

**Ventnor City Board of Education
Organization Minutes
May 16, 2024**

I. CALL TO ORDER/ROLL CALL

Meeting was called to order at 5:05 pm by Business Administrator/Board Secretary Terri Nowotny. Board members present were: Lori Abbott, John C Baker, Kim Bassford, Douglas Biagi and Michael Hagelgans. Michael Advena and James Quinlan were absent. Also present was Board Solicitor Sanu Dev. Present via telephone connection was Superintendent Carmela Somershoe.

II. SUNSHINE NOTIFICATION

In Compliance with the "Open Public Meetings Act" of the State of New Jersey, adequate notice of this meeting has been provided. On April 25, 2024 written notice was given to all Board members and posted at the Ventnor Educational Community Complex, Ventnor City Hall and the Ventnor Public Library. It was also e-mailed to the Press of Atlantic City and the Downbeach Current on that same date.

III. PLEDGE OF ALLEGIANCE

Mr. Biagi led the flag salute.

IV. ELECTION OF OFFICERS

Ms. Nowotny called for nominations for the Office of President. On motion by Michael Hagelgans, seconded by Lori Abbott, Douglas Biagi was nominated for the Office of President. There being no further nominations, on motion by Michael Hagelgans, seconded by Lori Abbott, and affirmed by all, nominations were closed. Douglas Biagi was appointed as President by roll call vote with Lori Abbott, John C Baker, Michael Hagelgans, Kim Bassford and Doug Biagi voting in favor. The meeting was turned over to President Biagi.

Doug Biagi called for nominations for the Office of Vice-President. On motion by Douglas Biagi, seconded by Lori Abbott, Kim Bassford was nominated for the Office of Vice-President. There being no further nominations, on motion by Michael Hagelgans, seconded by John C Baker, and affirmed by all, nominations were closed. Kim Bassford was approved as Vice-President by roll call vote with Lori Abbott, John C Baker, Michael Hagelgans, Kim Bassford and Doug Biagi voting in favor.

Ms. Dev administered the Oath of Office to reappointed Board Member Michael Hagelgans.

V. NEW BUSINESS

The Board members reviewed the School Board Code of Ethics and will sign and return affirmations to the Business Administrator/Board Secretary. The Board appointed Lori Abbott as 2024/2025 NJSBA delegate, County Representative and Legislative Representative with Kim Bassford as Alternate Delegate.

Motion by Kim Bassford seconded by Lori Abbott to approve Items V. A – N., affirmed by roll call vote with Lori Abbott, John C Baker, Michael Hagelgans, Kim Bassford and Doug Biagi voting in favor, Michael Hagelgans abstaining from V4 Insurance Agent and M, Kim Bassford abstaining from V4:

V. A. APPOINTMENTS

1. RESOLUTION TO APPOINT BUSINESS ADMINISTRATOR/BOARD SECRETARY

Tabled

2. RESOLUTION TO APPOINT CERTAIN SCHOOL OFFICIALS

WHEREAS, the Ventnor City Board of Education must appoint certain school officials,

BE IT THEREFORE RESOLVED that the following officials are appointed for the school year July 1, 2024 through June 30, 2025:

The Superintendent as Affirmative Action Officer.

The Superintendent of Schools as custodian for all the personnel records and the Business Administrator for all records other than personnel.

The School Psychologist as Section 504 compliance officer.
The Supervisor of Special Services as ADA coordinator.

The Business Administrator as Title IX Coordinator.

The School Social Worker as Homeless Student Liaison.

The Business Administrator as Public Agency Compliance Officer.

The Supervisor of Facilities as Asbestos Management, Right-To-Know and PEOSA Officer/Coordinator.

The Supervisor of Facilities as Indoor Air Quality Designee.

The Business Clerk as School Treasurer.

3. RESOLUTION TO PURCHASE THROUGH STATE CONTRACT

WHEREAS, the Ventnor City Board of Education wishes to purchase through the New Jersey Division of Purchase and Property State Contracts,

BE IT THEREFORE RESOLVED that the Ventnor Board of Education purchase through the following vendors:

Office Supplies: Staples Business Advantage
WB Mason
Classroom Supplies: School Specialty
Custodial Supplies: Supply It All

Minicomputer, microcomputer, workstation & associated products:

CDW Government, Inc.
Comtec Systems
Dell Marketing LP
Educate Me
Global Computer
MRA International
Ocean Computer Group, Inc.
PCM global
Promedia Technology
SHI Computers
Turn-key Technologies/TTI Wireless
Troxell Communications

Facilities equipment, products and services:

Becker's Equipment (playground and surfacing)
CM3 Building Solutions (HVAC service)
GovDeals (auction services)
Heritage Business System (copiers)
Laurel Mower (landscape equipment)
Stewart/Xerox Business Solutions (copiers)
KDI Office Technology (copiers)
Municipal Capital Finance Lease (copier lease)
Carpet: Frank Mazza & Son, Inc.

4. RESOLUTION TO APPOINT PROFESSIONAL SERVICES 2024-2025

WHEREAS, the Ventnor City Board of Education desires to appoint its professional services staff for the 2024-2025 school year,

BE IT THEREFORE RESOLVED that services are contracted with the following professionals for the 2024-2025 school year:

Engineer of Record: Tabled

School Physician/Medical Inspector: Dr. Gong at \$7,000.00 annual fee.

BE IT THEREFORE ALSO RESOLVED that continued services are contracted with the following professionals for the 2024-2025 school year. Where appropriate the annual contract amount is listed:

Board Solicitor and Labor Relations Attorney/Negotiator Services: Capehart Scatchard with Sanmathi Dev as primary contract. Retainer \$6,000.00 to cover meeting preparation and attendance, additional hourly services by shareholder at \$180; associates \$170 and paralegals \$75 per hour, no travel fees.

Public School Accountant: Nightlinger, Colavita & Volpa - \$24,765.00 annual fee.

Insurance Agent: Siracusa-Kaufmann Insurance Agency.

This is a three-year term to align with our insurance coverage 7/1/2022 to 6/30/2025.

Health Benefit Insurance Broker – Brown and Brown Benefit Advisors – no fee paid directly to broker; Commissions at 3.5% for medical; 3.5% for prescription; 10% of first \$5,000 in premium, 4% of next \$95,000 in premium and 3% thereafter for dental. Commissions are less than the current rates. This service is awarded as an Extraordinary Unspecifiable Service as allowed under NJSA 40A: 11-5(1)(a)(ii) and NJAC 5:34-2.3(b).

BE IT FURTHER RESOLVED that the Business Administrator is directed to advertise these appointments for the 2024-2025 school year in the official newspaper.

B. RESOLUTION DESIGNATING DEPOSITORIES OF SCHOOL MONIES

WHEREAS, the Ventnor City Board of Education must designate financial institutions as depositories of Board funds, and

WHEREAS, the Ventnor City Board of Education advertised Requests for Proposals for 2020/2021, with OceanFirst as the only proposal received, terms were reviewed and deemed advantageous to the district, with interest rates increased in February 2023,

BE IT THEREFORE RESOLVED that the following financial institutions be designated as official depositories of Board funds:

Checking and Savings Accounts: OceanFirst

Investment Depositories: New Jersey Cash Management Fund, New Jersey Asset & Rebate Management Program (NJ/ ARM) and OceanFirst.

C. GENERAL ACCOUNTS RESOLUTION

WHEREAS, The Ventnor City Board of Education wishes to confirm the signatories authorized to withdraw funds from the Board of Education bank accounts,

BE IT THEREFORE RESOLVED that the President, Vice President, Business Administrator, and Superintendent are hereby authorized to withdraw and transfer funds of the Ventnor City Board of Education in the following accounts:

1. OceanFirst: Current Account

BE IT FURTHER RESOLVED that the Ventnor City Board of Education authorizes the use of one facsimile signature, with penned signatures required by the second and third signatories on the above account.

2. OceanFirst: Payroll Account *, Payroll Agency *, Lunch and Milk

BE IT FURTHER RESOLVED that the Ventnor City Board of Education authorizes the use of one facsimile signature, with penned signatures required by the second signatory on all the above accounts. * Facsimile signatures may be used for both signatures when checks are generated by the district payroll contractor.

BE IT FURTHER RESOLVED that the Business Administrator be instructed to furnish the depositories with a certified copy of this resolution.

D. INVESTMENT OF BOARD FUNDS

WHEREAS, the Ventnor City Board of Education must confirm the continuation of the authority for the President and Business Administrator to invest Board Funds,

BE IT THEREFORE RESOLVED that the above named are hereby authorized to invest Board of Education funds in any legal investments approved and provided by state statutes.

E. RESOLUTION ESTABLISHING PETTY CASH FUND

WHEREAS, the Ventnor City Board of Education wishes to establish a petty cash fund,

BE IT THEREFORE RESOLVED that a Business Office petty cash fund of \$250.00 for the 2024-2025 school year will be established.

BE IT FURTHER RESOLVED that the Business Administrator/Board Secretary under the supervision of the Superintendent shall be responsible for the disposition of funds. The maximum expenditure shall be \$50.

F. RESOLUTION DESIGNATING OFFICIAL NEWSPAPERS

WHEREAS, the Ventnor City Board of Education must designate a publication in which the Board will advertise,

BE IT THEREFORE RESOLVED that The Press of Atlantic City and Sunday Press of Atlantic City and/or The Downbeach Current are designated as the official Board of Education newspapers, which will advertise any and all legal notices and documents as required by law.

G. RESOLUTION DESIGNATING OFFICIAL BARGAINING UNITS

WHEREAS, the Ventnor City Board of wishes to designate its official bargaining units,

BE IT THEREFORE RESOLVED that Ventnor City Education Association, the Ventnor Support Staff Association, and the Ventnor Administrator's Association be designated as the official bargaining units for the 2024-2025 school year.

H. RESOLUTION ON RULES, REGULATIONS, RESOLUTIONS, POLICIES, EDUCATIONAL GOALS, JOB DESCRIPTIONS AND CURRICULUM

WHEREAS, the Ventnor City Board of Education must adopt all rules, regulations, resolutions, policies, educational goals, job descriptions, and curriculum,

BE IT THEREFORE RESOLVED, that all rules, regulations, resolutions, policies, educational goals, job descriptions and curriculum and other actions passed, adopted, promulgated, or otherwise approved by the preceding Board of Education of Ventnor City, New Jersey, except those which expired by their

own terms, are adopted by this reference thereunto by the present VENTNOR CITY BOARD OF EDUCATION organized on May 16, 2024.

I. RESOLUTION ON TRANSFER OF FUNDS BETWEEN BOARD MEETINGS

WHEREAS, the Ventnor City Board of Education has occasion to require transfers between board meetings,

BE IT THEREFORE RESOLVED that the Ventnor Board of Education hereby authorizes the Superintendent to approve the necessary budget transfers as needed between meetings of the Board of Education and report those transfers for ratification to the Board not less than monthly, and

BE IT FURTHER RESOLVED that any and all transfers shall be in accordance with the statutes and regulations of the NJ State Department of Education.

J. RESOLUTION ON PERMITTED PUPIL RECORDS

WHEREAS, the Ventnor City Board of Education is required to regulate access, disclosure and communication of information from educational records in a manner that assures the security of such records in accordance with N.J.A. C. 6:3-6:3(a)2,

BE IT THEREFORE RESOLVED that the Ventnor City Board of Education has established guidelines as Policy 5125 – Student Records.

K. ADOPTION OF TEXTBOOK LIST

Exhibit: K

WHEREAS, the Ventnor City Board of Education must adopt the textbook list,

BE IT THEREFORE RESOLVED, that the textbook list, as attached in Exhibit K, be approved for the 2024-2025 school year.

L. REQUISITION FOR TAXES

WHEREAS, the Ventnor City Board of Education must designate the Requisition for Taxes for the 2024-2025 School year,

BE IT THEREFORE RESOLVED that the amount of district taxes, exclusive of debt service requirements, needed to meet the obligations of the Board for the next school year is \$16,530,371 to be paid in twelve monthly installments of \$1,377,530.91.

M. APPROVAL OF TAX SHELTER ANNUITY COMPANIES AND BROKERS

Exhibit: M

WHEREAS, the Ventnor City Board of Education wishes to provide a limited number of Tax Shelter Annuity Companies and Brokers,

BE IT THEREFORE RESOLVED, that the Tax Shelter Annuity Companies and Brokers list, as attached in Exhibit M, be approved for the 2024-2025 school year.

N. TRAVEL AND RELATED EXPENSE REIMBURSEMENT

WHEREAS, the Ventnor City Board of Education recognizes school staff and board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

WHEREAS, NJAC 6A:23A-7.1 et seq. requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board; and

WHEREAS, a Board of Education may establish, for regular district business travel only, an annual school year threshold of \$500.00 per administrator/\$150.00 other staff members where prior Board approval shall not be required unless this annual threshold for a staff member is exceeded in a given school year (July 1 through June 30); and

WHEREAS, travel and related expenses not in compliance with NJAC 6A:23B-1.1 et seq., but deemed by the Board of Education to be necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; now

THEREFORE BE IT RESOLVED, the Board of Education approval all travel not in compliance with NJAC 6A:23-7.1 et seq. as being necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; and

BE IT FURTHER RESOLVED, the Board of Education approved travel and related expense reimbursements in accordance with NJAC 6A:23A-7.3, to a maximum expenditure of \$500.00 per administration/\$150.00 other staff members.

With nothing further to discuss, the meeting was adjourned at 5:11pm on motion by Lori Abbott, seconded by John C Baker, and affirmed by all.

Respectfully submitted,

Terri Nowotny
Business Administrator/Board Secretary

Regular Session Minutes

May 16, 2024

The meeting was called to order in the auditorium at 5:12 pm by Board President Doug Biagi. In Compliance with the "Open Public Meetings Act" of the State of New Jersey, adequate notice of this meeting has been provided. On April 25, 2024, written notice was given to all Board members and posted at the Ventnor Educational Community Complex, Ventnor City Hall and the Ventnor Public Library. It was also e-mailed to the Press of Atlantic City and the Downbeach Current on that same date.

Roll call by Business Administrator/Board Secretary Terri Nowotny indicated Board Members present were: Lori Abbott, John C Baker, Michael Hagelgans, Kim Bassford and Doug Biagi. Also present were Superintendent Dr. Carmela Somershoe via telephone and Solicitor Sanu Dev. Michael Advena and James Quinlan were absent.

II. Doug Biagi led the pledge of Allegiance.

III. PRESENTATION

1. Superintendent Update – read by Terri Nowotny
2. Facility Update – Ron Fenton – no report

Exhibit: III-2

IV. PUBLIC SESSION

Michele Masterman provided an update from the VCEA.

V. FINANCE

Motion by Kim Bassford seconded by John C Baker to approve items 1-18 as a consent agenda was affirmed by roll call vote with Lori Abbott, John C Baker, Michael Hagelgans, Kim Bassford and Doug Biagi voting in favor:

1. To approve Regular Session Minutes of March 25, 2024 as presented in Exhibit: V-1.
2. To approve the Board Secretary's Monthly Certification:
Pursuant to N.J.A.C. 6:30-2.12 (b) that as of April 30, 2024 no major budgetary line item account has obligations and payments (contractual orders) which in total exceed the amount appropriated by the Ventnor 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 has been over expended in violation of N.J.A.C. 6A:23A-2.11(a)1. In accordance with N.J.A.C. 6A:23A-2.11(c)2, it is certified that there are no changes in anticipated revenue amounts and sources for the month of April, 2024

To approve the Board of Education's Monthly Certification:
Pursuant to N.J.A.C. 6A:23A-2.11(c) 4, the Ventnor Board of Education certifies that as of April, 2024, and after review of the secretary's monthly financial report appropriations section as presented, and upon consultation with appropriate district officials, that to the best of the Board's knowledge, no

major account or fund has been over expended in violation of N.J.A.C. 6A:23A-2.11(b), that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year and

To approve acknowledging receipt of the Statements of Cash Receipts and Disbursements and the Board Secretary's reports which are in agreement for the period ending April 30, 2024.

To approve line item transfers for the months ending April, 2024 as presented in Exhibit: V-2.

3. To approve May, 2024 Bill List as presented in Exhibit: V-3.
4. To approve 2024/2025 Frontline Education for 504 Program Management, IEP Direct and Employee Evaluation Management at a total cost of \$17,172.53 as presented in Exhibit: V-4.
5. To approve 2024/2025 Services Agreement with Interactive Kids for behavior consultation and ABA therapist for a student's IEP at an anticipated annual cost of \$110,880 as presented in Exhibit: V-5.
6. To renew Custodial and Management Services with SJ Services Inc for the period July 1, 2024 through June 30, 2025 at a cost \$377,950.
7. To approve submission of Request for Proposals (RFP) for Food Service Management Company (FSMC) effective September 1, 2024 and to further authorize release of RFP for FSMC upon approval.
8. To approve 2024/2025 Service Agreement with Automated Building Controls, Inc for Labor Rates for Repairs and Inspections at \$145.00 per hour for 50 hours totaling \$7,250.00.
9. To approve Automated Building Controls, Inc. to furnish and install ERU#1 compressor #2 at a total cost of \$23,566.03. This is the lowest of two quotes received.
10. To approve 7/1/2024-6/30/2025 service agreement for inspection and monitoring of alarms with Siemens at a cost of \$7,291. Service panels are proprietary as presented in Exhibit: V-10.
11. To approve the Dental Plan renewals for 2024/2025 at the same monthly rates as 2023/2024:

One Party	\$32.09
Two Party	\$79.95
Three Party	\$130.47
12. To approve the Atlantic County Special Services School District Addendum to 2024-2025 Transportation CTSA Agreement for one student as presented in Exhibit: V-12.

13. To approve the following resolution:

BE IT RESOLVED, that the Ventnor Board of Education approve the following travel expenses and fees for the following conferences and workshops as per State regulation N.J.S.A. 18A:19-1:

Julie Lipshutz	Intro to Gold Creative Curriculum Part 1	Virtual	6/5/2024 and 6/6/2024	No Charge
Alison Richman Kathleen Kresz Taylor Nehmad	CPR Instructor Course; BLS Instructor Course	Somers Point, NJ	7/12/2024	\$250.00 each

All mileage will be paid at the applicable State reimbursement rate.

14. To approve payment of \$2,109.00 spring course reimbursement for Ashley Eiler as per terms of the Ventnor City Education Association Agreement.
15. To approve quoted transportation contract ESY1 to Sheppard Bus for summer school to VECC at a per diem cost of \$218.00 with \$1.10 per mile adjustment cost for 15 days, total cost \$3,270.00.
16. To approve summer 2024 facilities project to paint 26 classrooms 100-200 wings and both commons by Personal Touch Painting at a cost of \$31,200.00 (lowest of two quotes received) as presented in Exhibit: V-16.
17. To approve one student (ID#161909) tuition contract with Legacy Treatment Services-Mary A. Dobbins School for 2024/25 per IEP. Tuition is \$89,962.20 for 212 days including ESY plus \$46,216.00 for Extraordinary Services.
18. To approve Francine Kurz for the following online workshops through Rutgers Office of Continuing Education at \$60 each:
School Law and Student Rights: What NJ Social Workers Need to Know May 28, 2024
Social Media: The Good, the Bad and the Ugly from a Social Work Perspective June 25, 2024
Suicide Prevention in School Settings July 17, 2024
Screening and Assessment of Trauma in Children and Adolescents Augst 16, 2024

VI. POLICIES - none

VII. PERSONNEL

ON THE RECOMMENDATION OF THE SUPERINTENDENT:

Motion by Kim Bassford seconded by John C Baker to approve items 1-13 as a consent agenda was affirmed by roll call vote with Lori Abbott, John C Baker, Michael Hagelgans, Kim Bassford and Doug Biagi voting in favor:

1. To accept updated retirement letter of Lisa Petullo, Elementary Clerk effective July 31, 2024 with regret and as presented in Exhibit: VII-1.
2. To accept resignation letter of Christina Tsoplakis, Special Education teacher with regret effective June 30, 2024 and as presented in Exhibit: VII-2.

3. To accept resignation letter of Cieran McGreevy, Maintenance Worker, with regret effective June 30, 2024 and as presented in Exhibit: VII-3.
4. To accept resignation letter of Cynthia Summers, Instructional Aide, with regret effective June 30, 2024 and as presented in Exhibit: VII-4.
5. To approve Mrs. Emily Slaughter BA as full-time Preschool Teacher for the 2024-2025 school year, step placement (2023-24 at step 7) and salary with benefits to be determined by the VCEA negotiated agreement, pending fingerprint and PL 2018, Chapter 5 clearance. This is a resignation replacement.

Mrs. Slaughter holds a New Jersey standard certification in Preschool to Grade 3 as well as students with disabilities. She is currently employed in Dennis Township as a preschool teacher. Previously, Mrs. Slaughter was both an in-class support teacher and an instructional aide here at the Ventnor Educational Community Complex. Described by her references as a "pure leader on our prek team" and "the one I send new teachers to observe". We are excited to welcome Emily back to Ventnor.

6. To approve 2024 Summer ESY as presented in Exhibit: VII-6.
7. To approve Mrs. Denise DiLeo MA as full-time Special Education Teacher for the 2024-2025 school year, step placement (2023-24 at step 10) and salary with benefits to be determined by the VCEA negotiated agreement, pending fingerprint and PL 2018, Chapter 5 clearance. This is a replacement position.

Mrs. DiLeo graduated with an undergraduate degree from Molloy College with a degree in Psychology and Elementary/Special Education. She continued her studies in Special Education at Molloy earning a Master's in Special Education. Mrs. DiLeo is excited to join the Ventnor Staff over 14 years at PS 221 in the New York Public Schools where she taught general education, self-contained, inclusion and most recently an IEP/intervention teacher. She has provided professional development on the positive benefits of flexible seating and calm corners. She has completed advanced training in ABA (Applied Behavior Analysis) and has served as a member of the school's MTSS (Multi-tiered System of Support) team. Mrs. DiLeo was described by her reference as a strong advocate for students and willing to assist anywhere and everywhere she can.

8. Be it resolved that the Ventnor Board of Education approves the Memorandum of Agreement and attached salary guides between it and the Ventnor City Education Association dated May 16, 2024 and covering the period from July 1, 2024 through June 30, 2027; and as presented in Exhibit: VII-8.

Be it further resolved that the Board President and Board Secretary are authorized to execute the final contract document incorporating the negotiated terms, once approved by the Board Solicitor.

9. To approve Mrs. Beth Steinen MA+30 as full-time Special Education Teacher for the 2024-2025 school year, step placement (2023-24 at step 11) and salary with benefits to be determined by the VCEA negotiated agreement, pending fingerprint and PL 2018, Chapter 5 clearance. This is a replacement position.

Mrs. Steinen comes to Ventnor with a wealth of experience. She has taught English, Social Studies and Special Education Inclusion. She has been an active participant on school I&RS (Intervention and Referral Services) teams and most recently worked to enhance the I&RS team at Mainland Regional High School which also provided several MTSS (Multi-tiered System of Support) options for struggling students. Mrs. Steinen is excited about returning to the classroom after several years in administration where she also created the gifted and talented program and worked to increase Advance placement course options.

10. To approve Ms. Julie Lipshutz BA as full-time Preschool Teacher for the 2024-2025 school year, step placement (2023-24 at step 1) and salary with benefits to be determined by the VCEA negotiated agreement, pending fingerprint and PL 2018, Chapter 5 clearance. This is a retirement replacement.

Ms. Lipshutz completed her undergraduate at Towson University graduating with a degree in Early Childhood. After a few years at the Jewish Community Center as the lead teacher of the four-year-old classroom, Julie joined the Ventnor Preschool staff this past year as a paraprofessional. Ms. Lipshutz has voluntarily taken on the classroom teacher role in the teacher's absence- creating lesson plans and documenting data in GOLD. She is excited to move into the teacher role here at Ventnor.

11. To approve Cory Smith, B.A., as full-Physical Education and Health Teacher for the 2024-2025 school year, step advancement (2023-24 at step 1) and salary with benefits to be determined by the VCEA negotiated agreement. This is a resignation replacement.

Mr. Smith has admirably completed Mr. Ferrara's maternity leave and will be an excellent candidate for the position. Cory is a 2023 graduate of Rowan University and currently holds a certificate with Advanced Standing. Cory has distinguished himself by committing to the community, connecting with students, and growing exponentially in the profession.

12. To approve Evan Shea for Summer Tech position at the hourly rate of \$20.00, not to exceed 50 hours.
13. To approve additional summer position Curriculum Writing ELA and Mathematics: J. Smith.

VIII. CURRICULUM AND INSTRUCTION

Motion by Kim Bassford seconded by John C Baker to approve item 1 was affirmed by roll call vote with Lori Abbott, John C Baker, Michael Hagelgans, Kim Bassford and Doug Biagi voting in favor:

1. To approve submission of the Safe return to school plan as mandated every 6 months.

IX. USE OF FACILITY – none.

X. INFORMATION

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|---|-----------|
| 1. Drills: Fire Drill: 5/2/2024; Security Drill: TBD | |
| 2. VECC Monthly Enrollment | Item: X-2 |
| 3. Monthly Suspension Reports | Item: X-3 |
| 4. Elementary and Middle School Individual Incident Reports | No Item |
| 5. Monthly School Cafeteria Report | Item: X-5 |
| 6. VECC Out of District Tuition Report for 2023/2024 | Item: X-6 |
| 7. Payroll Timesheet Report of May, 2024 | Item: X-7 |

XI. COMMITTEE REPORTS – none.

XII. NEW BUSINESS/OLD BUSINESS

Motion by Kim Bassford seconded by Lori Abbott to approve items 1-2 as a consent agenda was affirmed by roll call vote with Lori Abbott, John C Baker, Michael Hagelgans, Kim Bassford and Doug Biagi voting in favor:

1. To affirm 2023-2024 M8.
2. NJSBA Workshop 2024 will be held at the Atlantic City Convention Center October 21-24, 2024. Early-bird group rate is \$2,100 BY June 30 for 25 team members. Regular group registration will be \$2,200 and individual registration is \$550. Workshop registration is not required for mandated training. Discussion of Board interest in attending.

XIII. EXECUTIVE SESSION - none

XIV. ADJOURNMENT

Motion by Kim Bassford seconded by Lori Abbott and affirmed by all to adjourn the meeting at 5:19 pm.

Respectfully submitted,

Terri Nowotny
Board Secretary/School Business Administrator

Special Session Minutes

June 10, 2024

The meeting was called to order in the auditorium at 4:00 pm by Board President Doug Biagi. In Compliance with the "Open Public Meetings Act" of the State of New Jersey, adequate notice of this meeting has been provided. On May 31, 2024, written notice was given to all Board members and posted at the Ventnor Educational Community Complex, Ventnor City Hall and the Ventnor Public Library. It was also e-mailed to the Press of Atlantic City and the Downbeach Current on that same date.

Roll call by Business Administrator/Board Secretary Terri Nowotny indicated Board Members present were: Lori Abbott, John C Baker, Michael Hagelgans, Kim Bassford and Doug Biagi. Also present was Superintendent Dr. Carmela Somershoe. Michael Advena and James Quinlan were absent.

II. Doug Biagi led the pledge of Allegiance.

III. PRESENTATION - none

IV. PUBLIC SESSION – none

V. FINANCE

Motion by Kim Bassford seconded by Lori Abbott to approve items 1-4 as a consent agenda was affirmed by roll call vote with Lori Abbott, John C Baker, Michael Hagelgans, Kim Bassford and Doug Biagi voting in favor:

1. To approve the 2024-2025 School Budget Resolution to appropriate \$50,346 Stabilized School Budget Aid to 11-000-219-320 Child Study Team Purchases as presented in Exhibit: V-1.
2. To approved revised service contract with Public School Accountant Nightlinger, Colavita & Volpa at an annual fee of \$25,120 at a 6.5% increase over current year. This replaces the May 16, 2024 approval at \$24,765.00 annual fee.
3. To approve payment of \$25,760.00 to Nightlinger, Colavita & Volpa for 2022/2023 audit services as presented in Exhibit: V-3.
4. To contract professional services for the 2024-2025 school year:
Architect/Engineer of Record: Remington and Vernick Engineers. No retainer, hourly fee as presented in Exhibit: V-4.

VI. POLICIES - none

VII. PERSONNEL

ON THE RECOMMENDATION OF THE SUPERINTENDENT:

Motion by Kim Bassford seconded by John C Baker to approve items 1-13 as a consent agenda was affirmed by roll call vote with Lori Abbott, John C Baker, Michael Hagelgans, Kim Bassford and Doug Biagi voting in favor; Kim Bassford abstaining on item 11:

1. To appoint Robert Delengowski as Interim Business Administrator/Board Secretary effective July 1, 2024 through October 31, 2024.
2. To approve contract with Robert Delengowski as Interim School Business Administrator/Board Secretary effective July 1, 2024 through October 31, 2024, daily per diem \$550.00, no benefits, as presented in Exhibit: VII-2.
3. To approve Robert Delengowski as purchasing agent.
4. To approve Robert Delengowski for up to 20 hours at \$60.00 per hour for orientation/training during the month of June 2024.
5. To approved 2024-2025 VCEA Staff Contracts as presented in Exhibit: VII-5.
6. To accept retirement letter of Susan Anderson, Secretary effective September 1, 2024, with regret and as presented in Exhibit: VII-6.
7. To approve Julia Iannelli, Step 1 as full-time Instructional Aide for the 2024-2025 school year at the VSSA negotiated contracted salary including 113 college credits completed, with benefits, pending fingerprint and PL 2018, Chapter 5 clearance. This is a resignation replacement.

Ms. Iannelli is a graduate of the Ventnor Educational Community Complex and has been substituting for the past several years. She is currently enrolled at Stockton for education. Ms. Iannelli previously worked at the Ventnor Montessori school as an instructional assistant. Julia is very excited to join the preschool team. Welcome home, Julia!

8. To approve Jeanne Girard Office/Residency Clerk for 2024/2025 effective August 1, 2024 at the VSSA negotiated contracted salary for Clerks Step 4 plus applicable base salary increase for 120 college credits completed, with benefits. Jeanie has been a preschool instructional aide for the district for the past three years. She has prior experience covering the elementary office.
9. To approve Ms. Michelle Guadalupe as full-time Instructional Aide for the 2024-2025 school year, step placement (2023-24 at step 4 plus 224 credits) and salary with benefits to be determined by the VSSA negotiated agreement, pending fingerprint and PL 2018, Chapter 5 clearance. This is a resignation replacement.

Ms. Guadalupe joins the Ventnor Educational Community Complex as a preschool instructional aide after several years working in Absecon schools as a paraprofessional working with students in an inclusion program. Prior to becoming an instructional aide, she was a certified nurse. She has been described by her references as someone who is dedicated to her students as well as eager to help anyone. She is looking forward to being with the preschool team.

10. To approve Ms. Danielle Meeker, MA+30, Step 1 as full-time School Psychologist for the 2024-2025 school year at the VCEA negotiated contracted salary of \$65,976, with benefits. This is a resignation replacement.

Ms. Meeker is a graduate of Rowan University with a Masters including certification as NJ School Psychologist. Ms. Meeker completed a practicum experience at Davies and her internship at Mainland Regional High School. During her internship, Ms. Meeker was responsible for testing, reviewing IEPs, meeting with student/student groups, attending I&RS and CST meetings as well as working with the 18-21 students during their weekly workdays. Ms. Meeker was described by her reference as a team player who is extremely student centered. She is looking forward to joining the child study team.

11. To approve Mrs. Julie Rotz, MA+30, Step 9 as 3/5 Speech Language Pathologist for the 2024-2025 school year at the VCEA negotiated contracted pro-rated salary of \$48,225.60, no benefits, pending fingerprint and PL 2018, Chapter 5 clearance. This replaces the itinerant SLP services provided through ACSSSD.

Mrs. Rotz graduated from LaSalle University with a Master's in Speech Language. She continued her studies to obtain a master's in special education and certification in ABA therapy. Mrs. Rotz most recently served in an itinerant SLP position here at the Ventnor Educational Community Complex working primarily with our Middle School students. Previously, she was at Atlantic County Special Services working with students from 3 years to 21 years old. Mrs. Rotz is excited to join the Child Study Team and continue to provide services to our students.

12. To approve Ms. Olivia Penza, step 1, as full-time instructional aide for the 2024/2025 school year at the VSSA negotiated contracted salary including 123.5 credits, with benefits, pending fingerprinting and PL2018, Chapter 5 clearance. This is a resignation replacement.

Ms. Penza graduated from The University of the Arts with a bachelors degree in Graphic Design. She continued her art studies at Moore College of Art in a post-baccalaureate certification program. Ms. Penza was an assistant art teacher at the Noyes Museum. Ms. Penza enjoys working with young students fostering a love of creativity. She will be joining our preschool instructional aide staff.

13. To approve Evan Shea for Summer Tech position at the hourly rate of \$20.00, not to exceed 250 hours. (Originally approved for 50 hours in error.)

VIII. CURRICULUM AND INSTRUCTION - none

IX. USE OF FACILITY – none

X. EXECUTIVE SESSION - none

XIV. ADJOURNMENT

Motion by Kim Bassford seconded by Lori Abbott and affirmed by all to adjourn the meeting at 4:02 pm.

Respectfully submitted,

Terri Nowotny
Board Secretary/School Business Administrator