



**Woodbine Board of Education Meeting**  
**10/17/2022 06:00 PM**  
Woodbine Elementary School - Media Center  
801 Webster Street  
Woodbine, NJ 08270

**Printed : 10/17/2022 5:30 PM ET**

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**I. 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.

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. ROLL CALL**

- |  |  |
|--|--|
| <input type="checkbox"/> Ms. Sandra Bader      | <input type="checkbox"/> Ms. Adelina Mitchell    |
| <input type="checkbox"/> Mr. Gregory Hudgins   | <input type="checkbox"/> Ms. Melissa Rodriguez   |
| <input type="checkbox"/> Ms. Janita Hutchinson | <input type="checkbox"/> Ms. Miriam Vives-Rivera |
| <input type="checkbox"/> Mr. Patrick Keenan    | <input type="checkbox"/> Ms. Wanda Young         |
| <input type="checkbox"/> Ms. Alicia Larcombe   |  |

**IV. COMMUNICATIONS**

**V. PRESENTATIONS**

1. NJSLA and DLM Assessment Results 2022
2. 21-22 ABR School Self Assessment
3. Beautification Committee  
The Beautification Committee will review their school projects and seek approval for Phase 2.
4. Middle, Dennis, & Woodbine School Districts Feasibility Study

**VI. 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.

## VII. WORK SESSION DISCUSSION

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

## VIII. 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.

<input type="checkbox"/> Ms. Sandra Bader	<input type="checkbox"/> Ms. Adelina Mitchell
<input type="checkbox"/> Mr. Gregory Hudgins	<input type="checkbox"/> Ms. Melissa Rodriguez
<input type="checkbox"/> Ms. Janita Hutchinson	<input type="checkbox"/> Ms. Miriam Vives-Rivera
<input type="checkbox"/> Mr. Patrick Keenan	<input type="checkbox"/> Ms. Wanda Young
<input type="checkbox"/> Ms. Alicia Larcombe	

TIME \_\_\_\_\_

## IX. MINUTES

Approve the minutes from the following Board of Education Meetings:

- Regular Meeting on September 19, 2022

<input type="checkbox"/> Ms. Sandra Bader	<input type="checkbox"/> Ms. Adelina Mitchell
<input type="checkbox"/> Mr. Gregory Hudgins	<input type="checkbox"/> Ms. Melissa Rodriguez
<input type="checkbox"/> Ms. Janita Hutchinson	<input type="checkbox"/> Ms. Miriam Vives-Rivera
<input type="checkbox"/> Mr. Patrick Keenan	<input type="checkbox"/> Ms. Wanda Young
<input type="checkbox"/> Ms. Alicia Larcombe	

## X. ACTION ITEMS - ADMINISTRATION

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

<input type="checkbox"/> Ms. Sandra Bader	<input type="checkbox"/> Ms. Adelina Mitchell
<input type="checkbox"/> Mr. Gregory Hudgins	<input type="checkbox"/> Ms. Melissa Rodriguez

\_\_\_\_\_ Ms. Janita Hutchinson  
\_\_\_\_\_ Mr. Patrick Keenan  
\_\_\_\_\_ Ms. Alicia Larcombe

\_\_\_\_\_ Ms. Miriam Vives-Rivera  
\_\_\_\_\_ Ms. Wanda Young

1. Curriculum

Approve the revised curriculum documents for each of the following content areas as revised to meet NJ Student Learning Standards:

- A. World Language
- B. Math K-8
- C. Career Readiness, Life Literacies, and Key Skills Integration
- D. Gifted and Talented Program

A. World Language

Approve the attached World Language curriculum documents for grades K-8 as revised to meet NJ Student Learning Standards.

B. Math Grades K - 8

Approve 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

Approve 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

Approve the Gifted and Talented Program information and procedures in accordance with board policy 6171.2 Gifted and Talented.

2. Policy Second Reading and Adoption

Approve the second reading and adoption of Policy 5131.1 Harassment, Intimidation, and Bullying.

3. Truancy Officer Contract

Approve 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

Approve the 2021-2022 HIB School Self Assessment as determined by the School Safety/School Climate Team.

5. Teachers in Charge

Approve 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

Approve 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

A. Classroom Aide

Approve the attached job description for the position of Classroom Aide.

B. Special Education Aide

Approve the attached job description for the position of Special Education Aide.

C. Special Education One-on-One Aide

Approve the attached job description for the position of Special Education One-on-One Aide.

D. Webmaster

Approve the attached job description for the position of Webmaster.

E. Technology Director

Approve the attached job description for the position of Technology Director.

7. Resignation

Accept the resignation of Devon Biglin, effective October 10, 2022.

8. Facilities Use Request

Approve 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

Approve to 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):

Case #HIB-2022-2023-001: Founded

Case #HIB-2022-2023-002: Founded

10. Interpretation/Translation Services

Approve 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

Approve 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.

## XI. ACTION ITEMS - FINANCE

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

\_\_\_ Ms. Sandra Bader

\_\_\_ Mr. Gregory Hudgins

\_\_\_ Ms. Janita Hutchinson

\_\_\_ Mr. Patrick Keenan

\_\_\_ Ms. Alicia Larcombe

\_\_\_ Ms. Adelina Mitchell

\_\_\_ Ms. Melissa Rodriguez

\_\_\_ Ms. Miriam Vives-Rivera

\_\_\_ Ms. Wanda Young

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

Approval of 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

Approve the transfer status report for the month of August 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
  - 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

Approve Tamara Boyle as a Non-Public Classroom aide to be provided to Bishop McHugh for Woodbine Students through Title I Non-Public Funds.

### 7. 2023-2024 BUDGET DEVELOPMENT CALENDAR

Approval of the 2023-24 Budget Development Calendar.

### 8. Other Capital Projects and Long Range Facility Plan Update

Approval of 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

Approval of the Field Trips Contract and Transportation Jointures with the Dennis Township Board of Education:

Bishop McHugh - \$13,212.00

CMCSSD - \$30,855.44

Middle Township and Cape May Vo-Tech - \$70,518.00

## XII. ADDENDUM

\_\_\_\_ Ms. Sandra Bader

\_\_\_\_ Mr. Gregory Hudgins

\_\_\_\_ Ms. Adelina Mitchell

\_\_\_\_ Ms. Melissa Rodriguez

\_\_\_\_ Ms. Janita Hutchinson  
 \_\_\_\_ Mr. Patrick Keenan  
 \_\_\_\_ Ms. Alicia Larcombe

\_\_\_\_ Ms. Miriam Vives-Rivera  
 \_\_\_\_ Ms. Wanda Young

1. Field Trip

Approve 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

Approve 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.

### **XIII. UNFINISHED BUSINESS**

### **XIV. NEW BUSINESS**

1. December Board Meeting

Monday, December 19th, 6:00 PM.

### **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.

### **XVI. AUDIENCE PARTICIPATION**

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- 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.

**XVII. RECESS INTO EXECUTIVE SESSION**

It is recommended that the Board of Education, by Resolution, adjourn into Executive Session.

RESOLVED: At a public meeting of the Board of Education of Woodbine, 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. Action (may) or (may not) be taken.

Topics to be discussed:

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|--|--|
| <input type="checkbox"/> Ms. Sandra Bader      | <input type="checkbox"/> Ms. Adelina Mitchell    |
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| <input type="checkbox"/> Mr. Patrick Keenan    | <input type="checkbox"/> Ms. Wanda Young         |
| <input type="checkbox"/> Ms. Alicia Larcombe   |  |

TIME \_\_\_\_\_

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

Recommended Motion: that the Woodbine Board of Education adjourn into Open Session.

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|--|--|
| <input type="checkbox"/> Ms. Sandra Bader      | <input type="checkbox"/> Ms. Adelina Mitchell    |
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| <input type="checkbox"/> Mr. Patrick Keenan    | <input type="checkbox"/> Ms. Wanda Young         |
| <input type="checkbox"/> Ms. Alicia Larcombe   |  |

TIME \_\_\_\_\_

**XIX. FOR THE GOOD OF THE ORDER**

**XX. ADJOURNMENT**

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

- |  |  |
|--|--|
| <input type="checkbox"/> Ms. Sandra Bader      | <input type="checkbox"/> Ms. Adelina Mitchell    |
| <input type="checkbox"/> Mr. Gregory Hudgins   | <input type="checkbox"/> Ms. Melissa Rodriguez   |
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TIME \_\_\_\_\_