

July 24, 2023

**\*\*The Board reserves the right to enter into closed session at any time during the meeting to discuss matters permitted by NJSA 10:4-12**

**SUGGESTED MOTIONS FOR MEETING  
NORTH WILDWOOD BOARD OF EDUCATION  
REGULAR MEETING**

**MONDAY, JULY 24, 2023**

**I. ROUTINE MATTERS\*\***

A. Call to Order: Mr. Burns called the meeting to order at 6:04 pm.

B. Roll Call

**PRESENT**

Charles Burns  
Gerald Flanagan  
Michele Devine-Hartnett  
David C. MacDonald  
Scott McCracken  
Victoria Seidenburg  
Laura Stefankiewicz  
James Farrell (via phone at 6:05 pm)

**Absent**

Michael Brown, Sr.  
Lori Perloff

**Attendance**

Philip Schaffer, Superintendent  
Jamie Shoemaker, Board Secretary/SBA  
Robert Belasco, Solicitor

C. Flag Salute

D. Open Public Meeting Law

In compliance with the Open Public Meetings Act, Chapter 231, P.L. 1975, the notice requirements have been satisfied as to the time, place, and date of holding this meeting by posting notice on the Municipal Clerk's Bulletin Board located in the North Wildwood Municipal Building and by publishing same in the Press of Atlantic City and the CMC

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Herald. If any member has reason to believe that this meeting is being held in violation of the Open Public Meetings Act of 1975 they shall so state at this time.

E. Approval of transfer of funds: June 2023 (22/23 school year)

F. Approval of Minutes: June 12, 2023 and June 26, 2023

G. Approval of financial statements as of June 30, 2023, and certification of non-over expenditure of funds (roll call); acknowledgement receipt of investment report.

SECRETARY AND TREASURER'S REPORT OF June 30, 2023,

On a motion made by Mr. MacDonald and seconded by Ms. Stefankiewicz, the board unanimously approved the Secretary and Treasurer's Report for June 30, 2023, as per the following:

- Pursuant to N.J.A.C. 6A:23-2.11(c)4 the North Wildwood Board of Education certifies that as of June 30, 2023, and after review of the Secretary's Monthly Financial Report appropriations section as presented and upon consultation with the appropriate district officials, to the best of the Board's knowledge, no major account or fund has been overexpended in violation of N.J.A.C. 6A:23-2.11(b) and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

Charles Burns, President \_\_\_\_\_

- Pursuant to N.J.A.C. 6A:23-2.11(c)3, I certify that as of June 30, 2023, no budgetary line item account has obligations and payments (contractual orders) which in total exceed the amount appropriated by the North Wildwood Board of Education pursuant to N.J.S.A. 18A:22-8.1 and N.J.S.A. 18A:22-8.2, and no budgetary line item account has been overexpended in violation of N.J.A.C. 6A:23-2.11(a)1. In accordance with N.J.A.C. 6A:23-2.11(c)2, it is certified that there are no changes in anticipated revenue amounts and sources for the month of June 30, 2023.

Jamie Shoemaker, Secretary \_\_\_\_\_

H. Approval of bill list: July 2023

(\*at a designated time the President will invite public discussion on any agenda items. Each member of the public will be allotted time to speak).

**Motion: Mr. MacDonald**

**Second: Ms. Stefankiewicz**

**Voting Yes:**

Charles Burns  
Gerald Flanagan  
Michele Devine-Hartnett  
David C. MacDonald  
Scott McCracken  
Victoria Seidenburg  
Laura Stefankiewicz  
James Farrell

I. NWEA activity report

**II. REPORTS\*\***

A. Board President:  
Committee Report  
WHS Update

B. Administration Reports:  
Superintendent  
Business Administrator  
Assistant Principals

C. Public discussion of agenda items

**III. PUBLIC COMMENT ON AGENDA ITEMS ONLY**

Open for public comment on agenda items

**IV. BUSINESS\*\***

A. Personnel

1. On the recommendation of the Superintendent, approved Lori Basile as Homebound Instructor for the 2023-2024 school year.
2. On the recommendation of the Superintendent, approved to reinstate additional sick day per Article XVIII of the NWEA agreement.
3. On the recommendation of the Superintendent, approved Kathy Nichols for Art K-8 curriculum writing for a total of 20 hours at \$40 per hour.
4. On the recommendation of the Superintendent, approved Valerie Aiken for Music K-8 curriculum writing for a total of 20 hours at \$40 per hour.
5. On the recommendation of the Superintendent, approved Megan Farrell for Social Studies K-5 curriculum writing for a total of 10 hours at \$40 per hour.
6. On the recommendation of the Superintendent, approved Kelly Emberger for Social Studies K-5 curriculum writing for a total of 10 hours at \$40 per hour.
7. On the recommendation of the Superintendent, regretfully accepted the resignation of School Business Administrator, Jamie Shoemaker, effective September 30, 2023.
8. On the recommendation of the Superintendent, approved the contract for School Business Administrator Dawn Cottrell at a salary of \$108,000 (prorated) for the 2023-2024 school year, effective October 1, 2023.

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9. On the recommendation of the Superintendent, approved the renewal of contracts for the following certificated staff members for the 2023-2024 school year at negotiated salaries:

**Tenured 2023-2024**

<u>Name</u>	<u>Current Year</u>	<u>Guide Step</u>	
V. Aiken	BA	Step 13	+longevity
J. Amenhauser	MA	Step 8	
K. Andre	BA+15	Step 13	+longevity
L. Basile	MA	Step 11	
A. Brojakowski	MA+15	Step 13	+longevity
D. Capaldi	BA+15	Step 13	+longevity
D. Carr	MA	Step 13	+longevity
C. Clarke	BA+15	Step 13	+longevity
M. Clemens	BA	Step 13	+longevity
M. Delaney	MA	Step 13	+longevity
S. DelCorio	MA+30	Step 13	+longevity
D. DeRitis	BA	Step 13	
E. DiPadova	MA	Step 13	+longevity
T. Donzola	MA+15	Step 13	+average of guide steps
K. Emberger	MA+30	Step 13	+longevity
K. Erdo	BA	Step 10	
M. Farrell	MA +30	Step 13	+longevity
J. Flounders	BA+30	Step 11	
R. Forrest	BA+30	Step 11	
R. Fuentes	MA+15	Step 10	
J. Golden	BA+15	Step 13	+longevity
T. Hawthorne	MA	Step 11	
K. Holland	BA	Step 13	+longevity
L. Kobierowski	BA+30	Step 13	+longevity
M. Lowe	MA	Step 13	+longevity
P. McCabe	MA+30	Step 13	+longevity
K. Nichols	MA+15	Step 13	+longevity
C. Parker-Elbert	MA	Step 13	+longevity
K. Resnick	MA	Step 13	+longevity
A. Stone	BA+30	Step 13	+average of guide steps
T. Tomlin	MA	Step 13	+longevity
P. Way	MA+30	Step 13	+longevity

*\*Note*-All staff members have been moved on the salary guide in accordance with the 2023-2024 school year contract approved by the NWEA and North Wildwood Board of Education.

10. On the recommendation of the Superintendent, approved the renewal of contracts for the following certificated staff members for the 2023-2024 school year at negotiated salaries:

<u>Non-tenured</u>	<u>Tenure Date</u>	<u>Current Step</u>
B. Clark	September 2026	Step 13+
S. Moore	September 2026	Step 2
A. Dardine	September 2026	Step 12

*\*Note*-All staff members have been moved on the salary guide in accordance with the 2023-2024 school year contract approved by the NWEA and North Wildwood Board of Education.

B. Financial

1. On the recommendation of the Superintendent and School Business Administrator, approved the updated 2023-2024 Purchasing Manual and Standard Operating Procedures.
2. On the recommendation of the Superintendent and School Business Administrator, approved the following routine travel and other meetings that are normal for the position as well as meetings and workshops required by the NJ Department of Education for compliance with laws and regulations:

Superintendent  
CMCASA Monthly Meetings  
NJASA Meetings and Conference  
NJSBA Workshop

School Business Administrator  
CMCASBO Monthly Meetings  
NJASBO Meetings and Conference  
NJSBA Workshop  
Joint Insurance meetings and workshops

Supervisor of Student Services  
Special Education Curriculum Meetings

Vice-Principal  
NJDOE Preschool Meetings

3. On the recommendation of the Superintendent and School Business Administrator, approved the acceptance of the 2022-2023 Extraordinary Aid grant funding of \$44,151.
4. On the recommendation of the Superintendent and School Business Administrator, approved the submittal and acceptance of the 2023-2024 IDEA Grant and the

Consortium with West Wildwood, Statement of Assurances/Board Certifications that the district administers a district-wide (local) assessment and the district will participate in the National Instructional Materials Access Center (NIMAC), which includes funding as follows:

IDEA Basic \$163,421

IDEA Preschool \$3,820

5. On the recommendation of the Superintendent and School Business Administrator, approved the Non-Public Allocations for Wildwood Catholic Academy for 2023-2024 and to authorize the School Business Administrator to prepare contracts for Wildwood Catholic Academy Nonpublic Entitlements.
  - Nursing \$38,160
  - Security \$65,190
  - Technology \$15,582
  - Textbooks \$18,384
6. On the recommendation of the Superintendent and School Business Administrator, appointed Robert Belasco as Board Solicitor for the 2023-2024 school year at a rate of \$175 per hour.
7. On the recommendation of the Superintendent and School Business Administrator, approved participation in the Cape May County Homeless Agreement. The district will continue to participate in this agreement until they opt out.
8. On the recommendation of the Superintendent and School Business Administrator, approved the sale of basic miscellaneous educational items on Gov Deals website system, and/or recycle outdated technology equipment through Upcycle (free of charge services includes wiping of hard drives).
9. On the recommendation of the Superintendent and School Business Administrator approved the water heating pump repair proposal from CM3 Building Solutions via the Camden County Educational Services Commission co-op (#66CCESC) in the amount of \$36,051.
10. On the recommendation of the Superintendent and School Business Administrator, approved the cornice repair proposal from W.J. Gross Inc. via the Camden County Educational Services Commission co-op (#66CCEPS) in the amount of \$45,300.
11. On the recommendation of the Superintendent and School Business Administrator, approved the kitchen and STEM room flooring repair proposal from Direct Flooring via the Educational Services Commission of New Jersey co-op (#65MCESCCPS) in the amount of \$20,909.50.
12. On the recommendation of the Superintendent and School Business Administrator, approved the power washing proposal from Personal Touch Painting & Powerwashing in the amount of \$9,500.

#### C. Policy

1. None.

**V. CONSENT AGENDA**

The following items are believed to be items of a routine nature requiring no discussion and which are to be voted upon a single roll call vote of the board of education. Any single member of the board of education may have any of the items on the consent agenda removed and placed on the other part of the agenda for discussion merely by so indicating prior to the vote to be taken on the consent agenda

- A. On the recommendation of the Superintendent, approved the 2023 Remote Learning Plan.
- B. On the recommendation of the Superintendent, approved the Guidance and Checklist Virtual or Remote Instruction Plans.
- C. On the recommendation of the Superintendent, approved the field trips and professional development workshops as listed
- D. Report of Drills Fire 06/13/2023 Tabletop Exercise 06/14/2023.

**PERSONNEL, FINANCIAL, POLICY & CONSENT**

**Motion: Ms. Seidenburg**

**Second: Mr. McCracken**

**Voting Yes:**

- Charles Burns
- Gerald Flanagan
- Michele Devine-Hartnett
- David C. MacDonald
- Scott McCracken
- Victoria Seidenburg
- Laura Stefankiewicz (**abstain IV.B.6.**)
- James Farrell (**abstain IV.A.5. and IV.A.9.**)

**VI. CLOSED SESSION – NONE**

**VII. HARASSMENT, INTIMIDATION, BULLYING REPORTS – NONE**

**VIII. GOOD OF THE ORDER**

- A. Summer School
- B. Building and Grounds
- C. Policy Wellness Check

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**IX. PUBLIC COMMENT – NONE**

**X. ADJOURNMENT @**

Motion: Mr. McCracken

Second: Ms. Seidenburg

Respectfully submitted,



Jamie Shoemaker  
School Business Administrator/Board Secretary

**XI. BOARD INFORMATION**

- A. Shoemaker Resignation
- B. Guidance and Checklist Virtual or Remote Instruction Plans
- C. NWSD Remote Plan 2023

**XII. NEXT MEETING**

**August 28, 2023 Regular meeting at 6:00 p.m.**

**WORKSHOPS FOR APPROVAL**

<b>NAME</b>	<b>PLACE</b>	<b>SUBJECT</b>	<b>DATES</b>	<b>COSTS</b>
Jamie Shoemaker	Mount Laurel, NJ	Spell JIF Mold, Environmental and IAQ Best Practices	07/12/23	\$50+tolls
Pete Gutierrez	Mount Laurel, NJ	Spell JIF Mold, Environmental and IAQ Best Practices	07/12/23	\$80+tolls
Patti Donlan	Virtual	Hot Issues in School Law	08/24/23	\$125