

**WOODBINE BOROUGH BOARD OF EDUCATION**

Minutes of the Regular Meeting  
Tuesday, May 9, 2022 at 6:00 p.m.

The Regular Meeting of the Woodbine Borough Board of Education was called to order by President Gregory Hudgins on May 9, 2022 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, 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.

**IV. ROLL CALL**

ROLL CALL

Members present at roll call: Ms. Sandra Bader, Mr. Gregory Hudgins, Ms. Alicia Larcombe, Ms. Adelina Mitchell, Ms. Miriam Vives-Rivera, Ms. Melissa Rodriguez

Members absent at roll call: Ms. Wanda Young

Others Present: Mr. Dennis Anderson; Superintendent; Mr. Joseph Giambri, Board Secretary; the public

**IV. COMMUNICATIONS**

COMMUNICATIONS

1. SSBVEEVR - Replacement or New Approval Letter - E-mail received from NJCEP approving the district for \$2,065,059.75 for New or Replacement HVAC Upgrades
2. CE/CEAS Pilot Program - Woodbine School District was approved for participation in the 5-year CE/CEAS Pilot Program.
3. Chapter 408 Critical Need - Woodbine School District was approved for participation in the Chapter 408 Critical Need, hiring of retirees.

**V. PRESENTATIONS - None**

PRESENTATIONS

**VI. AUDIENCE PARTICIPATION - None**

AUDIENCE PARTICIPATION

**VII. WORK SESSION DISCUSSION**

1. Committee Reports
2. Superintendent's Report
  - A. Superintendent Activities
3. State Monitor's Report

WORK SESSION COMMITTEE REPORTS SUPERINTENDENT'S REPORT

STATE MONITOR'S REPORT

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## AGENDA ITEMS

4. Discussion on Agenda Items – Ms. Vives-Rivera asked about salaries of the rehires. Mr. Anderson explained how employees are placed on the guide when hired. Ms. Rodriguez asked about the non-public councilor. Mr. Giambri explained the positions and how/why the Board employs them.

## ADJOURNED INTO VOTING SESSION

### VIII. ADJOURNMENT INTO VOTING SESSION

Moved by Ms. Vives-Rivera and seconded by Ms. Mitchell that the Board of Education approve to adjourn the work session meeting and open the Business portion of the meeting. 6:20 P.M.  
Unanimously approved

## APPOINTMENTS & DESIGNATIONS

### IX. APPOINTMENTS AND DESIGNATIONS

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

## PROFESSIONAL SERVICES

1. Professional Service Contracts - Resolution, to award contracts for “professional services” for a one-year term, commencing July 1, 2022 through June 30, 2023, without competitive bidding.

- Annual Appointments:

School Auditor	Nightlinger, Colivata, and Volpe
School Solicitor	Michael Stanton, Esq
Property, Liability Insurance Broker	New Jersey Schools Insurance Group
Dental Insurance Broker	Marsh & McLennan Agency
Architect of Record	Garrison
Medical Inspector	Dr. Andrew Drake
Regulatory Services	TTI Environmental
Special Counsel	Porzio, Bromberg, and Newman P.C.
Bond Counsel	Wilentz Law Group

## STAFF APPOINTMENTS

2. Staff Appointments:

Public Compliance Officer	Joseph Giambri Jr.
Business Administrator	Joseph Giambri Jr.
Qualified Purchasing Agent	Joseph Giambri Jr.
ADA Compliance Officer	Joseph Giambri Jr.
Affirmative Action Officer	Nicole Continisio
Section 504 Compliance Officer	Nicole Continisio
Integrated Pest Management Coordinator	Superintendent
Right-to-know Coordinator	Joseph Giambri Jr.
Anti-Bullying Coordinator	Jacklyn Merollo
Anti-Bullying Specialist	Nicole Continisio
Homeless Liaison	Erika Himstedt
Safety & Health Coordinators	Erika Himstedt & Nicole Continisio
Open Public Records Act Officers:	
Financial Information	Joseph Giambri Jr.
Administrative Information	Superintendent

## OFFICIAL NEWSPAPER

3. Official Newspapers - The Press of Atlantic City & Cape May County Herald

## PETTY CASH

4. School Petty Cash - The re-establishment of a petty cash account in the school office in the amount of \$500.00

## TRAVEL RESOLUTION

5. Resolution – Travel Expenses - The following Resolution regarding school district travel costs as per Board Policy 3335- Travel Expenses, N.J.A.C. 6A:23B and N.J.A.C 23A-7.3:

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NOW THEREFORE, BE IT RESOLVED that the Woodbine Board of Education hereby establishes the school district travel cost maximum for the 2022-2023 school year at \$3,800.00.

WHEREAS, the school district travel cost maximum for the 2021-2022 school year, including local, state and federal funds was \$3,800.00.

WHEREAS, the school district travel cost maximum limit not to exceed \$1,500.00 per employee.

BE IT FURTHER RESOLVED that the Business Administrator shall track and record costs to ensure that the maximum amount is not exceeded.

- 6. Depository of School Funds - Sturdy Savings Bank of Stone Harbor, NJ
- 7. Account Signatories - The district accounts and signatories for the 2022-2023 school year, effective July 1, 2022:

DEPOSITORY OF  
SCHOOL FUNDS  
  
ACCOUNT  
SIGNATORIES

<u>Account Name/Number</u>	<u>Requirements/Signatories</u>
Warrant Account (xxxx3973)	Superintendent Board President or Board Vice President Board Secretary <i>Requires three (3) signatures</i>
Payroll Account (xxxx6325)	Board Secretary <i>Requires one (1) signature</i>
Agency Account (xxxx6317)	Board Secretary <i>Requires one (1) signature</i>
Cafeteria Account (xxxx0604)	Board Secretary Superintendent <i>Requires two (2) signatures</i>
General School Fund (xxxx0647)	Board Secretary Board President or Board Vice President Superintendent <i>Requires two (2) signatures</i>
Donations & Gifts (xxxx0218)	Board Secretary Board President or Board Vice President Superintendent <i>Requires two (2) signatures</i>
School Library Account (xxxx3666)	Board Secretary Board President or Board Vice President Superintendent <i>Requires two (2) signatures</i>
Latchkey Account (xxxx7062)	Board Secretary Board President or Board Vice President <i>Requires two (2) signatures</i>
School Store Account (xxxx3715)	Board Secretary Board President or Board Vice President Superintendent <i>Requires two (2) signatures</i>
Construction Project Account	Board Secretary

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- (xxxx0149) Board President or Board Vice President  
*Requires two (2) signatures*
- Flexible Spending Account Board Secretary
- (xxxx2605) *Requires one (1) signatures*

8. Business Services Agreement - The Business Services Agreement with Pittsgrove Township Board of Education for the 2022-2023 school year, in the sum of \$84,896.00.

Unanimously approved

**ACTION ITEMS – ADMINISTRATION**

**X. ACTION ITEMS - ADMINISTRATION**

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

1. Staff Appointments

To rehire the following listed Tenured Certified Staff for the 2022-23 School Year:

Name	Hire Date	Step on Guide	Salary
Berenato, Melissa	1/1/17	6 BA	\$57,639
Benedetto, Whitney	9/28/15	7 MA	\$60,239
Bodenschatz, Margaret	1/1/18	15 BA	\$74,404
Campbell, Allison	9/1/17	7 BA	\$58,139
Continasio, Nicole	2/16/15	7 MA	\$60,239
Egan, Stacey	9/1/14	9 BA	\$61,114
Davis, Stephanie	9/26/12	10 MA + 30	\$66,594
Formento, Christine	4/1/11	10 BA	\$63,294
Gans, Megan	9/1/11	10 BA +30	\$64,594
Harris, Abbe	9/1/84	20 MA + 30	\$88,954
Hartman, Jessica	9/1/16	10 MA	\$65,394
Hinsley, Joseph	9/1/16	6 BA	\$57,639
Hinsley Kelly	9/1/16	6 BA	\$57,639
Hearon, Courtney	9/1/02	20 BA	\$85,654
McGay, Kelly	9/1/93	20 BA	\$85,654
Mercado, Jennifer	9/1/09	12 BA	\$67,654
Merollo, Jacklyn	9/1/06	16 BA	\$76,654
Mozitis, Thomas	9/1/17	17 MA	\$81,004
Murray, Jasmine	11/14/12	8 MA	\$61,039
Schleckser, Steven	9/1/12	13 BA	\$69,904
Welcz, Todd	9/16/16	20 MA	\$87,754

To rehire the following listed Non-Tenured Certified Staff for the 2022-23 School Year:

Name	Hire Date	Step on Guide	Salary
Biglin, Devon	8/30/21	6 MA	\$59,739
Chamlee, Shelly	8/30/21	5 BA	\$57,389
Dibabbo, Judith	8/30/21	10 BA	\$63,294
Dice, Anne	1/2/21	6 MA (3/5)	\$35,843
Himstedt, Erika	3/1/20	16 BA	\$76,654
Halsey, Sara	8/30/21	4 MA (2/5)	\$23,696
Lally, Brooke	8/28/19	4 BA	\$57,139
McGuigian, Declan	8/30/21	2 BA	\$56,639
Shanteau, Rachel	1/1/19	4 BA	\$57,139
Smith, Mary-Teresa	8/27/18	8 BA +30	\$60,239
Vandever, Sarah	8/30/21	4 BA +30	\$58,439

**STAFF APPOINTMENTS  
TENURED CERTIFIED  
STAFF**

**NON-TENURED  
CERTIFIED STAFF**

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To rehire the following listed Non-Administration and Support Staff for the 2022-23 School Year:

Name	Position	Hire Date	Salary
Kaelble, Celine	Prek-3 Supervisor/Asst. Principal	9/1/08	\$98,074
Kane, Nova	Confidential Secretary	7/13/15	\$39,015
Morales, Monica	Confidential Secretary	8/18/10	\$42,058

NON-ADMINISTRATION & SUPPORT STAFF

2. Letter of Resignation - From Anne Dice.
3. Field Trip - The field trip to the Camden Aquarium on June 6, 2022, for grades K-2.
4. Staff Hire - Virginia Cavella, non-public councilor, at the rate of \$30.00. She will work with Woodbine students at Bishop McHugh and be funded through Title I Non-public money.
5. Mentoring and Academy - Richard Starodub as the mentor for Carleena Supp through the NJASA mentorship program and NJASA Academy.
6. Unpaid Leave - The unpaid leave of absence for employee 1012 on May 24th and 25th.
7. Consultant - Dennis J. Anderson as an educational consultant, on an as needed basis, from June 1, 2022 until June 30, 2022 at the rate of \$400 per day.
8. Policy- Second Reading - The following revised policy for second reading and adoption:
  - 4119.22/4219.22 - Conduct and Dress Code
9. Summer Hours - The summer hours for 12-month staff as Monday to Thursday 8:30am-2:30pm, beginning June 20, 2022.

RESIGNATION A. DICE

FIELD TRIP

V. CAVELLA – NON-PUBLIC COUNCILOR

MENTORING & ACADEMY

UNPAID LEAVE

CONSULTANT – D. ANDERSON

POLICY

SUMMER HOURS

Unanimously approved

ACTION ITEMS – FINANCE

**XI. ACTION ITEMS - FINANCE**

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

1. Board Secretary Report - Pursuant to N.J.A.C. 6A:23A-16.10(c) 3, I can certify that as of March 31, 2022, no budgetary line item account has obligations and payments (contractual orders) which in total exceed the amount appropriated by the Woodbine Board of Education pursuant to N.J.S.A. 18A:22-8.1 and N.J.S.A. 18A:22-8.2. I can certify that budgetary line item accounts have not been over-expended in violation of N.J.A.C. 6:23A-16.10(c) 4.
2. Treasurer's Report - Treasurer's Report, is in accordance with N.J.S.A. 18A:22-8.1 and 18A:22-8.2, for the month ending March 31, 2022. The Treasurer's Report and Secretary's Report are in agreement for the month ending March 31, 2022.
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 March 31, 2022 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. Sufficient funds are available to meet the district's financial obligations for the remainder of the 2021-2022 fiscal year.
4. Transfer Status Report - For the month of March 2022.
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 \$242,019.30. This amount includes:
  - Electronic Funds Transfers
  - Payroll
  - State Payments

BOARD SECRETARY'S REPORT

TREASURER'S REPORT

CERTIFICATION

TRANSFER STATUS

BILLS

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Authorize the Business Administrator to pay any additional bills due and owing and make transfer of funds as necessary so that no budgetary line item is over expended for the 2021-2022 school year. A list of bills paid and transfers made will be provided at the next regular board meeting.

SHARED MUSIC  
TEACHER

6. Shared Music Teacher - The Interlocal Agreements between the Stone Harbor and Avalon Board of Education for sharing of a school music teacher for the 2022-2023 school year. Woodbine will bill each district \$19,699.14 for their share.

ESY

7. Extended School Year - The attached extended school year placements as recommended by the Child Study Team.

ACCOUNT  
SIGNATURE

8. Account Signature - Carleena Supp, Superintendent, as an account signature for all bank accounts beginning June 1, 2022, replacing Dennis J. Anderson.

SREC

9. SREC - Selling 385 SREC's at the June 8, 2022 auction.

Ayes (\*6) Ms. Bader, Ms. Larcombe, \*Ms. Mitchell, \*Ms. Rodriguez, Ms. Vives-Rivera, Mr. Hudgins  
Noes (0) Abstain (\*2) Ms. Mitchell, Ms. Rodriguez – *ck #12327 only* Motion Carried

ADDENDUM

### XII. ADDENDUM

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

EVALUATION TOOL

1. Evaluation Tool - The Danielson Framework as the evaluation tool for the 2022-2023 school year.

FUNDRAISER

2. Fundraiser - The bake sale fundraiser for the Middle School, to help fund the cost of their field trip.

Roll Call: Ayes (6) Ms. Bader, Ms. Larcombe, Ms. Mitchell, Ms. Rodriguez, Ms. Vives-Rivera, Mr. Hudgins

Noes (0) Abstain (0) Motion Carried

UNFINISHED  
BUSINESS

### XIII. UNFINISHED BUSINESS

1. NJSBA Workshop 2022 - NJSBA will hold its annual Workshop at the Atlantic City Convention Center on October 24-26, 2022. The regular group registration rate of \$2,100 or the individual registration rate for Workshop 2022 is \$550 per person.

NJSBA WORKSHOP

Moved by Ms. Rodriguez and seconded by Ms. Mitchell that the Board of Education approve the group registration for the NJSBA Workshop in Atlantic City.  
Unanimously approved

NEW BUSINESS

XIV. NEW BUSINESS - None

FYI

XV. FOR YOUR INFORMATION - None

AUDIENCE  
PARTICIPATION

XVI. AUDIENCE PARTICIPATION - None

EXECUTIVE SESSION

XVII. RECESS INTO EXECUTIVE SESSION - None

OPEN MEETING

XVIII. RESUMPTION OF PUBLIC PORTION OF THE MEETING

FOR THE GOOD OF  
THE ORDER

XIX. FOR THE GOOD OF THE ORDER

ADJOURNED

XX. ADJOURNMENT

**WOODBINE BOARD OF EDUCATION MINUTES – MAY 9, 2022**

Moved by Ms. Larcombe and seconded by Ms. Rodriguez that the Board of Education approve that the Board of Education meeting be adjourned. 6:28 P.M.

Recommended Motion: that the Woodbine Board of Education adjourn the meeting.

Roll Call: Ayes (6) Ms. Bader, Ms. Larcombe, Ms. Mitchell, Ms. Rodriguez, Ms. Vives-Rivera, Mr. Hudgins

Noes (0)

Abstain (0)

Motion Carried

Respectfully Submitted,

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Joseph Giambri, Board Secretary  
May 9, 2022