

**WOODBINE BOROUGH BOARD OF EDUCATION**

Minutes of the Regular Meeting  
Monday November 21, 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 November 21, 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.

**III. ROLL CALL**

ROLL CALL

Members present at roll call: Mr. Gregory Hudgins, Ms. Sandra Bader, Ms. Janita Hutchinson, Ms. Miriam Vives-Rivera, Ms. Melissa Rodriguez, Ms. Wanda Young

Members absent at roll call: Mr. Patrick Keenan, Ms. Alicia Larcombe, Ms. Adelina Mitchell

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

**IV. COMMUNICATIONS - None**

COMMUNICATIONS

**V. PRESENTATIONS - None**

PRESENTATIONS

**VI. AUDIENCE PARTICIPATION - None**

AUDIENCE PARTICIPATION

**VII. WORK SESSION DISCUSSION**

WORKING SESSION DISCUSSION COMMITTEE SUPERINTENT'S REPORT STATE MONITOR'S RPT

1. Committee Reports
2. Superintendent's Report – Ms. Supp reviewed her monthly report with the Board
3. State Monitor's Report
4. Discussion on Agenda Items
  - a. Admin #11 should be March of 2023 not 2022.
  - b. Question on Long-Term Substitutes
  - c. Request additional insured documentation and additional cost
  - d. Question on what Ballard and Tighe and Katherine Simone bills were for.

DISCUSSION ON AGENDA ITEMS

**VIII. ADJOURNMENT INTO VOTING SESSION**

ADJOURN INTO VOTING SESSION

## WOODBINE BOARD OF EDUCATION MINUTES – NOVEMBER 21, 2022

Moved by Ms. Rodriguez and Ms. Vives-Rivera that the Board of Education approve to adjourn the work session meeting and open the Business portion of the meeting.

Roll Call: Ayes (6) Ms. Bader, Ms. Hutchinson, Ms. Rodriguez, Ms. Vives-Rivera, Ms. Young, Mr. Hudgins

Noes (0)

Abstain (0)

Motion Carried

### MINUTES

#### IX. MINUTES

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

- Regular Meeting on October 17, 2022

Roll Call: Ayes (6) Ms. Bader, Ms. Hutchinson, Ms. Rodriguez, Ms. Vives-Rivera, Ms. Young, Mr. Hudgins

Noes (0)

Abstain (0)

Motion Carried

BOE MEETING  
10/17/22

### ACTION ITEMS – ADMIN

#### X. ACTION ITEMS - ADMINISTRATION

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

8<sup>TH</sup> GR TOUR CMCT

1. 8th Grade Tour of Cape May County Tech High School - The 8th Grade Class visit to Cape May County Technical High School on November 3, 2022. Staff chaperones for the visit will be Nicole Continisio and Stephanie Davis.

HOMEBOUND INST

2. Homebound Instruction - Tom Mozitis for homebound instruction, 10 hours per week to begin October 18, 2022, end date TBD.

AFFIRM HIB

3. Affirm HIB Cases- To affirm 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

LONG-TERM SUB

4. Long-Term Substitute Guidance Counselor - Jessica Somervell as a long-term substitute for the position of School Guidance Counselor at a rate of \$292.45 per day, pending background check clearance, from January 3, 2023 until June 13, 2023 (or last day of school based on calendar adjustments).

FACILITIES REQUEST

5. Facilities Request - The facility request for SOAR Church to use our cafeteria for their coat giveaway on November 21, 2022 beginning at 5:00 pm.

LONG-TERM SUB EXT

6. Long-term Substitute Extension - To extend Robert Derbyshire as a long-term substitute for the position of Middle School Special Education/Basic Skills Instructor at a rate of \$281.95 per day until June 13, 2023 (or last day of school based on calendar adjustments).

WALKING FIELDTRIP

7. Walking Field Trip Request - The Life Skills class to participate in a walking field trip to Dionysis Restaurant, 538 Washington Ave Woodbine, NJ 08270 on December 6, 2022 (alternate date December 13, 2022). Staff chaperones for the walking trip will be Abbe Harris, Russell Greenwald, and Joanne Greenwald. There is no cost to the district.

FIELD TRIP SHARED  
ASSEMBLY

8. Field Trip - Shared Assembly - The students in grades 6-8 to attend the assembly presentation "Ryan Benz: Adventures From a 2000-Mile Journey Through Nature" at Dennis Township Middle School on November 14, 2022. Chaperones attending are Tom Mozitis, Stacey Egan, Steve Schleckser, Bob Derbyshire, Brianne Seelman, and Nicole Continisio. Transportation will be provided courtesy of Dennis Township and there is no cost to the district.

DONATION

9. Donation - Student Gifts - The donation of holiday gift bins from Oaklyn Baptist Church for the Preschool and Kindergarten students.

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10. Donation – Turkeys - The donation of 25 Thanksgiving turkeys from Shore Family Success Center for the 25 identified families. DONATION – TURKEYS
11. Professional Development Shared Speaker - Thomas C. Murray, Director of Innovation for Future Ready Schools, to present to staff on March 17, 2022. This will be a shared presentation with Dennis Township School District and will take place at Dennis Township Elementary & Middle School. The cost of \$2000 will be funded through ESSER III or appropriate grant funds. PD SHARED SPEAKER
12. Emergency Procedures Manual 2022-2023 - The attached Emergency Procedures Manual as reviewed and revised for the 2022-2023 school year. EMERGENCY PROCEDURES MANUAL
13. School-Based Behavioral Threat Assessment Management Training - The following staff members to attend School-Based Behavioral Threat Assessment Management Training presented by the NJDOE's Office of School Preparedness and Emergency Planning on the following dates:
  - o Carleena Supp - October 14, 2022
  - o Celine Kaelble - December 8, 2022
  - o Nicole Continisio - December 8, 2022
  - o Abbe Harris - January 26, 2023
  - o Erika Himstedt - February 23, 2023
  - o Sarah Vandever - February 23, 2023
  - o Sara Halsey - February 23, 2023

There is no cost for this training.
14. PBSIS Program Fundraiser Request - A fundraiser to support the Woodbine Elementary School PBSIS Program. For this fundraiser, Five Below stores in Somers Point, Millville, and Rio Grande will give a percentage of all purchases made with a presented flyer during a designated two-week period to the Woodbine Elementary School PBSIS program. This amount will be provided by check. PBSIS PROGRAM FUNDRAISER

Roll Call: Ayes (\*6) Ms. Bader, Ms. Hutchinson, Ms. Rodriguez, \*Ms. Vives-Rivera, Ms. Young, Mr. Hudgins

Noes (\*1) Ms. Vives-Rivera – *Item #11 only*                      Abstain (0)                      Motion Carried

### XI. ACTION ITEMS - FINANCE

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

1. Board Secretary Report - In accordance with N.J.S.A. 18A:17-9 for the month of September 30, 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. BOARD SECRETARY'S REPORT
2. Treasurer's Report - The Treasurer's Report, which is in accordance with N.J.S.A. 18A:17-36 for the month ending September 30, 2022. The Treasurer's Report and Secretary's Report are in agreement for the month ending September 30, 2022. TREASURER'S REPORT
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 September 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. 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. CERTIFICATION

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TRANSFER STATUS  
RPT

BILLS/TRANSFERS

4. Transfer Status Report - The transfer status report for the month of September 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 Warrant bills in the amount of \$321,702.17. 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.

CMP M-1

6. Comprehensive Maintenance Plan M-1 - The Comprehensive Maintenance Plan M-1 for the school year 2023-2024.

TRANSPORTATION  
JOINTURE

7. Transportation Jointure - The Transportation Jointures between Upper Township and Woodbine School Districts.

P-K PLAN

8. Pre-k Plan approval for the 2023-2024 school year.

INTERIM BA/SUB BS

9. Appointment of Business Administrator and Substitute Board Secretary - John Hansen as Interim Business Administrator, effective November 22nd, 2022. It is also recommended that the Board of Education appoint Ron Latham as a Substitute Board Secretary. Darren Harris will remain the Board Secretary.

Roll Call: Ayes (\*6) Ms. Bader, Ms. Hutchinson, \*Ms. Rodriguez, \*Ms. Vives-Rivera, Ms. Young, Mr. Hudgins

Noes (\*1) Ms. Vives-Rivera – *Item 6 & 8 only* Abstain (\*1) Ms. Rodriguez – *Clk #012533 only*

Motion Carried

ADDENDUM

### XII. ADDENDUM

Moved by Ms. Hutchinson and seconded by Ms. Bader that the Board of Education approve the use of facilities request from the Woodbine Recreational Basketball Organization for the gym for basketball season for the 2022-2023 school year.

Roll Call: Ayes (5) Ms. Bader, Ms. Hutchinson, Ms. Vives-Rivera, Ms. Young, Mr. Hudgins

Noes (0) Abstain (1) Ms. Rodriguez Motion Carried

UNFINISHED  
BUSINESS

### XIII. UNFINISHED BUSINESS - None

NEW BUSINESS

### XIV. NEW BUSINESS

Moved by Ms. Hutchinson and seconded by Ms. Young that the Board of Education approve the January BOE Meeting Date Change to Wednesday, January 4, 2023 at 6:00 P.M.

Roll Call: Ayes (6) Ms. Bader, Ms. Hutchinson, Ms. Rodriguez, Ms. Vives-Rivera, Ms. Young, 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

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- Adelina Mitchell: Governance IV
- Wanda Young: Governance I
- 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

- The Woodbine Christmas Parade will be held Friday, December 9, 2022 at 6:00 P.M.

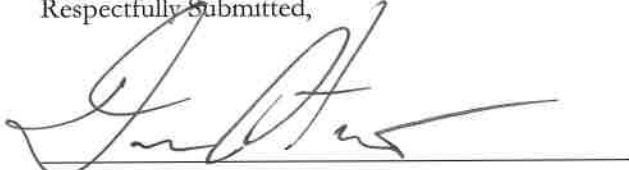
**XX. ADJOURNMENT**

ADJOURNED

Moved by Ms. Vives-Rivera and seconded by Ms. Rodriguez that the Board of Education approve the Board of Education adjourn the meeting. 6:46 P.M.

Unanimously approved

Respectfully Submitted,



Darren Harris, Board Secretary

November 21, 2022