

**\*\*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  
REORGANIZATION/REGULAR MEETING  
THURSDAY, JANUARY 9, 2025  
5:00 P.M.  
AGENDA**

**ORGANIZATION OF NEW BOARD**

1. CALL TO ORDER: **Ms. Cottrell called the meeting to order at 5:00 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.  
Gerald Flanagan  
Ronald Golden  
April Howard  
David C. MacDonald  
Haroula Rotondi

**Absent:**

James Farrell  
Michele Devine-Hartnett  
Scott McCracken  
Laura Stefankiewicz

4. ATTENDANCE

**Also, in attendance:**

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

5. FLAG SALUTE

6. OATH OF OFFICE: Board Solicitor will administer the Oath of Office to the following Board Members:

**Three Year Term**

James Farrell (absent)  
Haroula Rotondi  
Laura Stefankiewicz (absent)

7. Motion to appoint the Board Secretary as temporary chair to conduct the election of the president.

**Motion: Mr. Flanagan**

**Second: Mr. MacDonald**

**Voting Yes:**

Michael Brown, Sr.  
Gerald Flanagan  
Ronald Golden  
April Howard  
David C. MacDonald  
Haroula Rotondi

**Absent:**

James Farrell  
Michele Devine-Hartnett  
Scott McCracken  
Laura Stefankiewicz

Board Secretary will take nominations for President of the North Wildwood Board of Education for the term of January 9th, 2025 until the next Reorganization Meeting of 2026.  
*Mr. MacDonald was nominated as Board President on a motion made by Mr. Flanagan and seconded by Mr. Brown for the term of January 9, 2025 until the next reorganization in 2026.*

**Motion: Mr. Flanagan**

**Second: Mr. Brown**

**Voting Yes:**

Michael Brown, Sr.  
Gerald Flanagan  
Ronald Golden  
April Howard  
David C. MacDonald  
Haroula Rotondi

**Absent:**

James Farrell  
Michele Devine-Hartnett  
Scott McCracken  
Laura Stefankiewicz

Board Secretary will turn the meeting over to the president to conduct the election of the Vice President.

8. Election of the Vice President for the term of January 9, 2025 until the next Reorganization Meeting of 2026. *Mr. Brown was nominated as Board Vice President on a motion made by Mr. MacDonald and seconded by Mr. Flanagan for the term of January 9, 2025 until the next reorganization in 2026.*

**Motion: Mr. MacDonald**

**Second: Mr. Flanagan**

**Voting Yes:**

Michael Brown, Sr.

Gerald Flanagan

Ronald Golden

April Howard

David C. MacDonald

Haroula Rotondi

**Absent:**

James Farrell

Michele Devine-Hartnett

Scott McCracken

Laura Stefankiewicz

9. On the recommendation of the Board of Education to appoint **Michele Devine-Hartnett** for the delegate of the Cape May County School Board Association and the NJSBA Legislative Delegate for the term of January 9, 2025 through the Reorganization Meeting of 2026.

**Motion: Mr. MacDonald**

**Second: Mr. Golden**

**Voting Yes:**

Michael Brown, Sr.

Gerald Flanagan

Ronald Golden

April Howard

David C. MacDonald

Haroula Rotondi

**Absent:**

James Farrell

Michele Devine-Hartnett

Scott McCracken

Laura Stefankiewicz

10. On the recommendation of the Board of Education to appoint **David MacDonald** as its representative to the Wildwood Board of Education.

**Motion: Mr. Flanagan**

**Second: Mr. Brown**

**Voting Yes:**

Michael Brown, Sr.  
Gerald Flanagan  
Ronald Golden  
April Howard  
David C. MacDonald  
Haroula Rotondi

**Absent:**

James Farrell  
Michele Devine-Hartnett  
Scott McCracken  
Laura Stefankiewicz

**REORGANIZATION ACTIONS:**

1. Approval of the North Wildwood Board of Education Code of Ethics:

- That the School Ethics Act and Code of Ethics for School Board Members has been received and discussed.
- That Policies and Procedures regarding training of district Board of Education members has been adopted, and
- That each Board of Education member acknowledges receipt of the Code of Ethics for School Board Members and has become familiar with code of ethics.

*Each Board Member will be required to sign the required affidavit.*

2. On the recommendation of the Board of Education, reaffirm Dawn Cottrell as Board Secretary until June 30, 2025.
3. Approval of the Qualified Purchasing Agent to award contracts up to the bid threshold, and set quotes at 15% of bid threshold amount (18A:18A-3/current Bid Threshold is \$44,000 and 15% quote is \$6,600).
4. Approval of Colonial Life as the Board of Education Section 125 Plan Provider (FSA Plan Year ~Calendar Year) and 403 {B} provider {AXA Equitable 403 (b) EE, Lincoln Investment Planning 403 (b) EE, Metropolitan Life Insurance Company 403 (b) EE, Putnam 403 (b) EE, SBP Commerce Bank Dep 403 (b) EE}.
5. On the recommendation of the Superintendent:

Right to Know Coordinator

Juan Gutierrez

|                                  |                |
|----------------------------------|----------------|
| Right to Know Coordinator        | Renee Forrest  |
| Anti Bullying Specialist         | Alison Dardine |
| Anti Bullying Coordinator        | Carolyn Morey  |
| Custodian of Public Records      | Dawn Cottrell  |
| Public Agency Compliance Officer | Dawn Cottrell  |
| Qualified Purchasing Agent       | Dawn Cottrell  |

6. On the recommendation of the Superintendent:

Reaffirm By-Laws, Regulations and Policies  
 Reaffirm Curricula and related texts  
 Reaffirm ADA grievance procedures  
 Reaffirm Section 504 grievance procedures  
 Reaffirm Permitted Pupil Records  
 Reaffirm NJ Minimum Chart of Accounts  
 Reaffirm H&SA and 8<sup>th</sup> Grade Parents Groups  
 Reaffirm the OPRA form and procedure  
 Reaffirm Standard Operating Procedures to include EWEG billing procedures

7. On the recommendation of the Board of Education to approve the 2025 meeting dates (*see attachments*).

8. On the recommendation of the Superintendent and School Business Administrator, to approve the Press of Atlantic City and the Cape May County Herald as the official newspaper of the Board for the 2024-2025 school year.

9. On the recommendation of the Superintendent and School Business Administrator, to approve the following Crest Savings Bank account signors:

| Name                | Account Number | Type     | Allowable Signors / Authorized Person | Number Signatures Required |
|---------------------|----------------|----------|---------------------------------------|----------------------------|
| Capital Reserve     | 360026112      | Savings  | Pres, CSA, SBA, Treas                 | 1                          |
| Tuition Reserve     | 360003939      | Savings  | Pres, CSA, SBA, Treas                 | 1                          |
| Unemployment Trust  | 549032889      | Checking | Pres, CSA, SBA, Treas                 | 1                          |
| Agency              | 549015314      | Checking | Pres, CSA, SBA, Treas                 | 2                          |
| Payroll             | 549015322      | Checking | Pres, CSA, SBA, Treas                 | 2                          |
| Maintenance Reserve | 360003921      | Savings  | Pres, CSA, SBA, Treas                 | 1                          |
| Warrant             | 549015306      | Checking | Pres, CSA, SBA, Treas                 | 3                          |
| FSA                 | 549045188      | Checking | Pres, CSA, SBA, Treas                 | 1                          |
| Food Service        | 990035479      | Checking | Pres, CSA, SBA, Treas                 | 2                          |
| Student Activity    | 990035487      | Checking | Pres, CSA, SBA, Treas                 | 2                          |
| Capital Projects    | 990071169      | Checking | Pres, CSA, SBA, Treas                 | 1                          |

10. On the recommendation to authorize the procurement of goods and services for the

2024-2025 school year.

WHEREAS, Title 18A:18A-10 provides that, “A Board of Education, without advertising for bids, or after having rejected all bids obtained pursuant to advertising therefore, by resolution may purchase any goods or services pursuant to a contract or contracts for such goods or services entered into on behalf of the State by the Division of Purchase and Property, and

WHEREAS, the North Wildwood School District has the need, on a timely basis, to procure goods and services utilizing contracts, and

WHEREAS, the North Wildwood School District desires to authorize its purchasing agents for the 2024-2025 school year to make any and all purchases necessary to meet the needs of the school district throughout the school year.

BE IT RESOLVED, that the North Wildwood School District does hereby authorize the qualified purchasing agents to make purchases of good and services contracts through the district participation in the following: State Contracts, NJ Cooperative Purchasing (NJ START), The Educational Services Commission of New Jersey (ESCNJformally named MRESC Co-op), Hunterdon County Educational Services Commission (HCECSC), Camden County Educational Services Commission Board of Education (CCECSC), Cape May County Cooperative Pricing System (25CMaCP), NJSBA Cooperative, Ed-data Cooperative, and various national Cooperatives, including, OMNIA, PEPPM, Sourcewell, and TIPS.

11. On the recommendation of the Superintendent and School Business Administrator, to appoint Robert Belasco as Board Solicitor for the 2024-2025 school year at a rate of \$175 per hour, and recognizing Mr. Belasco’s affiliation with a new law firm, The Belasco Law Firm, LLC.

(\*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)

**CONSENT** ~ None

**PERSONNEL**

- A. On the recommendation of the Superintendent, to amend original approval of Christopher Chobert as School Resource Officer, prorated salary of \$47,000 (60% reimbursement from the City of North Wildwood) for the 2023-2024 School Year to approve as Part-Time School Resource Officer.
- B. On the recommendation of the Superintendent, to amend original approval a salary of \$48,528 for Christopher Chobert as School Resource Officer for the 2024-2025 School Year to approve as Part-Time School Resource Officer.

**Motion: Mr. Brown**

**Second: Ms. Howard**

**Voting Yes:**

Michael Brown, Sr.

Gerald Flanagan  
Ronald Golden – abstain from Reorganization Actions item 7  
April Howard  
David C. MacDonald  
Haroula Rotondi

**Absent:**

James Farrell  
Michele Devine-Hartnett  
Scott McCracken  
Laura Stefankiewicz

**CLOSED SESSION - None**

Authorization of Closed Session: to discuss a current and an ongoing personnel 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.

**ADJOURNMENT @ 5:13 p.m.**

**Motion: Mr. Brown**

**Second: Ms. Rotondi**

Respectfully submitted,



Dawn Cottrell  
School Business Administrator/Board Secretary

**ATTACHMENTS FOR REORGANIZATION MEETING:**

1. **Code of Ethics**
2. **Acknowledgement of Receipt of Code of Ethics**
3. **Board Meeting Dates: 2025**