

WOODBINE BOROUGH BOARD OF EDUCATION

Minutes of Regular Meeting
Monday June 17, 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, June 17, 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

III. SWEARING IN OF NEW BOARD MEMBER

Mr. Harris swore in the following new Board Members:

- Harold Harris

SWEARING IN NEW
BOARD MEMBER

IV. ROLL CALL

Board President, Ms. Larcombe called for a roll call of members present: Ms. Sandra Bader, Mr. Harold Harris, Ms. Adaline Mitchell (6:18 P.M.), Ms. Melissa Rodriguez, Ms. Miriam Vives-Rivera, Ms. Alicia Larcombe

ROLL CALL

Members absent at roll call: Ms. Rebekah Enright (excused), Ms. Janita Hutchinson, Ms. Wanda Young (excused)

COMMUNICATIONS

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

PRESENTATIONS

V. COMMUNICATIONS - None

PUBLIC COMMENTS
ON AGENDA

VI. PRESENTATIONS - None

EXECUTIVE SESSION

VII. PUBLIC COMMENTS ON AGENDA ITEMS

- Ms. Megan Gans, Teacher and Co-President of Woodbine Education Association introduced herself and welcomed Mr. Harris to the Board

VIII. EXECUTIVE SESSION

Moved by Ms. Rodriguez and seconded by Ms. Bader that the Board of Education approve, by Resolution, adjourning into 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

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. 6:10 P.M.
Unanimously approved

Ms. Mitchell arrived at 6:18 P.M.

OPEN SESSION

ADJOURNED EXECUTIVE SESSION

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Moved by Ms. Rodriguez and seconded by Ms. Bader that the Board of Education approve to adjourn the Executive Session. 6:19 P.M.

Unanimously approved

INSTRUCTIONAL
COACH

IX. WORK SESSION DISCUSSION

PD REQUESTS

1. Committee Reports – None. Discussion took place regarding the summer projects
2. Superintendent's Report – Ms. Supp reviewed the Superintendent's Report with the Board and thanked the Board for her time here.
3. Discussion on Agenda Items – Ms. Rodriguez had a question on the PD request and funding sources and course approval and the new Custodial contracts.
Ms. Vives-Rivera had a question on the new job description for an Instructional Coach.

X. ADJOURNMENT INTO VOTING SESSION

Moved by Ms. Mitchell and seconded by Ms. Rodriguez that the Board of Education approve to adjourn the work session meeting and open the Business portion of the meeting. 6:56 P.M.

Unanimously approved

XI. MINUTES

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

- Special Meeting on May 13, 2024
- Regular Meeting on May 20, 2024
- Executive Meeting on May 20, 2024

Roll Call: Ayes (*5) Ms. Bader, Ms. Mitchell, Ms. Rodriguez, *Ms. Vives-Rivera, Ms. Larcombe
Noes (0) Abstain (2) Mr. Harris, *Ms. Vives-Rivera – *May 13 only* Motion Carried

XII. ACTION ITEMS – ADMINISTRATION

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

1. Acknowledge HIB Cases - To acknowledge the following Harassment, Intimidation, and Bullying (HIB) cases completed between 5/21/24 and 6/17/24 (in accordance with N.J.S.A. 18A:37 - NJ Anti-Bullying Bill of Rights Act):
 - o Case #HIB-2023-2024-008: Unfounded
2. 2022 District Special Education Profiles - Acknowledge the 2022 District Special Education Profiles released by the NJDOE (see attached).
3. 2022-2023 Disciplinary Removals and Restraint and Seclusion Data - Acknowledge the Embargoed Preview of 2022-2023 Disciplinary Removals and Restraint and Seclusion Data as reported by the district and released by the NJDOE (see attached).
4. 2023-2024 Discipline and HIB Data - Acknowledge the attached 2023-2024 school year Disciplinary Removal and Harassment, Intimidation, and Bullying data.
5. 2023-2024 Security Drill Record and Statement of Assurance - Acknowledge the Security Drill Record for the 2023-2024 school year and affirm the submission of the School Security Drill Statement of Assurance to the NJDOE as required.
6. 2024-2025 District PDP - The attached district Professional Development Plan for the 2024-2025 school year.
7. 2024-2025 Bilingual Program Waiver Request - The attached 2024-2025 Bilingual Program Waiver Request for submission to the NJDOE.
8. 2024-2027 LIEP 3-Year Plan - The attached 2024-2027 Language Instruction Educational Program (LIEP) 3-year plan.
9. Amplify Science Program and Funding - The 3-year contract and 2024-2025 purchase order agreement with Amplify for the Amplify Science program, materials, and training to be used in grades 1-8 in the amount of \$66,700.91 to be funded through Title 1 funds.
10. Job Description - Instructional Coach - The attached job description for the position of Instructional Coach.
11. Instructional Coach Support - The attached agreement with Kimberly Tucker, Educational Consultant, to provide seven, two-hour sessions, totaling 14 hours, of professional learning

EVENT REQUESTS

P-K INSTRUCTIONAL
COACH

SUMMER HRS – NURSE

COURSE APPROVAL

LOA

AMMEND LOA

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and support to the district instructional coach. The total cost of \$1400 will be funded through ARP ESSER.

12. PD Requests - The following list of staff professional development requests as detailed in the attachments:

Attendee(s)	Conference	Date(s)	Location	Cost	Funding Source
Celine Kaelble	NJPSA/Legal One: Code of Student Conduct Certificate Program	7/8/24, 7/18/24, 7/25/24	Virtual - Online Course	\$400	ARP ESSER
Celine Kaelble	NJPSA/Legal One: HIB Law Update - Back to School Edition	8/15/24	Virtual - Live Online	\$125	ARP ESSER
Whitney Benedetto, Declan McGuigan, Mary Teresa Underwood, Brianna Gardner, Sara Halsey, Judi DiBabbo	Handle With Care - Certification Training (Provided by Celine Kaelble)	Summer Date TBD	Woodbine Elementary School	\$900 (6 staff members, 3 hours each at \$50/hour, \$150/staff member)	ARP ESSER - Mental Health

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

Event	Date	Presenting Organization/ Building Visitors	District Cost	Funding Source
Winter Concert	12/12/24	Families	None	N/A
Spring Concert	5/29/25	Families	None	N/A

14. Preschool Instructional Coach - Summer Work - Jennifer Mercado, Preschool Instructional Coach, to work 16 days over the summer to coordinate the Preschool Program at the per diem rate of \$369.77 per day.
15. Nurse - Summer Hours - Erika Himstedt to work up to 20 hours in the Summer for the purpose of updating student health records, immunizations, McKinney Vento investigations, and preschool screenings at \$50/hour, the WEA contracted hourly rate for professional services.
16. Course Approval Request - The following course requests for reimbursement submitted by Bailey Howarth pending completion requirements and documentation as noted in the WEA agreement:
 - o Early Childhood Curriculum and Pedagogy in Inclusive Classrooms - 3 credits
 - o Social Studies and the Arts: Understanding Democracy in Elementary Classrooms - 3 credits
 - o Courses are provided by Montclair State University in Fall 2024.
17. Leave of Absence Request - The requested unpaid leave of absence for employee #00384 for the 2024-2025 school year.
18. Amended Leave of Absence - The amended leave of absence for employee #00437 which began March 11, 2024, with a proposed return of December 11, 2024.
19. New Staff - Elementary Teacher - Brandy DeMarzo as full-time Elementary School teacher for the 2024-2025 school year at a salary of \$58,439 (Step 2 - BA).

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| 20. New Staff - Middle School Math - Caitlin Nanos as full-time Middle School Math teacher for the 2024-2025 school year at a salary of \$60,289 (Step 1 - MA). | INSURANCE RENEWAL |
| 21. Long-Term Substitute – Elementary - Michelle Cruz as a long-term substitute teacher from August 27, 2024 through December 10, 2024 at a per diem rate of \$290.95 (Step 1 - BA). | VENDOR CONTRACTS |
| 22. Long-Term Substitute – Elementary - Kelsey Kern as a long-term substitute teacher for the 2024-2025 school year at a per diem rate of \$290.95 (Step 1 - BA) pending background check and clearance. | |
| 23. AtlantiCare Prize Acceptance - Accept the \$300 cash prize awarded to Woodbine Elementary School from AtlantiCare for earning points towards AtlantiCare's Turn your School Wellness into Wealth Program for the 2023-2024 school year. | MIDDLE TWP TUITION |
| 24. MOA - Complete Care - The attached Memorandum of Agreement for Student Health Solutions provided by Complete Care Health Network for the 2024-2025 school year. | RESERVE ACCOUNTS |
| 25. MOU - Wellness on Wheels - The attached Memorandum of Understanding for Wellness on Wheels provided by Gateway Community Action Partnership for the 2024-2025 school year. | BUSINESS SERVICES AGREEMENT |
| 26. Superintendent Evaluation - The evaluation of the Superintendent for the 2023-2024 school year. | FIELD TRIP TRANSPORTATION |
| Roll Call: Ayes (*5) Ms. Bader, Ms. Mitchell, *Ms. Rodriguez, *Ms. Vives-Rivera, Ms. Larcombe | |
| Noes (0) Abstain (*3) Mr. Harris, Ms. Rodriguez – <i>Item 1, 7, 18</i> , Ms. Vives-Rivera – <i>Item 26</i> | SRECS ACUTION |
| Motion Carried | |

XIII. ACTION ITEMS - FINANCE

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

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| 1. Board Secretary Report - Pursuant to N.J.A.C. 6A:23A-16.10(c) 3, I can certify that as of May 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. | CONFIDENTIAL SECRETARY CONTRACTS |
| 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 April 30, 2024 and May 31, 2024. The Treasurer's Report and Secretary's Report are in agreement for the month ending April 30, 2024 and May 31, 2024. | ADMIN. CONTRACT |
| 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 May 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. | ARCHITECT CONTRACT |
| 4. Transfer Status Report - The transfer status reports for the months of April 30, 2024 and May 31, 2024. | CAPE TECH TUITION |
| 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 bill in the amount of \$436,306.83 for May 2024.
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 2023- 2024 school year. A list of bills paid and transfers made will be provided at the next regular board meeting. | CMC SSD ITINERANT AGREEMENT |
| 6. Appointment of Business Administrator/Board Secretary - Lesa Robbins as Business Administrator/ Board Secretary, effective July 1, 2024.
Appoint Darren Harris as the Substitute Board Secretary, effective July 1, 2024. | SHARED SERVICES DENNIS TWP |
| 7. Insurance Renewal - The Indemnity and Trust Agreement resolution to renew membership with New Jersey School Insurance Group from July, 1 2024 and ending July 1, 2027. | |

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In addition, the Board renews its insurance coverage with NJSIG for the 2024-2025 School Year at a cost of \$76,283.00.

8. Approve Vendor Contracts - Pursuant to PL 2015, Chapter 47 the Woodbine Board of Education intends to renew, award, or permit to expire the following contracts previously awarded by the board of education. These contracts are, have been, and will continue to be in full compliance with all state and federal statutes and regulations; in particular, New Jersey Title 18A:18. et.seq, NJAC Chapter 23, and Federal Procurement Regulations 2CFR Part 200.317 et. Seq.
9. Middle Township Tuition Contracts - The following tuition contracts with the Middle Township BOE for the 2024-2025 School Year:
Resource Room- \$70,000 total minus adjustments of \$6,977 = \$63,023.00
Shared Regular Ed- \$13,100.00 for 2 students
Regular Ed- \$563,300 total minus adjustments of \$131,171 = \$432,129.00
10. Reserve Accounts - Transferring up to \$500,000 into Capital Reserve and/or Maintenance Reserve by June 30, 2024.
11. Business Service Agreement - The Business Services Agreement with Pittsgrove Township Board of Education for the 2024-2025 school year, in the amount of \$87,443.00.
12. Field Trip Transportation - The Field Trips Contract with the Dennis Township Board of Education, at a rate of \$175 per bus, per hour, plus tolls.
13. Auction SRECS - The auction of SRECS through the Flett Exchange Auction Marketplace on July 10th, at 11:00 AM.
 - o 2023ey - 60 SRECS
 - o 2024ey - 240 SRECS
14. Confidential Secretary Contract - The 2 full time Confidential Secretary Contracts for the 2024-2025 school year, effective July 1, 2024 through June 30, 2025.
15. Administration Contract - The Administrative Contract for the Assistant Principal/Early Childhood Supervisor for the 2024-2025 school year, effective July 1, 2024 through June 30, 2025.
16. Architect Contract - The Architect of Record contract with Garrison Architects for the 2024-2025 school year.
17. Cape Tech Tuition Contract - The tuition contract with Cape May County Tech for the following programs:
 - o Full Time Regular Ed- 28 students at a cost of \$9,430 per student
 - o Shared Time Regular Ed- 2 students at a cost of \$4,715 per student
 - o Full Time Special Ed - 12 students at a cost of \$9480 per student
 - o Shared Time Special Ed- 1 student at a cost of \$4,740
18. CMCSSSD Itinerant Agreement - The 2024-2025 Itinerant Service Agreement with the CMCSSSD for services provided to students on an as-needed basis.
19. Shared Services Agreement- Dennis Twp. - The Shared Services Agreement for Spanish Instruction, Library Teacher, and OT services with the Dennis Township Board of Education at the following rates:
 - o Spanish Teacher - 1 day/week: \$27,272.30
 - o Occupational Therapy Services - 2 days/week: \$42,527.83
 - o Library Teacher- 1 day/week: \$22,636.37

	<u>Spanish Teacher</u>	<u>Occupational Therapy Services</u>	<u>Library Teacher</u>
2024-2025 Salary	\$ 92,450.00	\$ 60,570.00	\$ 78,970.00
Net Insurance Costs estimated	35,938.88	39,717.62	27,558.72
Disability	1,479.20	969.12	1,263.52
Total	129,868.08	101,256.74	107,792.24

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Woodbine Percentage	20%	40%	20%
Woodbine share	25,973.62	40,502.69	21,558.45
Other administrative 5%	1,298.68	2,025.13	1,077.92
Billed amount	\$ 27,272.30	\$ 42,527.83	\$ 22,636.37

20. Certification of Implementation - The Certification of Implementation for the June 30, 2022 audit.

21. Technology Facilitator Renewal - The renewal of the Technology Facilitator position, at a rate of \$26,500 for the 2024-2025 school year.

22. Allowable Adjustment - The 2023-2024 Budget Amendment schedule as attached utilizing the allowable adjustments.

Revenue: Account Number Amount

Budgeted Fund Balance 10-303 \$200,000

Expenditures: Account Number Amount

Purch Prof/Educ Srv 11-213-100-320-050-0 \$175,000

Con Tran SPC ESC 11-000-270-518-050-0 \$25,000

23. Award RFP Custodial Service - RFP WBOE 2023-24-001 for School Custodial Services to ACB Services Inc.

o Year 1 24-25 SY: \$146,448.00

o Year 2 25-26 SY: \$149,000.00

24. Proposed 24-25 Tuition Rate - The proposed tuition rates for the 2024-2025 school year per the budget software.

2024-25 Kindergarten \$11,828.00

Grade 1-5 \$15,021.00

Grade 6-8 \$13,722.00

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

Noes (0) Abstain (*2) Ms. Rodriguez, Ms. Vives-Rivera – *Item #8 ck1452,1290 only* Motion Carried

XIV. ADDENDUM

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

- 2024-2025 Annual School Plan - Affirm the submission of the 2024-2025 Annual School Plan to the NJDOE as a requirement of Title 1 funding.
- PD Request - The following list of staff professional development requests as detailed in the attachments:

Attendee(s)	Conference	Date(s)	Location	Cost	Funding Source
Adrienne Breitingner	Handle With Care - Certification Training (Provided by Celine Kaelble)	Summer Date TBD	Woodbine Elementary School	None	N/A

3. Equipment Disposal - The disposal of the following equipment:

- o 4- blue cafeteria table
- o broken wireless starboard
- o 3- broken starboard

4. Selling of Equipment - The selling of 10 non-wireless Starboards on Govdeals.com.

5. LBJ Interior Solution - Through Cooperative ESCNJ 23/24-14 to repair the mud bed found when replacing the kitchen floor.

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

Noes (0) Abstain (0)

Motion Carried

XV. UNFINISHED BUSINESS - None

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XVI. NEW BUSINESS

- Ms. Rodriguez mentioned that the Board needs to look at our dress code policy and noted short lengths on some of the students.

XVII. FOR YOUR INFORMATION

XVIII. AUDIENCE PARTICIPATION

- Ms. Gans welcomed the new staff to the school district

XIX. FOR THE GOOD OF THE ORDER

XX. ADJOURNMENT

Moved by Ms. Vives-Rivera and seconded by Ms. Rodriguez that the Board of Education approve the Board of Education meeting be adjourned. 7:08 P.M.

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

Unanimously approved

Respectfully Submitted,

Darren Harris, Board Secretary
June 17, 2024