

JANUARY 27, 2025

**\*\*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 MINUTES  
MONDAY, JANUARY 27, 2025  
6:00 P.M.**

**AGENDA**

1. CALL TO ORDER: **Mr. Brown 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.

OATH OF OFFICE: Board Solicitor will administer the Oath of Office to the following Board Member:

**Three Year Term**  
James Farrell

3. ROLL CALL

**Present:**

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

**Absent:**

Ronald Golden  
Scott McCracken  
Haroula Rotondi  
Laura Stefankiewicz

4. ATTENDANCE

**Also, in attendance:**

Philip Schaffer, Superintendent  
Dawn Cottrell, Board Secretary/SBA

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Patricia Donlan, Vice-Principal  
Carolyn Morey, Supervisor of Pupil Personnel  
Robert Belasco, Solicitor

5. FLAG SALUTE

6. 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.

7. 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.

8. APPROVAL OF MINUTES: December 16, 2024 Regular & Closed

9. APPROVAL OF TRANSFER OF FUNDS: December 2024

10. APPROVAL OF FINANCIAL STATEMENTS as of N/A, and certification of non-over expenditure of funds (roll call); acknowledgement receipt of investment report.

11. APPROVAL OF BILL LIST: January 2025

**Motion: Mr. Farrell**

**Second: Mr. Flanagan**

**Voting Yes:**

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

**Absent:**

Ronald Golden  
Scott McCracken  
Haroula Rotondi  
Laura Stefankiewicz

12. BOE MEMBER REPORTS

- A. Committee Reports, WHS Reports

13. 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 Biannual SOA Regarding the Use of Paraprofessional Staff.
- B. On the recommendation of the Superintendent, to approve the submission of the Student Safety Data Submission.
- C. On the recommendation of the Superintendent, to approve the following field trips

GRADE / GROUP	PLACE / SPEAKER	DATES
Grades PreK-4th	VIP Dance	February 7, 2025
Grades PreK, K, 1 and 2	Guest Speaker-dental Health Presentation from Southern Jersey Family Medical	January 2025
Mentor Buddy	Hassle's Golf/Ice Cream	June 6, 2025
Mentor Buddy	Island Bowl	April 15, 2025
Grades 3-8	Hot Spot Lunch after week of testing	May 16, 2025
PreK-8	Pep Rally	February 27, 2025
Grade 5	Guest Speaker via online Google Meet/Turtle Hospital Marathon, Florida	January 30, 2025

- D. Report of Drills Fire 12/2/2024 Tabletop 12/10/2024.

FINANCE

- A. On the recommendation of the Superintendent and the School Business On the recommendation of the Superintendent and School Business Administrator, to approve the FY 2025 IDEA Consolidated Grant amendment to apply carryover funds:
  - Basic           \$179,143
  - Preschool     \$ 4,533
- B. On the recommendation of the Superintendent and School Business Administrator, to approve Silvia L. Deleon, Bilingual Speech/Language Pathologist, for student speech/language evaluations in the amount of \$500 per evaluation for the 2024-2025 School Year.
- C. On the recommendation of the Superintendent and School Business Administrator, to approve the membership renewal in the Atlantic & Cape May Counties Association

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of School Business Officials Joint Insurance Fund (ACCASBO JIF) for a three-year membership term which shall commence on July 1, 2025. The board will participate in all lines of coverage the JIF provides as defined by the JIF's Risk Management Program, which are generally described herein as follows:

1. Workers' Compensation and Employers' Liability
2. General Liability and Automobile Liability
3. Educator's Legal Liability, including Employment Practices Liability
4. Property Damage, including Automobile Physical Damage
5. Employee Dishonesty (Crime) Insurance
6. Boiler & Machinery/Equipment Breakdown
7. Cyber Liability
8. Pollution and Mold Legal Liability
9. Crisis Protection Program
10. Unmanned Aerial Systems Liability
11. Student Accident on an Annual Elective Basis

The board appoints the School Business Administrator as its Commissioner to the JIF and empowers said Commissioner to; exercise the voting rights provided in the JIF's Bylaws to Commissioners in a manner which best protects the Board and JIF, to implement and strengthen the Board's safety and risk management efforts, to participate fully and with efficiency in the JIF to comply with all conditions of membership as defined in the JIF Bylaws and Risk Management Program, and to execute all agreements, including but not limited to an Indemnity & Trust Agreement in order to implement membership by the Board in the JIF.

#### MOTION TO APPROVE FINANCE

**Motion: Ms. Devine-Hartnett**

**Second: Mr. Farrell**

#### **Voting Yes:**

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

#### **Absent:**

Ronald Golden  
Scott McCracken  
Haroula Rotondi  
Laura Stefankiewicz

#### PERSONNEL

- A. On the recommendation of the Superintendent, to approve Brian Vergantino as Substitute School Resource Officer for the school year 2024-2025.

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- B. On the recommendation of the Superintendent, to approve an intermittent FMLA for Janet Neill commencing January 27, 2025 through February 28, 2025 to run concurrent with days used.
- C. On the recommendation of the Superintendent, to approve Kristen McHale as Substitute School Nurse for the 2024-2025 school year.
- D. On the recommendation of the Superintendent, to approve Marianna Papazoglou as Substitute Teacher for the 2024-2025 school year.
- E. On the recommendation of the Superintendent, to update the job description for the Assistant Principal.
- F. On the recommendation of the Superintendent, to update the job description for the Supervisor of Pupil Personnel.
- G. On the recommendation of the Superintendent, to amend the terms of the employment agreement for the Assistant Principal effective July 1, 2025.
- H. On the recommendation of the Superintendent, to amend the terms of the employment agreement for the Supervisor of Pupil Personnel effective July 1, 2025.
- I. On the recommendation of the Superintendent, to approve Anne Regan as Substitute Teacher for the 2024-2025 school year.
- J. On the recommendation of the Superintendent, to approve Rebecca Fuentes as Spring Intramurals Co-Coach for the 2024-2025 school year.
- K. On the recommendation of the Superintendent, to approve Kortnie Davidson as Spring Intramurals Co-Coach for the 2024-2025 school year.

**MOTION TO APPROVE PERSONNEL**

**Motion: Ms. Devine-Hartnett**

**Second: Ms. Howard**

**Voting Yes:**

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

**Absent:**

Ronald Golden  
Scott McCracken  
Haroula Rotondi  
Laura Stefankiewicz

**POLICIES**

A. None

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PROFESSIONAL DEVELOPMENT AND RELATED EXPENSES

NAME	PLACE	SUBJECT	DATES	COSTS

MOTION TO APPROVE CONSENT AGENDA

**Motion: Ms. Howard**

**Second: Mr. Farrell**

**Voting Yes:**

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

**Absent:**

Ronald Golden  
Scott McCracken  
Haroula Rotondi  
Laura Stefankiewicz

14. 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.

15. BOARD COMMENTS

16. ADMIN COMMENTS

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

18. SUPERINTENDENT'S REPORT

19. ADJOURNMENT **at 6:27 p.m.**

**Motion: Ms. Devine-Hartnett**

**Second: Ms. Howard**

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Respectfully submitted,



Dawn Cottrell

School Business Administrator/Board Secretary

20. BOARD INFORMATION

- A. SOA Paraprofessional Staff 2025
- B. Student Safety Data Submission
- C. Job Description-Asst Principal
- D. Job Description-Supervisor of Pupil Personnel

21. NEXT MEETING

February 24, 2025      Regular meeting at 6:00 pm