

WOODBINE BOROUGH BOARD OF EDUCATION

Minutes of the Regular Meeting
Monday September 19, 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 September 19, 2022 at 6:01 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, Ms. Janita Hutchinson, Mr. Patrick Keenan, Ms. Alicia Larcombe, Ms. Adelina Mitchell, Ms. Miriam Vives-Rivera, Ms. Melissa Rodriguez, Ms. Wanda Young

Members absent at roll call: Ms. Sandra Bader

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

COMMUNICATIONS

IV. COMMUNICATIONS

1. NJ State Testing Information for Parents - The following information was sent home to parents on September 8, 2022 providing specifics about NJ State Assessments for the 2022-2023 School Year.

V. PRESENTATIONS - None

PRESENTATIONS

VI. AUDIENCE PARTICIPATION

AUDIENCE
PARTICIPATION

VII. WORK SESSION DISCUSSION

1. Committee Reports – Ms. Vives-Rivera reviewed the Buildings and Grounds walkthrough on September 1, 2022.
2. Superintendent's Report – Ms. Supp reviewed the Superintendent's activities. After the report, Ms. Vives-Rivera mentioned that Back to School Night was very nice.
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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- Ms. Vives-Rivera asked who the teacher in charge is. Ms. Supp answered that she needs to post for position. There is not one in place yet.
- Ms. Vives-Rivera asked about the E-Rate consulting agreement. Mr. Giambri explained its purpose.
- Ms. Vives-Rivera asked about the Superintendent Residency Program. Ms. Supp talked about the program.
- Ms. Rodriguez asked about the maternity leave. Mr. Giambri explained the language in the WEA contract.
- Ms. Vives-Rivera had a question about the Curriculum. Ms. Supp and Mr. Giambri both explained the curriculum, NJDOE Guidelines and QSAC timelines.
- Ms. Larcombe asked about the new principal's account. Ms. Supp and Mr. Giambri explained the purpose and need for the account.

ADJOURNED INTO
VOTING SESSION

VIII. ADJOURNMENT INTO VOTING SESSION

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

Unanimously approved

MINUTESE

IX. MINUTES

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

- Regular Meeting on August 15, 2022

Ayes (5) Mr. Hudgins, Mr. Keenan, Ms. Larcombe, Ms. Mitchell, Ms. Rodriguez

Noes (0) Abstain (3) Ms. Hutchinson, Ms. Vives-Rivera, Ms. Young Motion Carried

BOE – 8/15/22

ACTION ITEMS –
ADMIN

X. ACTION ITEMS - ADMINISTRATION

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

1. Webmaster Position - Jasmine Murray for the Webmaster position at a stipend amount of \$800 with an additional hourly pay of up to 20 hours for webpage organization paid through the general fund.
2. Business Administrator - Darren Harris as Business Administrator effective October 1, 2022 through the shared service agreement with the Pittsgrove Township BOE.
3. Accept Donation - The Azeez Grant in the amount of \$10,000.
4. Evaluation Guide and Rubric - The use of the Danielson Framework for Evaluation and the attached Guide to Evaluation for the 2022-2023 school year.
5. ASAP Staff - The following staff for ASAP starting October 3, 2022 and ending March 31, 2023, Monday-Wednesday at the rate of \$30.00 per hour:
 - Stacey Egan
 - Declan McGuigan
 - Pegge Bodenschatz
 - Whitney Benedetto
 - Sarah Vandever
 - Brianne Seelman

This program will be funded with Title I and ESSER II- Learning Loss Funds.

J. MURRAY –
WEBMASTER

D. HARRIS – BUSINESS
ADMIN

AZEEZ GRANT

EVAL GUIDE &
RUBRIC

ASAP STAFF

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- 6. ESS Contract Addendum - The addendum to the ESS contract for the 2022-2023 school year. ESS ADDENDUM
- 7. Professional Development - The following staff members for Intro Reading K-6 Coaching. The cost of the training is \$2,500.00: PD INTRO READING
 - o Allie Campbell
 - o Jasmine Murray
 - o Rachel Shanteau
- 8. NJ School Administrator Residency Program - Carleena Supp, Superintendent, to attend the required 6 sessions of the NJ School Administrator Residency Program (SARP) on the following dates: NJSA RESIDENCY PGM
 - o September 22, 2022
 - o October 18, 2022
 - o November 16, 2022
 - o January 18, 2023
 - o February 7, 2023
 - o March 6, 2023
- 9. Homebound Instructors - The following staff for homebound instruction to begin August 31, 2022, end date TBD: HOMEBOUND INSTRUCTORS
 - o Tom Mozitis - 10 hours per week
 - o Mary Teresa Smith - 10 hours per week
- 10. Preschool Orientation - The following personnel to attend preschool orientation from 8:30am-1:30pm on August 24, 2022. She will be paid at the rate of \$30.00 per hour. P-K ORIENTATION
 - o Ms. Sara Halsey
- 11. Approve the following staff to fill the designated committees. Staff on the ASP/Title 1 committee will be paid \$30/hour to attend meetings paid out of Title 1 funds. Staff on other committees will receive \$30/meeting ASP/TITLE 1

PBSIS	School Climate & Culture (C-Sure)	DEAC/School Leadership Team	Health/Wellness/Green	Early Childhood	Safety/Emergency Response	Title 1-ASP/ScIP
Rachel Shanteau	Declan McGuigan	Courtney Hearon	Erika Himstedt	Allie Campbell	Abbe Harris	Pegge Bodenschatz
Mary Teresa Smith	Kelly Hinsley	Pegge Bodenschatz	Shelly Chamlee	Jennifer Mercado	Steve Schleckser	Melissa Carberry
Nicole Continisio	Stacey Egan		Jackie Merollo	Kelly McGay	Sarah Vandever	Megan Gans
Pegge Bodenschatz	Stephanie Davis		Brianne Seelman	Whitney Benedetto	Joe Hinsley	Jasmine Murray
Allie Campbell	Pegge Bodenschatz			Brooke Lally	Erika Himstedt	Tom Mozitis
	Nicole Continisio			Judi DiBabbo		
				Jasmine Murray		

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CURRICULUM

12. Curriculum - The attached curriculum documents for the following content areas as revised to meet NJ Student Learning Standards:

A. Health and Physical Education Curriculum - The attached Health and Physical Education curriculum documents as revised to meet NJ Comprehensive Health and Physical Education Standards.

SCIENCE CURRICULUM

B. Science Curriculum - The attached Science curriculum documents as revised to meet NJ Student Learning Standards.

SOCIAL STUDIES CURR.

C. Social Studies Curriculum - The attached Social Studies curriculum documents as revised to meet NJ Student Learning Standards.

MUSIC CURRICULUM

D. Music Curriculum - The attached Music curriculum documents as revised to meet NJ Student Learning Standards.

ART CURRICULUM

E. Art Curriculum - The attached Art curriculum documents as revised to meet NJ Student Learning Standards.

STEAM CURRICULUM

F. STEAM Curriculum - The attached STEAM (Science, Technology, Engineering, Arts, & Technology) curriculum documents as revised to meet NJ Student Learning Standards.

ELA GR 1, 7, 8

G. ELA Grades 1, 7, and 8 - The attached ELA (English Language Arts) curriculum documents for grades 1, 7, and 8 as revised to meet NJ Student Learning Standards.

KINDERGARTEN CURR

H. Kindergarten Curriculum - The attached Kindergarten ELA (English Language Arts) and Math curriculum documents as revised to meet NJ Student Learning Standards.

CURRICULUM SUPP

I. Curriculum Supplement for Contributions of LGBTQ+, Amistad, Holocaust, People with Disabilities, Asian American, Pacific Islander - The attached Curriculum Supplement for Contributions of LGBTQ+, Amistad, Holocaust, People with Disabilities, Asian American, Pacific Islander as revised to meet NJ Student Learning Standards.

LATCHKEY STAFF

13. Latchkey Staff - The following staff for the Latchkey Program at the rate of \$15.00 per hour pending fingerprints and background check:

- o Linda Jackson
- o Rose Hudgins
- o Jaylin Hudgins

MENTORING PLANE

14. Mentoring Plan - The attached 2022-2023 District Mentoring Plan.

FACULTY HANDBOOK

15. Faculty Handbook, Student Handbook, Preschool Handbook, Code of Conduct - The attached Faculty Handbook, Student Handbook, Preschool Handbook, and Code of Conduct for the 2022-2023 school year.

8TH GR VISIT TO MIDDLE TWP HS

16. 8th Grade Visit to Middle Township High School - The 8th Grade Class visit to Middle Township on October 3, 2022. Staff chaperones for the visit will be Sara Halsey and Nicole Continisio.

GSNJ MEMBERSHIP

17. GSNJ Membership - The district membership of Great Schools of New Jersey at a cost of \$1000

GSNJ MEETINGS

18. GSNJ Meetings - Carleena Supp, Superintendent, to attend the Great Schools of New Jersey meetings on the following dates:

- o Wednesday, September 21, 2022
- o Tuesday, October 25, 2022
- o Wednesday, November 16, 2022
- o Tuesday, January 10, 2023
- o Wednesday, February 15, 2023
- o Wednesday, March 22, 2023
- o Wednesday, April 19, 2023
- o Spring Leadership Conference May 17-19

The cost of attendance is included in payment of the district membership dues for the year.

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19. C-Sure Program Fundraiser Request - A fundraiser to support the C-Sure Program to support positive school climate, culture, care, community, and commitment. For the fundraiser, staff will contribute \$50 to wear jeans every Friday of the school year. C-SURE PROGRAM
20. I&RS Team - The following staff members to serve on the Intervention & Referral Services Team: I & RS TEAM
- Nicole Continisio
 - Melissa Carberry
 - Jennifer Mercado
 - Courtney Hearon
 - Celine Kaelble
 - Carleena Supp
21. Art/STEAM/Basic Skill Instruction Teacher - Robyn Nichols as the Art/STEAM/Basic Skills Instruction Teacher for the 2022-2023 school year at a prorated salary of \$58,989 (Step 3 + MA) pending renewal and transfer of certification. ART/STEAM/BASIC SKILL INSTRUCTION
22. School IPM Coordinator Training - Carleena Supp, Superintendent, to attend the School Integrated Pest Management Coordinator Training on Friday, November 18, 2022 held at Atlantic Cape Community College. This training is free of charge and meets the requirement for the School IPM Coordinator. SCHOOL IPM COORDINATOR
23. Preschool Field Trip - Field trip for all PreK students to Sahl's Father Son Farm, 420 W. Pestalozzi Avenue, Egg Harbor City, NJ 08215 on October 28, 2022. The following staff will serve as chaperones: P-K FIELD TRIP
- Courtney Hearon
 - Jackie Stebbins
 - Maryna Trajkouska
 - Brook Lally
 - Rachel Rinck
 - Shared Aide (based on staffing available in October)
 - Sarah Vandever
 - Brittany Stebbins
 - Shaun Stebbins
 - Judi DiBabbo
 - Lorretta Carey
 - Sara Halsey
- The cost of the trip is approximately \$448 plus the cost of transportation to be funded through the Preschool Grant. Details provided in attached request.
24. CMC Superintendent's Roundtable Meetings - Carleena Supp, Superintendent, to attend the Cape May County Superintendent's Monthly Roundtable Meetings on the following proposed dates: CMC SUP'T ROUNDTABLE MTGS
- Wednesday, September 14, 2022
 - Wednesday, October 12, 2022
 - Wednesday, November 2, 2022
 - Wednesday, December 14, 2022
 - Friday, January 13, 2023
 - Wednesday, February 8, 2023
 - Wednesday, March 8, 2023
 - Wednesday, April 5, 2023
 - Wednesday, May 10, 2023
 - Wednesday, June 28, 2023

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*Dates may be subject to change

NJQSAC DPR SELF-ASSESSMENT

25. NJQSAC DPR Self-Assessment - The attached New Jersey Quality Single Accountability Continuum (NJQSAC) District Performance Review (DPR) self-assessment as completed by the district committee including the following members:
- o Greg Hudgins - BOE President
 - o Carleena Supp - Superintendent
 - o Celine Kaelble - Assistant Principal, Supervisor of Early Childhood
 - o Joe Giambri - Business Administrator, Board Secretary
 - o Jasmine Murray - Teacher, Woodbine Education Association Representative
 - o Jennifer Mercado - Teacher

INTERIM SUPT EVAL

26. Interim Superintendent Evaluation - The attached evaluation completed in May, 2022 of Interim Superintendent for the 2021-2022 school year, Dennis Anderson.

MOA W/LAW ENFORCEMENT

27. MOA with Law Enforcement - The attached Memorandum of Agreement with Law Enforcement for the 2022-2023 school year.

DIST REMOTE LEARNING PLAN

28. District Remote Learning Plan - The attached Woodbine School District Remote Learning Plan for the 2022-2023 school year.

NURSING SVC PLAN

29. Nursing Service Plan - The attached District Nursing Service Plan for the 2022-2023 school year.

COMMISSIONER'S CONVOCATION

30. Commissioner's Convocation - Carleena Supp, Superintendent, to attend the NJ Education Commissioner's Convocation on October 6, 2022 at Stockton University.

SUB TEACHER

31. Substitute Teacher - Anna Harris as a substitute teacher for the 2022-2023.

WORKSHOP

32. Workshop - Nicole Continisio to attend Affirmative Action Officer Training, virtually, for 18 hours. The cost of the program is \$500.00 and will be funded by Title II.

POLICY – 1ST READING

33. First Reading Policy 5131.1 - The first reading of Policy 5131.1 Harassment, Intimidation, and Bullying.

L/T SUBSTITUTE

34. Long-Term Substitute - Robert Derbyshire as a long-term substitute for the positions of Middle School Special Education and Basic Skills Instructor at a rate of \$281.95 per day, effective upon board approval and background check clearance, until January 23, 2023.

Roll Call: Ayes (*8) *Mr. Hudgins, Ms. Hutchinson, Mr. Keenan, Ms. Larcombe, Ms. Mitchell, Ms. Rodriguez, Ms. Vives-Rivera, Ms. Young

Noes (0)

Abstain (*1) Mr. Hudgins – *Item #13 only*

Motion Carried

ACTION ITEMS – FINANCE

XI. ACTION ITEMS - FINANCE

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

BOARD SECRETARY RPT

1. Board Secretary Report - Pursuant to N.J.A.C. 6A:23A-16.10(c) 3, I can certify that as of July 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.

TREASURER'S RPT

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 July 31, 2022. The Treasurer's Report and Secretary's Report are in agreement for the month ending July 31, 2022.

CERTIFICATION

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 July 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

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are available to meet the district’s financial obligations for the remainder of the 2022-2023 fiscal year.

- 4. Transfer Status Report - The transfer status report for the month of July 31, 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 \$315,848.15. This amount includes:
 - o Electronic Funds Transfers
 - o Payroll
 - o State Payments

TRANSFER STATUS
WARRANTS

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 2022-2023 school year. A list of bills paid and transfers made will be provided at the next regular board meeting.

- 6. SCSSSD PT Contract - The PT Contract with SCSSSD for the 2022-2023 School Year at a cost of \$11,448.00.
- 7. YALE Tuition Contract - The tuition contract with YALE East for 1 student. The cost of the contract is \$112,082.40 which includes a 1:1 aide.
- 8. The following grant funded salaries:

SCSSSD PT CONTRACT

YALE TUITION

GRANT FUNDED SALARIES

<u>Employee</u>	<u>Position</u>	<u>Title I %</u>	<u>Title I Salary</u>
Continisio, Nicole	Guidance	80%	\$ 48,191.00
McGay, Kelly	Teacher	30%	\$ 23,504.00
Harris, Abbe	Teacher	30%	\$ 25,696.00
<u>Employee</u>	<u>Position</u>	<u>Title I SIA %</u>	<u>Title I SIA Salary</u>
McGay, Kelly	Teacher	18%	\$ 15,000.00
<u>Employee</u>	<u>Position</u>	<u>ESSER II %</u>	<u>ESSER II Salary</u>
McGay, Kelly	Teacher	52%	\$ 44,958.00
Haslsy, Sara	Guidance	20%	\$ 11484.00
<u>Employee</u>	<u>Position</u>	<u>ESSER III %</u>	<u>ESSER III Salary</u>
Chamlee, Shelly	Teacher	100%	\$ 57,389.00
Sellman, Brianne	Teacher	100%	\$ 56,389.00

- 9. Account Signatures - Darren Harris as an account signature on the following accounts, replacing Joseph Giambri Jr.:
 - o Student Activities- xxx0647
 - o Cafeteria Account- xxx0604
 - o Flexible Spending- xxx2605
 - o Agency- xxx6317
 - o Payroll- xxx6325
 - o School Library- xxx3666
 - o Construction- xxx5149
 - o Latchkey- xxx7062
 - o Warrant Account- xxx3973
 - o Donations and Gifts- xxx0218

ACCT SIGNATURES –
D. HARRIS

- 10. E-Rate Consulting - The contracts with E-Rate Consulting for the 2022-2023 School Year.
- 11. CMDA Agreement - The Continuing Disclosure Agent agreement with Phoenix Advisors for the 2022-2023 school year at the cost of \$1,100.00
- 12. Principal's Bank Account - Opening a Principal's Bank Account. This account would require 2 signatures:
 - o Superintendent

E-RATE CONSULTING

CMDA AGREEMENT

PRINCIPAL'S BANK
ACCT

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- Board President

Roll Call: Ayes (*8) Mr. Hudgins, Ms. Hutchinson, Mr. Keenan, Ms. Laracombe, *Ms. Mitchell, *Ms. Rodriguez, *Ms. Vives-Rivera, Ms. Young

Noes (0) Abstain (*3) Ms. Mitchell, Ms. Rodriguez – *Check #01256 only*, Ms. Vives-Rivera – *Item #10 only* Motion Carried

ADDENDUM

XII. ADDENDUM

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

MATERNITY LEAVE

1. Maternity Leave - The maternity leave for Nicole Continisio beginning January 4, 2022 through the end of the school year. She will exhaust sick and personal time before going on unpaid leave.

Unanimously approved

UNFINISHED BUSINESS

XIII. UNFINISHED BUSINESS - None

NEW BUSINESS

XIV. NEW BUSINESS

- Ms. Rodriguez had questions about the school crossing guard and whose responsibility it was. Mr. Giambri stated that the Borough is responsible for providing crossing guards. Conversation took place regarding where students were crossing on Webster Street.

FYI

XV. FOR YOUR INFORMATION

1. Governance Training - The following Board Members need to complete their required Governance Training by December 31, 2022:
 - Greg Hudgins: Governance IV
 - Melissa Rodriguez: Governance IV
 - Miriam Vives-Rivera: Governance IV
 - Janita Hutchinson: Governance IV
 - Adelina Mitchell: Governance IV
 - Wanda Young: Governance I
 - Sandra Bader: Governance I
2. CMCSBA Meeting - The Cape May SBA County meeting will be held Wednesday October 19, 2022. the in-person meeting will begin at 6:00pm with dinner at Bellevue Tavern. An online option will start at 7:00pm. Laura Bishop, managing principal, of LBC LLC., lead us in an interactive discussion on what our members would like for future meeting topics. To prepare, we are giving every Cape May County SBA member a “little homework”. Please come with your ideas, meeting topics, or any other recognition-type action you would like to see at our county meetings. Let the business office know if you wish to attend.

AUDIENCE PARTICIPATION

XVI. AUDIENCE PARTICIPATION - None

RECESS INTO CLOSED SESSION

XVII. RECESS INTO EXECUTIVE SESSION - None

FOR THE GOOD OF THE ORDER

XIX. FOR THE GOOD OF THE ORDER - None

ADJOURNED

XX. ADJOURNMENT

Moved by Ms. Larcombe and seconded by Ms. Hutchinson that the Board of Education approve the Woodbine Board of Education adjourn the meeting. 7:03 P.M.

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Respectfully Submitted,

Joseph Giambri, Board Secretary
September 19, 2022