

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

**MINUTES**

Regular Meeting  
September 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)-P	Ms. Cramer ('24)-P
Mrs. DiGiacomo ('23)-P	Ms. Fuentes ('25)-P	Ms. Leeds-Smith ('24)-P
	Ms. Rogers ('25)-P	

#### **IV. Open Floor to Public**

No Comments.

#### **V. Comments for the Good of the Board**

Mr. Bouchard said that Ms. Cramer did a nice job facilitating the last Board Meeting in Mrs. DiGiacomo's absence.

#### **VI. Monthly Reports**

##### **a. Administrative Reports**

##### **i. Superintendent / Principal Report**

Ms. Shulby highlighted the new hire on the agenda for Art Teacher and that they would be shared between both buildings (4 days at EHCCS and 1 day at CLS). The afterschool tutoring program at CLS will begin on September 26. Both buildings Back-to-School Nights are coming up soon. Enrollment has been steadily increasing the last few weeks. In FY23, CLS had 255 and EHCCS had 290, in FY24 CLS has 273 and EHCCS has 294 as of September 13, 2023.

##### **ii. Business Administrator Report**

Ms. Milazzo reported on the status of the Roof/HVAC project at CLS. There are still some loose ends to tie up. Plus the 4 rooftop units in the auditorium will not occur until mid-late Fall due to supply chain issues. ACSSSD tuition contracts are on for approval this evening. These students attended last year and an out of district placement best meets the needs of these students. In May, Ms. Milazzo and Ms. Garcia applied for the competitive federal grant "BiPartisan Safer Communities Act Stronger Connections Grant". We have been notified that we were one of up to 15 districts selected in NJ. More information is forthcoming. We also received notification we were selected to receive a ROD grant to replace the Chiller at EHCCS.

##### **iii. Director of Special Projects Report**

Ms. Garcia stated that the District Improvement Plan was submitted to the County which highlights data drive instruction. AM REACH started on 9/1 and PM REACH started on 9/11

##### **iv. EHCCS Principal Report**

Dr. Forester stated that the Back to School Carnival was a huge success for yet another year. Great turnout. Weather brought the event indoors but it worked out better and we will do the same next year. The new dismissal pattern at EHCCS appears to be working well. Many updates over the

summer to EHCCS hallways (murals, positive affirmations) looks great and staff did a wonderful job. The new sound system in the Cafeteria is scheduled to finally be installed on September 18, 2023. We have found a candidate for Band Advisor who will be on the October board agenda. Back To School Night is coming up soon.

v. Supervisor of Early Childhood/LDTC Report

Ms. Macchione said that the new 5th Pre-K classroom is open and working out well. We still have rolling admissions and seat available.

vi. Board Solicitor's Report  
None.

b. Board Committee Reports

i. Personnel - None

ii. Curriculum/Programs - None

iii. Finance - None

iv. Policy - None

v. Buildings/Grounds

Mr. Bouchard let the Board know that we will have Board meetings at CLS Library moving forward. By having it at EHCCS, it displaced the REACH program because that is around the time dinner is served and it would involve too much cleanup as well.

## VII. Board Minutes

**Motion:** Ms. Rogers

**Second:** Mr. Bouchard

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

i. August 9, 2023

Regular

*Attachment*

**Roll Call:**

Mr. Bouchard ('25)- Y

Ms. Caudo ('23)- Y

Ms. Cramer ('24)- Y

Mrs. DiGiacomo ('23)- Y

Ms. Fuentes ('25)- Y

Ms. Leeds-Smith ('24)- Y

Ms. Rogers ('25)- Y

## VIII. Financial Items

**Motion:** Mr. Bouchard

**Second:** Ms. Rogers

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

- i. Board Secretary's Report – July 2023 *Attachment*
- ii. Treasurer of School Moneys Report – July 2023 *Attachment*

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 7/31/23 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):** August 2023 Bills' List *Attachment*

1	General Account	\$1,878,674.36
2	Capital Account	\$0.00
3	Food Service Account	\$13,532.51
4	Payroll Account	\$193,151.49
5	Debt Service Account	\$0.00

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. September 13, 2023 (23/24) Fund 10 - \$ 97,150.30 *Attachment*

e. **APPROVE (roll call):** Acceptance of funds for the 21st Century Community Learning Centers Continuation Grant for Fiscal Year 2024.

f. **APPROVE (roll call):** A revised Interlocal Services Agreement with Egg Harbor City to provide services for a School Resource Officer for the 2023-2024 school year. *Attachment*

**Roll Call:**

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

## IX. Non-instructional Operations Items

**Motion:** Mr. Bouchard

**Second:** Ms. Rogers

- a. **APPROVE (roll call):** Routing Chart for the 2023-2024 school year. *Attachment*
- b. **RATIFY and AFFIRM (roll call):** Amended contract with Bolt Courier Service in the amount of \$27 per delivery (\$2,295 estimated annually) to provide pickup and delivery of bank deposits for the 2023-2024 school year. *Attachment*
- c. Facilities
  - i. **RATIFY and AFFIRM (roll call):** The following facilities use request:
    - (a) Harbor Hoops to use the Community School gymnasium during the 2023-2024 school year. *Attachment*
    - (b) The Crusaders Youth Athletic Association to use the Community School gymnasium or Charles L. Spragg Multipurpose room during the 2023-2024 school year. *Attachment*

Ms. DiGiacomo noted that the Facilities Request for the Crusaders should read the EHCCS Gym or CLS Multipurpose room, whatever suits their needs/is available.

### **Roll Call:**

Mr. Bouchard ('25)- Y

Ms. Caudo ('23)- Y

Ms. Cramer ('24)- Y

Mrs. DiGiacomo ('23)- Y

Ms. Fuentes ('25)- Y

Ms. Leeds-Smith ('24)- Y

Ms. Rogers ('25)- Y

## X. Personnel Items – as recommended by the Superintendent of Schools

### **Items A through E**

**Motion:** Ms. Rogers

**Second:** Ms. Caudo

### **Item F**

**Motion:** Ms. Caudo

**Second:** Mr. Bouchard

### **Items G through N**

**Motion:** Mr. Bouchard

**Second:** Ms. Cramer

- a. **APPROVE (roll call):** NJ Family Leave of Absence for SMID # 48695142 for the approximate dates of October 10- 20, 2023.
- b. **RATIFY and AFFIRM (roll call):** Family Medical Leave of Absence for SMID # 29550365 from August 31, 2023 through the anticipated end date of September 29, 2023.

- c. **RATIFY and AFFIRM (roll call):** Intermittent Family Medical Leave of Absence for SMID # 78797552 from August 31, 2023 through June 30, 2024.
- d. **RATIFY and AFFIRM (roll call):** Assignment of Amelia Devone to CLS Pre-K Aide for one year, for the 2023-2024 school year at an annual salary of \$24,522, Step 1 Aides HS+60.
- e. **RATIFY and AFFIRM (roll call):** Jamahl Williams as 21st CCLC/REACH Project Director from September 1, 2023 to August 31, 2024 at an annual salary of \$65,000 to be funded with the 21st Century Community Learning Centers Federal Grant.

**Roll Call:**

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

- f. **RATIFY and AFFIRM (roll call):** Appointment of the following staff to the 21st CCLC REACH Program, for the period September 2023 to June 2024 at the contractual rate unless otherwise indicated, funded by the 21st CCLC Grant, FY 2024.
  - i. Program Coordinator - Up to 15 hours per week (split between 2 staff) at \$43 per hour
    - 1. Stacey Mohr
    - 2. Cindi Craig
  - ii. Data Entry Clerk - Up to 15 hours per week at \$17 per hour
    - 1. Yvette Ortiz
  - iii. AM REACH Staff - Up to 5 hours per week at \$39 per hour (3 staff daily)
    - 1. Tina Scibilia
    - 2. Tom D'Attilio
    - 3. Simon Mohr
    - 4. Gianna Miranda
    - 5. Lorie Walsh
  - iv. 7 - PM REACH staff Monday - Thursday - Up to 12 hours per week at \$39 (7 staff daily)
    - 1. Natalia Bessa
    - 2. Katherine Hillblom
    - 3. Heather Cullen
    - 4. Patrick Barry
    - 5. Ashley Popa
    - 6. Simon Mohr
    - 7. Karina D'Eletto
    - 8. Pam Clouser

9. Amanda Klapatch
  10. Chrystal Merrigan
  11. Elizabeth Glass
  12. Jordan Melchionni
  13. Leah Gaston
  14. Kylene Farnan
  15. Andrew Ross
- v. PM REACH staff Fridays - Up to 3 hours per week at \$39 (4 staff daily)
    1. Jordan Melchionni
    2. Tom D'Attilio
    3. Pam Clouser
    4. Gianna Miranda
  - vi. PM REACH Academic Specialist Instructor Monday - Thursday, up to 5 hours per week at \$39 per hour (1 staff daily)
    1. Andrew Ross
    2. Pam Clouser
    3. Elizabeth Glass

**Roll Call:**

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

- g. **RATIFY and AFFIRM (roll call):** Becky Rubinfine as Pre-K Teacher at CLS, for the 2023-2024 school year at an annual salary of \$54,567.00, BA Step 1, pending criminal history clearance.
- h. **RATIFY and AFFIRM (roll call):** To accept, with regret, the resignation letter from Kelly Roberts dated August 17, 2023 and effective June 30, 2023.  
*Attachment*
- i. **RATIFY and AFFIRM (roll call):** Posting for EHCCS Middle School Art Teacher for the 2023-2024 school year.
- j. **APPROVE (roll call):** Lateral movement for Gianna Miranda to MA Step 8 at a salary of \$64,859.00 effective September 16, 2023.
- k. **APPROVE (roll call):** Appointment of Dylan Lee as  $\frac{1}{2}$  EHCCS Art Teacher and  $\frac{1}{2}$  CLS Art Teacher, for the 2023-2024 school year at an annual salary of \$54,567.00, BA Step 1, pending criminal history clearance.
- l. **APPROVE (roll call):** EHCCS extracurricular activity assignment for the 2023-2024 school year at the contractual rate:

- i. Art Club Advisor - Dylan Lee
- m. **RATIFY and AFFIRM (roll call):** The following mentor assignments for the 2023-2024 school year:
  - i. Becky Rubinfine with Michele Bauers
  - ii. Dylan Lee with Heather Grasso
- n. **RATIFY and AFFIRM (roll call):** CLS extracurricular activity assignments for the 2023-2024 school year at the contractual rate:
  - i. After School Program
    - 1. Katelyn Ip
    - 2. Sarah Ramos

**Roll Call:**

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

## **XI. Student Items**

**Motion:** Ms. Cramer

**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. *Attachment*
- b. **RATIFY AND AFFIRM (roll call):** The following Out of District Tuition contracts with Atlantic County Special Services School District for the 2023-2024 school year:
  - i. Student #20281231 for \$45,000
  - ii. Student #20310997 for \$46,800
  - iii. Student #20290998 for \$45,000
  - iv. Student #20300984 for \$42,840
  - v. Student #20321086 for \$45,000
  - vi. Student #20290867 for \$45,000
  - vii. Student #20301694 for \$45,000
  - viii. Student #20281318 for \$45,000
- c. **APPROVE (roll call):** The following student enrichment trips, funded locally.
  - i. 4th Grade students to participate in the Noodlemania Competition at Northfield Public Schools, Northfield, NJ on Saturday, February 3, 2024.



*Attachment*

- ii. Two Special Education classes, with their teachers, to take a walking field trip to the Moravian Church on Boston Ave. in Egg Harbor City, on the third Tuesday of each month with Mrs. Connelly, to assist with the food bank.

*Attachment*

**Roll Call:**

Mr. Bouchard ('25)- Y  
Mrs. DiGiacomo ('23)- Y  
Ms. Leeds-Smith ('24)- Y

Ms. Caudo ('23)- Y

Ms. Cramer ('24)- Y  
Ms. Fuentes ('25)- Y  
Ms. Rogers ('25)- Y

## **XII. Program Items**

**Motion:** Ms. Caudo

**Second:** Mr. Bouchard

- a. **APPROVE (roll call):** Standing Orders for Egg Harbor City Public School District Nurses 2023-2024 school year.

*Attachment*

- b. **APPROVE (roll call):** Approve the submission of the 2022-2023 NJQSAC District Improvement Plan to the NJDOE.

*Attachment*

**Roll Call:**

Mr. Bouchard ('25)- Y  
Mrs. DiGiacomo ('23)- Y  
Ms. Leeds-Smith ('24)- Y

Ms. Caudo ('23)- Y

Ms. Cramer ('24)- Y  
Ms. Fuentes ('25)- Y  
Ms. Rogers ('25)- Y

## **XIII. Professional Development**

**Motion:** Mr. Bouchard

**Second:** Ms. Cramer

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*

**Roll Call:**

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

**XIV. Policies / Regulations Items**

**Motion:** Ms. Caudo

**Second:** Mr. Bouchard

- a. **APPROVE (roll call):** Second reading and adoption of New/Revised Policies/Bylaws/Regulations as follows:

- i. Policy 3542.3 Procurement Procedures for Child Nutrition Programs

*Attachment*

**Roll Call:**

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

**XV. New Business**

None

**XVI. Informational Items**

Mrs. DiGiacomo advised to please take note of the important dates listed on the calendar coming up.

**XVII. Open to Public**

Mr. Ross said that it has been nice having internal substitutes available at EHCCS. He also inquired with Ms. Garcia and Ms. Milazzo about the intended use of the new Bipartisan Grant Funds. Ms. Garcia explained that it would be used for a variety of things, like visitor management systems at both buildings, Character Strong, Assemblies,

offsetting salaries of some CST and Guidance Personnel, and SRO, to name a few.

## **XVIII. Calendar Dates**

September 20, 2023	CLS Back to School Night, 12:50 Dismissal
September 27, 2023	EHCCS Back to School Night, 12:50 Dismissal
October 6, 2023	Staff Development, No School
October 9, 2023	Columbus Day, Buildings Closed
October 11, 2023	Board of Education Meeting

## **XIX. Adjournment Time**

**Motion:** Ms. Caudo

**Second:** Ms. Rogers

Time: 7:21 PM

### **All in Favor:**

Mr. Bouchard ('25)- Y  
Mrs. DiGiacomo ('23)- Y  
Ms. Leeds-Smith ('24)- Y

Ms. Caudo ('23)- Y

Ms. Cramer ('24)- Y  
Ms. Fuentes ('25)- Y  
Ms. Rogers ('25)- Y