

# WOODBINE BOROUGH BOARD OF EDUCATION

Minutes of the Regular Meeting  
Tuesday, June 27, 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 June 27, 2022 at 6:05 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. Adelina Mitchell, Ms. Miriam Vives-Rivera, Ms. Melissa Rodriguez, Ms. Wanda Young

Members absent at roll call: Ms. Alicia Larcombe

Others Present: Ms. Carleena Supp; Superintendent; Mr. Joseph Giambri, Board Secretary; the public

## IV. COMMUNICATIONS - None

COMMUNICATIONS

## V. PRESENTATIONS - None

PRESENTATIONS

## VI. AUDIENCE PARTICIPATION - None

AUDIENCE  
PARTICIPATION

## VII. WORK SESSION DISCUSSION - None

WORK SESSION

1. Committee Reports - None
2. Superintendent's Report – Ms. Supp reported on the Superintendent's activities.
3. State Monitor's Report - None
4. Discussion on Agenda Items - None

## VIII. ADJOURNMENT INTO VOTING SESSION

OPEN SESSION

Moved by Ms. Rodriguez and seconded by Ms. Vives-Rivera that the Board of Education approve that the Woodbine Board of Education adjourn the work session meeting and open the Business portion of the meeting. 6:33 P.M.

Unanimously approved

# WOODBINE BOARD OF EDUCATION MINUTES – JUNE 27, 2022

## MINUTES

### IX. MINUTES

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

- Regular Meeting on April 25, 2022
- Regular Meeting on May 9, 2022

Unanimously approved

## ACTION ITEMS – ADMIN

### X. ACTION ITEMS - ADMINISTRATION

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

1. 2022-2023 District PDP - The District PDP for the 2022-2023 school year.
2. Summer School Personnel - The following summer school personnel:
  - Abbe Harris and Whitney Benedetto - Program Coordinators (\$800 stipend to be shared)
  - Abbe Harris - Special Education
  - Whitney Benedetto - Teacher
  - Sarah Vandever - Teacher
  - Jessica Matlack - Teacher
  - Ashley Monell - Teacher
  - Kelly McGay - Substitute Teacher
  - Shaun Stebbins - Aide
  - Shayla White - AideTeachers will be paid \$30 an hour and aides will be \$16 an hour. The program will be funded with ESSER II - Learning Acceleration Funds.
3. Summer Feeding Program - Partnering with the Community FoodBank of New Jersey for the Summer Feeding Program.
4. Home Instruction - Abby Harris and Stacey Egan to provide homebound instruction for a third-grade student for 10 hours a week, beginning May 16th until the end of the school year, at the rate of \$30 per hour.
5. Summer Hiring - Authorize the Superintendent to hire for any unfilled positions for the 2022-23 school year, for the months of July and August, between Board of Education meetings, after consultation with the Board President. Formal action will be required at the following Board meeting.
6. Master Teacher - Jennifer Mercado, Preschool Master Teacher, to work 16 days over the summer to assist with the Preschool Program at the rate of \$338.27 per day.
7. ESY Evaluation - The Psychiatric Evaluation for 2 students to be done by Burgess Psychiatric Service at the cost of \$430.00 for each student.
8. Nurse Summer Hours - Erika Himstedt to work up to 40 hours in the Summer for the purpose of updating student health records, immunizations, and McKinney Vento investigations at the rate of \$30/hour.
9. Disposal of Equipment - The disposition of the following equipment that is non-functional:
  - Triple Beam Balances: 5
  - Microscopes: 6
10. Disposal of Testing Materials - The disposal of ESL Testing Materials as noted in the attachment.

## 22-23 DISTRICT PDP

## SUMMER SCHOOL PERSONNEL

## A. HARRIS/W. BENEDETTO

## S. VANDEVER

## J. MATLACK

## A. MONELL

## K. MCGAY

## S. STEBBINS

## S. WHITE

## SUMMER FEEDING PROGRAM

## HOME INSTRUCTION

## SUMMER HIRING

## J. MERCADO – MASTER TEACHER

## ESY EVALUATION

## NURSE SUMMER HRS

## DISPOSE OF EQUIP

## DISPOSE OF TESTING MATERIALS

## WOODBINE BOARD OF EDUCATION MINUTES – JUNE 27, 2022

11. Acknowledge HIB Case - Acknowledge the following Harassment, Intimidation, and Bullying (HIB) cases completed between 5/10/22 and 6/27/22 (in accordance with N.J.S.A. 18A:37 - NJ Anti-Bullying Bill of Rights Act):  
Case #2021-2022-001 - Unfounded
12. Supplemental Teacher - Appoint Brianne Seelman as Supplemental Teacher for the 2022-2023 school year at BA-Step 1 \$56, 389 funded through ESSER III funds.
13. Secretaries/Administrative Assistants Training - The following summer training sessions for the Main Office Secretaries/Administrative Assistants: Customer Service 101 and Customer Service 201. The sessions and costs will be shared with Dennis Township School District and the date is TBD. Cost to district is \$1900 to be funded through Title II funds.
14. PLC Staff Training - The following staff training sessions for the 2022-2023 School Year: Professional Learning Communities (PLCs) for Data Analysis and Student Achievement on September 1, 2022 and November 3, 2022. The cost is \$100 per session (\$200 total) to be funded through Title II funds.
15. Sheltered Instruction Training - Staff members to attend a 15 hour Sheltered Instruction Training over the summer at the rate of \$30 per hour. This training will be funded through Title II.
16. Fieldwork and Student Teaching Placement - Carlissa Bell, Stockton University student, to complete the following fieldwork and student teaching placements with Mr. Joseph Hinsley during the 2022-2023 school year:
  - Fall 2022 - CP2/Intermediate Fieldwork (100 hours) from September 6 - December 16, 2022
  - Spring 2023 - Student Teaching/Final Clinical Practice from January 3 - May 5, 2023
17. Summer Curriculum Writing - Catherine Simone to provide curriculum consulting services for \$2,200 and approve the following staff stipends totaling \$2500 for curriculum writing. These services will be funded by Title II Grants.
  - Kindergarten - Whitney Benedetto (\$500)
  - Health and Physical Education - Jackie Merollo (\$500)
  - ELA 1 - Pegge Bodenschatz (\$500)
  - ELA 7 - Stacey Egan (\$500)
  - ELA 8 - Stacey Egan (\$500)

Unanimously approved

### XI. ACTION ITEMS - FINANCE

Moved by Ms. Rodriguez 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 April 30, 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 April 30, 2022. The Treasurer's Report and Secretary's Report are in agreement for the month ending April 30, 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 April 30, 2022 and after review of the Secretary's Monthly

HIB ACKNOWLEDGE

SUPPLEMENTAL  
TEACHER

SECRETARY  
TRAINING

PLC STAFF TRAINING

SHELTERED  
INSTRUCTION  
TRAINING

FIELDWORK – C. BELL

SUMMER  
CURRICULUM  
WRITING

ACTION ITEMS –  
FINANCE

BOARD SECRETARY'S  
REPORT

TREASURER'S  
REPORT

CERTIFICATION

## WOODBINE BOARD OF EDUCATION MINUTES – JUNE 27, 2022

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.

### TRANSFER STATUS

4. Transfer Status Report - The transfer status report for the month of April 30, 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 \$386,962.44 This amount includes:

- Electronic Funds Transfers
- Payroll
- State Payments

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.

### NUTRI-SERVE RENEWAL

6. Nutri-Serve Renewal - The renewal with Nutri-Serve Food Management for the 2022-2023 School Year.

### COI – 6/30/21 AUDIT

7. Certification of Implementation - The Certification of Implementation for the June 30, 2021 audit.

### INSURANCE RENEWAL

8. Insurance Renewal - The renewal insurance with NJSIG for the 2022-2023 School Year for \$69,083.

### VENDOR CONTRACTS

9. 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.

### NJ ARP STABILIZATION GRANT

10. NJ ARP Stabilization Grant - The NJ ARP Stabilization Grant for the Latchkey Program in the amount of \$20,000.

### CAPE TECH TUITION

11. Cape Tech Tuition Contract - The tuition contract with Cape Tech for the following programs:

- Full Time Regular Ed- 22 students at a cost of \$207,460
- Full Time Special Ed - 10 students at a cost of \$94,750
- Shared Time Special Ed- 1 student at a cost of \$4,738

### MIDDLE TWP TUITION

12. Middle Township Tuition Contracts - The following tuition contracts with the Middle Township BOE for the 2022-2023 School Year:

- Resource Room- \$65,837
- Shared Regular Ed- \$6,500
- Regular Ed- \$407,111

### YALE TUITION

13. YALE Tuition Contract - The 2021-2022 tuition contract with YALE-East for 30 days at the cost of \$11,195.40. This contract will be paid for with ESSER II funds.

### MIDDLE TWP CO-OP

14. Middle Township Co-Operative - Participation in the Middle Township Cooperative Pricing System for the 2022-2023 school year for the following services:

- Electrical
- Plumbing
- HVAC/Refrigeration Services

## WOODBINE BOARD OF EDUCATION MINUTES – JUNE 27, 2022

15. Flexible Spending Account Manager - Colonial Life as the account manager for the Flexible Spending Account. **FLEX SPENDING MGR**
16. 403(b) Vendor - Siracusa Benefits as a 403(b) and Roth 403(b), vendor for the Woodbine School District. **403(B) VENDOR**
17. Architect Contract - The Architect of Record contract with Garrison Architect for the 2022-2023 school year. **ARCHITECT – GARRISON**
18. ESEA Allocation - The following 2022-2023 ESEA Allocations and authorize the superintendent to submit the ESEA Application submission before the June 30, 2022 deadline. **ESEA ALLOCATION**
- Title I- \$246,721
  - Title I SIA- \$34,600
  - Title II- \$23,440
  - Title III- \$3,331
  - Title IV- \$12,534
19. IDEA Allocation - The following IDEA Allocations and authorize the superintendent to submit the IDEA Application submission before the July 29, 2022 deadline. **IDEA ALLOCATION**
- IDEA Basic- \$103,032
  - IDEA Preschool- \$1,454
20. CMCSDD Itinerant Agreement - The itinerant service agreement with the CMCSDD for services to be provided to students who attend their school, on an as needed basis. **CMCSDD ITINERANT AGREEMENT**
21. Reserve Accounts - Transferring up to \$500,000 into Capital Reserve and/or Maintenance Reserve by June 30, 2022. **RESERVE ACCOUNTS**
22. Capital Project Submission - Garrison Architect to submit a non-educational capital project to the NJDOE for which the district is not seeking state aid for the HVAC upgrades in the classrooms and the cafeteria.
- Unanimously approved
- XII. ADDENDUM** - None **ADDENDUM**
- XIII. UNFINISHED BUSINESS** - None **UNFINISHED BUSINESS**
- XIV. NEW BUSINESS** - None **NEW BUSINESS**
- XV. FOR YOUR INFORMATION** **FYI**
1. November Elections - The following Board Members are up for re-election in November. Nominating Petitions are due July 25, 2022 by 4:00 pm to the County Clerk: **NOVEMBER ELECTIONS**
- Ms. Bader
  - Ms. Rodriguez
  - Ms. Mitchell
2. Next Meeting - No Meeting is scheduled for July. The next meeting is scheduled for August 15, 2022. **MEETING**
- XVI. AUDIENCE PARTICIPATION** - None **AUDIENCE PARTICIPATION**
- XVII. RECESS INTO EXECUTIVE SESSION** - None **CLOSED SESSION**
- XIX. FOR THE GOOD OF THE ORDER** **FOR THE GOOD OF THE ORDER**

**WOODBINE BOARD OF EDUCATION MINUTES – JUNE 27, 2022**

**ADJOURNED**

**XX. ADJOURNMENT**

Moved by Ms. Vives-Rivera and seconded by Ms. Rodriguez that the Board of Education approve that the Woodbine Board of Education adjourn the meeting, 7:11 P.M.

Unanimously approve

Respectfully Submitted,

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Joseph Giambri, Board Secretary  
June 27, 2022