Liriope, Sioux Crepe Myrtle, Blue Star Juniper, and Ornamental Grass-flagpole flowers. These items will coincide with the Stem and Environmental club activities and be planted in the school court yards.

23. High School – National Honor Society Induction

Approval requested to host the National Honor Society Induction on the evening of November 25, 2019 in the Cafeteria, at 6 PM.

24. High School – Philadelphia Flower Show

Approval requested for Winslow Township High School's Science Department and Environmental Club students to design an exhibit and show at the 2020 Philadelphia Flower Show. Mr. Rivard has volunteered to oversee the project. The dates of the flower show are February 29, 2020 – March 8, 2020.

25. High School – Spring Musical Time Change

Approval requested to hold the Spring Musical, DISNEY'S HIGH SCHOOL MUSICAL; on Wednesday, March 25, 2020 at 9:00 AM (Middle School performance), Thursday, March 26, 2020 at 7:00 PM (student night), Friday, March 27, 2020 at 7:00 PM, and Saturday, March 28, 2020 at 2:00 PM and 7:00 PM.

26. High School – Military Visit

Approval requested to have the Military come in to speak with students during their lunch periods during the week of October 28, 2019.

27. Southern New Jersey Perinatal Cooperative

Approve the agreement between the Southern New Jersey Perinatal Cooperative and the Winslow Township Board of Education to provide nursing services to non-public schools.

28. NJ DOE School Self-Assessment (2018-2019)

Approve the submission of the School Self-Assessment for Determining Grades Under the Anti-Bullying Bill of Rights Act District and School Grade Report, for the 2018-2019 school year, to the NJ Department of Education.

**B. Principal's Update**

1. Harassment, Intimidation, and Bullying Report  
o September 16<sup>th</sup> through September 30<sup>th</sup>

**Exhibit XII B: 1**

|                |     |              |        |
|----------------|-----|--------------|--------|
| Roll Call:     |     |              |        |
| Mr. Blake      | Yes | Mr. Shaw Jr. | Absent |
| Ms. Dredde     | Yes | Ms. Watkins  | Yes    |
| Mr. Fortune    | Yes | Ms. Peterson | Yes    |
| Ms. Martin     | Yes | Ms. Pitts    | Yes    |
| Ms. McClendon  | Yes |              |        |
| Motion Carried |     |              |        |

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

A motion was made by Ms. Peterson, seconded by Ms. McClendon 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 XIII B: 6**
  - a. Approve the Vendor Bill List in the amount of \$1,184,746.21 as per the attached exhibit.
  - b. Ratify the Manual Bill List in the amount of \$46,894.34 as per the attached exhibit.



7. Payroll

Approve Payroll, for the month of September 2019, as listed below:

- o September 13, 2019                      \$2,325,236.95
- o September 30, 2019                      \$2,322,580.80

8. Disposal of School Property and Textbooks

**None at this time.**

9. Use of Facilities

**None at this time.**

10. State Contract Vendors – 2019-2020

**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

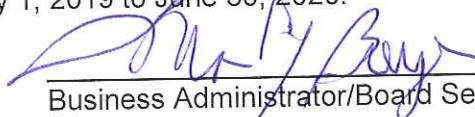
**WHEREAS**, the Winslow Township Board of Education, intends to enter into contracts with the attached Referenced State Contract Vendors through this resolution and properly executed contracts, which shall be subject to all the conditions applicable to the current State contracts; now, therefore, be 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 2019-2020 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, 2019 to June 30, 2020.

10.10.19  
 Date Approved

  
 Business Administrator/Board Secretary

| Referenced State Contract Vendors<br>Commodity/Service | Vendor  | State Contract # |
|--|---|------------------|
| TIRES, TUBES AND SERVICES                              | THE GOODYEAR TIRE & RUBBER COMPANY SERVICE TIRE TRUCK CENTER INC.(AUTHORIZED DEALTHER – THE GOODYEAR) | 20-FLEET-00948   |
| TIRES, TUBES AND SERVICES                              | TIRE & RUBBER COMPANY   | 20-FLEET-00948   |

11. New Jersey School Boards Association – Professional Development 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 requires 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 \$.35 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> |
|--------------------------|---------------------|---------------|-------------------|
| Cheryl Pitts             | Delegate Assembly   | Nov. 23, 2019 | NC                |

12. Professional Development

Approve Ms. Lisa Pantalone and Ms. Dana Walsh, Payroll Bookkeepers, to attend the NJASBO Tax Sheltered Annuities & Other Personal Financial Plans – What's Available! workshop to be held on Tuesday, November 19, 2019 in Mt. Laurel, NJ. The cost is \$100 per person.

13. Title I and PK Education Grant for Fiscal Year 2019-2020 -Revised

Approve the revision of the employees listed below to be charged to the following Grants for fiscal year 2019-2020

**A: ESEA - Title I (Revised)**

| Name         | Job Title                              | % of Salary | Total Salary | Amount to be Charged | Account Line   |
|--------------|--|-------------|--------------|----------------------|----------------|
| Loney, Karen | Director of Curriculum and Instruction | 38.44%      | \$137,874.00 | \$53,000.00          | 20-235-200-100 |

**(Salary adjustment pending ratification of WTEA contract.)**

**B: PK Education Grant (Revised)**

| Name           | Job Title                              | % of Salary | Total Salary | Amount to be Charged | Account Line   |
|----------------|--|-------------|--------------|----------------------|----------------|
| Loney, Karen   | Director of Curriculum and Instruction | 32.64%      | \$137,874.00 | \$45,000.00          | 20-218-200-103 |
| Bombara, Joyce | Secretary, Curriculum and Instruction  | 51.32%      | \$57,636.00  | \$29,580.00          | 20-218-200-105 |

**(Salary adjustment pending ratification of WTEA contract.)**

14. School Based Youth Program – Middle School 2019-20

Approve the following employee to be charge to the Federal Allocation of the School Based Youth Program Grant – Middle School for the 2019-20 School year as follow:

| Name           | Job Title                          | % of Salary | Total Salary           | Amount to be Charged   | Account Charged |
|----------------|------------------------------------|-------------|------------------------|------------------------|-----------------|
| Rhshima Harmon | Mental Health Provider – Part Time | 100 %       | \$28,500.00 (Prorated) | \$28,500.00 (Prorated) | 20-294-200-110  |

15. 2019-2020 Sales of Disposal Items through Municibid

The Winslow Township Board of Education is the owner of certain obsolete property which are no longer needed for public use and the Board of Education is desirous of selling said obsolete property in an "as is" condition without express or implied warranties.

The Winslow Township Board of Education will follow said guidelines stated below:

- (1) The sale of the obsolete property shall be conducted through Municibid pursuant to State Contract 19-GNSV1-00696 in accordance with the terms and conditions of the State Contract.
- (2) The sale will be conducted online at the following address:  
<https://municibid.com/Browse?Seller=WinslowTwpBOE>
- (3) The sale is being conducted in pursuant to Local Finance Notice 2008-21R
- (4) The list of the obsolete property stated below will be provided to Municibid for sale.
- (5) The obsolete property as identified shall be sold in an "as-is" condition without express or implied warranties with the successful bidder required to execute a Hold Harmless and Indemnification Agreement concerning use of said obsolete property.
- (6) The Board of Education reserves the right to accept or reject any bid submitted.

| <b>BUSES</b>                     |      |            |              |                   |
|----------------------------------|------|------------|--------------|-------------------|
| Description                      | Year | Make/Brand | Model        | Vin#              |
| SCHOOL BUS #05                   | 2003 | BLUE BIRD  | 54 Passenger | 1GDJ7T1C52J511416 |
| SCHOOL BUS #14                   | 2003 | BLUE BIRD  | 54 Passenger | 1GDJ7T1C12J511395 |
| SCHOOL BUS #27                   | 2003 | BLUE BIRD  | 54 Passenger | 1GDJ7T1CX2J511282 |
| SCHOOL BUS #28                   | 2003 | BLUE BIRD  | 54 Passenger | 1GDJ7T1C12J511476 |
| SCHOOL BUS #29                   | 2003 | BLUE BIRD  | 54 Passenger | 1GDJ7T1C62J511263 |
| SCHOOL BUS #30                   | 2003 | BLUE BIRD  | 54 Passenger | 1GDJ7T1C22J510983 |
| <b>VEHICLE(S)</b>                |      |            |              |                   |
| PICK UP TRUCK #T-4               | 2008 | FORD       | F350         | 1FTW31R68ED69094  |
| <b>EQUIPMENT</b>                 |      |            |              |                   |
| TRAILER                          | 2005 | CAR MATE   |              | 4PKU818DOSL002732 |
| SUPER Z MOWER (814 Hours)        | 2003 | HUSTLER    | 928036A      | 08050067          |
| WIDE AREA MOWER #1 (1,307 HOURS) | 2003 | HUSTLER    | 4600/925008  | 04110196          |
| WIDE AREA MOWER #2 (909 HOURS)   | 2003 | HUSTLER    | 4600/925008  | 04110197          |

16. New Jersey School Boards Association – Professional Development 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 requires 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 has been approved in advance by the Superintendent of Schools; 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 \$.35 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 ratifies, *nun pro tunc*, 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, acknowledges that the Superintendent of Schools has approved the attendance of the below listed Board Members in advance thereof, which shall be subsequently ratified and authorized at the next regular or special meeting, as required by statute, for the 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> |
|--------------------------|---|-----------------|-------------------|
| Gail Watkins             | Camden/Gloucester Meeting-Restorative Justice | October 3, 2019 | NC                |

17. Parental Transportation Contracts

Approve the daily rate of \$90.00 per day for parental transportation contracts, effective July 1, 2019 through June 30, 2021. Parental contracts shall not exceed the annual bid threshold limit established by the State.

|                |     |              |  |
|----------------|-----|--------------|--|
| Roll Call:     |     |              |  |
| Mr. Blake      | Yes | Mr. Shaw Jr. | Absent                                     |
| Ms. Dredden    | Yes | Ms. Watkins  | Yes, recuse pg. 10 item 8760 on bill list. |
| Mr. Fortune    | Yes | Ms. Peterson | Yes  |
| Ms. Martin     | Yes | Ms. Pitts    | Yes  |
| Ms. McClendon  | Yes |              |  |
| Motion Carried |     |              |  |

**Thursday, October 10, 2019**

Regular Board of Education Meeting

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**XIV. PERSONNEL**

**A motion was made by Ms. Peterson, seconded by Ms. Dredden, to approve items 1 - 5 on the Personnel Report.**

1. 2019/2020 New Hires

a. Approve to rescind the following New Hires for the 2019/2020 school year:

|   | Name              | Location       | Position                  | Salary                                   | Effective |
|---|-------------------|----------------|---------------------------|--|-----------|
| A | Koralja, Jason    | School No. 6   | Special Education Teacher | \$55,862.00 (pro-rated)<br>BA+30, Step 5 | 9/30/2019 |
| B | Roberts, Lawrence | Transportation | Bus Driver                | \$19,611.00 (pro-rated)<br>Step 3        | 10/3/2019 |

b. Approve the following New Hire for the 2019/2020 school year:

|   | Name               | Location     | Position          | Salary                                | Effective |
|---|--------------------|--------------|-------------------|---------------------------------------|-----------|
| A | Grossmick, Kaitlyn | School No. 4 | Preschool Teacher | \$53,062.00 (pro-rated)<br>BA, Step 1 | 11/1/2019 |

\*Salary adjustment pending ratification of the WTEA contract

2. Leave of Absence Request

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 | K.G. | Maternity     | 12/1/2019<br>1/16/2020 | 1/15/2020<br>4/19/2020 | Paid<br>Unpaid |
| B | G.M. | Maternity     | 1/2/2020<br>1/24/2020  | 1/23/2020<br>3/18/2020 | Paid<br>Unpaid |

3. 2019/2020 Staff Reassignment

Approve the following Staff Reassignment for the 2019/2020 school year:

|   | Name          | From Position | From Location | To Position               | To Location  | Effective |
|---|---------------|---------------|---------------|---------------------------|--------------|-----------|
| A | Vitola, Mario | ISS Teacher   | School No. 6  | Special Education Teacher | School No. 6 | 10/1/2019 |

4. 2019/2020 WINSOAR Alternative Programs

a. Approve the following staff for the Middle School WINSOAR Alternative Program for the 2019/2020 school year, on an as needed basis, to work five (5) days per week, not to exceed four (4) hours per day, (2:30 p.m. – 6:30 p.m.):  
(11-130-100-101-160-07)

|          | <b>Name</b>         | <b>Subject</b>                       | <b>Hourly rate</b> |
|----------|---------------------|--------------------------------------|--------------------|
| <b>A</b> | Donohue, Carol      | Social Studies                       | \$41.62            |
| <b>B</b> | Gramigna, Elizabeth | Special Education                    | \$41.62            |
| <b>C</b> | Griffin, Ayana      | Science                              | \$41.62            |
| <b>D</b> | Edwards, Kent       | Administrator                        | \$50.00            |
| <b>E</b> | Hairston, Michelle  | Social Studies/ Language Arts        | \$41.62            |
| <b>F</b> | Kownacki, Jennifer  | Language Arts                        | \$41.62            |
| <b>G</b> | Lee, Lauren         | Special Education                    | \$41.62            |
| <b>H</b> | Martin, Gregg       | Mathematics                          | \$41.62            |
| <b>I</b> | Maxwell, Dorothy    | Social Studies/ Language Arts        | \$41.62            |
| <b>J</b> | Nwanguma, Stella    | Administrator                        | \$50.00            |
| <b>K</b> | Parzanese, Maria    | Language Arts                        | \$41.62            |
| <b>L</b> | Piraino, Anthony    | Health & Physical Education          | \$41.62            |
| <b>M</b> | Rankin, Kecia       | Special Education                    | \$41.62            |
| <b>N</b> | Rossi, Ronald       | Mathematics/ Social Studies          | \$41.62            |
| <b>O</b> | Rubin, Shane        | Administrator                        | \$50.00            |
| <b>P</b> | Steiner, Eric       | Social Studies/ Special Education    | \$41.62            |
| <b>Q</b> | Watson, Jeff        | Mathematics                          | \$41.62            |
| <b>R</b> | Weppler, Michael    | Mathematics/ Science/ Social Studies | \$41.62            |

- b. Approve the following staff for the High School WINSOAR Alternative Program for the 2019/2020 school year, on an as needed basis, to work five (5) days per week, not to exceed four (4) hours per day, (2:30 p.m. – 6:30 p.m.):  
 (11-140-100-101-160-08)

|          | <b>Name</b>           | <b>Subject</b>    | <b>Hourly rate</b> |
|----------|-----------------------|-------------------|--------------------|
| <b>A</b> | Brown, Lynette        | Administrator     | \$50.00            |
| <b>B</b> | Chambers, Christopher | Administrator     | \$50.00            |
| <b>C</b> | Dawkins, Richard      | Administrator     | \$50.00            |
| <b>D</b> | Diggs, Carmen         | Special Education | \$41.62            |
| <b>E</b> | Diggs, Stacy          | Science           | \$41.62            |
| <b>F</b> | Gomez, Michelle       | Spanish           | \$41.62            |
| <b>G</b> | Guzman, Jeovanni      | Mathematics       | \$41.62            |
| <b>H</b> | Kirk, Joseph          | English           | \$41.62            |
| <b>I</b> | Langhorne, Cryhten    | Special Education | \$41.62            |
| <b>J</b> | Manoussakis, Lily     | English           | \$41.62            |
| <b>K</b> | Marella, Kurt         | Administrator     | \$50.00            |
| <b>L</b> | McDaniel, Nancy       | School Counselor  | \$41.62            |
| <b>M</b> | McGuirl, Jamie        | Social Studies    | \$41.62            |
| <b>N</b> | Panarello, Santina    | School Counselor  | \$41.62            |
| <b>O</b> | Paparo, Lisa          | English           | \$41.62            |
| <b>P</b> | Sawyer, Stephanie     | Mathematics       | \$41.62            |

|          |                     |                             |         |
|----------|---------------------|-----------------------------|---------|
| <b>Q</b> | Shropshire, William | Administrator               | \$50.00 |
| <b>R</b> | Stowell, Bruce      | Health & Physical Education | \$41.62 |
| <b>S</b> | Taylor, Kimberly    | Special Education           | \$41.62 |
| <b>T</b> | Wardyn, Stacie      | Special Education           | \$41.62 |
| <b>U</b> | Whittaker, Mark     | Administrator               | \$50.00 |

\*Hourly rate adjustments pending ratification of the WTEA and WTAA contracts

5. Central Office Administrator

Authorize the approval of the amended employment contract for the Superintendent, for the 2019/2020, 2020/2021, and 2021/2022 school years.

|                |     |              |        |
|----------------|-----|--------------|--------|
| Roll Call:     |     |              |        |
| Mr. Blake      | Yes | Mr. Shaw Jr. | Absent |
| Ms. Dredde     | Yes | Ms. Watkins  | Yes    |
| Mr. Fortune    | Yes | Ms. Peterson | Yes    |
| Ms. Martin     | Yes | Ms. Pitts    | Yes    |
| Ms. McClendon  | Yes |              |        |
| Motion Carried |     |              |        |

**XV. ADDENDUM**

**None at this time.**

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

1. The Winslow Board of Education responded to the following OPRA Request between September 23, 2019 and October 4, 2019:

| Received | Requested by                              | Document Requested   | Approved | Denied |
|----------|---|--|----------|--------|
| 1        | Mr. Robert Pinto Sr. & Ms. Tracy Visciano | A copy of the contract for EnRoute Transportation for my son only, [REDACTED] requesting record bill, staffing records and payments for 2018-2020. | .5       | .5     |

**XVII. OLD BUSINESS**

**Ms. McClendon**

Ms. McClendon inquired if there are any updates regarding the Drone program? Dr. Poteat states the program is in full swing and classes are being held at the high school.

**XVIII NEW BUSINESS**

**Ms. Martin**

Thanked Administration for allowing her to attend the CUBE conference in Miami, Florida.

**Ms. Pitts**

The annual NJSBA convention will take place in Atlantic City on October 21st through October 24<sup>th</sup>. If you would like to participate in other workshops during the convention, please contact Ms. McCoy-Boyle.



**XIX. INFORMATIONAL ITEMS**

**Dr. Poteat**

1. There was a request made to the District regarding land in Wilton's Corner. There is a person inquiring about purchasing the land. Dr. Poteat's thoughts are that he does not believe that the school should be selling land. The growth of the community is unknown. Dr. Poteat had not pursued the individual but will do so if the Board wants him to go in that direction. Ms. Peterson concurred with Dr. Poteat and recommended keeping the land with the potential of one day having a building for the STEAM/STEM Academy. Ms. Watkins also wanted to keep in mind the Performing Arts for the future. Whatever the future brings, that property is there and we are committed to securing the future.
2. Acme market would like to donate to School number 4 bookbags and other school supplies.

**A motion was made by Ms. Peterson, seconded by Ms. Martin to approve to accept the school donation for School number 4 provided by Acme market.**

|                |     |              |        |
|----------------|-----|--------------|--------|
| Roll Call:     |     |              |        |
| Mr. Blake      | Yes | Mr. Shaw Jr. | Absent |
| Ms. Dredden    | Yes | Ms. Watkins  | Yes    |
| Mr. Fortune    | Yes | Ms. Peterson | Yes    |
| Ms. Martin     | Yes | Ms. Pitts    | Yes    |
| Ms. McClendon  | Yes |              |        |
| Motion Carried |     |              |        |

**XX. EXECUTIVE SESSION**

**A motion was made by Ms. Watkins, seconded by Ms. McClendon to approve adoption of Executive Resolution and adjournment to Executive Session at 8:25 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 October 10, 2019 at 8:25 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: legal authority privacy requirements under title 18 under student matters; and the nature of the matter, described as specifically as possible without undermining the need for confidentiality is 2 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 the status update on the WTEA negotiations;

"(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: \_\_\_\_\_;

"(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 \_\_\_\_\_;

**Thursday, October 10, 2019**

Regular Board of Education Meeting

Page 19

**WHEREAS**, the length of the Executive Session is estimated to be 30 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 | Mr. Shaw Jr. | Absent |
| Ms. Dredden   | Yes | Ms. Watkins  | Yes    |
| Mr. Fortune   | Yes | Ms. Peterson | Yes    |
| Ms. Martin    | Yes | Ms. Pitts    | Yes    |
| Ms. McClendon | Yes |              |        |

Motion Carried

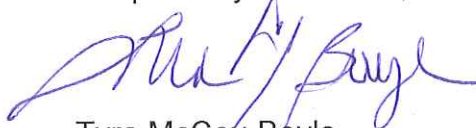
**XXI. ADJOURNMENT OF EXECUTIVE SESSION**

**A motion was made by Ms. Peterson, seconded by Ms. Dredden, to adjourn Executive Session at 9:05 p.m.**

Voice Vote: All in favor

**XXII. ADJOURNMENT Time: A motion was made by Ms. Peterson, seconded by Ms. Dredden to adjourn the meeting at 9:05 p.m. All Ayes.**

Respectfully Submitted,



Tyra McCoy-Boyle  
Business Administrator/Board Secretary



October 3, 2019

The Honorable President and  
Members of the Board of Education  
Township of Winslow School District  
40 Cooper Folly Road  
Atco, New Jersey 08004

We are engaged to audit the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Township of Winslow School District, County of Camden, State of New Jersey (herein referred to as "School District") for the year ended June 30, 2019. Professional standards require that we provide you with the following information related to our audit. We also appreciated the opportunity to meet with you to discuss this information further since a two-way dialogue can provide valuable information for the audit process.

Our Responsibilities under U.S. Generally Accepted Auditing Standards, Government Auditing Standards, Uniform Guidance and State of New Jersey Circular 15-08-OMB (if applicable)

As stated in our engagement letter dated June 10, 2019 our responsibility, as described by professional standards, is to express opinions about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities.

In planning and performing our audit, we will consider the School District's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinions on the financial statements and not to provide assurance on the internal control over financial reporting. If applicable, we will also consider internal control over compliance with requirements that could have a direct and material effect on a major federal or state program in order to determine our auditing procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with the Uniform Guidance and State of New Jersey Circular 15-08-OMB.

As part of obtaining reasonable assurance about whether the School District's financial statements are free of material misstatement, we will perform tests of its compliance with certain provisions of laws, regulations, contracts, and grants. However, providing an opinion on compliance with those provisions is not an objective of our audit. Also, if applicable, in accordance with the Uniform Guidance and State of New Jersey Circular 15-08-OMB, we will examine, on a test basis, evidence about the School District's compliance with the types of compliance requirements described in the U.S. Office of Management and Budget (OMB) Compliance Supplement and the New Jersey State Grant Compliance Supplement applicable to each of its major federal and state programs for the purpose of expressing an opinion on School District's compliance with those requirements. While our audit will provide a reasonable basis for our opinion, it will not provide a legal determination on School District's compliance with those requirements.

Generally accepted accounting principles provide for certain required supplementary information (RSI) to supplement the basic financial statements. Our responsibility with respect to management's discussion and analysis, budgetary comparison information, schedule of the School District's proportionate share of the net pension liability, schedule of the School District's pension contributions and schedule of changes in the School District's total OPEB Liability, which supplement the basic financial statements, is to apply certain limited procedures in accordance with generally accepted auditing standards. However, the RSI will not be audited and, because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance, we will not express an opinion or provide any assurance on the RSI.

We have also been engaged to report on supplementary information other than RSI that accompanies the School District's financial statements. The supplemental financial statements presented for the various funds are presented for purposes of additional analysis as required by the Division of Administration and Finance, Department of Education, State of New Jersey, and are not a required part of the basic financial statements, which accompany the financial statements but are not RSI. Our responsibility for this supplementary information, as described by professional standards, is to evaluate the presentation of the supplementary information in relation to the financial statements as a whole and to report on whether the supplementary information is fairly stated, in all material respects, in relation to the financial statements as a whole.

We have not been engaged to report on the introductory section or statistical section, which accompany the financial statements but are not RSI. Our responsibility with respect to this other information in documents containing the audited financial statements and auditor's report does not extend beyond the financial information identified in the report. We have no responsibility for determining whether this other information is properly stated. This other information will not be audited and we will not express an opinion or provide any assurance on it.

Bowman and Company, LLP will be providing the following nonattest/nonaudit services in conjunction with and/or in addition to the audit service:

1. Assistance with the preparing the financial statements, schedule of expenditure of federal awards (SEFA), schedule of expenditures of state financial assistance (SESFA) and related notes
2. Proposing entries affecting the financial statements
3. Preparing modified accrual to accrual entries including GASB 68 and GASB 75 conversion entries

These services do not constitute an audit under Government Auditing Standards. We have given significant consideration to the effect of these services on our independence and have concluded that our independence is not impaired. Part of our determination that our independence is not impaired, is the fact the management must assign a person with suitable skill, knowledge and experience, to oversee, review, approve and accept responsibility for the nonattest/nonaudit services performed. We want to stress the importance of this function to the President and member of the Board of Education and would be happy to discuss our considerations and analysis with the Board at any time.

#### Planned Scope, Timing of the Audit, and Other

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested.

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Material misstatements may result from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the school district. We will generally communicate our significant findings at the conclusion of the audit. However, some matters could be communicated sooner, particularly if significant difficulties are encountered during the audit where assistance is needed to overcome the difficulties or if the difficulties may lead to a modified opinion. We will also communicate any internal control related matters that are required to be communicated under professional standards.

We expect to begin our audit during October 2019 and issue our report prior to the NJ Department of Education due date or extended due date. Carol A McAllister is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

This information is intended solely for the use of President and Members of the Board of Education, as well as the management of the Township of Winslow School District, County of Camden, State of New Jersey, and is not intended to be, and should not be, used by anyone other than these specified parties.

Respectively submitted,  
BOWMAN & COMPANY LLP



Carol A McAllister, CPA, PSA

## Winslow Township Board of Education

### *Marketing Committee Meeting*

Tuesday, October 8, 2019

12:00 p.m.

Present: Dr. Poteat, Mr. Fortune

We discussed ways of engaging our parents and members of the community, as well as how we can continue to partner with the Township in meeting the needs of our students and parents.

1. In order to bridge the gap between parents and the schools, we would like to start with a "Chat and Chew with the Superintendent." We would like to start by inviting parents to our next Board Meeting, starting at 5:30 p.m. with a light meal and allowing the Superintendent to address the gathering. He will talk about some of his concerns with student achievement and why developing a partnership with the parents is important. At the end of the meeting, we will raffle away several gifts. The target audience for the meeting are the parents. All Board members are encouraged to participate.
2. We also discussed using our T.V. Production Programs at the High School and Middle School to develop "video clips" on hot topics in the district. Our students will take part in conveying the messages. These video clips can be accessed on YouTube, using a computer or any electronic device.
3. In another effort to market our schools and the Township, a meeting has been scheduled for October 18, with the Mayor, Mr. Norm Ingram, High School T.V. Production Teacher, Mr. Wyatt Siatkowski, from the film industry, and a T.V. Production graduate from the Class of 2013. We will be meeting with Mr. Steve Gorelick, Executive Director of the NJ Motion Picture and Television Commission, and Ms. Elizabeth Parchment, Director of Marketing and Chief Diversity Officer, to pursue establishing a Winslow Township Film Commission in cooperation with the Winslow Township School District. This project should enhance the marketing efforts of the school district and the Township. More importantly, this opportunity could create for our students a career path to motion pictures and TV Productions here in South Jersey.
4. Winslow Township School District will be working with Virtua Pediatric Mobile Services to provide Oral Health education and Dental Services to all of our Lower Elementary Schools. Next year, they will also provide free Flu Shots. The Marketing Committee will assist in getting the word out to all of our parents.
5. Marketing Committee will also be assisting Atlantic City Electric by providing information to parents on electric bill assistance. That information will be available in the very near future.
6. The Winslow Township High School Auditorium will be dedicated on Saturday, December 7, 2019 at 10:00 a.m. with a brief ceremony. The community will be able to tour the new auditorium from 10:15 a.m. to 12:00 p.m.

Our next Marketing Committee meeting will be scheduled in November.