

BOARD OF EDUCATION
EGG HARBOR CITY PUBLIC SCHOOLS
Egg Harbor City, New Jersey 08215

MINUTES

Regular Meeting
December 13, 2023
Charles L. Spragg School
Library
601 Buffalo Avenue
7:00 PM

I. Regular Meeting

Mrs. DiGiacomo called the meeting to order at 7:00 PM. This is to advise those present at this meeting of the Board of Education of the Egg Harbor City School District, in the County of Atlantic, that adequate notice has been given of this meeting as required by the provision of Chapter 231 of the Laws of 1975; that notice thereof has been forwarded for publication in the District official newspapers, posted in the city Schools, and forwarded to the city Clerk within the time required by said Act.

The Board values and welcomes comments and opinions from residents as long as remarks are not personal or discourteous. The public comment portion of the meeting allows the Board to listen to community members and to hear their opinions on school policy and operations.

There are two opportunities to address the Board. The first public portion is reserved for persons wishing to speak about agenda items only. The second opportunity, following the action items, residents may address the Board on any school related issue. Once identified, a speaker is asked to limit their comments to three minutes. Yielding time is not permitted. The public comments portion of the meeting will not exceed 30 minutes total.

II. Flag Salute

III. Roll Call

Mr. Bouchard ('25)-P	Ms. Caudo ('23)-absent	Ms. Cramer ('24)-absent
Mrs. DiGiacomo ('23)-P	Ms. Fuentes ('25)-P	
Ms. Leeds-Smith ('24)-absent		Ms. Rogers ('25)-P

Also present was Superintendent Adrienne Shulby, Board Attorney Ron Sahli, Business Administrator Allyson Milazzo and Administrative/Board Secretary Angela Gibney.

V. Presentation of 2022-2023 Audit from Ford Scott & Associates by Carol Russ

VI. Open Floor to Public -

No comments.

VII. Comments for the Good of the Board

None.

VIII. Monthly Reports

a. Administrative Reports

i. Superintendent / Principal Report

Attachment

Mrs. Shulby spoke of the two aides to be hired as well as substitute nurses and a former student as a substitute teacher. Mrs. Shulby recognized Scott Wheeler who was selected as Safety Star of the Year at the JIF awards dinner. Teachers of the Year were announced at both schools and will be recognized at a future meeting; Kelly Vendetti at CLS and Caitlin Stewart at EHCCS.

ii. Business Administrator Report

Ms. Milazzo also congratulated Mr. Wheeler and reported that the district was awarded \$3,000 from JIF in recognition of our practices and reporting. Ms. Milazzo reported on the current facility projects at both schools and the audit as presented by Ms. Russ.

iii. Director of Special Projects Report

Attachment

iv. EHCCS Principal Report

Attachment

v. Supervisor of Early Childhood/LDTC Report

Attachment

vi. Board Solicitor's Report

b. Board Committee Reports

i. Personnel

ii. Curriculum/Programs

iii. Finance

iv. Policy

v. Buildings/Grounds

IX. Board Minutes

Motion: Mr. Bouchard

Second: Ms. Rogers

a. **APPROVE (roll call):**

- | | | | |
|-----|-------------------|-----------|-------------------|
| i. | November 15, 2023 | Regular | <i>Attachment</i> |
| ii. | November 15, 2023 | Executive | <i>Attachment</i> |

Mr. Bouchard ('25)- Y	Ms. Caudo ('23)- absent	
Ms. Cramer ('24)- absent	Mrs. DiGiacomo ('23)- Y	Ms. Fuentes ('25)- Y
Ms. Leeds-Smith ('24)- absent		Ms. Rogers ('25)- Y

X. Financial Items

Motion: Ms. Rogers

Second: Mr. Bouchard

a. **APPROVE (roll call):**

- | | | |
|-----|--|-------------------|
| i. | Board Secretary Report – October 2023 | <i>Attachment</i> |
| ii. | Treasurer of School Moneys Report – October 2023 | <i>Attachment</i> |

b. **APPROVE (roll call):** Board Certification

Pursuant to N.J.A.C. 6A:23A-16.10(c)3 The Egg Harbor City Board of Education certifies that as of 10/31/23 after review of the Board Secretary's monthly financial report (Revenue and Appropriation sections) and upon consultation with the appropriate district officials that to the best of our knowledge no major account or fund has been over-expended in violation of N.J.A.C. 6A:23A-16.10(c)4 and there have been no changes in anticipated revenue sources and/or amounts so that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

c. **APPROVE (roll call):** Monthly Purchase Orders/Bills *Handout*

Bills to be Approved for Payment	\$248,943.77
Checks (December) to be Ratified	\$44,388.10
Checks (November) to be Ratified	\$182,998.16
Payroll (November) to be Ratified	\$727,453.45
Total	\$954,839.71

- d. **APPROVE (roll call):** Budget transfer for the 2023-2024 school years in accordance with N.J.A.C. 6:20-2:13 and Chapter 196 Laws of 1967, as follows:
 - i. December 13, 2023 (23/24) Fund 10 - \$32,145.57 *Attachment*
- e. **RATIFY and AFFIRM (roll call):** The removal of Asset #07360 (Food Warmer at CLS) from the Fixed Asset Report as of July 1, 2023.
- f. **APPROVE (roll call):** Submission of Amendment 3 to the American Rescue Plan (ARP) Safe Return Plan in EWEG.
- g. **RATIFY and AFFIRM (roll call):** Submission of Amendment 2 of the American Rescue Plan - ESSER Grant Application for the project period 3/13/2020-9/30/2024 to the NJDOE.
- h. **APPROVE (roll call):** Review and acceptance of the 2022-2023 Annual Comprehensive Financial Report and Management Report. There were no audit findings. *Attachment*
- i. **RESCIND (roll call):** Admitting the following homeless students from Hammonton Board of Education in compliance with the McKinney-Vento Act, where the prior district of residence is responsible for the estimated tuition costs:
 - i. #20321843, Grade 4, \$81.23/diem, effective September 5, 2023 through April 25, 2024 (146 days, \$11,859.26)
 - ii. #20341844, Grade 1, \$81.23/diem, effective September 5, 2023 through April 25, 2024 (146 days, \$11,859.26)
- j. **RATIFY and AFFIRM (roll call):** Acceptance of funds for the Bipartisan Safer Communities Act - Stronger Connections Competitive Grant for the period September 1, 2023 through September 30, 2025.
- k. **RATIFY and AFFIRM (roll call):** Out of district tuition and extraordinary services contract for the regular school year at YALE School East, Inc. for student # 20281932 for the period 10/25/2023-6/30/2024 at a prorated tuition cost of \$57,965.47 (\$389.03/day), and an extraordinary services prorated cost of \$40,975 (\$275/day).
- l. **RATIFY and AFFIRM (roll call):** Sending the following homeless students to Egg Harbor Township School District in compliance with the McKinney-Vento Act, where the prior district of residence is responsible for the estimated tuition and transportation costs:
 - i. #20351640, Grade 1, effective October 31, 2023 through June 30, 2024 - Tuition: \$105.36 per diem (143 days, \$15,066.48) and Transportation: \$11.00 per diem (143 days, \$1,573.00)

- ii. #20291552, Grade 7, effective October 31, 2023 through June 30, 2024 - Tuition: \$108.84 per diem (143 days, \$15,564.12) and Transportation: \$12.00 per diem (143 days, \$1,716.00)

Mr. Bouchard ('25)- Y	Ms. Caudo ('23)- absent	
Ms. Cramer ('24)- absent	Mrs. DiGiacomo ('23)- Y	Ms. Fuentes ('25)- Y
Ms. Leeds-Smith ('24)- absent		Ms. Rogers ('25)- Y

XI. Non-instructional Operations Items

Motion: Mr. Bouchard

Second: Ms. Rogers

- a. Misc.
 - i. **RATIFY and AFFIRM (roll call):** Acceptance of donations from various area businesses for the Festival of Hope held on December 6, 2023.

Attachment

Mr. Bouchard ('25)- Y	Ms. Caudo ('23)- absent	
Ms. Cramer ('24)- absent	Mrs. DiGiacomo ('23)- Y	Ms. Fuentes ('25)- Y
Ms. Leeds-Smith ('24)- absent		Ms. Rogers ('25)- Y

XII. Personnel Items – as recommended by the Superintendent of Schools

Motion: Mr. Bouchard

Second: Ms. Rogers

- a. **APPROVE (roll call):** Assignment of Katherine Minutella to the following position for the 21st CCLC REACH Program, funded by the 21st CCLC Grant, FY 24 effective January 1, 2024:
 - i. Program Coordinator - Up to 15 hours per week (to be split with another staff member) at \$43 per hour.
- b. **APPROVE (roll call):** Lateral movement for Lori-Beth Silver to MA Step 9 at a salary of \$66,886.00 effective December 16, 2023.
- c. **RATIFY and AFFIRM(roll call):** To accept, with regret, the resignation letter from Kelly Safranek dated November 17, 2023 and effective January 15, 2024.
- d. **RATIFY and AFFIRM(roll call):** To accept, with regret, the resignation letter from Lacey Lake dated November 29, 2023 and effective January 31, 2024.

Attachment

Attachment

- e. **APPROVE (roll call):** To accept, with regret, the retirement of Scott Wheeler, Supervisor of Buildings and Grounds, effective July 31, 2024. *Attachment*
- f. **RATIFY and AFFIRM (roll call):** Posting of the following positions for the remainder of the 2023-2024 school year:
 - i. 1 Full-time Elementary School Special Education In-Class Resource teacher at CLS
 - ii. 1 Interim Child Study Team Member (School Psychologist, Learning Disabilities Teacher Consultant or School Social Worker)
 - iii. 1 Full-time Music Teacher, Pre K - 8th Grade
- g. **APPROVE (roll call):** Gianna Miranda as Interim Child Study Team Member, Learning Disabilities Teacher Consultant, effective December 14, 2023 for the remainder of the 2023-2024 school year at an annual salary of \$64,859.00, MA Step 8.
- h. **APPROVE (roll call):** Jennifer Garcia as CLS Pre-K Aide, for the remainder of the 2023-2024 school year at an annual salary of \$23,204.00, Step 1 Aide BA .85 FTE, prorated to start date, pending criminal history clearance.
- i. **APPROVE (roll call):** Rachel Wronko as CLS Aide, for the remainder of the 2023-2024 school year at an annual salary of \$23,204.00, Step 1 Aide BA .85 FTE, prorated to start date, pending criminal history clearance.
- j. **APPROVE (roll call):** The posting of the following positions for the remainder of the 2023-2024 school year:
 - i. 1 Leave Replacement Intervention Coach, EHCCS
- k. **APPROVE (roll call):** Sean Dawson as substitute custodian for the remainder of the 2023-2024 school year, pending criminal history clearance.
- l. **APPROVE (roll call):** Samantha Nandal as substitute teacher for the remainder of the 2023-2024 school year.
- m. **APPROVE (roll call):** Rebecca Van Fossen as substitute school nurse for the remainder of the 2023-2024 school year.
- n. **APPROVE (roll call):** Michele Alberts as substitute school nurse for the remainder of the 2023-2024 school year.
- o. **RATIFY and AFFIRM (roll call):** The following revised leaves for SMID # 29550365
 - i. Family Medical Leave of Absence from August 31, 2023 through November 30, 2023, using sick time.

- ii. Medical Leave of absence from December 1, 2023 through anticipated end date of February 29, 2024 using time as follows:
 1. Sick time through February 27, 2024 ½ day.
 2. Personal time February 27, 2024 ½ day through February 29, 2024.

Mr. Bouchard ('25)- Y	Ms. Caudo ('23)- absent	
Ms. Cramer ('24)- absent	Mrs. DiGiacomo ('23)- Y	Ms. Fuentes ('25)- Y
Ms. Leeds-Smith ('24)- absent		Ms. Rogers ('25)- Y

XIII. Student Items

Motion: Mr. Bouchard

Second: Ms. Rogers

- a. **APPROVE (roll call):** Motion to affirm the Harassment, Intimidation, & Bullying (HIB) incidents as reported by the Superintendent and resolved by the building Principal, HIB Coordinator, or designee. *Handout*
- b. **APPROVE (roll call):** The following student enrichment trips, funded locally.
 - i. 7th Grade students to visit the Sky Zone Trampoline Park, 2834 Rt. 73 N, Maple Shade, NJ on Thursday, April 25, 2024. *Attachment*
- c. **APPROVE (roll call):** The following away Boys and Girls Basketball Games:
 - i. January 16, 2024 to Estell Manor, 128 Cape May Avenue, Estell Manor, NJ.
 - ii. January 25, 2024 to Folsom School, 1357 Mays Landing Road, Folsom, NJ.
 - iii. January 30, 2024 to Mullica School, 500 Elwood Road, Mullica, NJ.
 - iv. February 6, 2024 to Pilgrim Academy, 301 W. Moss Mill Road, Egg Harbor City, NJ.
 - v. February 8, 2024 to Assumption Regional, 146 S. Pitney Road, Galloway, NJ.
 - vi. February 15, 2024 to Cedar Creek High School, 1701 New York Ave. Egg Harbor City, NJ. *Attachment*

Ms. Rogers commented on the HIB report and asked if we could get stricter with discipline as we need to get a handle on discipline as it is not acceptable. Mrs. Shulby responded that Dr. Forester is not in attendance to comment but noted Dr. Forester and her team did revise the discipline plan prior to this school year.

Mr. Bouchard ('25)- Y	Ms. Caudo ('23)- absent	
Ms. Cramer ('24)- absent	Mrs. DiGiacomo ('23)- Y	Ms. Fuentes ('25)- Y
Ms. Leeds-Smith ('24)- absent		Ms. Rogers ('25)- Y

XIV. Program Items

Motion: Mr. Bouchard

Second: Ms. Rogers

- a. **RATIFY and AFFIRM(roll call):** The following Cedar Creek High School student to assist the EHCCS Band Director with the EHCCS Band Program for the remainder of the 2023-2024 school year:
 - i. Gianna Brown
- b. **APPROVE (roll call):** CLS spring clinical practice placement for Stockton University student from January 2, 2024 to April 19, 2024:
 - i. Everardo Lopez – Emily Tomasello (1st Grade)
- c. **APPROVE (roll call):** The following volunteers to assist with Egg Harbor City 21st CCLC Program Clubs for the remainder of the 2023-2024 school year:
 - i. Tap House Jiu-Jitsu:
 - 1. Dietrich Trumbauer
 - 2. Robert Bloom
 - 3. Ted Yoa
 - ii. Community Food Bank of New Jersey- Snap-Ed Program:
 - 1. Kathreen Jaz Popa

Mr. Bouchard ('25)- Y

Ms. Caudo ('23)- absent

Ms. Cramer ('24)- absent

Mrs. DiGiacomo ('23)- Y

Ms. Fuentes ('25)- Y

Ms. Leeds-Smith ('24)- absent

Ms. Rogers ('25)- Y

XV. Professional Development

Motion: Mr. Bouchard

Second: Ms. Rogers

Professional development activities have been recommended by building Principals, approved by the Supervisor of Special Projects and the Superintendent as directly related to the fulfillment of individual professional improvement plans and/or required by the New Jersey Department of Education, Every Student Succeeds Act (ESSA), local student Individual Education Plans, or entitlement/discretionary grants. Adequate funds have been appropriated.

- a. **APPROVE (roll call):** Professional Development Workshops for the 2023-2024 school year. *Attachment*

Mr. Bouchard ('25)- Y	Ms. Caudo ('23)- absent	
Ms. Cramer ('24)- absent	Mrs. DiGiacomo ('23)- Y	Ms. Fuentes ('25)- Y
Ms. Leeds-Smith ('24)- absent		Ms. Rogers ('25)- Y

XVI. Policies / Regulations Items

Motion: Ms. Rogers

Second: Mr. Bouchard

- a. **APPROVE (roll call):** First Reading of New/Revised Policies/Bylaws/Regulations as follows:

- i. Policy 5141.8 Sports Related Concussion/Head Injury *Attachment*

Mr. Bouchard ('25)- Y	Ms. Caudo ('23)- absent	
Ms. Cramer ('24)- absent	Mrs. DiGiacomo ('23)- Y	Ms. Fuentes ('25)- Y
Ms. Leeds-Smith ('24)- absent		Ms. Rogers ('25)- Y

XVII. New Business

None.

XVIII. Informational Items

XIX. Open to Public

Jessica Nava, parent of a district student currently part of a HIB investigation, spoke about her concerns with the district's procedures on conducting a HIB investigation as well as her concerns with the HIB information on the district website.

XX. Calendar Dates

December 22, 2023	Winter Recess begins, 12:20 Dismissal
December 25-29, 2023	Winter Recess, Buildings Closed
January 1, 2024	Winter Recess, Buildings Closed
January 3, 2024	Board of Education Reorganization Meeting

XXI. Adjournment Time

Motion: Mr. Bouchard

Second: Ms. Rogers

Time: 7:27PM

All in favor:

Mr. Bouchard ('25)- Y

Ms. Caudo ('23)- absent

Ms. Cramer ('24)- absent

Mrs. DiGiacomo ('23)- Y

Ms. Leeds-Smith ('24)- absent

Ms. Fuentes ('25)- Y

Ms. Rogers ('25)- Y