

# WOODBINE BOROUGH BOARD OF EDUCATION

Minutes of the Regular Meeting  
Monday October 17, 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 October 17, 2022 at 6:02 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. Sandra Bader, Ms. Janita Hutchinson, Ms. Alicia Larcombe, Ms. Adelina Mitchell, Ms. Miriam Vives-Rivera, Ms. Melissa Rodriguez

Members absent at roll call: Mr. Patrick Keenan, Ms. Wanda Young

Others Present: Ms. Carleena Supp, Superintendent; Ms. Celine Kaelble, Assistant Principal; Mr. Darren Harris, Board Secretary; the public

## IV. COMMUNICATIONS - None

COMMUNICATIONS

## V. PRESENTATIONS

PRESENTATIONS

1. NJSLA and DLM Assessment Results 2022 – Ms. Kaelble, Assistant Principal, reviewed the NJSLA scores and state of the schools. Further discussion took place with the Board regarding the results.
2. 21-22 ABR School Self-Assessment – Ms. Supp reviewed the 21-22 Anti-Bullying School Self-Assessment with the Board.
3. Beautification Committee – Ms. Continisio and Ms. Bodenshatz presented phase II of the Beautification Committee, looking at the vestibule and entryway of the entrance to
- 4.
5. add paint, and adding a table, shelf and river rocks in the flower bed (painted by students).
6. Middle, Dennis, & Woodbine School Districts Feasibility Study – Mr. Harris reviewed the Feasibility Study along with the recommendations with the Board.

NJSLA & DLM  
ASSESSMENT

21-22 ABR SELF-  
ASSESSMENT

BEAUTIFICATION  
COMMITTEE

FEASIBILITY STUDY

## VI. AUDIENCE PARTICIPATION - None

AUDIENCE  
PARTICIPATION

WORK SESSION  
DISCUSSION

# WOODBINE BOARD OF EDUCATION MINUTES – OCTOBER 17, 2022

COMMITTEE  
REPORTS

## VII. WORK SESSION DISCUSSION

1. Committee Reports – Ms. Vives-Rivera discussed the doors, which were replaced. Two swings are still missing. There is a need to fill a hole and concrete by the playground.
2. Superintendent's Report – Ms. Supp reviewed the Superintendent's Report with the Board.
3. State Monitor's Report
4. Discussion on Agenda Items – Ms. Vives-Rivera asked if the field trip to Philadelphia is safe for the students to go. Ms. Supp said they would be going directly to the Franklin Institute, and the admission is free of charge, and the planetarium will be covered by Title III funds. Ms. Vive-Rivera agrees with the interpretation/translation services.

SUPERINTENDENT'S  
REPORT

STATE MONITOR'S  
RPT

DISCUSSION ON  
AGENDA ITEMS

ADJOURN TO VOTING  
SESSION

## VIII. ADJOURNMENT INTO VOTING SESSION

Moved by Ms. Hutchinson and seconded by Ms. Vives-Rivera that the Board of Education approve Board of Education adjourn the work session meeting and open the Business portion of the meeting. Roll Call: Ayes (7) Ms. Bader, Ms. Hutchinson, Ms. Larcombe, Ms. Mitchell, Ms. Rodriguez, Ms. Vives-Rivera, Ms. Hudgins

Noes (0)

Abstain (0)

Motion Carried

MINUTES

## IX. MINUTES

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

- Regular Meeting on September 19, 2022

Roll Call: Ayes (6) Ms. Bader, Ms. Hutchinson, Ms. Larcombe, Ms. Mitchell, Ms. Rodriguez, Mr. Hudgins

Noes (1) Ms. Vives-Rivera

Abstain (0)

Motion Carried

ACTION ITEMS –  
ADMIN

## X. ACTION ITEMS - ADMINISTRATION

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

1. Curriculum - The revised curriculum documents for each of the following content areas as revised to meet NJ Student Learning Standards:
  - A. World Language - The attached World Language curriculum documents for grades K-8 as revised to meet NJ Student Learning Standards.
  - B. Math K-8 - The attached Math curriculum documents as revised for grades K through 8 to meet NJ Student Learning Standards.
  - C. Career Readiness, Life Literacies, and Key Skills Integration - The attached Career Readiness, Life Literacies, and Key Skills Integration curriculum documents as revised to meet NJ Student Learning Standards.
  - D. Gifted and Talented Program - The Gifted and Talented Program information and procedures in accordance with board policy 6171.2 Gifted and Talented.
2. Policy Second Reading and Adoption - The second reading and adoption of Policy 5131.1 Harassment, Intimidation, and Bullying.
3. Truancy Officer Contract - The attached contract for a shared Truancy Officer with Middle Township School District for the 2022-2023 school year.
4. 21-22 ABR School Self-Assessment - The 2021-2022 HIB School Self-Assessment as determined by the School Safety/School Climate Team.

POLICY

TRUANCY OFFICER  
CONTRACT

21-22 ABR SELF-ASMNT

TEACHER IN CHARGE

**WOODBINE BOARD OF EDUCATION MINUTES – OCTOBER 17, 2022**

- 5. Teachers in Charge - Jennifer Mercado, Abbe Harris, and Courtney Hearon for the 2022-2023 school year for the position of Teacher In Charge as specified in the WEA contract agreement.
- 6. Job Descriptions - The job descriptions for each of the following positions:
  - A. Classroom Aide
  - B. Special Education Aide
  - C. Special Education One-on-One Aide
  - D. Webmaster
  - E. Technology Director
- 7. Resignation - Accept the resignation of Devon Biglin, effective October 10, 2022.
- 8. Facilities Use Request - The use of the Woodbine Elementary School cafeteria by the PTA for a Pumpkin Decorating event on Friday, October 21, 2022 from 5:00 pm - 7:00 pm.
- 9. Acknowledge HIB Cases - Acknowledge the following Harassment, Intimidation, and Bullying (HIB) cases completed between 9/20/22 and 10/17/22 (in accordance with N.J.S.A. 18A:37 - NJ Anti-Bullying Bill of Rights Act):
  - o Case #HIB-2022-2023-001: Founded
  - o Case #HIB-2022-2023-002: Founded
- 10. Interpretation/Translation Services - Monica Morales to provide interpretation/translation services for scheduled student service meetings as needed/requested at a rate of \$30 per hour. This does not include regular verbal or written communication with parents and families.
- 11. Field Trip - The field trip request for students in grades 6-8 to visit the Franklin Institute in Philadelphia, PA on December 19, 2022 (see attachments for additional details). There is no cost for attendance and the cost of the bus will be paid through Title 1 funds.

JOB DESCRIPTIONS

RESIGNATION – D. BIGLIN

USE OF FACILITIES

HIB ACKNOWLEDGE

INTERPRETATION/TRANSLATION SVC

FIELD TRIP

Roll Call: Ayes (\*7) Ms. Bader, Ms. Hutchinson, Ms. Larcombe, Ms. Mitchell, Ms. Rodriguez, \*Ms. Vives-Rivera, Mr. Hudgins

ACTION ITEMS – FINANCE

Noes (\*1) Ms. Vives-Rivera – *Item 1 a-c only*                      Abstain (0)                      Motion Carried

**XI. ACTION ITEMS - FINANCE**

BOARD SECRETARY'S REPORT

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

- 1. Board Secretary Report - In accordance with NJSA 18A:17-9 for the month of August 31, 2022, the Board Secretary certifies that no line item has been over expended in violation of N.J.A.C. 6A:23A-16.10 (c) 3 and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.
- 2. Treasurer's Report - The Treasurer's Report, which is in accordance with N.J.S.A. 18A:17-36 for the month ending August 31, 2022. The Treasurer's Report and Secretary's Report are in agreement for the month ending August 31, 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 August 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. and in accordance with N.J.A.C. 6A:23A-16.10 (c) 2, certifies that there are no changes in anticipated revenue amounts or revenue sources. Sufficient funds 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 August 31 2022.

TREASURER'S RPT

CERTIFICATION

TRANSFER STATUS  
BILLS

## WOODBINE BOARD OF EDUCATION MINUTES – OCTOBER 17, 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 Warrant bills in the amount of \$315,848.15. 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 2022-2023 school year. A list of bills paid and transfers made will be provided at the next regular board meeting.

6. Non-Public Classroom Aide - Tamara Boyle as a Non-Public Classroom aide to be provided to Bishop McHugh for Woodbine Students through Title I Non-Public Funds.
7. The 2023-24 Budget Development Calendar.
8. Other Capital Projects and Long-Range Facility Plan Update - Garrison Architects to prepare and submit a New Jersey Department of Education Other Capital Projects Application for the addition and reconstruction of HVAC and electric services to the Woodbine Elementary School. The District will be utilizing a combination of SSB Ventilation and Energy funding, ARP funding, and local funding for this project and the district acknowledges that it will receive no state aid for this project It further authorizes Garrison Architects to update its five-year Long-Range Facility Plan.
9. Transportation Jointures - The Field Trips Contract and Transportation Jointures with the Dennis Township Board of Education:
- o Bishop McHugh - \$13,212.00
  - o CMSSSD - \$30,855.44
  - o Middle Township and Cape May Vo-Tech - \$70,518.00

Roll Call: Ayes (\*7) Ms. Bader, Ms. Hutchinson, Ms. Larcombe, \*Ms. Mitchell, \*Ms. Rodriguez, Ms. Vives-Rivera, Mr. Hudgins

Noes (0) Abstain (\*2) Ms. Mitchell, Ms. Rodriguez – *ck #12506 only* Motion Carried

### XII. ADDENDUM

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

1. Field Trip - 10 selected 8th grade students to attend the Peer Leadership Conference at Wildwood Convention Center on November 18, 2022. Nicole Continisio will chaperone the event. The cost of attendance is \$10 per attendee (\$110 total).
2. Field Trip - The field trip request for ELL students in grades K-7 to visit the Franklin Institute in Philadelphia, PA on December 19, 2022 (see attachments for additional details). The \$80 cost to visit the planetarium and the cost of the bus will be paid through Title 3 funds.

Roll Call: Ayes (7) Ms. Bader, Ms. Hutchinson, Ms. Larcombe, Ms. Mitchell, Ms. Rodriguez, Ms. Vives-Rivera, Mr. Hudgins

Noes (0) Abstain (0) Motion Carried

### XIII. UNFINISHED BUSINESS - None

### XIV. NEW BUSINESS

Moved by Ms. Larcombe and seconded by Ms. Vives-Rivera that the Board of Education approve the December Board meeting will be held Monday, December 19, 2022 at 6:00 P.M.

T. BOYLE – NON-PUBLIC AIDE

23-24 BUDGET DEV CALENDAR

CAPITAL PROJECTS/ L-R FACILITY UPDATE

TRANS JOINTURE

ADDENDUM

FIELD TRIP – WW CONVENTION CTR

FIELD TRIP – FRANKLIN INSTITUE

UNFINISHED BUSINESS

NEW BUSINESS

## WOODBINE BOARD OF EDUCATION MINUTES – OCTOBER 17, 2022

Roll Call: Ayes (7) Ms. Bader, Ms. Hutchinson, Ms. Larcombe, Ms. Mitchell, Ms. Rodriguez, Ms. Vives-Rivera, Mr. Hudgins

Noes (0)

Abstain (0)

Motion Carried

FYI

### XV. FOR YOUR INFORMATION

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
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

CLOSED SESSION

### XVI. AUDIENCE PARTICIPATION - None

### XVII. RECESS INTO EXECUTIVE SESSION - None

FOR THE GOOD OF  
THE ORDER

### XVIII. RESUMPTION OF PUBLIC PORTION OF THE MEETING

ADJOURNED

### XIX. FOR THE GOOD OF THE ORDER

### XX. ADJOURNMENT

Moved by Ms. Vives-Rivera and seconded by Ms. Larcombe that the Board of Education approve to adjourn the meeting. 7:35 P.M.

Unanimously approved

Respectfully Submitted,

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Darren Harris, Board Secretary  
October 17, 2022