

WOODBINE BOROUGH BOARD OF EDUCATION

Minutes of the Regular Meeting

August 1, 2017 at 6:00 p.m.

The Regular Meeting of the Woodbine Borough Board of Education was called to order by President Janita Hutchinson on August 1, 2017 at 6:07 pm in the library of the school located at 801 Webster Street, Borough of Woodbine, County of Cape May, and State of New Jersey.

I. CALL TO ORDER

Ms. Hutchinson called the meeting to order, read the following statement and directed that it be made part of these minutes:

CALL TO
ORDER

The New Jersey Open Public Meetings Law was enacted to ensure the rights of the public to have advance notice of 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. ROLL CALL

Members present at roll call: Ms. Janita Hutchinson, Mr. Donald Jenkins Mr. Gregory Hudgins, Mr. Patrick Keenan, Ms. Victoria London, Ms. Melissa McGraw, Ms. Miriam Vives-Rivera

ROLL CALL

Members absent at roll call: Ms. Adelina Feliciano, Ms. Rachael Young

Others Present: Anthony DeVico, Superintendent; Terrence Crowley, State Monitor; Mr. Michael Sloan, Business Administrator/ Board Secretary

III. PLEDGE TO THE FLAG

Ms. Hutchinson led those present in the Pledge of Allegiance.

PLEDGE TO
THE FLAG

IV. AUDIENCE PARTICIPATION- None

AUDIENCE
PARTICIPATI-
ON

V. COMMUNICATIONS- None

COMMUNICAT
IONS

VI. WORK SESSION DISCUSSION

A. Committee Reports

COMMITTEE
REPORTS

- Building & Grounds Committee –
 - Walkthrough will be held August 3, 2017 at 2:00 p.m.
- Cafeteria Committee – No Meeting.
- Finance Committee – Ms. Janita Hutchinson reported the Finance Committee met prior to the Board meeting, also addressed the revised state aid.
- Personnel & Negotiations Committee – Meeting will be held August 2, 2017 to update the language in the WEA contract.
- Uniform Committee – Reviewed the Middle Township code.
- Delegate to Cape May County School Board Association – No Meeting.
- Policy Committee- Questions about meetings and prescriptive polices were discussed. The Board also requested a vendor list regarding criminal history background checks.

Ms. Adelina Feliciano entered the meeting at 6:22.

FELICIANO
ENTERED
MEETING

B. Superintendent's Report –

- Mr. Anthony DeVico discussed monthly activities
(see attachment – 1591)
- Mr. DeVico discussed a meeting with Senator Van Drew, NJDOE, and the Borough of Woodbine.

SUPERINTEND
ENT REPORT

WOODBINE BOARD OF EDUCATION MINUTES – AUGUST 1, 2017

STATE
MONITOR
REPORT

C. State Monitor's Report –

- Solicitor Appointment
(see attachment – 1591)

DISCUSSION
ITEMS

D. Discussion on Agenda Items –

- Ms. Miriam Vives-Rivera had questions on the HIB Self-Assessment Report, Peterson bills, and the Pineland's Placement and contract from the June 20, 2017 Minutes.
- Mr. Sloan addressed a typographical error on the volunteer's name and the status of Kelvin Mercado.

AJOURN
WORK
SESSION

VII. WORK SESSION MEETING ADJOURNMENT

Motion by Mr. Gregory Hudgins, seconded by Mr. Donald Jenkins and unanimously carried by voice vote (8-0-0) that the Woodbine Board of Education adjourn the work session meeting and open the Business portion of the meeting.

MINUTES

Adjourned the Work Session at 6:30 pm.

VIII. MINUTES

Motion by Ms. Miriam Vives-Rivera, seconded by Mr. Gregory Hudgins and carried by voice vote (5-0-3, Ms. Adelina Feliciano; Ms. Victoria London abstained, Ms. Miriam Vives-Rivera abstained from Executive Minutes voting) that the Woodbine Board of Education approve the following minutes:

- Regular Meeting on June 20, 2017.
- Executive Session June 20, 2017.

HIB SUMMARY

IX. ACTION ITEMS – ADMINISTRATION

Motion by Ms. Miriam Vives-Rivera, seconded by Mr. Donald Jenkins and carried by roll call vote (7-0-1, Mr. Patrick Keenan abstained), that the Woodbine Board of Education approve the following as recommended by the Superintendent:

HIB SELF
ASSESSMENT

1. HIB Summary Report

Approve the HIB Summary Report.
(see attachment – 1592)

POLICY

2. HIB Self-Assessment

Approve the HIB Self-Assessment Report
(see attachment – 1593-1615)

3. Policy- Second Reading

Approve the second reading and adoption of the following policy.

STUDENT
TEACHER-
ALEX MYERS

- Policy 4217.27: Arrest Reporting Requirements for Certified Staff
(see attachment – 1616)

VOLUNTEER
OLENIK-
HIPKINS

4. Student Teacher

Approve Stockton student, Alex Meyers, to Student teach with Courtney Hearon starting August 30, 2017.
(see attachment – 1616-1618)

5. Volunteer

Approve Andrea Olenik-Hipkins as a volunteer for the 2017-2018 School Year, pending background check.
(see attachment – 1519-1520)

X. ACTION ITEMS – FINANCE

Motion by Mr. Gregory Hudgins; seconded by Ms. Miriam Vives-Rivera and carried by roll call vote (6-0-2, Ms. Adelina Feliciano abstained from item #5; Ms. Victoria London abstained from item #5)

WOODBINE BOARD OF EDUCATION MINUTES – AUGUST 1, 2017

that the Woodbine Board of Education approve the following as recommended by the Business Administrator.

1. Board Secretary's Report

Pursuant to N.J.A.C. 6A:23A-16.10(c) 3, I can certify that as of May 31, 2017, 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.

(see attachment – 1619-1632)

BOARD
SECRETARY
REPORT

August 1, 2017

Date

Michael Sloan, Board Secretary

2. Treasurer of School Funds

Treasurer's Report, is in accordance with N.J.S.A. 18A:22-8.1 and 18A:22-8.2, for the month ending May 31, 2017. The Treasurer's Report and Secretary's Report are in agreement for the month ending May 31, 2017.

(see attachment – 1632-1636)

TREASURER
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 May 2017 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 2016-2017 fiscal year.

CERTIFICATIO
N

4. Warrants

- Electronic Funds Transfer for June & July 2017 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 \$413,749.51. 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 2017-2018 school year. A list of bills paid and transfers made will be provided at the next regular board meeting.
(see attachment – 1637-1645)

WARRANTS

5. Budget Summary Report

A Budget Summary Report for June 2017 is presented for your review.

(see attachment – 1645-1655)

BUDGET
SUMMARY

6. Transfer Report

Approve additional transfers through June 2017.

(see attachment – 1656)

TRANSFER
REPORT

7. Azeez Foundation Donation

It is recommended that the Board of Education accept the donation of \$10,000.00 from the Azeez Foundation.

(see attachment – 1657)

DONATIONS

WOODBINE BOARD OF EDUCATION MINUTES – AUGUST 1, 2017

PARKER
MCCAY LEGAL
CONTRACT

8. Parker McCay Contract

Approve the contract with Parker McCay to provide legal services for the 2017-2018 school year.
(see attachment – 1658-1659)

HOMELESS
AGREEMENT

9. Cape May County Homeless Agreement

Approve the Cape May County Homeless Tuition Agreement for 2017-2018 school year.
(see attachment – 1659)

WEA
CONTRACT

10. Woodbine Education Association Contract

Authorize the Board President and Board Secretary to execute the Collective Bargaining Agreement with the Woodbine Education Association once all of the negotiated terms are included in the Agreement.

APPROVE
STAFF

11. Woodbine Education Association Step Guide

Approve the step/level of all represented employees reflecting the 2017-2018 salary guides and dollar amounts:

TENURED
STAFF

Tenured Certificated Staff

The following listed are Tenured Certified Staff for the 2017-18 School Year

Name	Hire Date	Step on Guide	Salary
Barry, Christine	4/1/11	6 BA	\$54,310
Fields, Stephanie	9/26/12	5 MA + 30	\$57,360
Harris, Abbe	9/1/84	20 MA + 30	\$84,654
Hearon, Courtney	9/1/02	16 BA	\$73,818
Hubbard, Megan	9/1/11	6 BA	\$54,310
LaBov, Corey	1/1/11	8 BA	\$55,650
McGay, Kelly	9/1/93	20 BA	\$81,354
Mercado, Jennifer	9/1/09	8 BA	\$55,650
Merollo, Jacklyn	9/1/06	11 BA	\$62,463
Murray, Jasmine	11/14/12	3 BA	\$53,580
Petronis, Teresa	9/1/09	11 BA	\$62,463
Putiri, Ralph	9/1/00	20 MA	\$83,454
Rinck, Karen	9/1/87	20 BA	\$81,354
Schleckser, Steven	9/1/12	8 BA	\$55,650

NON-TENURED
STAFF

Non-Tenured Certificated Staff

The following listed are Non-Tenured Certified Staff for the 2017-18 School Year

Name	Hire Date	Step on Guide	Salary
Baumgartner, Allison	9/1/17	3 BA	\$53,580
Benedetto, Whitney	9/28/15	3 MA	\$55,680
Berenato, Melissa	1/1/16	2 BA	\$53,340
Continisio, Nicole	2/16/15	3 MA	\$55,680
Egan, Stacey	9/1/14	4 BA	\$53,820
Hinsley, Joseph	9/1/16	2 BA	\$53,340
Magge, Kelly	9/1/16	2 BA	\$53,340
Mastrangelo, Laura	9/1/16	3 BA	\$53,580
Mozitis, Thomas	9/1/17	12 MA	\$66,834
Pikolycky, Jessica	9/1/16	5 MA	\$55,160
Strunk, Donna	9/1/16	10 BA	\$60,192
Welcz, Todd	9/16/16	17 MA (2/5)	\$31,276

REVISED
STATE AID

12. Woodbine Revised State Aid

Approve the use of \$30,131 from General Fund balance to compensate for the reduction in State Aid for the 2017-2018 school year. The use of funds from the General Fund balance will allow the Woodbine Board of Education to maintain the 2017-2018 budget. The Woodbine Board of

WOODBINE BOARD OF EDUCATION MINUTES – AUGUST 1, 2017

Education is a district in fiscal distress and has been assigned a fiscal monitor, pursuant with the needs of the district, the Woodbine Board of Education will make every effort to seek additional states assistance as outlined in the Guidance on 2017-18 Revised State Aid.

XIII. ADDENDUM

ADDENDUM

Motion by Ms. Miriam Vives-Rivera; seconded by Mrs. Victoria London and carried by roll call vote (8-0-0, that the Woodbine Board of Education approve the following:

1. Acceptance of Donation

It is recommended that the Board of Education accept the donation of 32 Chromebook laptops from the Avalon Board of Education.

DONATION

2. Acceptance of Donation

It is recommended that the Board of Education accept the donation of 18 Chromebook laptops from the West Cape May Board of Education.

DONATION

3. Rehire Substitute's

It is recommended that the Board of Education approve to rehire the following substitutes:

REHIRE
SUBSTITUTE'S

Name	Certification
Maryann Fee	Nurse
Peggy Moore	Nurse/Teaching Certificate
Renada Kimball	Substitute Certificate
Gerry Hudgins	Teaching Certificate
Pamela Givens	Substitute Certificate
Parin Udani	Substitute Certificate
Milton Gilfillian	Provisional Teaching Certificate
Kim Player	Substitute Certificate
Tamara Brown	Substitute Certificate
Angie Freese	Substitute Certificate
Sharlene Darby	Substitute Certificate
Judy Reyes	Substitute Certificate
Amanda Vassar	Substitute Certificate

4. Policy- First Reading

Approve the first reading of the following policies:

- Policy 3227: Relations with Vendors
(see attachment – 1660-1661)

POLICY

XIII. UNFINISHED BUSINESS-

- The Board OF Education is not interested in funding a feasibility study for the district.
- The Board discussed being open to working collaboratively with the Borough.
- An update on the YMCA program was provided.

UNFINISHED
BUSINESS

XIV. NEW BUSINESS-

- Correction to Celine Kaelble contract was addressed.
- Updates were given about a discipline meeting.
(see attachment – 1661)

NEW
BUSINESS

XV. FOR YOUR INFORMATION- None

FYI

XVI. AUDIENCE PARTICIPATION- None

AUDIENCE
PARTICIPATIO
N

WOODBINE BOARD OF EDUCATION MINUTES – AUGUST 1, 2017

EXECUTIVE
SESSION

XVII. RECESS INTO EXECUTIVE SESSION – None

XVIII. RESUMPTION OF PUBLIC PORTION OF THE MEETING- None

ADJOURNMENT

XIX. ADJOURNMENT

There being no further business to be conducted by the Board, it was moved by Ms. Victoria London, seconded by Ms. Melissa McGraw and unanimously carried by voice vote (8-0-0) that the Woodbine Board of Education adjourn the meeting.

The meeting was adjourned at 7:27 p.m.

Respectfully Submitted,

Michael Sloan
Board Secretary/School Business Administrator

----This page is intentionally left blank----