

\*\*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 ACTIONS/MOTIONS FOR MEETING  
NORTH WILDWOOD BOARD OF EDUCATION**

**REORGANIZATION/REGULAR MEETING  
MONDAY, JANUARY 6, 2025  
6:00 P.M.  
AGENDA**

**ORGANIZATION OF NEW BOARD**

1. CALL TO ORDER

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

Michael Brown, Sr.	_____
James Farrell	_____
Gerald Flanagan	_____
Ronald Golden	_____
Michele Devine-Hartnett	_____
April Howard	_____
David C. MacDonald	_____
Scott McCracken	_____
Haroula Rotondi	_____
Laura Stefankiewicz	_____

4. ATTENDANCE

Philip Schaffer, Superintendent	_____
Dawn Cottrell, Board Secretary/SBA	_____
Patricia Donlan, Vice-Principal	_____
Carolyn Morey, Supervisor of Pupil Personnel	_____
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
- Haroula Rotondi
- Laura Stefankiewicz

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

Motion: \_\_\_\_\_ Second: \_\_\_\_\_  
 Vote: \_\_\_\_\_ Carried: \_\_\_\_\_

- Michael Brown, Sr. \_\_\_\_\_
- James Farrell \_\_\_\_\_
- Gerald Flanagan \_\_\_\_\_
- Ronald Golden \_\_\_\_\_
- Michele Devine-Hartnett \_\_\_\_\_
- April Howard \_\_\_\_\_
- David C. MacDonald \_\_\_\_\_
- Scott McCracken \_\_\_\_\_
- Haroula Rotondi \_\_\_\_\_
- Laura Stefankiewicz \_\_\_\_\_

Board Secretary will take nominations for President of the North Wildwood Board of Education for the term of January 6th, 2025 until the next Reorganization Meeting of 2026.

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 6, 2025 until the next Reorganization Meeting of 2026.

Motion: \_\_\_\_\_ Second: \_\_\_\_\_  
 Vote: \_\_\_\_\_ Carried: \_\_\_\_\_

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

Scott McCracken	_____
Haroula Rotondi	_____
Laura Stefankiewicz	_____

9. On the recommendation of the Board of Education to appoint \_\_\_\_\_ for the delegate of the Cape May County School Board Association and the NJSBA Legislative Delegate for the term of January 6, 2025 through the Reorganization Meeting of 2026.
10. On the recommendation of the Board of Education to appoint \_\_\_\_\_ as its representative to the Wildwood Board of Education.

**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 (HCESC), Camden County Educational Services Commission Board of Education (CCESC), 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:** \_\_\_\_\_  
**Vote:** \_\_\_\_\_

**Second:** \_\_\_\_\_  
**Carried:** \_\_\_\_\_

Michael Brown, Sr. \_\_\_\_\_  
James Farrell \_\_\_\_\_  
Gerald Flanagan \_\_\_\_\_  
Ronald Golden \_\_\_\_\_

Michele Devine-Hartnett \_\_\_\_\_  
April Howard \_\_\_\_\_  
David C. MacDonald \_\_\_\_\_  
Scott McCracken \_\_\_\_\_  
Haroula Rotondi \_\_\_\_\_  
Laura Stefankiewicz \_\_\_\_\_

**CLOSED SESSION**

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**

Motion: \_\_\_\_\_ Second: \_\_\_\_\_  
Vote: \_\_\_\_\_ Carried: \_\_\_\_\_

**ATTACHMENTS FOR REORGANIZATION MEETING:**

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