

JUNE 24, 2024

****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**

**NORTH WILDWOOD BOARD OF EDUCATION
REGULAR MEETING
MONDAY, JUNE 24, 2024
6:00 P.M.**

AGENDA

1. **CALL TO ORDER: Mr. MacDonald called the meeting to order at 6:00 p.m.**

2. OPENING STATEMENT

The New Jersey Open Public Meetings Law was enacted to ensure the right of the Public to have advance notice of, and to attend, the meetings of public bodies at which any business affecting their interest is discussed or acted upon. In accordance with the provisions of this Act, the North Wildwood Board of Education has caused notice of this meeting to be published by having the date, time and place thereof posted with the City Clerk, the Atlantic City Press and the Cape May County Herald.

3. ROLL CALL

Present:

Michael Brown, Sr.
James Farrell
Gerald Flanagan
Michele Devine-Hartnett
April Howard
David C. MacDonald
Laura Stefankiewicz

Absent:

Ronald Golden
Scott McCracken
Haroula Rotondi

4. ATTENDANCE

Also in attendance:

Philip Schaffer, Superintendent
Dawn Cottrell, Board Secretary/SBA
Robert Belasco, Solicitor

5. FLAG SALUTE

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6. BOARD PRESENTATION

Recognition of the 2023-2024 Retirees.

7. EXECUTIVE SESSION - **None**

Authorization of Executive Session: to discuss a current and an ongoing matter as per N.J.S.A. 10:4-12b (1) Any matter which, by express provision of Federal Law or State statute, or rule of court shall be rendered confidential or excluded from the provisions of subsection a. of this section.

8. PUBLIC COMMENT- AGENDA ITEMS ONLY - **None**

The Board values and welcomes comments and opinions from residents. This meeting will now be open to public comments on [agenda items only]: Public Comment will be held for a total of 15 minutes. If your questions pertain to litigation, student or personnel items, please contact the Superintendent directly, after the meeting, as the Board does not discuss these matters in public. If there are items the Superintendent would like to address, he may wish to do so after all public comment has been heard.

9. APPROVAL OF MINUTES: May 20, 2024 Regular and May 20, 2024 Closed

10. APPROVAL OF TRANSFER OF FUNDS: May 2024

11. APPROVAL OF FINANCIAL STATEMENTS as of May 31, 2024, and certification of non-over expenditure of funds (roll call); acknowledgement receipt of investment report.

SECRETARY AND TREASURER'S REPORT OF May 31, 2024,

On a motion made by **Mr. Farrell** and seconded by **Ms. Devine-Hartnett**, the board unanimously approved the Secretary and Treasurer's Report for May 31, 2024, 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 May 31, 2024, 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.
David MacDonald, President _____
- Pursuant to N.J.A.C. 6A:23-2.11(c)3, I 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 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.

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6A:23-2.11(c)2, it is certified that there are no changes in anticipated revenue amounts and sources for the month of May 31, 2024.

Dawn Cottrell, Secretary _____

12. APPROVAL OF BILL LIST: June 2024

Motion: Mr. Farrell

Second: Ms. Devine-Hartnett

Voting Yes:

Michael Brown, Sr.

James Farrell

Gerald Flanagan

Michele Devine-Hartnett

April Howard

David C. MacDonald

Laura Stefankiewicz

13. BOE MEMBER REPORTS

A. Committee Reports, WHS Reports

14. 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, to approve the submission of the NJDOE English Language Learner Three-Year Plan 2024-2027.
- B. On the recommendation of the Superintendent, to approve the updated North Wildwood School District Safe Return Plan.
- C. On the recommendation of the Superintendent, to approve the NWSD Corrective Action Plan (CAP) for Addressing Chronic Absenteeism.
- D. On the recommendation of the Superintendent, to approve the NWSD CCEIS Plan
- E. On the recommendation of the Superintendent, to approve the following field trips

GRADE / GROUP	PLACE / SPEAKER	DATES
Summer Enrichment Program	Field trips that are included in summer enrichment activities	July 8, 2024-Aug 2, 2024
Grades 3,4 and 5	Surf Day	September 2024

F. Report of Drills Fire 5/20/2024 Security Shelter in Place 05/24/2024..

FINANCE

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- A. On the recommendation of the Superintendent and School Business Administrator, to approve the transfer of Current Year Surplus to Capital Reserve per the N.J.A.C. 6A:23A-14.3 guidelines which permits a Board of Education to establish and/or deposit into certain reserve accounts at year end. The North Wildwood Board of Education then approves the transfer of unanticipated excess current year revenue or unexpended appropriations from the general fund into the Capital Reserve account in an amount not to exceed \$500,000 (upon audit review).
- B. On the recommendation of the Superintendent and School Business Administrator, to approve the transfer of Current Year Surplus to Tuition Reserve per the N.J.A.C. 6A:23A-14.4(a)(3) guidelines which permits a Board of Education to establish and/or deposit into tuition reserve accounts at year end. The North Wildwood Board of Education then approves the transfer of unanticipated excess current year revenue or unexpended appropriations from the general fund into the Tuition Reserve account in an amount not to exceed \$125,000 (upon audit review).
- C. On the recommendation of the Superintendent and School Business Administrator, to approve the transfer of Current Year Surplus to Emergency Reserve per the N.J.A.C. 6A:23A-14.4(a)(1) guidelines which permits a Board of Education to establish and/or deposit into emergency reserve accounts at year end. The North Wildwood Board of Education then approves the transfer of unanticipated excess current revenue or unexpended appropriations from the general fund into the Emergency Reserve in an amount not to exceed \$150,000 (upon audit review).
- D. On the recommendation of the Superintendent and School Business Administrator, to authorize any and all necessary transfers by June 30, 2024, collect the 2023-2024 Petty Cash Fund, and reissue said 2024-2025 Petty Cash Fund on July 1, 2024.
- E. On the recommendation of the Superintendent and School Business Administrator, to approve the application and acceptance of Supplemental Stabilization Aid in the amount of \$15,997 and planned uses of funds to be utilized on Facilities Repairs/Improvements of the roof and Security Upgrades to cameras and doors.
- F. On the recommendation of the Superintendent and School Business Administrator, to approve the Cape May County Special Services School District for Transportation Department Shared Services for the 2024-2025 School Year.
- G. On the recommendation of the Superintendent and School Business Administrator, to approve the Cape May County Special Services School District Agreement for Itinerant Services for the 2024-2025 School Year on an as needed basis.
- H. On the recommendation of the Superintendent and School Business Administrator, to approve the payment of \$51,008 to the Atlantic & Cape May Counties Association of School Business Officials Joint Insurance Fund due on July 15, 2024 for the 2024-2025 School Year and to apply the full amount to the Board's share of the fund's aggregate excess loss contingency fund.
- I. On the recommendation of the Superintendent and School Business Administrator, to approve Freda Glick, Bilingual Speech Language Service LLC, for completion of student bilingual evaluations for the cost of \$500 per evaluation for the 2024-2025 School Year.
- J. On the recommendation of the Superintendent and School Business Administrator, to approve Neurabilities (The Center for Neurological and Neurodevelopmental Health,

LLC) for student neurological, neuropsychological and other developmental pediatric evaluations for the 2024-2025 School Year.

- K. On the recommendation of the Superintendent and School Business Administrator, to approve Continuum Autism Spectrum Alliance for behavior analyst consultant services for the 2024-2025 School Year.
- L. On the recommendation of the Superintendent and School Business Administrator, to approve REM Audiology for student audiology services for the 2024-2025 School Year.
- M. On the recommendation of the Superintendent and School Business Administrator, to approve Thomas O'Reilly, MD/Medford Family Psychiatry L.L.C. for student psychiatric evaluations for the 2024-2025 School Year.
- N. On the recommendation of the Superintendent and School Business Administrator, to approve Cooper Medical Center for student neurological evaluations for the 2024-2025 School Year.
- O. On the recommendation of the Superintendent and School Business Administrator, to approve the School Nutrition Program pricing for the 2024-2025 School Year:

	Regular	Reduced	Staff
Breakfast	\$1.25	\$0.30	\$1.75
Milk	\$0.50	\$0.50	\$0.50
Lunch	\$3.00	\$0.40	\$3.50
Extra Slice of Pizza	\$1.00		\$1.50

- P. On the recommendation of the Superintendent and School Business Administrator, to approve Security Maintenance Services Agreement with CM3 in the amount of \$7,100 for the 2024-2025 School Year.
- Q. On the recommendation of the Superintendent and School Business Administrator, to approve the District's submission of the 2024-2025 ESEA consolidated grant application and acceptance of funds in the following amounts: (reject Title III)
 - Title I \$110,934
 - Title II \$ 10,462
 - Title IV \$ 10,000

- R. On the recommendation of the Superintendent and School Business Administrator, to approve the 2024-2025 Student Tuition contract with Ms. Sklar in the amount of \$4,500.

- S. On the recommendation of the Superintendent and School Business Administrator, pursuant to PL 2015, Chapter 47, the North Wildwood 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, N.J.A.C. Chapter 23, and Federal Procurement Regulations 2 CFR Part 200.317 et. Seq. as follows:

- 360FP BUSINESS SOLUTIONS
- ACCASBO JIF
- ALL COVERED (Konica Minolta)
- AMAZON
- APPLE
- CAPE ASSIST

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CAPE REGIONAL URGENT CARE
CASA PAYROLL
CASA REPORTING SERVICES
CDK SYSTEMS
CM3
CONTINUUM BEHAVIORAL HEALTH
DELTA DENTAL
FORD, SCOTT & ASSOCIATES
GARRISON ARCHITECTS
GO TEACH CONSULTANTS
HOME DEPOT
JOHNSON CONTROLS
MARSH MCLENNAN
NJ SEHBP
ON TECH
REALTIME
RICOH USA, INC.
STAPLES
STEFANKIEWICZ & BELASCO
TERESA MCGRATH, M.D., SCHOOL PHYSICIAN
TELESYSTEM
VERIZON WIRELESS
WB MASON

PERSONNEL

- A. On the recommendation of the Board President, to approve the revised employment contract to be submitted for approval by the Interim Executive County Superintendent for Philip Schaffer, from July 1, 2024 to June 30, 2029.
- B. On the recommendation of the Board President, to approve the Summary of the Superintendent's Evaluation.
- C. On the recommendation of the Superintendent, to approve Matthew Gibson for Student Teaching September 2024 through December 2024 with Cooperating Teacher Jenny Amenhauser.
- D. On the recommendation of the Superintendent, to approve the contract for School Business Administrator, Dawn Cottrell, a salary of \$111,510 for the 2024-2025 School Year.
- E. On the recommendation of the Superintendent, to approve Lisa Kobierowski as Cross-Country Co-Coach for the 2024-2025 School Year.
- F. On the recommendation of the Superintendent, to approve Kristen Andre as Cross-Country Co-Coach for the 2024-2025 School Year.
- G. On the recommendation of the Superintendent, to approve Lori Basile as Head Soccer Coach for the 2024-2025 School Year.
- H. On the recommendation of the Superintendent, to approve Rebecca Fuentes as Fall Intramurals Coach for the 2024-2025 School Year.
- I. On the recommendation of the Superintendent, to approve Kortnie Davidson as Fall Intramurals Coach for the 2024-2025 School Year.

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- J. On the recommendation of the Superintendent, to approve Karen Holland as Substitute Detention Moderator for the 2024-2025 School Year.
- K. On the recommendation of the Superintendent, to approve Donna DeRitis as Substitute Detention Moderator for the 2024-2025 School Year.
- L. On the recommendation of the Superintendent, to approve Lee Sylvester as Homework Club Moderator for the 2024-2025 School Year.
- M. On the recommendation of the Superintendent, to approve Dina Harris as Homework Club Moderator for the 2024-2025 School Year.
- N. On the recommendation of the Superintendent, to approve Karen Holland as Substitute Homework Club Moderator for the 2024-2025 School Year.
- O. On the recommendation of the Superintendent, to approve Donna DeRitis as Substitute Homework Club Moderator for the 2024-2025 School Year.
- P. On the recommendation of the Superintendent, to approve Cynthia Dykhouse as Substitute Homework Club Moderator for the 2024-2025 School Year.
- Q. On the recommendation of the Superintendent, to approve Karen Holland as After School Library Moderator for the 2024-2025 School Year.
- R. On the recommendation of the Superintendent, to approve Megan Farrell as After School Library Moderator for the 2024-2025 School Year.
- S. On the recommendation of the Superintendent, to approve Donna DeRitis as Substitute After School Library Moderator for the 2024-2025 School Year.
- T. On the recommendation of the Superintendent, to approve Valerie Aiken as Band and Choir Coordinator for the 2024-2025 School Year.
- U. On the recommendation of the Superintendent, to approve Valerie Aiken as Student Council Co-Advisor for the 2024-2025 School Year.
- V. On the recommendation of the Superintendent, to approve Lisa Kobierowski as Student Council Co-Advisor for the 2024-2025 School Year.
- W. On the recommendation of the Superintendent, to approve Mary Delaney as Newspaper Advisor (K-4) for the 2024-2025 School Year.
- X. On the recommendation of the Superintendent, to approve Lori Basile as Newspaper Advisor (5-8) for the 2024-2025 School Year.
- Y. On the recommendation of the Superintendent, to approve Alison Dardine as Mentor Buddy Advisor for the 2024-2025 School Year.
- Z. On the recommendation of the Superintendent, to approve Meghan Lowe as Yearbook Co-Advisor for the 2024-2025 School Year.
- AA. On the recommendation of the Superintendent, to approve Lori Basile as Yearbook Co-Advisor for the 2024-2025 School Year.
- BB. On the recommendation of the Superintendent, to approve Tina Hawthorne for Grade 8 ELA Curriculum Writing for 15 hours @ \$40 per hour.
- CC. On the recommendation of the Superintendent, to approve Alison Dardine for CST Summer Services not to exceed 40 hours from July through August 2024 at the contracted hourly rate.
- DD. On the recommendation of the Superintendent, to approve Cynthia Dykhouse for CST Summer Services not to exceed 40 hours from July through August 2024 at the contracted hourly rate.

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EE. On the recommendation of the Superintendent, to approve Tonilynn Donzola for CST Summer Services not to exceed 40 hours from July through August 2024 at the contracted hourly rate.

POLICIES

A. None.

PROFESSIONAL DEVELOPMENT AND RELATED EXPENSES

NAME	PLACE	SUBJECT	DATES	COSTS
Dawn Cottrell	The Westin, Mt. Laurel, NJ	SPELL JIF Safety 360 Seminar	07/10/2024	\$0.00 Fee \$77.55 Mileage
Janet Neill	The Westin, Mt. Laurel, NJ	SPELL JIF Safety 360 Seminar	07/10/2024	\$0.00 Fee \$81.77 Mileage
Pete Guterrez	The Westin Mt. Laurel, NJ	SPELL JIF Safety 360 Seminar	07/10/2024	\$0.00 Fee \$82.72 Mileage
Patti Donlan	Online	School Law Bootcamp	7/31-8/1/24	10 ETTC hours
Patti Donlan	NJPSA EEA	Why Staff Morale Matters	7/11/24	\$100
Patti Donlan	SRI ETTC	Danielson Refresher	8/12/24	\$106 or ETTC Hours

MOTION TO APPROVE CONSENT AGENDA

Motion: Mr. Brown

Second: Mr. Farrell

Voting Yes:

Michael Brown, Sr.

James Farrell – abstain Personnel (Item R)

Gerald Flanagan

Michele Devine-Hartnett

April Howard

David C. MacDonald

Laura Stefankiewicz – abstain Finance (Item C)

15. PUBLIC COMMENTS - **None**

The Board values and welcomes comments and opinions from residents. This meeting will now be open to public comments on [any item or matter]. Public Comment will be held for a total of 15 minutes. If your questions pertain to litigation, student or personnel items, please contact the Superintendent directly, after the meeting, as the Board does not discuss these matters in public. If there are items the Superintendent would like to address, he may wish to do so after all public comment has been heard.

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16. BOARD COMMENTS - **None**

17. ADMIN COMMENTS

18. HARASSMENT, INTIMIDATION, BULLYING REPORTS - **None**

19. SUPERINTENDENT'S REPORT

20. ADJOURNMENT at **6:12 p.m.**

Motion: Ms. Devine-Hartnett

Second: Mr. Brown

Respectfully submitted,



Dawn Cottrell

School Business Administrator/Board Secretary

21. BOARD INFORMATION

A. NJDOE English Language Learner Three-Year Plan 2024-2027

B. NWSD CAP-Attendance

C. NWSD CCEIS Plan

D. 2023-24 Superintendent Evaluation

E. Updated North Wildwood School Safe Return Plan

22. NEXT MEETING

July 22, 2024 Regular meeting at 6:00 pm