

MAY 19, 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, MAY 19, 2025 - 6:00 P.M.**

**ROUTINE MATTERS\*\***

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. **Present:**

James Burke  
Gerald Flanagan  
Ronald Golden  
Michele Devine-Hartnett  
April Howard  
David C. MacDonald  
Scott McCracken  
Haroula Rotondi

**Absent:**

James Farrell  
Laura Stefankiewicz

4. **Also, in 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. EXECUTIVE SESSION

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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.

Entered into Executive Session at 6:10 p.m.

**Motion: Ms. Devine-Hartnett**

**Second: Ms. Howard**

All voted in the affirmative.

To discuss HIB, Litigation and Personnel items.

RESUME PUBLIC SESSION, MOTION TO RESUME at 7:11 p.m.

**Motion: Ms. Howard**

**Second: Ms. Rotondi**

All voted in the affirmative.

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: April 28, 2025

9. APPROVAL OF TRANSFER OF FUNDS: April 2025

10. APPROVAL OF FINANCIAL STATEMENTS for the 2024-2025 school year through March 31, 2025, and certification of non-over expenditure of funds (roll call); acknowledgement receipt of investment report.

SECRETARY AND TREASURER'S REPORT OF March 31, 2025, On a motion made by Ms. Devine-Hartnett and seconded by Ms. Rotondi, the board unanimously approved the Secretary and Treasurer's Report for March 31, 2025, as per the following:

Pursuant to N.J.A.C. 6A:23-2.11(c)4 the Board of Education certifies that as of March 31, 2025, 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 over-expended 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)4, I certify that as of March 31, 2025, no

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budgetary line item account has obligations and payments (contractual orders) which in total exceed the amount appropriated by the 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 over-expended in violation of N.J.A.C. 6A:23-2.11(b). In accordance with N.J.A.C. 6A:23-2.11(c)2, it is certified that there are no changes in anticipated revenue amounts and sources for the month of March 31, 2025.

Dawn Cottrell, Secretary \_\_\_\_\_

11. APPROVAL OF BILL LIST: May 2025

MOTION TO APPROVE MINUTES, TRANSFERS, FINANCIAL STATEMENTS & BILL LIST

**Motion: Ms. Devine-Hartnett**

**Second: Ms. Rotondi**

**Voting Yes:**

James Burke

Gerald Flanagan

Ronald Golden

Michele Devine-Hartnett

April Howard

David C. MacDonald

Scott McCracken

Haroula Rotondi

**Absent:**

James Farrell

Laura Stefankiewicz

**REPORTS\*\***

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 following field trips:

GRADE / GROUP	PLACE / SPEAKER	DATES
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Grades 3-8	Step Back Foundation-Mental Health Awareness	May 2025
8th Grade Student Council	NW City Council Meeting	May 20, 2025
Grade 2	WW Convention Center Memorial Day Event	May 23, 2025
Grades PreK-8 Attendance Winners	Boardwalk/Pizza and TramCar with Mr. Lynch	June 13, 2025 rain date June 16, 2025
Grades 5-8 Females	Stepback Foundation-Confidence, Self Care, Love and Kindness	May 21, 2025
PreK-Grade 8	Field Day	June 9, 2025 rain date June 10, 2025
Grades PreK-8	NWBP Water Safety Presentations	June 2, 2025

B. Report of Drills Fire 04/10/2025 Evacuation 04/14/2025.

#### FINANCE

- A. On the recommendation of the Superintendent and School Business Administrator, to approve Ford Scott and Associates LLC as auditor for the fiscal year ending June 30, 2025 annual audit not to exceed \$28,000. Additionally, acknowledge and approve their Peer Review documentation.
- B. On the recommendation of the Superintendent and School Business Administrator, to approve the School Nutrition Program Vended Meals Contract with the Wildwood Board of Education for the School Lunch Program at the rate of \$3.50 per vended meal for a total estimated cost of \$39,690 for the 2025-2026 school year.
- C. On the recommendation of the Superintendent and School Business Administrator, to approve the contract renewal with Delta Dental at 0% increase for the 2025-2026 school year.
- D. On the recommendation of the Superintendent and School Business Administrator, to approve the West Wildwood Tuition Agreement in the amount of \$567,466 for the 2025-2026 school year.
- E. On the recommendation of the Superintendent and School Business Administrator, to appoint Robert Belasco from The Belasco Law Firm, LLC as Board Solicitor at a rate of \$175 per hour for the 2025-2026 school year.
- F. On the recommendation of the Superintendent and School Business Administrator, to approve the professional service contract between North Wildwood School District and Garrison Architects as Architect of Record for the 2025-2026 School Year.
- G. On the recommendation of the Superintendent and School Business Administrator, to approve authorization to close all inactive Escrow Summer Reserve Accounts and refund balances remaining to participants.
- H. On the recommendation of the Superintendent and School Business Administrator, to approve the 2025-2026 school year tax payment schedule as follows:

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Month	Current	Debt Service	Total Monthly Payment
July-2025	\$ 622,736.00	\$ 20,308.00	\$ 643,044.00
August-2025	\$ 622,735.00	\$ 20,308.00	\$ 643,043.00
September-2025	\$ 622,735.00	\$ 20,308.00	\$ 643,043.00
October-2025	\$ 622,735.00	\$ 20,308.00	\$ 643,043.00
November-2025	\$ 622,735.00	\$ 20,307.00	\$ 643,042.00
December-2025	\$ 622,735.00	\$ 20,307.00	\$ 643,042.00
January-2026	\$ 622,736.00	\$ 20,308.00	\$ 643,044.00
February-2026	\$ 622,735.00	\$ 20,308.00	\$ 643,043.00
March-2026	\$ 622,735.00	\$ 20,308.00	\$ 643,043.00
April-2026	\$ 622,735.00	\$ 20,307.00	\$ 643,042.00
May-2026	\$ 622,735.00	\$ 20,307.00	\$ 643,042.00
June-2026	\$ 622,735.00	\$ 20,307.00	\$ 643,042.00
<b>TOTALS</b>	<b>\$ 7,472,822.00</b>	<b>\$ 243,691.00</b>	<b>\$ 7,716,513.00</b>

PERSONNEL

- A. On the recommendation of the Board, to regretfully accept the resignation of Superintendent, Philip Schaffer, effective June 30, 2025.
- B. On the recommendation of the Superintendent, to approve the contract for Dawn Cottrell as School Business Administrator at a salary of \$115,413 for the 2025-2026 school year.
- C. On the recommendation of the Superintendent, to approve Letitia Sylvester as Substitute Custodian for the 2025-2026 school year.
- D. On the recommendation of the Superintendent, to approve Annefrances Connolly as Substitute Custodian for the 2025-2026 school year.
- E. On the recommendation of the Superintendent, to approve Mildred Purcell as Substitute Teacher for the 2024-2025 school year.
- F. On the recommendation of the Superintendent, to approve Michelle Fandetta as Substitute Teacher for the 2024-2025 school year.
- G. On the recommendation of the Superintendent, to approve Kyle Morgenweck as Head Soccer Coach for the 2025-2026 School Year.
- H. On the recommendation of the Superintendent, to approve Lori Basile as Assistant Soccer Coach for the 2025-2026 School Year.
- I. On the recommendation of the Superintendent, to approve Rebecca Fuentes as Fall Intramurals Coach for the 2025-2026 School Year.
- J. On the recommendation of the Superintendent, to approve Kortnie Davidson as Fall Intramurals Coach for the 2025-2026 School Year.
- K. On the recommendation of the Superintendent, to approve Corinne Clarke as Detention Moderator for the 2025-2026 School Year.
- L. On the recommendation of the Superintendent, to approve Michelle Shaw as Detention Moderator for the 2025-2026 School Year.
- M. On the recommendation of the Superintendent, to approve Donna DeRitis as Detention Moderator for the 2025-2026 School Year.

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- N. On the recommendation of the Superintendent, to approve Valerie Aiken as Substitute Detention Moderator for the 2025-2026 School Year.
- O. On the recommendation of the Superintendent, to approve Karen Holland as Substitute Detention Moderator for the 2025-2026 School Year.
- P. On the recommendation of the Superintendent, to approve Meghan Lowe as Substitute Detention Moderator for the 2025-2026 School Year.
- Q. On the recommendation of the Superintendent, to approve Michelle Shaw as Homebound Instructor for the 2025-2026 School Year.
- R. On the recommendation of the Superintendent, to approve Dina Chernenko as Homework Club Moderator for the 2025-2026 School Year.
- S. On the recommendation of the Superintendent, to approve Michelle Shaw as Homework Club Moderator for the 2024-2025 School Year.
- T. On the recommendation of the Superintendent, to approve Karen Holland as Substitute Homework Club Moderator for the 2025-2026 School Year.
- U. On the recommendation of the Superintendent, to approve Meghan Lowe as Substitute Homework Club Moderator for the 2025-2026 School Year.
- V. On the recommendation of the Superintendent, to approve Donna DeRitis as Substitute Homework Club Moderator for the 2025-2026 School Year.
- W. On the recommendation of the Superintendent, to approve Karen Holland as After School Library Moderator for the 2025-2026 School Year.
- X. On the recommendation of the Superintendent, to approve Megan Farrell as After School Library Moderator for the 2025-2026 School Year.
- Y. On the recommendation of the Superintendent, to approve Valerie Aiken as Substitute After School Library Moderator for the 2025-2026 School Year.
- Z. On the recommendation of the Superintendent, to approve Meghan Lowe as Substitute After School Library Moderator for the 2025-2026 School Year.
- AA. On the recommendation of the Superintendent, to approve Corinne Clarke as Substitute After School Library Moderator for the 2025-2026 School Year.
- BB. On the recommendation of the Superintendent, to approve Dina Chernenko as Substitute After School Library Moderator for the 2025-2026 School Year.
- CC. On the recommendation of the Superintendent, to approve Valerie Aiken as Band and Choir Coordinator for the 2025-2026 School Year.
- DD. On the recommendation of the Superintendent, to approve Tina Hawthorne as Student Council Advisor for the 2025-2026 School Year.
- EE. On the recommendation of the Superintendent, to approve Alison Dardine as Mentor Buddy Advisor for the 2025-2026 School Year.
- FF. On the recommendation of the Superintendent, to approve Mary Delaney as Newspaper Advisor (K-4) for the 2025-2026 School Year.
- GG. On the recommendation of the Superintendent, to approve Lori Basile as Newspaper Advisor (5-8) for the 2025-2026 School Year.
- HH. On the recommendation of the Superintendent, to approve Meghan Lowe as Yearbook Co-Advisor for the 2025-2026 School Year.
- II. On the recommendation of the Superintendent, to approve Lori Basile as Yearbook Co-Advisor for the 2025-2026 School Year.
- JJ. On the recommendation of the Superintendent, to approve Kristen Andre as Co-Cross-Country Coach for the 2025-2026 School Year.

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KK. On the recommendation of the Superintendent, to approve Lisa Kobierowski as Co-Cross-Country Coach for the 2025-2026 School Year.

POLICIES

A. None.

PROFESSIONAL DEVELOPMENT AND RELATED EXPENSES

NAME	PLACE	SUBJECT	DATES	COSTS
Dawn Cottrell	Ocean Casino Resort Atlantic City, NJ	2025 NJASBO Annual Conference	June 4-6, 2025	\$500
Janet Neill	Ocean Casino Resort Atlantic City, NJ	2025 NJASBO Annual Conference	June 4-6, 2025	\$500

**MOTION TO APPROVE CONSENT AGENDA**

**Motion: Ms. Howard**

**Second: Mr. Golden**

**Voting Yes:**

James Burke

Gerald Flanagan

Ronald Golden

Michele Devine-Hartnett

April Howard

David C. MacDonald

Scott McCracken

Haroula Rotondi

**Absent:**

James Farrell

Laura Stefankiewicz

**14. PUBLIC COMMENTS**

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.

Kristen Andre (Staff Member and Treasurer of NWEA) wanted to let the board know they are grateful for the energy, enthusiasm and visibility that Mr. Schaffer brought to his position as Superintendent and Principal during his tenure at Margaret Mace. Also wanted to ensure the board of a smooth transition in regards to the new Superintendent.

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15. BOARD COMMENTS

16. ADMIN COMMENTS

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

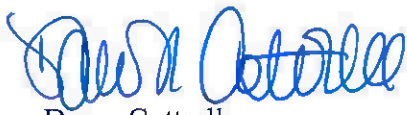
18. SUPERINTENDENT'S REPORT

19. ADJOURNMENT **at 7:11 p.m.**

**Motion: Ms. Devine-Hartnett**

**Second: Ms. Rotondi**

Respectfully submitted,



Dawn Cottrell

School Business Administrator/Board Secretary

20. BOARD INFORMATION

A. The following Board Members must complete the NJSBA Mandated Training for 2025: James Burke, James Farrell, Michelle Devine-Hartnett, Haroula Rotondi, and Laura Stefankiewicz

B. Superintendent Resignation Letter

21. NEXT MEETING

June 23, 2025     Regular meeting at 6:00 pm