

WOODBINE BOROUGH BOARD OF EDUCATION

Minutes of Regular Meeting
Monday May 20, 2024 at 6:00 p.m.

The Regular Meeting of the Woodbine Borough Board of Education was called to order by Board President, Ms. Alicia Larcombe on Monday, May 20, 2024 at 6:00 pm at the Woodbine Elementary School Media Center, 801 Webster Street, Woodbine, NJ 08270.

I. CALL TO ORDER

Ms. Larcombe called the meeting to order at 6:00 pm, 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 of 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 Cape May County Herald and The Press of Atlantic City; at the entrance of the Woodbine Elementary School.

CALL TO ORDER

II. PLEDGE TO THE FLAG

Ms. Larcombe led those present in the Pledge of Allegiance.

PLEDGE TO THE FLAG

IV. ROLL CALL

Board President, Ms. Larcombe called for a roll call of members present: Ms. Sandra Bader, Ms. Rebekah Enright, Ms. Janita Hutchinson, Ms. Adaline Mitchell (6:09 P.M.), Ms. Melissa Rodriguez, Ms. Miriam Vives-Rivera, Ms. Wanda Young, Ms. Alicia Larcombe

ROLL CALL

Members absent at roll call:

Others Present: Ms. Carleena Supp, Superintendent; Mrs. Lesa Robbins, Assistant Business Administrator; Mr. Darren Harris, Board Secretary; the public

COMMUNICATIONS

IV. COMMUNICATIONS

Ms. Supp reviewed the following:

1. SPAN Selection Notification - District selection letter from NJ's Parent Advocacy Network (SPAN) notifying Woodbine School District of selection to participate in the New Jersey Family Engagement Hub to implement and enhance family engagement.
2. CRDC Certification Letter - Letter received from the Office of Civil Rights (OCR) certifying the 2023-2024 Civil Rights Data Collection (CRDC) survey submitted for the 2021-2022 school year by Woodbine School District.

V. PRESENTATIONS - None

PRESENTATIONS

VI. PUBLIC COMMENTS ON AGENDA ITEMS - None

PUBLIC COMMENTS

VII. EXECUTIVE SESSION

Moved by Ms. Enright and seconded by Ms. Hutchinson that the Board of Education approve, by Resolution, adjourning into Executive Session. 6:04 P.M.

EXECUTIVE SESSION

RESOLVED: At a public meeting of the Woodbine Board of Education, 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

Superintendent Evaluation

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 be taken.

Ayes (7) Ms. Bader, Ms. Enright, Ms. Hutchinson, Ms. Rodriguez, Ms. Vives-Rivera, Ms. Young, Ms. Larcombe

Noes (0)

Abstain (0)

Motion Carried

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Ms. Mitchell arrived at 6:09 P.M.

CLOSE EXECUTIVE SESSION

Moved by Ms. Enright and seconded by Ms. Mitchell that the Board of Education approve to close Executive Session. 6:25 P.M.

Unanimously approved

VIII. WORK SESSION DISCUSSION

1. Committee Reports - None
2. Superintendent's Report – Ms. Supp reviewed the Superintendent's Report with the Board.
3. Discussion on Agenda Items – Ms. Vives-Rivera asked about the Board solicitors, safe return plan and spoke on behalf of hiring teachers that live in the community

IX. ADJOURNMENT INTO VOTING SESSION

Moved by Ms. Hutchinson and seconded by Ms. Enright that the Board of Education approve the Board of Education adjourn the work session meeting and open the Business portion of the meeting. 6:42 P.M.

Unanimously approved

X. MINUTES

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

- Regular Meeting on April 29, 2024
- Executive Meeting on April 29, 2024

Roll Call: Ayes (7) Ms. Bader, Ms. Enright, Ms. Hutchinson, Ms. Rodriguez, Ms. Vives-Rivera, Ms. Young, Ms. Larcombe

Noes (0)

Abstain (1) Ms. Mitchell

Motion Carried

XI. APPOINTMENTS AND DESIGNATIONS

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

1. Professional Service Contracts - Approval, by Resolution, to authorize awarding contracts for "professional services" or "extraordinary unspecified services" for a one-year term, commencing July 1, 2024 through June 30, 2025, without competitive bidding, to the following:

Annual Appointments:

School Auditor

School Solicitor

Property, Liability Insurance Broker

Dental Insurance Broker

Architect of Record

Medical Inspector

Regulatory Services

Special Counsel

Bond Counsel

2. Staff Appointments

Public Compliance Officer

Business Administrator

ADA Compliance Officer

Designated Person

Affirmative Action Officer/Title IX Compliance

Section 504 Compliance Officer

I&RS Coordinator

Integrated Pest Management Coordinator

Right-to-know Coordinator

School Safety Specialist

Nightlinger, Colivata, and Volpe

Michael Stanton, Esq

New Jersey Schools Insurance Group

Marsh & McLennan Agency

Garrison Architects

Dr. Andrew Drake

TTI Environmental

Porzio, Bromberg, and Newman P.C.

Wilentz Law Group

Lesa Robbins

Lesa Robbins

Lesa Robbins

Lesa Robbins

Brianna Gardner

Brianna Gardner

Jennifer Mercado

Superintendent

Lesa Robbins

Superintendent

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Anti-Bullying Coordinator	Celine Kaelble
Anti-Bullying Specialist	Brianna Gardner
District Testing Coordinator	Brianna Gardner
Homeless Liaison	Erika Himstedt
Safety & Health Coordinator	Erika Himstedt
Open Public Records Act Officer:	
Financial Information	Lesa Robbins
Administrative Information	Superintendent

3. Official Newspapers - The Press of Atlantic City and Cape May County Herald as the official newspaper of the Board of Education.
4. School Petty Cash - The re-establishment of a petty cash account in the school office in the amount of \$500.00
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:
NOW THEREFORE, BE IT RESOLVED that the Woodbine Board of Education hereby establishes the school district travel cost maximum for the 2024-2025 school year at \$10,000.00.
WHEREAS, the school district travel cost maximum for the 2023-2024 school year, including local, state and federal funds was \$5,000.00.
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 insure that the maximum amount is not exceeded.
6. Depository of School Funds - Currently: Sturdy Savings Bank
7. Approval of the district accounts and signatories for the 2024-2025 school year, effective July 1, 2024:

Account Name/Number

Warrant Account

(xxxx3973)

Requirements/Signatories

Superintendent

Board President or Board Vice President

Board Secretary

Requires three (3) signatures

Payroll Account

(xxxx6325)

Board Secretary

Requires one (1) signature

Agency Account

(xxxx6317)

Board Secretary

Requires one (1) signature

Cafeteria Account

(xxxx0604)

Board Secretary

Superintendent

Requires two (2) signatures

General School Fund

(xxxx0647)

Board Secretary

Board President or Board Vice President

Superintendent

Requires two (2) signatures

Donations & Gifts

(xxxx0218)

Board Secretary

Board President or Board Vice President

Superintendent

Requires two (2) signatures

School Library Account

(xxxx3666)

Board Secretary

Board President or Board Vice President

Superintendent

Requires two (2) signatures

Latchkey Account

(xxxx7062)

Board Secretary

Board President or Board Vice President

Requires two (2) signatures

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School Store Account

(xxxx3715)

Board Secretary

Board President or Board Vice President

Superintendent

Requires two (2) signatures

Board Secretary

Board President or Board Vice President

Requires two (2) signatures

Board Secretary

Requires one (1) signatures

Construction Project Account

(xxxx0149)

Flexible Spending Account

(xxxx2605)

Roll Call: Ayes (*8) Ms. Bader, Ms. Enright, Ms. Hutchinson, Ms. Mitchell, Ms. Rodriguez, *Ms. Vives-Rivera, Ms. Young, Ms. Larcombe

Noes (*1) Ms. Vives-Rivera – *School Solicitor only*

Abstain (0)

Motion Carried

SUPPORT STAFF
APPOINTMENTS

SAFE RETURN PLAN
UPDATE

22-23 HIB GRADE
REPORT

AFFIRM HIB

STAFF PD

EVENT REQUESTS

XII. ACTION ITEMS - ADMINISTRATION

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

1. Staff Appointments

Tenure Staff Appointments - To rehire the following listed Tenured Certified Staff for the 2024-2025 School Year:

Name	Hire Date
Benedetto, Whitney	9/28/15
Bodenschatz, Margaret	1/1/18
Campbell, Allison	9/1/17
Carberry, Melissa	1/1/17
Davis, Stephanie	9/26/12
Gans, Megan	9/1/11
Harris, Abbe	9/1/84
Hearon, Courtney	9/1/02
Himstedt, Erika	3/1/20
Hinsley, Joseph	9/1/16
Hinsley Kelly	9/1/16
Lally, Brooke	8/28/19
McGay, Kelly	9/1/93
Mercado, Jennifer	9/1/09
Merollo, Jacklyn	9/1/06
Mozitis, Thomas	9/1/17
Schleckser, Steven	9/1/12
Shanteau, Rachel	1/1/19
Underwood, Mary-Teresa	8/27/18
Welcz, Todd	9/16/16

Non-Tenure Staff Appointments - To rehire the following listed Non-Tenured Certified Staff for the 2024-2025 School Year:

Name	Hire Date
Chamlee, Shelly	8/30/21
Dibabbo, Judith	8/30/21
Gardner, Brianna	8/28/23
Halsey, Sara	8/30/21
Howarth, Bailey	8/28/23
McGuigian, Declan	8/30/21
Nichols, Robyn	11/21/22
Seelman, Brianne	8/30/22
Stahler, Marcella	8/28/23
Super, Sarah	8/30/21

Support Staff Appointments - To rehire the following listed Administration and Support Staff for the 2024-2025 School Year:

Name	Position	Hire Date
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ACTION ITEMS –
ADMINISTRATION

STAFF APPOINTMENTS

FIELD TRIP REQUEST

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DANCE CHAPERONES

Kaelble, Celine	Prek-3 Supervisor/Asst. Principal	9/1/08
Kane, Nova	Confidential Secretary	7/13/15
Strickland, Heather	Confidential Secretary	10/2/23

- Safe Return Plan Update - The updated Safe Return Plan and the submission of the ARP Safe Return Plan to the NJDOE as required.
- 2022-2023 HIB Grade Report Official Release - Acknowledge the 2022-2023 HIB Grade Report Official Release from the New Jersey Department of Education.
- Affirm HIB Cases - Affirm the following Harassment, Intimidation, and Bullying (HIB) cases completed between 3/19/24 and 4/29/24 (in accordance with N.J.S.A. 18A:37 - NJ Anti-Bullying Bill of Rights Act):
Case #HIB-2023-2024-007: Unfounded
- Staff PD - The following list of staff professional development requests as detailed in the attachments:

Attendee(s)	Conference	Date	Location	Cost	Funding Source
Jennifer Mercado	Structuring Your I&RS Team for a Successful Year	July 16, 2024	Virtual provided by SRI/ETTC	4 ETTC Hours	ETTC Hours

- Event Requests - The following list of district event requests as detailed in the attachments:

Event	Date	Presenting Organization/ Building Visitors	District Cost	Funding Source
K-4 Assembly: Grand Falloons Earth Science	5/14/24	Grand Falloons	None	N/A
Cape May County Library Summer Program Presentation	5/21/24	Joshua Cohen - CMC Library	None	N/A
Cape May County Library Summer Program Presentation	5/23/24	Amy Kettler - CMC Library	None	N/A
WOW Mobile Dentist	5/30/24	WOW Mobile Dentist Staff	None	N/A
Sea Isle VFW Flag Folding Ceremony	6/4/24	VFW - Peg Moore and local veterans	None	N/A
WOW Mobile Dentist	6/6/24	WOW Mobile Dentist Staff	None	N/A
Kindergarten Graduation	6/12/24	Families	None	N/A

- Field Trip Request - Sam Azeez Museum - The walking field trip to the Sam Azeez Museum for students in Grades 5-8 on May 24, 2024. Staff chaperones are as follows:

- Marcy Stahler
- Declan McGuigan
- Joey Hinsley
- Shelly Chamlee
- Steve Schleckser
- Stacey Egan
- Gregg Clayton
- Tom Mozitis
- Kallie DeRose
- Andrew Lagerman
- Jordan Robinson

- Dance Chaperones - The following staff members as chaperones for the Student Council Dance on May 31, 2024:

- Abbe Harris
- Steve Schleckser
- Jackie Merollo

SUMMER SCHOOL STAFF

NEW STAFF J. PIKOLYCKY

NEW STAFF S. BELLWOAR

NEW STAFF A. ZAPPASODI

SUBSTITUTES

J. BARIKIAN

H. MCNEAL

ACTION ITEMS – FINANCE

BOARD SECRETARY'S REPORTS

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- Shelly Chamlee
- Marcella Stahler
- Pegge Bodenschatz

Staff chaperones will be paid \$75 each for the event.

Select parent chaperones will be present as volunteers.

9. Summer School Staff - The following staff members for the 2024 Summer School program:

- Shelly Chamlee - Substitute Teacher
- Sonia Fernandez - Substitute Paraprofessional

Teachers will be paid \$50/hour as noted in the WEA contract agreement. Paraprofessionals will be paid \$16/hour. Coordinators will receive an additional \$500 stipend. Summer school staffing will be funded through ARP ESSER - Summer School and ARP ESSER - Beyond the School Day funds.

10. New Staff - Special Education Elementary - Jessica Pikolycky as a full-time Special Education, Elementary teacher for the 2024-2025 school year at a salary of \$67,194 (Step 10 - MA) pending background check clearance.

TRANSFER STATUS

11. New Staff - Special Education Middle School ELA - Sandra Bellwoar as a full-time Special Education, Middle School English Language Arts teacher for the 2024-2025 school year at a salary of \$58,189 (Step 1 - BA) pending background check clearance.

HORIZON DENTAL

12. New Staff - Middle School ELA - Arnold Zappasodi as a full-time Middle School English Language Arts teacher for the 2024-2025 school year at a salary of \$65,094 (Step 10 - BA) pending background check clearance.

TITLE 2A GRANT

13. Substitutes - The following substitutes for the 2023-2024 school year at the board-approved daily rate of \$125 per day pending background check clearance:

QPA THRESHOLD

- Jordan Barikian
- Hassiara McNeal

Roll Call: Ayes (*8) Ms. Bader, Ms. Enright, *Ms. Hutchinson, Ms. Mitchell, Ms. Rodriguez, Ms. Vives-Rivera, Ms. Young, Ms. Laracombe

Noes (0)

Abstain (*1) Ms. Hutchinson – *Merollo only*

Motion Carried

XIII. ACTION ITEMS - FINANCE

Moved by Ms. Hutchinson and seconded by Ms. Vives-Rivera 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, 2024, 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, 2024. The Treasurer's Report and Secretary's Report are in agreement for the month ending March 31, 2024.
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, 2024, 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 2023-2024 fiscal year.
4. 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 bill in the amount of \$449,660.51 for April 2024.

CAPE MAY SSSD ESY

This amount includes:

Electronic Funds Transfers

Payroll

State Payments

ESS RENEWAL

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 2023- 2024

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GUEST ARTIST – S.
GIBSON

school year. A list of bills paid and transfers made will be provided at the next regular board meeting.

AWARD LBJ INTERIOR
SOLUTION
AGREEMENT

5. Transfer Status Report - The transfers through March 31, 2024 and transfer status report as of March 31, 2024
6. Horizon Dental - The following rate increases for Horizon Dental.
 - Horizon Dental Option Plan 3% increase
 - Horizon Dental Total Care 0% increase

APPOINT SUPT OF
SCHOOLS A.
BREITINGER

7. Title 2A Grant Amendment - Amendment to be made to the Title 2A Grant
8. Maintaining QPA Threshold - To authorize the Business Administrator to solicit bids for budgeted items and for items required to be bid by New Jersey Statute. It is further recommended to authorize the Business Administrator to award contracts in amounts up to the bid threshold and to increase the bid threshold to the QPA limit of \$44,000 for the ensuing year pursuant to N.J.S.A 18A:18A-3. It is further recommended that Lesa Robbins be appointed as the temporary purchasing agent for the Woodbine School District, maintaining the QPA limit. It is further recommended to authorize the Business Administrator to make purchases below 15% of the bid threshold without soliciting competitive quotations pursuant to N.J.S.A. 18A:18A-37.

UNFINISHED
BUSINESS

9. Cape May County SSSD- ESY - The following ESY placements at Cape May County Special Services, from July 1, 2024 through August 1, 2024.

NEW BUSINESS

- MG: Speech, OT: \$3,350 1:1 Aide: \$2,950
- DM: Speech \$3,350
- AT: Speech, PT, OT: \$3,350 1:1 Aide: \$2,950
- XW: Speech, OT: \$3,350 1:1 Aide: \$2,950
- TW: Speech, OT: \$3,350
- FF: Speech, OT: \$3,350 1:1 Aide: \$2,950
- Transportation rate: \$2,500/student

10. ESS Renewal - The renewal contract with ESS Support Services for the 2024-2025 school year.

FYI

Position	Pay Rate	Bill Rate
Full Day - Woodbine One to One Aide	\$120.00	\$154.68
Half Day - Woodbine One to One Aide	\$60.00	\$77.34
Full Day - Woodbine Classroom Aide	\$120.00	\$154.68
Half Day - Woodbine Classroom Aide	\$60.00	\$77.34
Woodbine Secretary - Hourly	\$16.00	\$20.62

AUDIENCE
PARTICIPATION

LEA will not reimburse company for paid sick days taken by Substitute Staff.

11. Shared Music Teacher - Interlocal Agreements between the Stone Harbor and Avalon Board of Education for sharing of a school music teacher for the 2024-2025 school year. Woodbine will bill each district \$21,378.17 for their share.

Roll Call: Ayes (8) Ms. Bader, Ms. Enright, Ms. Hutchinson, Ms. Mitchell, Ms. Rodriguez, Ms. Vives-Rivera, Ms. Young, Ms. Larcombe

Noes (0) Abstain (0) Motion Carried

XIV. ADDENDUM

FOR THE GOOD OF
THE ORDER

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

1. Guest Artist - Steven Gibson as a guest artist to lead Woodbine Community Mural Project in coordination with the CMC Coalition for a Safe Community and Woodbine School District students and staff.
2. Award LBJ Interior Solution Agreement - To award the kitchen floor replacement through Cooperative ESCNJ 23/24-14 to LBI Interior Solutions in the amount of \$51,800.25. Waiting on testing of asbestos and mud bed testing.
3. Appoint Superintendent of Schools - The appointment of Adrienne Breitingner as superintendent, from July 1, 2024 to June 30, 2028 at a starting salary of \$133,500.

ADJOURNED

Roll Call: Ayes (8) Ms. Bader, Ms. Enright, Ms. Hutchinson, Ms. Mitchell, Ms. Rodriguez, Ms. Vives-Rivera, Ms. Young, Ms. Larcombe

Noes (0) Abstain (0) Motion Carried

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XV. UNFINISHED BUSINESS - None

XVI. NEW BUSINESS

1. Woodbine Community Mural Project - Woodbine School Community Project will be completed in coordination with the CMC Coalition for a Safe Community. An outside mural on the gymnasium wall/panel near the entrance will be drawn by a local and students will paint the mural.

XVII. FOR YOUR INFORMATION - None

XVIII. AUDIENCE PARTICIPATION

- Ms. Hubbard introduced herself as the new WEA President and thanked the Board for a smooth negotiation.
- Ms. Jessica Pikolycky read a statement requesting her to be appointed at a higher step.
- Ms. Breittenger thanked the Board for her new appointment as Superintendent.
- Mr. Patrick Keenan, former Board Member, spoke on behalf of Ms. Pikolycky and spoke about how hard it is to move things forward.

XIX. FOR THE GOOD OF THE ORDER

- Ms. Supp welcomed all of the new staff we are bringing on.

XX. ADJOURNMENT

Moved by Ms. Enright and seconded by Ms. Hutchinson that the Board of Education approve the Board meeting be adjourned. 7:00 P.M.

Unanimously approved

Respectfully Submitted,

Darren Harris, Board Secretary
May 20, 2024