

April 29, 2024

****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, April 29, 2024
6:00 P.M.**

AGENDA

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. ROLL CALL

Present:

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

Absent:

Michael Brown, Sr.
Laura Stefankiewicz

4. ATTENDANCE

Also in attendance:

Philip Schaffer, Superintendent
Dawn Cottrell, Board Secretary/SBA
Patricia Donlan, Vice-Principal
Robert Belasco, Solicitor

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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: Regular and Closed March 25, 2024

9. APPROVAL OF TRANSFER OF FUNDS: March 31, 2024

10. APPROVAL OF FINANCIAL STATEMENTS as of February 29, 2024 and March 31, 2024, and certification of non-over expenditure of funds (roll call); acknowledgement receipt of investment report.

SECRETARY AND TREASURER'S REPORT OF February 29, 2024 and March 31, 2024,

On a motion made by Mr. Farrell and seconded by Ms. Devine-Hartnett, the board unanimously approved the Secretary and Treasurer's Report for February 29, 2024 and March 31, 2024, as per the following:

- Pursuant to N.J.A.C. 6A:23-2.11(c)4 the North Wildwood Board of Education certifies that as of February 29, 2024 and March 31, 2024, 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 overexpended 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)3, I certify that as of February 29, 2024 and March 31, 2024, no budgetary line item account has obligations and payments (contractual orders)

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which in total exceed the amount appropriated by the North Wildwood 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 overexpended in violation of N.J.A.C. 6A:23-2.11(a)1. 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 February 29, 2024 and March 31, 2024.

Dawn Cottrell, Secretary _____

11. APPROVAL OF BILL LIST: April 2024

Motion: Mr. Farrell

Second: Ms. Devine-Hartnett

Voting Yes:

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

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 MMS 8th Grade Graduation on June 12, 2024.
- B. On the recommendation of the Superintendent, to approve the Lions Club Kidsight Program to perform vision screenings for Grades Pre-K through 8.
- C. On the recommendation of the Superintendent, to approve the Student Council Backyard Bash on May 29, 2024 5-8pm.
- D. On the recommendation of the Superintendent, to approve the following field trips

GRADE / GROUP	PLACE / SPEAKER	DATES
Grade 3	Adventure Aquarium Camden, NJ	May 22, 2024
Grade 5	Open House Mother's Day Garden Party	May 10, 2024

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Grade 5	Guest Speaker- Mary Stewart Mid Atlantic Center for the Arts-Proper Etiquette and Manners during Victorian Times	May 3, 2024
Kindergarten and Grade 1	Boardwalk (Tram Car, Sams and Kohr Bros)	June 4, 2024
Grade 2	Kite Festival, Wildwood Convention Center	May 24, 2024
Grades 3-8	Hot Spot and Boardwalk	May 17, 2024
Grades 5 and 7	Six Flags Great Adventure Education Days	May 3, 2024

E. Report of Drills Fire 03/14/2024 Security Shelter in Place 03/07/2024.

F. On the recommendation of the Superintendent, to approve the Indoor Air Quality Program 2024.

FINANCE

A. PUBLIC HEARING AND FINAL ADOPTION 2024-2025 NORTH WILDWOOD SCHOOL DISTRICT BUDGET

MOTION TO OPEN AND HOLD THE PUBLIC HEARING AND FINAL ADOPTION OF THE 2024-2025 NORTH WILDWOOD SCHOOL DISTRICT BUDGET:

Motion: Ms. Devine-Hartnett

Second: Mr. Farrell

Voting Yes:

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

BE IT RESOLVED, the Board approved the 2024-2025 school year budget as follows:

	General Fund	Special Revenue	Debt Service	Total
2024-25 Total Expenditures	\$9,262,149	\$986,912	\$374,200	\$10,623,261
Less: Anticipated Revenues	(\$1,791,134)	(\$986,912)	(\$128,055)	(\$2,906,101)
Taxes to be Raised	\$7,471,015	-0-	\$246,145	\$7,717,160

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The budget includes the following changes from the preliminary budget submitted to the Executive County Superintendent of Schools:

<u>Budget Line #</u>	<u>Description</u>	<u>Account</u>	<u>Amount</u>
Budget line 3080	Regular Program-General Supplies	11-190-100-610	\$-29,408
Budget line 2060	Local Contrib-Trans to Spec Rev Incl	11-105-100-936	\$ 29,408
Budget line 85080	PEA-General Supplies	20-218-100-600	\$ 29,408
Budget line 836	Trans from Operating Budget-PreK	20-5200	\$ 29,408

TUITION RESERVE WITHDRAWAL

BE IT RESOLVED that the General Fund appropriations include a \$125,856 withdrawal from the Tuition Reserve Account which were deposited into the account in SY 2022-2023 and are now required to be withdrawn to pay tuition obligations in the 2024-2025 SY.

TRAVEL AND RELATED EXPENSE REIMBURSEMENT 2024-2025

WHEREAS, the North Wildwood 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, N.J.A.C. 6A:23A-7.3 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 \$600 per staff member 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, the North Wildwood Board of Education established \$20,000 as the maximum travel amount for the current school year and has expended \$245.96 as of this date; now

THEREFORE, BE IT RESOLVED, the Board of Education approves travel and related expense reimbursements in accordance with N.J.A.C. 6A:23A-7.3, to a maximum expenditure of \$20,000 for the 2024-2025 school year.

MOTION TO CLOSE THE PUBLIC HEARING AND FINAL ADOPTION OF THE 2024-2025 NORTH WILDWOOD SCHOOL DISTRICT BUDGET

Motion: Mr. McCracken

Second: Mr. Golden

Voting Yes:

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

- B. 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 2024-2025 School Year.
- C. On the recommendation of the Superintendent and School Business Administrator, to approve membership participation in the Hunterdon County Educational Services Commission (HCESC) Cooperative Purchasing System.
- D. On the recommendation of the Superintendent and School Business Administrator, to approve the 2024-2025 contracts with Cape May County Special Services District:
 - MD Tuition \$37,350
 - ERI Tuition \$44,350
 - Autism Tuition \$44,500
 - Pre-School Disabled Tuition \$41,140
 - One-to-One Aide \$29,500
 - Extended School Year:
 - Tuition \$3,350
 - Transportation \$2,500
 - One-to-One Aide \$2,950
- E. On the recommendation of the Superintendent and School Business Administrator, approved the 2024-2025 Risk Management Consultant Agreement between the North Wildwood School District and Marsh & McLennan, and authorized the District to pay an amount equal to three percent (3%) of the District annual assessment.

PERSONNEL

- A. On the recommendation of the Superintendent, to approve Lisa Kobierowski as Spring Intramurals Coach for the 2023-2024 school year.
- B. On the recommendation of the Superintendent, to approve Mary Delaney as Spring Intramurals Coach for the 2023-2024 school year.
- C. On the recommendation of the Superintendent, to approve Mary Delaney for First Grade Science and Social Studies curriculum writing for a total of 20 hours at \$40 per hour.
- D. On the recommendation of the Superintendent, to approve Amanda Brojakowski for First Grade Science and Social Studies curriculum writing for a total of 20 hours at \$40 per hour.

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- E. On the recommendation of the Superintendent, to approve Michelle Clemens for Second Grade Science curriculum writing for a total of 20 hours at \$40 per hour.
- F. On the recommendation of the Superintendent, to approve the following summer program staff @\$40/hour:

- Jennifer Flounders
- Kelly Resnick
- Letitia Sylvester
- Jean Golden
- Mary Delaney
- Kelly Emberger
- Alison Dardine
- Kortnie Davidson
- Rebecca Fuentes
- Riley Fisher
- Annefrances Connolly
- Megan Farrell
- Andrew Stone

- G. On the recommendation of the Superintendent, to approve the renewal of contracts for the following certificated staff members for the 2024-2025 school year at negotiated salaries:

Tenured 2024-2025

<u>Last Name</u>	<u>First Name</u>	<u>Current Year</u>	<u>Guide Step</u>	<u>Longevity</u>	<u>Salary</u>
Aiken	Valerie	BA	13+	+ longevity	\$ 89,375
Andre	Kristen	BA+15	13+	+ longevity	\$ 87,815
Basile	Lori	MA	12		\$ 73,225
Brojakowski	Amanda	MA+15	13+	+ longevity	\$ 92,450
Capaldi	Dave	BA+15	13+	+ longevity	\$ 90,368
Carr	DeAnn	MA	13+	+ longevity	\$ 94,113
Clarke	Corrine	BA+15	13+	+ longevity	\$ 86,210
Clemens	Michelle	BA+15	13+	+ longevity	\$ 88,680
Delaney	Mary	MA	13+	+ longevity	\$ 88,090
DelCorio	Stanley	MA+30	13+	+ longevity	\$ 123,832
DeRltis	Donna	BA	13+	+ longevity	\$ 78,685
Dipadova	Eric	MA	13+	+ longevity	\$ 95,651
Donzola	Tonnilynn	MA+15	13+	+ average of guide steps	\$ 83,435
Emberger	Kelly	MA+30	13+	+ longevity	\$ 96,455

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Erdo	Kristianne	BA	13		\$ 71,070
Farrell	Megan	MA+30	13+	+ longevity	\$ 92,700
Forrest	Renee	BA+30	12		\$ 72,135
Fuentes	Rebecca	MA+15	11		\$ 73,520
Golden	Jean	BA+15	13+	+ longevity	\$ 82,805
Hawthorne	Tina	MA	12		\$ 73,225
Holland	Karen	BA	13+	+ longevity	\$ 85,325
Kobierowski	Lisa	BA+30	13+	+ longevity	\$ 87,090
Lowe	Megan	MA	13+	+ longevity	\$ 89,700
Marrotta	Jennifer	BA+30	12		\$ 72,135
McCabe	Patrick	MA+30	13+	+ longevity	\$ 93,749
Nichols	Kathleen	MA+15	13+	+ longevity	\$ 93,140
Resnick	Kelly	MA	13+	+ longevity	\$ 90,600
Stone	Andrew	BA+30	13+	+ average of guide steps	\$ 79,975
Tillotson	Jenny	MA	9		\$ 71,025
Tomlin	Tammy	MA	13+	+ longevity	\$ 103,352
Way	Pamela	MA+30	13+	+ longevity	\$ 116,305

H. On the recommendation of the Superintendent, to approve the renewal of contracts for the following certificated staff members for the 2024-2025 school year at negotiated salaries:

Non-tenured 2024-2025

<u>Last Name</u>	<u>First Name</u>	<u>Current Year</u>	<u>Guide Step</u>	<u>Tenured Date</u>	<u>Salary</u>
Clark	Benjamin	MA	13+	September 2026	\$ 89,765
Dardine	Alison	MA	13	September 2026	\$ 74,070
Dykhouse	Cynthia	MA+30	1	September 2028	\$ 91,365

I. On the recommendation of the Superintendent, to approve the reappointment of non-teaching staff members for the 2024-2025 school year at negotiated salaries.

Office Support 2024-2025

<u>Last Name</u>	<u>First Name</u>	<u>Guide Step</u>	<u>Longevity</u>	<u>Salary</u>
Davis	Sherri	5+	Y	\$ 30,404
Matthews	Linda	5+	Y	\$ 48,450
Sabins	Margaret	5+	Y	\$ 50,182

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Custodians 2024-2025

<u>Last Name</u>	<u>First Name</u>	<u>Guide Step</u>	<u>Longevity</u>	<u>Salary</u>
Davies	Kevin	7+	Y	\$ 39,246
Ward	Kyle	3	N	\$ 35,790
Ward	Steven	7	Y	\$ 38,390

Food Service Supervisor 2024-2025

<u>Last Name</u>	<u>First Name</u>	<u>Guide Step</u>	<u>Salary</u>
Connolly	Annefrances	13	\$ 29,375

Student Support and District Operations 2024-2025

<u>Last Name</u>	<u>First Name</u>	<u>Guide Step</u>	<u>Salary</u>
Davidson	Kortnie	9	\$ 24,400
Fabik	Elizabeth	10	\$ 18,410
Gansert	Carlee	8	\$ 24,293
Harris	Dina	10	\$ 24,602
Reuter	Desiree	6	\$ 23,903
Suchan	Andrea	9	\$ 24,400
Sylvester	Letitia	15+	\$ 28,626

J. On the recommendation of the Superintendent, to approve the following appointments for the 2024-2025 school year:

Asbestos Coordinator	Juan Gutierrez
Integrated Pest Management Coordinator	Juan Gutierrez
Right-to-Know Coordinator	Juan Gutierrez
Right-to-Know Coordinator	Renee Forrest
District Anti-Bullying Specialist	Alison Dardine

K. On the recommendation of the Superintendent, to approve a salary of \$134,828 for Patricia Donlan as Assistant Principal for the 2024-2025 School Year.

L. On the recommendation of the Superintendent, to approve a salary of \$134,828 for Carolyn Morey as Supervisor of Pupil Personnel for the 2024-2025 School Year.

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M. On the recommendation of the Superintendent, to approve the contract for School Business Administrator, Dawn Cottrell, and a salary of \$111,510 for the 2024-2025 School Year for submission to the Cape May County Office of the Department of Education.

N. On the recommendation of the Superintendent, to approve a salary of \$68,578 for Janet Neill as Assistant Business Administrator for the 2024-2025 School Year.

O. On the recommendation of the Superintendent, to approve a salary of \$64,402 for Jennifer Fisher as Superintendent Secretary for the 2024-2025 School Year.

P. On the recommendation of the Superintendent, to approve a salary of \$74,945 for Juan Gutierrez as Facilities Director for the 2024-2025 School Year.

Q. On the recommendation of the Superintendent, to approve a salary of \$53,114 for Michael Goodroe as Night Time Custodial Supervisor for the 2024-2025 School Year.

R. On the recommendation of the Superintendent, to approve a salary of \$48,528 for Christopher Chobert as School Resource Officer for the 2024-2025 School Year.

S. On the recommendation of the Superintendent, to approve the appointment of Carolyn Morey as ADA Coordinator, Affirmative Action Officer, Anti-Bullying Coordinator, and Title IX Coordinator for the 2024-2025 School Year.

T. On the recommendation of the Superintendent, to approve the appointment of Patricia Donlan as Issuing Officer for Working Papers and Section 504 Compliance Officer for the 2024-2025 School Year.

U. On the recommendation of the Superintendent, to approve a salary of \$5,085 for Todd Burkey as Treasurer of School Monies for the 2024-2025 School Year.

POLICIES

A. On the recommendation of the Superintendent, to approve the Strauss Esmay Policy Manual.

PROFESSIONAL DEVELOPMENT AND RELATED EXPENSES

<u>NAME</u>	<u>PLACE</u>	<u>SUBJECT</u>	<u>DATES</u>	<u>COSTS</u>
Renee Forrest	Virtual	School Nurses: Best Strategies for Helping Students with Asthma, Allergies and Anaphylaxis	May 16, 2024	\$279
Dawn Cottrell	Ocean Casino Resort Atlantic City, NJ	2024 NJASBO Annual Conference	June 5-7, 2024	\$500
Janet Neill	Ocean Casino Resort Atlantic City, NJ	2024 NJASBO Annual Conference	June 5-7, 2024	\$500

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MOTION TO APPROVE CONSENT AGENDA

Motion: Mr. Farrell

Second: Ms. Howard

Voting Yes:

James Farrell – abstain from F & G
Gerald Flanagan
Ronald Golden – abstain from F & G
Michele Devine-Hartnett
April Howard
David C. MacDonald
Scott McCracken
Haroula Rotondi

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 6:31 p.m.

Motion: Mr. McCracken

Second: Ms. Devine-Hartnett

Respectfully submitted,



Dawn Cottrell

School Business Administrator/Board Secretary

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20. BOARD INFORMATION

A. Reminder - Complete Annual Disclosure Statements by April 30, 2024

21. NEXT MEETING

May 20, 2024 Regular meeting at 6:00 pm