

WOODBINE BOROUGH BOARD OF EDUCATION

Minutes of the Regular Meeting
Tuesday, August 15, 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 August 15, 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: Mr. Gregory Hudgins, Mr. Patrick Keenan, Ms. Alicia Larcombe, Ms. Miriam Vives-Rivera, Ms. Melissa Rodriguez

Members absent at roll call: Ms. Sandra Bader, Ms. Adelina Mitchell, Ms. Wanda Young

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

IV. COMMUNICATIONS

COMMUNICATIONS

1. WES Curbside Bookbag Giveaway - SOAR Church will be hosting a Back 2 School Community Event to provide bookbags and school supplies to local families on Wednesday, August 24, 2022 at 11:00 am at Woodbine Elementary School.

V. PRESENTATIONS

PRESENTATIONS
SAFE RETURN PLAN

1. Safe Return Plan 2022-2023 School Year – Ms. Supp reviewed the safe return plan with the Board of Education.
2. Beautification Committee – Ms. Bodenchatz and Ms. Continisio went over the summer projects the Beautification Committee completed.

BEAUTIFICATION
COMMITTEE

VI. AUDIENCE PARTICIPATION - None

AUDIENCE
PARTICIPATION

VII. WORK SESSION DISCUSSION

1. Committee Reports
2. Superintendent's Report – Ms. Supp reviewed the Superintendent's Report.
3. State Monitor's Report
4. Discussion on Agenda Items

WORK SESSION
COMMITTEE
REPORTS
SUPERINTENDENT'S
REPORT
STATE MONITOR'S
REPORT
DISCUSSION ON
AGENDA ITEMS

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VOTING SESSION

VIII. ADJOURNMENT INTO VOTING SESSION

Moved by Ms. Vives-Rivera and seconded by Ms. Rodriguez that the Board of Education approve the Woodbine Board of Education adjourn the work session meeting and open the Business portion of the meeting. 6:37 P.M.

Unanimously approved

MINUTES

IX. 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 June 27, 2022

Unanimously approved

BOE MEETING – 6/27/22

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:

AFFIRM HIB

1. Affirm HIB Case - Affirm 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

DANIELSON EVAL TRAINING

2. Danielson Evaluator Refresher Training - Carleena Supp, Superintendent, to attend Danielson Refresher for Experienced Administrators Training on August 23, 2022. The session will be funded through SRI/ETTC training hours, equaling 3 ETTC hours.

DANIELSON STAFF TRAINING

3. Danielson Framework Staff Training - Training for all staff on the Danielson Framework for Evaluation to take place on October 7, 2022. The full-day session will cost \$5000 and be funded through REAP funds.

DANIELSON FOR NEW ADMIN

4. Danielson for New Administrators Evaluator Training - Celine Kaelble, Assistant Principal, to attend Danielson for New Administrators Training on August 16, 2022. The session will be funded through SRI/ETTC training hours, equaling 6 ETTC hours.

22-23 REVISED CALENDAR

5. 2022-2023 Calendar (Revised) - The attached revised calendar for the 2022-2023 school year. Suggested revisions correct dates and typographical errors and do not change the previously approved operating calendar.

MATERNITY LEAVE

6. Maternity Leave - The following maternity leave of absence:
 - o Jennifer Mercado from October 19, 2022 until March 27, 2023. She will exhaust sick days before going on unpaid leave.
 - o Shelly Chamlee from October 10, 2022 until January 23, 2023. She will use 2 sick days before going on unpaid leave.

STUDENT TEACHING

7. Student Teaching Placement - Zachary Ware, a Grand Canyon University student, to complete the following student teaching placement with Ms. Jasmine Murray during the 2022-2023 school year:

o Fall 2022 - Student Teaching from August 31, 2022 - December 16, 2022

SUB COORDINATOR

8. Substitute Coordinator - Nova Kane as Substitute Coordinator for the 2022-2023 school year at a stipend amount of \$2500 to be funded through the general fund.

SAFE RETURN PLAN

9. Safe Return Plan - The updated Safe Return plan and authorize the Superintendent to submit the Safe Return Plan to the NJDOE.

USE OF FACILITY

10. Use of Facility - The use of facility request from Irene Fitzpatrick for a repass on July 30, 2022 from 10:00 am to 6:00 pm.

SCHOOL SAFETY DATA

11. School Safety Data Submission - The June 30, 2022 SSDS Report.

ANNUAL SCHOOL PLAN

12. Annual School Plan - The 2022-2023 Annual School Plan.

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13. On Course Evaluate Program - The use of On Course Evaluate component of the On-Course Systems for Education for staff evaluation needs. The cost of the program and training will be funded through the general fund. ON COURSE EVAL PROGRAM
14. Webmaster Position - The Webmaster position and posting as described in the attached job description at a stipend amount of \$800 with an additional hourly pay of up to 20 hours for webpage organization paid through the general fund. The superintendent will have the ability to hire and appoint this position before the next regular board meeting, after consultation with the Board President. Formal action will be taken at the next meeting. WEBMASTER POSITION
15. School Safety Specialist - Superintendent, Carleena Supp, as the district School Safety Specialist, pending certification. SCHOOL SAFETY SPECIALIST
16. Accept Donation - P.R.I.D.E. / F.A.S.T. Grant for improvements to the Vestibule/Main Office Lobby. DONATION – P.R.I.D.E./F.A.S.T. GRANT
17. Latchkey Personnel - Kelly McGay as the Latchkey Coordinator for the 2022-2023 school year at the rate of \$800.00; and the following staff/substitutes for the Latchkey Program at the rate of \$15.00 per hour: LATCHKEY PERSONNEL
 - Ida Youmans
 - Kelly McGay
 - Nacee Noble
 - Jackilynn Stebbins
 - Brittany Stebbins
 - Joanne Jones
 - Loretta Carey
18. Substitutes - The following substitutes for the 2022-2023 school year at the rate of \$125.00 per day: SUBSTITUTES
 - Fawn Watson
 - Melissa Barron
 - Natalie Katsiff
 - Jen Matlack
 - Ellsworth Samuel Greene (pending certification)
 - Jaylin Hudgins (pending certification)
19. School Climate Team - The following members of the School Climate Team for the 2022-2023 school year in accordance with N.J.S.A. 18A:37 Anti-Bullying Bill of Rights: SCHOOL CLIMATE TEAM
 - Nicole Continisio (Anti-Bullying Specialist)
 - Jackie Merollo (Anti-Bullying Coordinator)
 - Carleena Supp (Superintendent)
 - Celine Kaelble (Assistant Principal)
 - Tom Mozitis (Teacher)
 - Jenny Mercado (Parent/Lead Teacher)
20. School Security and Safety Seminar - Carleena Supp, Superintendent, to attend the Southern Region School Security and Safety Seminar on July 27, 2022. There is no cost for this seminar. SCHOOL SECURITY/ SAFETY SEMINAR
21. Preschool Orientation - The following personnel to attend preschool orientation from 8:30am-1:30pm on August 24, 2022. They will be paid at the rate of \$30.00 per hour. PRESCHOOL ORIENTATION
 - Ms. Hearon
 - Ms. Lally
 - Ms. Vandever
 - Ms. Dibabbo

Unanimously approved

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XI. ACTION ITEMS - FINANCE

Moved by Ms. Larcombe 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 June 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 June 30, 2022. The Treasurer's Report and Secretary's Report are in agreement for the month ending June 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 June 30, 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 - The transfer status report for the month of June 30, 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
 - o Warrant bills in the amount of \$144,062.86 This amount includes:
 - o Electronic Funds Transfers
 - o Payroll
 - o State PaymentsAuthorize 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 2022-2023 school year. A list of bills paid and transfers made will be provided at the next regular board meeting.
6. Title III MOA - Participation in the Title III Consortium with Wildwood City for the 2022-2023 school year.
7. Construction Bank Account - Closing the Construction Bank Account (ending in 5149), due to inactivity in the account. Funds have been transferred to the Warrant Account.
8. Maintenance of Equity Funds - Additional state aid for Maintenance of Equity FY22 in the amount of \$363,138.00. The funding for maintenance of equity state aid is a specific one-time allocation that is solely addressing the MOEq provisions of ARP this year.
9. Accept Extraordinary Aid - The 2021-2022 extraordinary aid in the amount of \$107,880.00.
10. Middle Township Special Education Contract - MD Tuition contract for 1 student to attend Middle Township Middle School at the cost of \$15,467.00.

Unanimously approved

XII. ADDENDUM

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

1. Letter of Resignation - The letter of resignation from Christine Formento. Her last day will be October 14, 2022.

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- 2. Substitute Teacher - Paul Roselle as a substitute teacher for the 2022-2023 school year, pending receipt of appropriate documentation.
- 3. Leave of Absence - The leave of absence for employee 1052 from August 31, 2022 until November 21, 2022. They will use 14.5 sick days and 3 personal days before going unpaid.

SUB TEACHER

LOA

Unanimously approved

XIII. UNFINISHED BUSINESS - None

UNFINISHED BUSINESS

XIV. NEW BUSINESS - None

NEW BUSINESS

XV. FOR YOUR INFORMATION

FYI

- 1. Governance Training - The following Board Members need to complete their required Governance Training by December 31, 2022:
 - o Greg Hudgins: Governance IV
 - o Melissa Rodriguez: Governance IV
 - o Miriam Vives-Rivera: Governance IV
 - o Janita Hutchinson: Governance IV
 - o Adelina Mitchell: Governance IV
 - o Wanda Young: Governance I
 - o Sandra Bader: Governance I

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

XX. ADJOURNMENT

ADJOURNED

Moved by Ms. Vives-Rivera and seconded by Ms. Rodriguez that the Board of Education approve the Woodbine Board of Education adjourn the meeting. 7:20 P.M.

Unanimously approved

Respectfully Submitted,

Joseph Giambri, Board Secretary
August 15, 2022