

# WOODBINE BOROUGH BOARD OF EDUCATION

Minutes of the Regular Meeting  
Monday February 13, 2023 at 6:00 p.m.

The Regular Meeting of the Woodbine Borough Board of Education was called to order by President Gregory Hudgins on Monday, February 13, 2023 at 6:00 PM in the library of the school located at 801 Webster Street, Woodbine, County of Cape May, and State of New Jersey.

## I. CALL TO ORDER

CALL TO ORDER

Mr. Hudgins called the meeting to order at 6:00 P.M., and read the following statement and directed that it be made part of these minutes.

The New Jersey Open Public Meetings Law was enacted to ensure the rights of the public to have advance notice and to attend the meetings of the public bodies at which any business affecting their interest is discussed or acted upon. In accordance with the provisions of this Act, the Woodbine Board of Education has caused notice of this meeting to be published by having the date, time, and place thereof posted in The Press of Atlantic City, Cape May County Herald, at the entrance of the Woodbine Elementary School, and a copy emailed to the Woodbine Borough Clerk.

## II. PLEDGE TO THE FLAG

PLEDGE TO THE  
FLAG

Mr. Hudgins led those present in the Pledge of Allegiance.

## III. ROLL CALL

ROLL CALL

Members present at roll call: Ms. Bader, Ms. Larcombe, Ms. Mitchell, Ms. Rodriguez, Ms. Vives-Rivera, Ms. Young, Mr. Hudgins

Members absent at roll call: Ms. Hutchinson, Mr. Keenan

Others Present: Ms. Carleena Supp, Superintendent; Ms. Celine Kaelble, Supervisor; Mr. Darren Harris, Board Secretary; Mr. John Hansen, Interim Business Official; Mr. Ronald Latham, Assistant Business Administrator; the public

COMMUNICATIONS

## IV. COMMUNICATIONS

1. Revised Use of Facilities Request Form
2. Indicator 11 Letter from the NJDOE Office of Special Education - Letter from the New Jersey Department of Education Office of Special Education regarding Indicator 11 Closeout.
3. NJDOE Comprehensive to Targeted Status Letter - Letter from the New Jersey Department of Education Office of Comprehensive Support regarding change in Title 1 support status from Comprehensive to Targeted.

PRESENTATIONS

## V. PRESENTATIONS

1. Equivalency Application Proposal – Ms. Supp reviewed the Equivalency Application proposal for QSAC Instruction and Program Indicators 4 & 5.
2. Final Exit Plan – Mr. Crowley reviewed the Final Exit Plan for submission to the Department of Education by Mr. Terrence Crowley.

PRESENTATIONS  
EQUIVALENCY  
APPLICATION  
PROPOSAL

FINAL EXIT PLAN

## VI. AUDIENCE PARTICIPATION - None

AUDIENCE  
PARTICIPATION

# WOODBINE BOARD OF EDUCATION MINUTES – FEBRUARY 13, 2023

WORK SESSION  
DISCUSSION

## VII. WORK SESSION DISCUSSION

1. Committee Reports – The Building and Grounds will be meeting 2:30 P.M. Thursday, February 16, 2023.
2. Superintendent's Report – Ms. Supp reviewed the Superintendent's Report.
3. State Monitor's Report – Mr. Crowley reviewed the State Monitor's Report. Mr. Hansen gave the Board an update on the budget and where we currently stand.
4. Discussion on Agenda Items – Ms. Vives-Rivera asked about the field trip to Philadelphia, and the wax Black History Month event.  
Ms. Vives-Rivera asked about McKinney Vento student. Mr. Latham explained.  
Ms. Larcombe asked if we are hiring a replacement for the resignation. Ms. Supp said there is a long term substitute we will need to fill in for next year.

COMMITTEE RPTS

SUPERINTENDENT  
RPT

STATE MONITOR'S  
RPT

DISCUSSION ON  
AGENDA ITEMS

ADJOURNED INTO  
VOTING SESSION

## VIII. ADJOURNMENT INTO VOTING SESSION

Moved by Ms. Larcombe and seconded by Ms. Bader that the Board of Education approve to adjourn the work session meeting and open the Business portion of the meeting, 6:54 P.M.

Roll Call: Ayes (7) Ms. Bader, Ms. Larcombe, Ms. Mitchell, Ms. Rodriguez, Ms. Vives-Rivera, Ms. Young, Mr. Hudgins

Noes (0)

Abstain (0)

Motion Carried

MINUTES

## IX. MINUTES

Moved by Ms. Bader and seconded by Ms. Vives-Rivera that the Board of Education approve the minutes from the following Board of Education Meetings:

- Regular Meeting on January 4, 2023

Roll Call: Ayes(6) Ms. Bader, Ms. Larcombe, Ms. Mitchell, Ms. Rodriguez, Ms. Young, Mr. Hudgins  
Noes (0) Abstain Ms. Vives-Rivera Motion Carried

BOE MEETING 1/4/23

ACTION ITEMS –  
ADMINISTRATION

## X. ACTION ITEMS - ADMINISTRATION

Moved by Ms. Rodriguez and seconded by Ms. Bader that the Board of Education approve the following:

BE IT RESOLVED the Woodbine Board of Education approve the following as recommended by the Superintendent:

1. Affirm HIB Cases - The following Harassment, Intimidation, and Bullying (HIB) cases completed between 12/20/22 and 1/4/23 (in accordance with N.J.S.A. 18A:37 - NJ Anti-Bullying Bill of Rights Act):  
Case #HIB-2022-2023-004: Unfounded
2. Acknowledge HIB Cases - To acknowledge the following Harassment, Intimidation, and Bullying (HIB) cases completed between 1/5/2023 and 2/13/23 (in accordance with N.J.S.A. 18A:37 - NJ Anti-Bullying Bill of Rights Act):  
Case #HIB-2022-2023-005: Unfounded
3. Equivalency Application Proposal - The Equivalency Application proposal for QSAC Instruction and Program Indicators 4 & 5.
4. WSD Revised IPM Plan - The revised Woodbine School District Integrated Pest Management Plan (see attached).
5. Maternity Leave - The following maternity leave:  
Sarah Vandever from August 28, 2023 until January 3, 2024.
6. Resignation - Accept the resignation of Jessica Hartman, effective May 1, 2023.
7. Field Trip - Date Reschedule - Confirm the approval of the rescheduled date of February 13, 2023 for the field trip for ELL students in grades K-7 to visit the Franklin Institute in

AFFIRM HIB

ACKNOWLEDGE HIB

EQUIVALENCY APP  
PROPOSAL

WSD REVISED IPM  
PLAN

MATERNITY LEAVE

RESIGNATION

FIELD TRIP  
RESCHEDULED

**WOODBINE BOARD OF EDUCATION MINUTES – FEBRUARY 13, 2023**

Philadelphia, PA. The original request was approved on 10/17/23. Chaperones will include Ms. Stephanie Davis (teacher), Ms. Zoraida Lopez (parent) and Ms. Eunice Gonzalez Osoria (parent).

- |     |   |   |
|-----|---|---|
| 8.  | Event - Vision Screenings - The Lions Club to perform vision screenings on January 18, 2023 during the school day. There is no cost and the screenings will take place in the nurse's office.   | VISION SCREENING<br>EVENT                               |
| 9.  | Event - PTA Valentine Craft - Confirm the approval of the Woodbine Elementary School PTA to hold their Valentine's craft event in the WES cafeteria on February 9, 2023 from 2:30 pm - 4:00 pm.   | PTA VALENTINE<br>CRAFT EVENT                            |
| 10. | Event - Curbside Health and Hygiene Supply Giveaway - SOAR Church in conjunction with Johnson's Popcorn to hold a curbside Health and Hygiene Supply Giveaway on February 22, 2023 at 2:30 pm during dismissal.   | CURBSIDE HEALTH<br>EVENT                                |
| 11. | Event - Woodbine In Wax Black History Month Event - The Woodbine In Wax event to take place in the Cafeteria on February 28, 2023 from 9:00 am - 10:30 am in recognition of Black History Month. Classes will create presentations and families and community members will be invited to attend.                      | WOODBINE IN WAX<br>EVENT                                |
| 12. | Event - Community Resource Fair - The use of the WES Cafeteria for a Community Resource Fair organized by the WES Administration on April 4, 2023 from 12:30 pm - 3:00 pm.  | COMMUNITY<br>RESOURCE FAIR                              |
| 13. | Event - AtlantiCare Assembly - The AtlantiCare Kids 360 Program assembly provided by AtlantiCare Healthy Schools Initiative in conjunction with the WES Physical Education department to students in grades 6 & 7 on March 15, 2023. There is no cost for this program.   | ATLANTICARE<br>ASSEMBLY                                 |
| 14. | Event - WEA Family Paint Night - The Woodbine Education Association to hold a Family Paint Night event in the WES cafeteria on March 3, 2023 from 4:00 pm - 5:30 pm.  | WEA FAMILY PAINT<br>NIGHT                               |
| 15. | Event Request - Kids Heart Challenge - The Kids Heart Challenge to take place from February 20, 2023 through March 22, 2023 to raise money for the American Heart Association.  | KID HEAR<br>CHALLENGE EVENT                             |
| 16. | Facilities Use Request – Repass - The request for use of facilities on January 14, 2023 from 12:00 pm - 4:00 pm for the purpose of a community repass (see attached).   | FACILITIES REQUEST<br>– REPASS                          |
| 17. | Facilities Use Request – Repass - The request for use of facilities on January 28, 2023 from 12:00 pm - 5:00 pm for the purpose of a community repass (see attached).   | FACILITIES REQUEST<br>– REPASS                          |
| 18. | Professional Development Request - Celine Kaelble, Assistant Principal, to attend Handle With Care Instructor Training (Train the Trainer) on April 24 - 26, 2023 at the Hilton Garden Inn Hamilton in Hamilton, NJ. The cost of the training and mileage totaling \$1683.13 will be paid through ESSER/ARP II funds. | PD C. KAEUBLE –<br>HAND WITH CARE                       |
| 19. | Professional Development Request - Kelly Hinsley to attend Foundations Level 3 virtual training provided by SRI ETTC on February 16, 2023. The cost for the district is 5 ETTC hourly credits.  | PD K. HINSLEY –<br>FOUNDATIONS LEVEL<br>3               |
| 20. | Professional Development Request - Robyn Nichols to attend CS Coastal Hub K-12 "Little Bits" STEAM education training on February 14, 2023 at Stockton University in Galloway, NJ. There is no cost for this training.  | PD R. NICHOLS – CS<br>COASTAL HUB                       |
| 21. | Professional Development Request - The approval of Carleena Supp, Superintendent, to attend the PEOSH/NJADP required Indoor Air Quality Training on February 3, 2022 at Atlantic Cape Community College. There is no cost for this training.  | PD C. SUPP –<br>PEOSH/NJADP                             |
| 22. | Professional Development Request - Carleena Supp, Superintendent, to attend Responding to School Bomb Threats training at the SRI/ETTC Training Center in Galloway, NJ on March 14, 2023 from 1:00 pm - 3:00 pm. There is no cost for this session.   | PD C. SUPP –<br>RESPONDING TO<br>SCHOOL BOMB<br>THREATS |

## WOODBINE BOARD OF EDUCATION MINUTES – FEBRUARY 13, 2023

SUBS – B. ADAMS, H. EGAN

23. Substitute Teachers - Blanche Adams and Hadley Egan as substitute teachers at a rate of \$125 per day pending background check and clearance.

STUDENT TEACHER PLACEMENT

24. Student Teaching Placement - Marcella Stahler, a Grand Canyon University student, to complete the following student teaching placement with Ms. Megan Gans during the 2022-2023 school year:

Spring 2023 - Student Teaching from March 20, 2023 - May 14, 2023

23-24 SCHOOL YR CALENDAR

25. 2023-2024 School Year Calendar - The attached 2023-2024 school year calendar.

Roll Call: Ayes (\*7) Ms. Bader, Ms. Larcombe, \*Ms. Mitchell, \*Ms. Rodriguez, \*Ms. Vives-Rivera, Ms. Young, Mr. Hudgins

Noes (\*1) Ms. Vives-Rivera – *Item #25 only*  
*#16 only*

Abstain (\*2) Ms. Mitchell, Ms. Rodriguez – *Item*  
*Motion Carried*

ACTION ITEMS – FINANCE

### XI. ACTION ITEMS - FINANCE

Moved by Ms. Larcombe and seconded by Ms. Mitchell that the Board of Education approve the following:

BOARD SECRETARY'S REPORT

1. Board Secretary Report - In accordance with N.J.S.A. 18A:17-9 for the month of December 31, 2022, the Board Secretary certifies that no line item has been over expended in violation of N.J.A.C. 6A:23A-16.10 (c) 3 and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

TREASURER'S REPORT

2. Treasurer's Report - The Treasurer's Reports, which is in accordance with N.J.S.A. 18A:17-36 for the month ending December 31, 2022. The Treasurer's Report and Secretary's Report are in agreement for the month ending December 31, 2022.

CERTIFICATION

3. Certification - Pursuant to N.J.A.C. 6A:23-16.10(c)4, the Woodbine Borough Board of Education can Certify that as of January 31, 2023 and after review of the Secretary's Monthly Financial Report and the Treasurer's Monthly Financial Report and upon consultation with the appropriate district officials, to the best of the Boards' knowledge, that no major account or fund has been over-expended in violation of N.J.A.C. 6A:23-16.10(a)1. and in accordance with N.J.A.C. 6A:23A-16.10 (c) 2, certifies that there are no changes in anticipated revenue amounts or revenue sources. Sufficient funds are available to meet the district's financial obligations for the remainder of the 2022-2023 fiscal year.

TRANSFERS

4. Transfer Status Report - The transfer status report and transfers for the month of December 2022.

BILLS

5. Warrants - Electronic Funds Transfer to account for state mandated deductions from State Aid which are automatically forwarded to Special Services Districts for special education Warrant bills in the amount of \$614,497.83. This amount includes:  
Electronic Funds Transfers  
Payroll  
State Payments  
Authorize the Business Administrator to pay any additional bills due and owing and make transfers of funds as necessary so that no budgetary line item is over expended for the 2022-2023 school year. A list of bills paid and transfers made will be provided at the next regular board meeting.

REPAY STATE AID

6. Repayment of State Aid Advancement - The final payment of state aid advancement. This amount is \$156,000.00, which will be funded by the additional unbudgeted maintenance of equity funds.

MIDDLE TWP TUITION

7. Middle Township Tuition Contracts - The tuition contracts with Middle Township School District for the 2022-2023 school year:

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McKinney Vento Act Placement: One student at \$42.97 per diem - Effective 9/7/22 through 6/16/23

McKinney Vento Act Placement: One student at \$85.93 per diem - Effective 9/7/22 through 6/16/23

- 8. Transportation Jointure - The Transportation Jointure with Cape May County Special Services. The cost of the jointure is \$14,350.

TRANS JOINTURE –  
CAPE MAY CO  
SPECIAL SERVICES

Roll Call: Ayes (\*7) Ms. Bader, Ms. Larcombe, \*Ms. Mitchell, \*Ms. Rodriguez, Ms. Vives-Rivera, Ms. Young, Mr. Hudgins

Noes (0) Abstain (\*2) Ms. Mitchell, Ms. Rodriguez – *check #12654 only* Motion Carried

**XII. ADDENDUM**

ADDENDUM

Moved by Ms. Rodriguez and seconded by Ms. Vives-Rivera that the Board of Education approve the following:

- 1. Professional Development Request - Erika Himstedt to attend the virtual workshop "The Eye of the Storm" on March 1, 2023. There is a cost of \$125 for this session.

PD E. HIMSTEDT –  
THE EYE OF THE  
STORM

Roll Call: Ayes (7) Ms. Bader, Ms. Larcombe, Ms. Mitchell, Ms. Rodriguez, Ms. Vives-Rivera, Ms. Young, Mr. Hudgins

Noes (0) Abstain (0) Motion Carried

**XIII. UNFINISHED BUSINESS**

UNFINISHED  
BUSINESS

- 1. Bleacher Discussion - Discussion of bleacher quote from Degler-Whiting, Inc.

**XIV. NEW BUSINESS - None**

NEW BUSINESS

**XV. FOR YOUR INFORMATION - None**

FYI

**XVI. AUDIENCE PARTICIPATION - None**

AUDIENCE  
PARTICIPATION

**XVII. RECESS INTO EXECUTIVE SESSION**

EXECUTIVE SESSION

Moved by Ms. Rodriguez and seconded by Ms. Vives-Rivera that the Board of Education approve, by Resolution, adjourn into Executive Session. 7:14 P.M.

RESOLVED: At a public meeting of the Board of Education of Woodbine, held this evening, pursuant to the “Open Public Meetings Act”, the following subjects to be discussed in a session of the Board closed to the public.

It is presently anticipated that the items mentioned in the resolution may be disclosed to the public upon final determination of the subject by the Board of Education. Action (may) or (may not) be taken.

Topics to be discussed: HIB Cases, Superintendent Evaluation/Update on Progress of Goals  
Unanimously approved

**XVIII. RESUMPTION OF PUBLIC PORTION OF THE MEETING**

OPEN SESSION

Moved by Ms. Rodriguez and seconded by Ms. Vives-Rivera that the Board of Education approve to adjourn into Open Session. 7:21 P.M.

Roll Call: Ayes (7) Ms. Bader, Ms. Larcombe, Ms. Mitchell, Ms. Rodriguez, Ms. Vives-Rivera, Ms. Young, Mr. Hudgins

Noes (0) Abstain (0) Motion Carried

**XIX. FOR THE GOOD OF THE ORDER - None**

FOR THE GOOD OF  
THE ORDER

**WOODBINE BOARD OF EDUCATION MINUTES – FEBRUARY 13, 2023**

**ADJOURNED**

**XX. ADJOURNMENT**

Moved by Ms. Larcombe and seconded by Ms. Vives-Rivera that the Board of Education approve to adjourn the meeting Board of Education meeting. 7:21 P.M.

Respectfully Submitted,

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Darren Harris, Board Secretary  
February 13, 2023