

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

MINUTES

Regular Meeting
Public Hearing on Superintendent Contract
July 12, 2023
Egg Harbor City Community School
Cafetorium
730 Havana Avenue
7:00 PM

I. Regular Meeting

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)-Absent	

IV. Moment of Silence for Kindergarten student Tristan Cruz

V. Open Floor to Public

None

VI. Comments for the Good of the Board

None

VII. Monthly Reports

a. Administrative Reports

i. Superintendent / Principal Report

Attachment

Mrs. Shulby reported on the Board Goals for the upcoming school year developed after discussions with Mrs. DiGiacomo and Administration. The building projects are on-going. The Personnel section has several appointments being rescinded. She relates this to a “buyers market” of teaching jobs available. Mrs. Shulby also noted that her contract is on the agenda and thanked the Board for the opportunity to continue in the district.

ii. Business Administrator Report

Ms. Milazzo reported the HVAC/roof project at CLS is on track. As explained previously, due to supply chain issues, the units are not expected until mid October. Candidates for the Accounts Payable/Payroll position are being narrowed down and we’re looking to appoint a person in August. Ms. Milazzo has been working with Ms. Ortiz and Maschio’s regarding getting the word out regarding the completion of free/reduced lunch applications. They are available to be done on-line or on paper. We have balances not paid from lunch accounts and this is possible due to lunch being free during Covid and families not completing the applications last year. She will be working with the auditor to write off these balances. We are still working on closing last year and the auditors are expected in September.

iii. Director of Special Projects Report

Attachment

Ms. Garcia reported that all three summer programs for students in Pre-K through 8th grade are in progress and going well. The Let Us Eat Please program has also started.

iv. EHCCS Principal Report

Attachment

Dr. Forester spoke of the partnership with Rowan that provides Zoom lessons to students on health related topics. She is looking to change the dismissal process at EHCCS and has been working with the Mayor and Chief of Police to make this process safer. Due to the success of the 4th Grade Noodlemania (trivia) program last year she is researching a trivia related program for 7th/8th Grade students as well as starting a program for 5th/6th Grade students.

- v. Supervisor of Early Childhood/LDTC Report *Attachment*
- vi. Board Solicitor's Report

b. Board Committee Reports

- i. Personnel - The personnel committee met but had nothing to report.
- ii. Curriculum/Programs
- iii. Finance
- iv. Policy
- v. Buildings/Grounds

VIII. Board Minutes

Motion: Ms. Leeds-Smith

Second: Mr. Bouchard

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

- | | | |
|-------------------|-----------|-------------------|
| i. June 14, 2023 | Regular | <i>Attachment</i> |
| ii. June 14, 2023 | Executive | <i>Attachment</i> |

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)- Absent	

IX. Financial Items

Motion: Mr. Bouchard

Second: Ms. Cramer

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

- | | |
|--|-------------------|
| i. Board Secretary's Report – May 2023 | <i>Attachment</i> |
| ii. Treasurer of School Moneys Report – May 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 5/31/23 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):** June 2023 Bills' List *Attachment*

1	General Account	\$931,696.44
2	Capital Account	\$0.00
3	Food Service Account	\$60,242.10
4	Payroll Account	\$820,159.32
5	Debt Service Account	\$0.00

- d. **APPROVE (roll call):** Budget transfer for the 2022-2023 and 2023-2024 school years in accordance with N.J.A.C. 6:20-2:13 and Chapter 196 Laws of 1967, as follows:

July 12, 2023 (2022/2023) Fund 10 - \$46,652.63

Attachment

July 12, 2023 (2023/2024) Fund 10 - \$0

Attachment

- e. **APPROVE (roll call):** Agreement with C.B. Melini, M.D., FAAP to provide neurological evaluations for the 2023-2024 school year at a cost of \$380/evaluation. *Attachment*

- f. **APPROVE (roll call):** The purchase of preschool playground equipment, Bid # ESCNJ 20/21-22, Co-op #65MCESCCPS for a cost of \$85,328.90, and rubber playground mulch, NJ State Contract #16-FLEET-00131 for a cost of \$19,117.50, with Ben Shaffer Recreation to be funded with PEA State Aid.

- g. **APPROVE (roll call):** Resolution #23-29R Food Service Management Company Contract (revised);

BE IT RESOLVED, that the Egg Harbor City Board of Education, upon the recommendation of the School Business Administrator, motion to hereby award and approve the Base Year Contract with Maschio's Food Service Management Company for the 2023-2024 school year with an annual management fee of \$33,000. The management fee shall be payable in ten (10) monthly installments of

\$3,300 per month commencing on September 1, 2023 and ending on June 30, 2024.

BE IF FURTHER RESOLVED, that Maschio's Food Service Management Company guarantees a profit of \$20,000 to the Local Education Agency for the 2023-2024 School Year. In the event the actual bottom line of the operational report (total revenue from all sources less program costs, including administrative management fee) is below this amount, Maschio's Food Service Management Company shall be responsible for any shortfall.

BE IT FURTHER RESOLVED, that the total revised cost of the contract is \$434,347.05.

Attachment

- h. **APPROVE (roll call):** The submission and subsequent acceptance of the IDEA 2023-2024 Consolidated Grant Application as follows:

- i. IDEA Basic - \$199,637
- ii. IDEA Preschool - \$8,775

- i. **RATIFY and AFFIRM (roll call):** The Federal Funding Salary Schedule for the 2022-2023 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)- Absent	

X. Non-instructional Operations Items

Motion: Ms. Caudo

Second: Mr. Bouchard

- a. **APPROVE (roll call):** Approve the Board Goals for the 2023-2024 school year.

Attachment

- b. **RATIFY and Affirm (roll call):** Bus route GE-EHC, hosted by Greater Egg Harbor Regional High School District, for the 2022-2023 school year for displaced student # 20280693 in the amount of \$210/per diem plus a 5% administrative fee.

- c. **APPROVE (roll call):** Contract with Heartland Payment Solutions for Cafeteria Point-of-Sale and MySchoolApps Subscription for the 2023-2024 school year in the amount of \$2,661.50. *Attachment*
- d. **APPROVE (roll call):** Meal prices for the 2023-2024 school year as follows:
 - i. Breakfast - free for all students
 - ii. Lunch - \$3.75 each

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)- Absent	

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

Motion: Mr. Bouchard

Second: Ms. Cramer

APPROVE (roll call): To untable Personnel Item a.

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)- Absent	

Motion: Mr. Bouchard

Second: Ms. Cramer

- a. **APPROVE (roll call):** Superintendent of Schools Contract

WHEREAS, Adrienne Shulby is currently employed by the Board of Education of Egg Harbor City (hereinafter referred to as "the Board") as its Superintendent of Schools, and is serving under terms and conditions of a written employment contract that took effect on July 1, 2019, and extends until June 30, 2024; and,

WHEREAS, it is in the best interest of the school district to provide for administrative stability and the completion of educational programs and projects and to minimize disruption to the school district;

BE IT RESOLVED that the current contract of Superintendent Shulby be and is hereby rescinded at 11:59 p.m. on June 30, 2023 and

BE IT RESOLVED that Adrienne Shulby be and is hereby appointed as Superintendent of Schools for a term beginning midnight on July 1, 2023, and ending 11:59 p.m. June 30, 2028 and,

BE IT FURTHER RESOLVED that the Board approves the Employment Contract between the Board and the Superintendent attached hereto and directs the Board President to sign same on its behalf. *Attachment*

Mrs. DiGiacomo commented on Mrs. Shulby's positive evaluation was discussed at the June meeting and looks forward to working with her in the future. Mr. Bouchard backed that comment.

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)- Absent	

Motion: Mr. Bouchard

Second: Ms. Caudo

- b. **RATIFY and AFFIRM(roll call):** Annual Attendance Incentive payment, for the 2022-2023 school year at the contractual amount as follows:
 - i. Natalia Bessa \$250.00 0 days used
- c. **RESCIND (roll call):** Appointment of Danielle DiFrancesco as Leave Replacement In-Class Resource Teacher at CLS, for the 2023-2024 school year. *Attachment*
- d. **APPROVE (roll call):** Posting for mentor teachers for the 2023-2024 school year.
- e. **RESCIND (Roll call):** Appointment of Lori-Beth Silver to EHCCS School Management Team staff for the 2023-2024 school year.
- f. **APPROVE (Roll call):** Appointment of Amanda Klapatch to EHCCS School Management Team staff for the 2023-2024 school year, not to exceed 30 hours (including summer) at the contractual rate.
- g. **RATIFY and Affirm (roll call):** The following revised leave of absences for SMID # 53036695 for the 2022-2023 and 2023-2024 school years:
 - i. Family Medical Leave of Absence effective date June 7, 2023 and anticipated end date November 21, 2023, pending receipt of doctor's note.

- ii. NJ Family Leave Act Leave of Absence anticipated effective date November 22, 2023 and end date February 27, 2024.
 - iii. Unpaid Child Rearing Leave from February 28, 2024 through June 13, 2024.
- h. **RATIFY and Affirm (roll call):** The following leave of absences for SMID # 86458379 for the 2022-2023 and 2023-2024 school years:
 - i. Family Medical Leave of Absence effective date June 1, 2023 and anticipated end date October 12, 2023, pending receipt of doctor's note.
 - ii. NJ Family Leave Act Leave of Absence anticipated effective date October 13, 2023 and end date January 19, 2024.
- i. **APPROVE (roll call):** EHCCS extracurricular activity assignments for the 2023-2024 school year at the contractual rate:
 - i. Girls' Basketball Coach - Allison Summerset Mobley
- j. **APPROVE (roll call):** Madison Rogers as CLS Elementary Special Education Teacher, for the 2023-2024 school year at an annual salary of \$54,567.00, BA Step 1, pending criminal history clearance clearance and proper certification.
- k. **APPROVE (roll call):** Joanny Hoffman as EHCCS Leave Replacement Health and Physical Education Teacher, for the 2023-2024 school year at an annual salary of \$54,567.00, BA Step 1, pending criminal history clearance clearance.
- l. **APPROVE (roll call):** Gianna Miranda as EHCCS Leave Replacement Intervention Coach, for the 2023-2024 school year at an annual salary of \$63,917.00, BA+30 Step 8.
- m. **APPROVE (roll call):** Posting for EHCCS Leave Replacement Middle School Special Education Teacher for the 2023-2024 school year
- n. **APPROVE (roll call):** Brian Matthews as EHCCS Middle School Special Education Teacher, for the 2023-2024 school year at an annual salary of \$57,209, MA Step 1, pending criminal history clearance clearance.
- o. **APPROVE (roll call):** Internal transfer of Kelly Roberts to CLS for two days per week for the 2023-2024 school year.
- p. **RESCIND (roll call):** Appointment of LaRissa Sykes as Pre-K Aide at CLS, for the 2023-2024 school year. *Attachment*
- q. **APPROVE (roll call):** Posting for anticipated opening, Middle School Teacher, K-6 certification, Middle School Specialization in Mathematics and/or Middle School Specialization Language Arts/Literacy preferred.

- r. **APPROVE (roll call):** Joshua Ludwick as District Technology Assistant for the 2023-2024 school year at the rate of \$18 per hour, not to exceed 25 hours per week, pending criminal history clearance.
- s. **RESCIND (roll call):** Appointment of Julie Batten as Pre-K Special Education Teacher at CLS, for the 2023-2024 school year. *Attachment*
- t. **APPROVE (roll call):** Posting for CLS PreK Special Education Teacher for the 2023-2024 school year
- u. **APPROVE (roll call):** Authorization for the Superintendent to hire the following staff for the 2023-2024 school year subject to Board ratification:
 - i. Leave Replacement Middle School Special Education Teacher at EHCCS
 - ii. Leave Replacement Special Education In-Class Resource Teacher at CLS
 - iii. PreK Teacher Aide, 85% FTE
 - iv. Middle School Teacher, K-6 certification, preferred Middle School Specialization in Mathematics and/or Middle School Specialization Language Arts/Literacy.
 - v. PreK Special Education Teacher at CLS

Ms. Leeds-Smith asked for clarity on item “o.” Mrs. Shulby explained that this is the EHCCS art position. The schedule has 2 days free and was previously helping with health so she will teach art at EHCCS for three days and assist with CLS specials classes for the other two days.

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)- Absent	

XII. Student Items

Motion: Ms. Cramer

Second: Mr. Bouchard

- 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. **APPROVE (roll call):** Services contracts between Egg Harbor City Board of Education and The State of New Jersey Department of Human Services Commission for the Blind and Visually Impaired for student # 20310997 for

\$2,200 for the period 9/1/2023-6/30/2024. Costs will be offset with State Aid.

Attachment

- c. **RATIFY and AFFIRM (roll call):** Out of district tuition and extraordinary services contract for the extended school year and regular school year at YALE School East, Inc. for student # 20311567 for the period 7/1/2023-6/30/2024 at a tuition cost of \$81,696.30 (\$389.03/day), and an extraordinary services cost of \$57,550 (\$275/day).
- d. **RATIFY and AFFIRM (roll call):** Submission of the Student Safety Data System report to the NJDOE for 2022-2023 School Year.
Attachment
- e. **APPROVE (roll call):** The following student enrichment trips.
 - i. REACH field trip to King Pin Bowling, Egg Harbor Township, NJ on July 21, 2023.
Attachment
 - ii. REACH field trip to the Egg Harbor City Lake, Egg Harbor City, NJ on July 28, 2023.
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)- Absent	

XIII. Program Items

Motion: Ms. Caudo

Second: Mr. Bouchard

- a. **RATIFY and AFFIRM (roll call):** Submission of the revised 2022-2023 Preschool Expansion Aid (PEA) One Year Program Budget Workbook to the New Jersey Department of Education Division of Early Childhood Services comprised of the following:
 - i. State Aid - \$647,760
 - iii. Local Contribution for Special Education - \$121,455
Attachment
- b. **APPROVE (roll call):** Submission of the revised 2023-2024 Preschool Expansion Aid (PEA) One Year Program Budget Workbook to the New Jersey Department of Education Division of Early Childhood Services comprised of the following:
 - i. State Aid - \$1,071,450
 - ii. PEA Fund Balance - \$56,509
 - iii. Local Contribution for Special Education - \$114,288
Attachment

- c. **APPROVE (roll call):** The submission of the Annual Toilet Room Facilities for Pre-Kindergarten Classrooms to the County Office for alternate method of compliance of toilet room facilities for the 2023-2024 school year.

Attachment

- d. **APPROVE (roll call):** The partnership with Rowan-Virtua School of Osteopathic Medicine for the 2023-2024 school year to provide Grade 4-8 students with virtual problem based Science preventative health information and activities.

Mrs. Shulby explained, on Mrs. Macchione's behalf since she is not in attendance, that item "c" is required due to the expansion of preschool program. We are using a classroom without a bathroom and must make a special request to do so. Students will be escorted to and from the hallway bathroom.

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)- Absent	

XIV. Professional Development

Motion: Ms. Caudo

Second: Ms. Leeds-Smith

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)- Absent	

XV. Policies / Regulations Items

Motion: Ms. Leeds-Smith

Second: Mr. Bouchard

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

i. Policy 5131.5 Vandalism/Violence

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)- Absent	

XVI. New Business

None

XVII. Informational Items

- a. Thank you letter from Ronald McDonald House for aluminum tabs *Attachment*

XVIII. Open to Public

Mr. Ross asked about the three people we offered employment to and have now rescinded. Although he does not know their situations he has to think that money is part of it and at what point do we consider hiring staff beyond Step 1. He commented that with the REACH director we couldn't get anyone until we increased the salary. He is also aware of a staff member that left the district and received a significant increase at another district. Mrs. Shulby commented that those rescinded on this agenda were not salary related. Administration does speak about this and this would need to be budgeted for and it currently isn't. The other topic discussed administratively is to consider how this would affect current staff. Hiring at Step 1 creates an even playing field and doesn't insult current staff. Mrs. Shulby is confident that the open teacher positions will be filled. The concern would be filling the part-time aide positions due to low salary and no benefits. Mrs. DiGiacomo asked about the part time aides not getting benefits. Could there be a possibility of having the aides pay for their own benefits. Ms. Milazzo explained that could be looked into but the cost of benefits would likely exceed the salary for those positions.

Ms. Fuentes commented on how nice it was that so many staff members attended the funeral for Tristan Cruz. The family still talks about how many staff were there and especially his teacher, who stayed the entire time. It was nice that the community could see how the school really cares for them.

XIX. Calendar Dates

August 9, 2023

Board of Education Meeting at EHCCS

XX. Adjournment Time

Motion: Mr. Bouchard

Second: Ms. Caudo

Time: 7:29 PM

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)- Absent