



I. CALL TO ORDER

Woodbine Board of Education Meeting

06/17/2024 06:00 PM

Woodbine Elementary School - Media Center 801

Webster Street

Woodbine, NJ 08270

Printed : 6/13/2024 2:43

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.

TIME:\_\_\_\_\_

II. PLEDGE TO THE FLAG

I pledge allegiance to the flag of the United States of America and to the Republic for which it stands, one Nation under God, indivisible with liberty and justice for all.

III. Swearing in of New Board Member

Mr. Harris will be swearing in the following new Board Members:

Harold Harris

IV. ROLL CALL

\_\_\_ Ms. Sandra Bader \_\_\_ Ms. Adelina Mitchell  
\_\_\_ Ms. Rebekah Enright \_\_\_ Ms. Melissa Rodriguez  
\_\_\_ Mr. Harold Harris \_\_\_ Ms. Miriam Vives-Rivera  
\_\_\_ Ms. Janita Hutchinson \_\_\_ Ms. Wanda Young  
\_\_\_ Ms. Alicia Larcombe

V. COMMUNICATIONS

VI. PRESENTATIONS

VII. PUBLIC COMMENTS ON AGENDA ITEMS

Members of the public are encouraged to speak during the public portion of the meeting. A time

limit of three (3) minutes will be given for each audience member, to speak on agenda items only at this time.

When addressing the Board of Education, please respect the following procedure:

1. Be recognized by the Board President.
2. State your full name and address before commenting.
3. Identify the agenda item or resolution on which you will be commenting.
4. Limit your comment(s) to the specific agenda item resolution.
5. If your questions or comments pertain to litigation, student or personnel items or negotiations, we would ask that you see the Superintendent after the meeting since we do not discuss these items in public.

#### VIII. EXECUTIVE SESSION

Approve, by Resolution, adjourning into Executive Session.

RESOLVED: At a public meeting of the Woodbine Board of Education, held this evening, pursuant to the "Open Public Meetings Act", the following subjects to be discussed in a session of the Board closed to the public

It is presently anticipated that the items mentioned in the resolution may be disclosed to the public upon final determination of the subject by the Board of Education.

#### IX. WORK SESSION DISCUSSION

1. Committee Reports
2. Superintendent's Report
3. Discussion on Agenda Items

#### X. ADJOURNMENT INTO VOTING SESSION

Recommended Motion: that the Woodbine Board of Education adjourn the work session meeting and open the Business portion of the meeting.

\_\_\_\_ Ms. Sandra Bader \_\_\_\_ Ms. Adelina Mitchell  
\_\_\_\_ Ms. Rebekah Enright \_\_\_\_ Ms. Melissa Rodriguez  
\_\_\_\_ Mr. Harold Harris \_\_\_\_ Ms. Miriam Vives-Rivera  
\_\_\_\_ Ms. Janita Hutchinson \_\_\_\_ Ms. Wanda Young  
\_\_\_\_ Ms. Alicia Larcombe

TIME \_\_\_\_\_

#### XI. MINUTES

Approve the minutes from the following Board of Education Meetings:

Special Meeting on May 13, 2024  
Regular Meeting on May 20, 2024  
Executive Meeting on May 20, 2024

\_\_\_\_ Ms. Sandra Bader \_\_\_\_ Ms. Adelina Mitchell

\_\_\_ Ms. Rebekah Enright \_\_\_ Ms. Melissa Rodriguez  
\_\_\_ Mr. Harold Harris \_\_\_ Ms. Miriam Vives-Rivera  
\_\_\_ Ms. Janita Hutchinson \_\_\_ Ms. Wanda Young  
\_\_\_ Ms. Alicia Larcombe

## XII. ACTION ITEMS - ADMINISTRATION

BE IT RESOLVED the Woodbine Board of Education approve the following as recommended by the Superintendent:

\_\_\_ Ms. Sandra Bader \_\_\_ Ms. Adelina Mitchell  
\_\_\_ Ms. Rebekah Enright \_\_\_ Ms. Melissa Rodriguez  
\_\_\_ Mr. Harold Harris \_\_\_ Ms. Miriam Vives-Rivera  
\_\_\_ Ms. Janita Hutchinson \_\_\_ Ms. Wanda Young  
\_\_\_ Ms. Alicia Larcombe

### 1. Acknowledge HIB Cases

Approve to acknowledge the following Harassment, Intimidation, and Bullying (HIB) cases completed between 5/21/24 and 6/17/24 (in accordance with N.J.S.A. 18A:37 - NJ Anti-Bullying Bill of Rights Act):

Case #HIB-2023-2024-008: Unfounded

### 2. 2022 District Special Education Profiles

Acknowledge the 2022 District Special Education Profiles released by the NJDOE (see attached).

### 3. 2022-2023 Disciplinary Removals and Restraint and Seclusion Data

Acknowledge the Embargoed Preview of 2022-2023 Disciplinary Removals and Restraint and Seclusion Data as reported by the district and released by the NJDOE (see attached).

### 4. 2023-2024 Discipline and HIB Data

Acknowledge the attached 2023-2024 school year Disciplinary Removal and Harassment, Intimidation, and Bullying data.

### 5. 2023-2024 Security Drill Record and Statement of Assurance

Acknowledge the Security Drill Record for the 2023-2024 school year and affirm the submission of the School Security Drill Statement of Assurance to the NJDOE as required.

### 6. 2024-2025 District PDP

Approve the attached district Professional Development Plan for the 2024-2025 school year.

### 7. 2024-2025 Bilingual Program Waiver Request

Approve the attached 2024-2025 Bilingual Program Waiver Request for submission to the NJDOE.

### 8. 2024-2027 LIEP 3-Year Plan

Approve the attached 2024-2027 Language Instruction Educational Program (LIEP) 3-year plan.

### 9. Amplify Science Program and Funding

Approve the 3-year contract and 2024-2025 purchase order agreement with Amplify for the Amplify Science program, materials, and training to be used in grades 1-8 in the amount of \$66,700.91 to be funded through Title 1 funds.

### 10. Job Description - Instructional Coach

Approve the attached job description for the position of Instructional Coach.

### 11. Instructional Coach Support

Approve the attached agreement with Kimberly Tucker, Educational Consultant, to provide seven, two hour sessions, totaling 14 hours, of professional learning and support to the district instructional coach.

The total cost of \$1400 will be funded through ARP ESSER.

## 12. PD Requests

Approve the following list of staff professional development requests as detailed in the attachments:

	<b>Date(s)</b>		<b>Location</b>	<b>Cost</b>	<b>Funding Source</b>
Celine Kaelble	NJPSA/Legal One: Code of Student Conduct Certificate Program	7/8/24, 7/18/24, 7/25/24	Virtual - Online Course	\$400	ARP ESSER
Celine Kaelble	NJPSA/Legal One: HIB Law Update -Back to School Edition	8/15/24	Virtual - Live Online	\$125	ARP ESSER
Whitney Benedetto, Declan McGuigan, Mary Teresa Underwood, Brianna Gardner, Sara Halsey, Judi DiBabbo	Handle With Care - Certification Training (Provided by Celine Kaelble)	Summer Date TBD	Woodbine Elementary School	\$900 (6 staff members, 3 hours each at \$50/hour, \$150/staff member)	ARP ESSER - Mental Health

## 13. Event Requests

Approve the following list of district event requests as detailed in the attachments:

<b>Event</b>	<b>Date</b>	<b>Presenting Organization/ Building Visitors</b>	<b>District Cost</b>	<b>Funding Source</b>
Winter		Families	None	N/A
Spring		Families	None	N/A

14. Preschool Instructional Coach - Summer Work

Approve Jennifer Mercado, Preschool Instructional Coach, to work 16 days over the summer to coordinate the Preschool Program at the per diem rate of \$369.77 per day.

15. Nurse - Summer Hours

Approve Erika Himstedt to work up to 20 hours in the Summer for the purpose of updating student health records, immunizations, McKinney Vento investigations, and preschool screenings at \$50/hour, the WEA contracted hourly rate for professional services.

16. Course Approval Request

Approve the following course requests for reimbursement submitted by Bailey Howarth pending completion requirements and documentation as noted in the WEA agreement:

Early Childhood Curriculum and Pedagogy in Inclusive Classrooms - 3 credits  
Social Studies and the Arts: Understanding Democracy in Elementary Classrooms - 3 credits

Courses are provided by Montclair State University in Fall 2024.

17. Leave of Absence Request

Approve the requested unpaid leave of absence for employee #00384 for the 2024-2025 school year.

18. Amended Leave of Absence

Approve the amended leave of absence for employee #00437 which began March 11, 2024, with a proposed return of December 11, 2024.

19. New Staff - Elementary Teacher

Approve Brandy DeMarzo as full-time Elementary School teacher for the 2024-2025 school year at a salary of \$58,439 (Step 2 - BA).

20. New Staff - Middle School Math

Approve Caitlin Nanos as full-time Middle School Math teacher for the 2024-2025 school year at a salary of \$60,289 (Step 1 - MA).

21. Long-Term Substitute - Elementary

Approve Michelle Cruz as a long-term substitute teacher from August 27, 2024 through December 10, 2024 at a per diem rate of \$290.95 (Step 1 - BA).

22. Long-Term Substitute - Elementary

Approve Kelsey Kern as a long-term substitute teacher for the 2024-2025 school year at a per diem rate of \$290.95 (Step 1 - BA) pending background check and clearance.

23. AtlantiCare Prize Acceptance

Accept the \$300 cash prize awarded to Woodbine Elementary School from AtlantiCare for earning points towards AtlantiCare's Turn your School Wellness into Wealth Program for the 2023-2024 school year.

24. MOA - Complete Care

Approve the attached Memorandum of Agreement for Student Health Solutions provided by Complete Care Health Network for the 2024-2025 school year.

25. MOU - Wellness on Wheels

Approve the attached Memorandum of Understanding for Wellness on Wheels provided by Gateway Community Action Partnership for the 2024-2025 school year.

26. Superintendent Evaluation

Approve the evaluation of the Superintendent for the 2023-2024 school year.

XIII. ACTION ITEMS - FINANCE

BE IT RESOLVED, the Woodbine Board of Education approve the following as recommended by the School Business Administrator:

\_\_\_\_ Ms. Sandra Bader \_\_\_\_ Ms. Adelina Mitchell  
\_\_\_\_ Ms. Rebekah Enright \_\_\_\_ Ms. Melissa Rodriguez  
\_\_\_\_ Mr. Harold Harris \_\_\_\_ Ms. Miriam Vives-Rivera  
\_\_\_\_ Ms. Janita Hutchinson \_\_\_\_ Ms. Wanda Young  
\_\_\_\_ Ms. Alicia Larcombe

1. Board Secretary Report

Pursuant to N.J.A.C. 6A:23A-16.10(c) 3, I can certify that as of May 31, 2024, 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 April 30, 2024 and May 31, 2024. The Treasurer's Report and Secretary's Report are in agreement for the month ending April 30, 2024 and May 31, 2024.

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 31, 2024, 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 2023-2024 fiscal year.

4. Transfer Status Report

Approve the transfer status reports for the months of April 30, 2024 and May 31, 2024.

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 bill in the amount of **\$436,306.83** for May 2024.

This amount includes:

Electronic Funds Transfers

Payroll

State Payments

Authorize the Business Administrator to pay any additional bills due and owing and make transfers of funds as necessary so that no budgetary line item is over expended for the 2023-2024 school year. A list of bills paid and transfers made will be provided at the next regular board meeting.

6. Appointment of Business Administrator/Board Secretary

Appoint Lesa Robbins as Business Administrator/ Board Secretary, effective July 1, 2024.

Appoint Darren Harris as the Substitute Board Secretary, effective July 1, 2024.

7. Insurance Renewal

Approve the Indemnity and Trust Agreement resolution to renew membership with New Jersey School Insurance Group from July, 1 2024 and ending July 1, 2027.

In addition, the Board renews its insurance coverage with NJSIG for the 2024-2025 School Year at a cost of \$76,283.00.

8. Approve Vendor Contracts

Pursuant to PL 2015, Chapter 47 the Woodbine Board of Education intends to renew, award, or permit to expire the following contracts previously awarded by the board of education. These contracts are, have been, and will continue to be in full compliance with all state and federal statutes and regulations; in particular, New Jersey Title 18A:18. et.seq, NJAC Chapter 23, and Federal Procurement Regulations 2CFR Part 200.317 et. Seq.

9. Middle Township Tuition Contracts

Approve the following tuition contracts with the Middle Township BOE for the 2024-2025 School Year:

Resource Room- \$70,000 total minus adjustments of \$6,977 = \$63,023.00

Shared Regular Ed- \$13,100.00 for 2 students

Regular Ed- \$563,300 total minus adjustments of \$131,171 = \$432,129.00

10. Reserve Accounts

Approve transferring up to \$500,000 into Capital Reserve and/or Maintenance Reserve by June 30, 2024.

11. Business Service Agreement

Approve the Business Services Agreement with Pittsgrove Township Board of Education for the 2024-2025 school year, in the amount of \$87,443.00.

12. Field Trip Transportation

Approve the Field Trips Contract with the Dennis Township Board of Education, at a rate of \$175 per bus, per hour, plus tolls.

13. Auction SRECS

Approve the auction of SRECS through the Flett Exchange Auction Marketplace on July 10th, at 11:00 AM.

2023ey - 60 SRECS

2024ey - 240 SRECS

14. Confidential Secretary Contract

Approve the 2 full time Confidential Secretary Contract for the 2024-2025 school year, effective July 1, 2024 through June 30, 2025.

15. Administration Contract

Approve the Administrative Contract for the Assistant Principal/Early Childhood Supervisor for the 2024-2025 school year, effective July 1, 2024 through June 30, 2025.

16. Architect Contract

Approve the Architect of Record contract with Garrison Architects for the 2024-2025 school year.

17. Cape Tech Tuition Contract

Approve the tuition contract with Cape May County Tech for the following programs:

Full Time Regular Ed- 28 students at a cost of \$9,430 per student  
 Shared Time Regular Ed- 2 students at a cost of \$4,715 per student  
 Full Time Special Ed - 12 students at a cost of \$9480 per student  
 Shared Time Special Ed- 1 student at a cost of \$4,740

18. CMCSSSD Itinerant Agreement

Approve the 2024-2025 Itinerant Service Agreement with the CMCSSSD for services provided to students on an as-needed basis.

19. Shared Services Agreement- Dennis Twp

Approve the Shared Services Agreement for Spanish Instruction, Library Teacher, and OT services with the Dennis Township Board of Education at the following rates:

Spanish Teacher - 1 day/week: \$27,272.30  
 Occupational Therapy Services - 2 days/week: \$42,527.83  
 Library Teacher- 1 day/week: \$22,636.37

	<u>Occupational</u>
<u>Spanish Teacher</u>	<u>Teacher</u>
<u>Therapy Services</u>	<u>Library</u>

	<b>2024-2025 Salary</b>	\$ 92,450.00	\$ 60,570.00	\$ 78,970.00
Net Insurance Costs estimated	35,938.88	39,717.62	27,558.72	Disability <u>1,479.20</u>
				<u>969.12</u>
Total	<u>129,868.08</u>	<u>101,256.74</u>	<u>107,792.24</u>	

Woodbine Percentage 20% 40% 20% Woodbine share 25,973.62 40,502.69 21,558.45 Other administrative 5% 1,298.68 2,025.13 1,077.92

Billed amount \$ 27,272.30 \$ 42,527.83 \$ 22,636.37

20. Certification of Implementation

Approve the Certification of Implementation for the June 30, 2022 audit.

21. Technology Facilitator Renewal

Approve the renewal of the Technology Facilitator position, at a rate of \$26,500 for the 2024-2025 school year.

22. Allowable Adjustment

Approve the 2023-2024 Budget Amendment schedule as attached utilizing the allowable adjustments.

Revenue: Account Number Amount  
 Budgeted Fund Balance 10-303 \$200,000

Expenditures: Account Number Amount  
 Purch Prof/Educ Srv 11-213-100-320-050-0 \$175,000  
 Con Tran SPC ESC 11-000-270-518-050-0 \$25,000

23. Award RFP Custodial Service

Award RFP WBOE 2023-24-001 for School Custodial Services to ACB Services Inc.



Year 1 24-25 SY: \$146,448.00

Year 2 25-26SY: \$149,000.00

24. Proposed 24-25 Tuition Rate

Approve the proposed tuition rates for the 2024-2025 school year per the budget software.

	2024-25
Kindergarten	<b>\$11,828.00</b>
Grade 1-5	<b>\$15,021.00</b>
Grade 6-8	<b>\$13,722.00</b>

XIV. UNFINISHED BUSINESS

XV. NEW BUSINESS

XVI. FOR YOUR INFORMATION

XVII. AUDIENCE PARTICIPATION

Audience members attending Board of Education Meetings are permitted to voice their opinions on school related topics at specified times during the regular meeting. These times are included in the printed agenda for the meeting.

Members of the public are encouraged to speak during the public portion of the meeting. A time limit of three (3) minutes will be given for each audience member. Complaints stated, questions asked, or actions requested by the public, will be taken under advisement by the Board for investigation, discussion, and action or disposition at a later time/date.

When addressing the Board of Education, please respect the following procedure:

1. Be recognized by the Board President.
2. State your full name and address before commenting.
3. Identify the agenda item or resolution on which you will be commenting.
4. Wait to be recognized before making your comment(s).
5. Limit your comment(s) to the specific agenda item resolution.
6. If your questions or comments pertain to litigation, student or personnel items or negotiations, we would ask that you see the Superintendent after the meeting since we do not discuss these items in public.

XVIII. FOR THE GOOD OF THE ORDER

XIX. ADJOURNMENT

Recommended Motion: that the Woodbine Board of Education adjourn the meeting.

\_\_\_\_ Ms. Sandra Bader \_\_\_\_ Ms. Adelina Mitchell  
\_\_\_\_ Ms. Rebekah Enright \_\_\_\_ Ms. Melissa Rodriguez  
\_\_\_\_ Mr. Harold Harris \_\_\_\_ Ms. Miriam Vives-Rivera  
\_\_\_\_ Ms. Janita Hutchinson \_\_\_\_ Ms. Wanda Young  
\_\_\_\_ Ms. Alicia Larcombe

TIME \_\_\_\_\_