

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

MINUTES

Regular Meeting

March 15, 2023

Charles L. Spragg School

Multi-Purpose Room

601 Buffalo Avenue

7:01 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

Mrs. DiGiacomo ('23)-P

Ms. Caudo ('23)-P

Ms. Fuentes ('25)-P

Ms. Rogers ('25)-P

Ms. Cramer ('24)-P

Ms. Leeds-Smith ('24)-P

IV. Presentation of 2021-2022 Audit from Ford Scott & Associates by Carol Russ

V. Presentation of District Mid-Year Assessment Data, NJ Smart Strong Data, and SMART Goals update by Kelsey Wertz

VI. Presentation of 2022-2023 Board Goals Update by Adrienne Shulby

VII. Open Floor to Public

No comments

VIII. Comments for the Good of the Board

None

IX. Monthly Reports

a. Administrative Reports

i. Superintendent / Principal Report

Attachment

Mrs. Shulby informed the Board that the Safe Reopening Plan had no changes, we are required to update it every six months. All policies being approved are mandated policies that have had updates. Mrs. Shulby thanked all administration and Mrs. Gibney for all the work that went into our NJQSAC meeting preparations. Parent teacher conferences will be held both in person and virtually to offer flexibility to our families.

ii. Business Administrator Report

Ms. Milazzo met with the Finance committee regarding the details of the tentative budget. She thanked administration's cooperation in getting the budget prepared and their help with the submission of several grants.

iii. Director of Special Projects Report

Attachment

Ms. Garcia informed the Board that we have partnered with the NJDOE who came in to witness our Early Literacy Program.

iv. EHCCS Principal Report

Attachment

Dr. Forester noted today was the Jr. National Honor Society induction and thanked Mr. Ross for all his work to make it a success. Dr. Forester pointed out the upcoming events listed in Informational Items. We are in the process of conducting High School transition meetings and the prosecutor's office came in to do a presentation on civil rights and visited classrooms.

v. Supervisor of Early Childhood/LDTC Report

Attachment

Mrs. Macchione mentioned the Pre K budget that is up for approval with an increase in money received to update the program. There was an Early Childhood advisor meeting and Read Across America was celebrated with meaningful activities.

vi. Board Solicitor's Report

b. Board Committee Reports

- i. Personnel - met March 15, 2023
- ii. Curriculum/Programs
- iii. Finance - met March 15, 2023
- iv. Policy
- v. Buildings/Grounds - Mrs. DiGiacomo asked about the work being done at Spragg. Mrs Shulby stated it was for additional swipe locations. Dr. Forester mentioned similar work will be done at the Community School.

X. Board Minutes

Motion: Ms. Leeds-Smith

Second: Ms. Rogers

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

i. February 8, 2023	Regular	<i>Attachment</i>
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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. Financial Items

Motion: Ms. Rogers

Second: Mr. Bouchard

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

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

Pursuant to N.J.A.C. 6A:23A-16.10(c)3 The Egg Harbor City Board of Education certifies that as of 1/31/23 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.

- b. **APPROVE (roll call):** February 2023 Bills' List *Attachment*

1	General Account	\$380,306.23
2	Capital Account	\$0.00
3	Food Service Account	\$62,934.82
4	Payroll Account	\$711,597.51
5	Debt Service Account	\$0.00

- c. **APPROVE (roll call):** Budget transfer (Resolution #23-17) for the 2022-2023 school year in accordance with N.J.A.C. 6:20-2:13 and Chapter 196 Laws of 1967, as follows:
March 15, 2023 Fund 10 - \$450,401.44 *Attachment*
- d. **APPROVE (roll call):** Review and acceptance of the 2021-2022 Annual Comprehensive Financial Report and Management Report. There were no audit findings. *Attachment*
- e. **APPROVE (roll call):** Resolution #22-18, appointing Dennis M. Brown of Glenn Insurance, Inc. as Risk Management Consultant for the 2023-2024 school year. *Attachment*
- f. **APPROVE (roll call):** Resolution #22-19, an agreement authorizing compensation at an assessment not to exceed 3% total of the Atlantic and Cape May Counties School Business Officials Joint Insurance Fund's assessment for the Egg Harbor City School District. *Attachment*
- g. **RATIFY & AFFIRM (roll call):** The removal of Assets from the Fixed Asset Report. *Attachment*
- h. **APPROVE (roll call):** The Agreement to provide Payroll Processing Services for Fiscal Year 2023-2024 and ACA 1095-C Reporting Services for Calendar Year 2023 with CASA Payroll Services. *Attachment*

- i. **APPROVE (roll call):** The submission and acceptance of the 2023-2024 Grant Application for \$15,034 from the Office of Elementary and Secondary Education Small, Rural School Achievement Program.
- j. **APPROVE (roll call):** The submission and acceptance of the 2022-2023 Grant Application for \$6,660 for Climate Awareness Education in Implementing the NJ Student Learning Standards for Climate Change.
- k. **APPROVE (roll call):** Submission of the tentative 2023-2024 school district budget to the Atlantic County Office of Education as follows:

The proposed budget includes sufficient funds to provide curriculum and instruction which will enable all students to achieve the New Jersey Student Learning Standards, as is in compliance with N.J.S.A. 18A and N.J.A.C. Title 6 and 6A.

Anticipated Enrollment - 590

BE IT RESOLVED to approve the 2023-2024 school district budget for submission to the County Office of Education as follows:

	Budget
General Fund	\$12,906,353
Special Revenue Fund	\$3,421,134
Debt Service Fund	\$602,332
Total	\$16,929,819

BE IT FURTHER RESOLVED that no banked cap will be applied to the 2023- 2024 school budget

BE IT FURTHER RESOLVED to acknowledge that the 2023-2024 budget as described above will result in the following:

General Fund Tax Levy	\$2,886,917
Debt Service Tax Levy	\$602,330
Total Tax Levy	\$3,489,247

BE IT FURTHER RESOLVED, that pursuant to N.J.S.A. 6A:23A-7.3, in each pre-budget year, the Egg Harbor City Board of Education is required to establish a maximum travel expenditure amount for the budget year which may not be exceeded; and

WHEREAS, The Board of Education has determined that the maximum travel expenditure amount includes all travel that is supported by Federal, State, and Local funds; and

WHEREAS, the Egg Harbor City Board of Education had previously established a maximum amount in the pre-budget year 2022/2023 as \$30,000; and

WHEREAS, the Board of Education has expensed \$580 of the maximum amount for the 2022/2023 year to date; and

RESOLVED, that the Egg Harbor City Board of Education hereby establishes the maximum travel expenditure amount for the 2023/2024 school year as \$30,000; and

BE IT FURTHER RESOLVED that the support documentation of this budget also contains an itemization of criteria expenditures as required under administrative regulations; and

BE IT FURTHER RESOLVED, pursuant to N.J.A.C. 6A:23A-5.2(a), maximum dollar amounts for professional services have been established and are detailed in the appropriations section of the 2023/2024 budget.

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	

XII. Non-instructional Operations Items

Motion: Ms. Rogers

Second: Ms. Cramer

a. Misc.

i. **APPROVE (roll call):** The required revision to the Safe Reopening Plan.
Attachment

ii. **APPROVE (roll call):** A contract with Bolt Courier Service in the amount of \$15 per delivery (\$1,320 annually estimated) to provide pickup

and delivery of bank deposits for the 2023-2024 school year. *Attachment*

b. Facilities

- i. **APPROVE (roll call):** Contract with Cumberland Cape Atlantic YMCA to run a before and after school program at the Charles L. Spragg School for the 2023-2024 school year. There is no cost to the district.

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	

XIII. Personnel Items – as recommended by the Superintendent of Schools:

Motion: Mr. Bouchard

Second: Ms. Rogers

- a. **RATIFY & AFFIRM (roll call):** Revised Family Medical Leave of Absence for Community School Teacher, Daniel Sakers, effective January 3, 2023 through March 8, 2023.
- b. **RATIFY & AFFIRM (roll call):** Revised Family Medical Leave of Absence for Charles L. Spragg School Teacher, Michele Bauers, effective January 26, 2023 through March 3, 2023.
- c. **RATIFY and AFFIRM (roll call):** To accept, with regret, the resignation letter from Bethel Mackiewicz dated February 13, 2023 and effective March 1, 2023.
- Attachment*
- d. **RATIFY & AFFIRM (roll call):** The posting of the following positions.
- i. 21st CCLC/Reach Director position
 - ii. 1 Homebound Instructor
- e. **APPROVE (roll call):** Lateral movement for Chrystal Merrigan to BA+15, Step 2 at a salary of \$54,503.00 effective March 16, 2023.
- f. **APPROVE (roll call):** Jamahl Williams as 21st CCLC/REACH Project Director for the remainder of the 2022-2023 school year at an annual salary of \$65,000, prorated to start date, pending criminal history approval.
- g. **APPROVE (roll call):** Revised NJ Family Leave Act leave of absence for Patrick Adams for effective dates May 10, 2023 through May 31, 2023.
- Attachment*

- h. **RATIFY & AFFIRM (roll call):** Family Medical Leave of Absence for Charles L. Spragg School Teacher, Marie Farnan, effective March 8, 2023 and anticipated end date April 21, 2023.

Ms. Rogers asked about the REACH Director. Mrs. Shulby explained that Ms. Mackiewicz was offered a position elsewhere but we posted for the position and have since located a replacement who is on the agenda for approval.

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	

Motion: Ms. Rogers

Second: Mr. Bouchard

- i. **APPROVE (roll call):** The Board to authorize the Business Administrator to post for an open position of custodian.

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. 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. *Attachment*
- b. **RATIFY & AFFIRM (roll call):** Out of district tuition and extraordinary services contract at YALE School East, Inc. for student 20311567 for the period 2/27/2023-6/30/2023 at a prorated tuition cost of \$27,242.14 (\$373.18/day), and a prorated extraordinary services cost of \$18,213.50 (\$249.50/day)
- c. **RATIFY & AFFIRM (roll call):** The following student enrichment trips:
- i. 21st CCLC REACH Drama Club students to attend Cedar Creek High School, in Egg Harbor City, NJ on March 3, 2023. *Attachment*

Ms. Leeds-Smith asked about extraordinary services. Ms. Milazzo explained it is a one-on-one aide. Ms. Fuentes asked why we are providing a one-on-one aide. Ms. Milazzo explained it is required according to the student's IEP. Ms. Fuentes asked why

this is being done so late in the school year. Ms Garcia explained that we always start a student with the least restrictive environment options, but in this situation, we were not able to provide the support services required, and the student was placed out of district.

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. Program Items

Motion: Ms. Cramer

Second: Mr. Bouchard

- a. **APPROVE (roll call):** Submission of the 2023-2024 Preschool Expansion Aid (PEA) One Year Program Budget Workbook to the Department of Education Division of Early Childhood Services comprised of the following:
 - i. State Aid - \$1,071,450
 - ii. PEA Fund Balance - \$167,272 *Attachment*
- b. **APPROVE (roll call):** Submission of the extension of the Comprehensive Equity Plan Statement of Assurance for 2023-2024 to the Atlantic County Office of Education. *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	

Motion: Ms. Cramer

Second: Mr. Bouchard

- c. **APPROVE (roll call):** CLS summer clinical practice placements for Stockton University students May 15, 2023 to June 13, 2023:
 - i. Elle Cecchini - Heather Crosson (3rd Grade)
 - ii. Jessica Nitahara - Kristy Bird (Kindergarten)
 - iii. Fernanda Bonilla - Brittany Griffin (PreK)

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)- Recuse c,i		Ms. Rogers ('25)- Y

Motion: Ms. Cramer

Second: Mr. Bouchard

- d. **APPROVE (roll call):** Gianna Miranda to complete LDTC Practicum for Stockton University during Spring/ Summer 2023. *Attachment*
- e. **APPROVE (roll call):** Tara Macchione as mentor for Gianna Miranda for LDTC Practicum for Stockton University during Spring/ Summer 2023.

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	

XVI. Professional Development

Motion: Ms. Leeds-Smith

Second: Mr. Bouchard

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 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)- Y	

XVII. Policies / Regulations Items

Motion: Ms. Rogers

Second: Mr. Bouchard

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

- i. Policy 4111.1/4211.1 Nondiscrimination/Affirmative Action *Attachment*
- ii. Regulation 4111.1/4211.1 Nondiscrimination/Affirmative Action *Attachment*
- iii. Policy 5134 Married, Pregnant and Lactating Pupils *Attachment*
- iv. Regulation 5134 Married, Pregnant and Lactating Pupils *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)- Abstain	a. iii,iv	Ms. Rogers ('25)- Y

Motion: Ms. Rogers

Second: Mr. Bouchard

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

- i. Policy 3542.2 School Meal Program Arrears *Attachment*
- ii. Policy 4111.2/4211.2 Domestic Violence *Attachment*
- iii. Policy 5113 Attendance, Absences, Excuses *Attachment*
- iv. Policy 5141 Health *Attachment*
- v. Policy 5141.4 Missing, Abused and Neglected Children *Attachment*
- vi. Regulation 5141.4 Missing, Abused and Neglected Children *Attachment*
- vii. Policy 5141.21 Administering Medication *Attachment*
- viii. Regulation 5141.21 Administering Medication *Attachment*
- ix. Policy 5145.7 Gender Identity and Expression *Attachment*
- x. Policy 6161.1 Guidelines for the Evaluation and Selection of Instructional Materials *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	

XVIII. New Business

None

XIX. Informational Items

3/17/23 EHCCS Pi Day Event 1:15 - 2:30 PM

3/22/23 EHCCS March Dadsness 5-7 PM

3/29/23 EHCCS Wizard Tournament 3-5:30 PM

3/30-31/23 EHCCS Drama Production - *The Alibis*, doors open at 6:15, show at 6:30 PM

4/21/23 EHCCS PTO Glow Dance 6-8 PM - Grades 4 & 5

XX. Open to Public

Mr. Ross Thanks all who came to the Jr. National Honor Society Induction Ceremony. We had 18 new inductees, an increase of prior years and the program went well.

XXI. Calendar Dates

March 24, 2023

Staff Development, No School

April 4,5, 2023

Parent-Teacher Conferences, 12:50 Dismissal

April 5, 2023

Regular Board of Education Meeting, early due to spring recess

XXII. Adjournment Time

Motion: Ms. Rogers

Second: Mr. Bouchard

Time: 8:02

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