

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

**MINUTES**

Regular Meeting

August 14, 2024

Charles L. Spragg School

Library

601 Buffalo Avenue

6:00 PM

**I. Regular Meeting**

Mrs. DiGiacomo called the meeting to order at 6:00 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. Cramer ('24)-P	Mrs. DiGiacomo ('26)-P
Ms. Fuentes ('25)- Absent	Mr. Guercioni ('26)- Absent	
Ms. Leeds-Smith ('24)-P	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. Open Floor to Public**

No comments.

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

None.

## **VII. Monthly Reports**

### **a. Administrative Reports**

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

Mrs. Shulby updated the Board on security measures taken since the DOE visit: front doors replaced at Spragg to create a “man trap,” installing visitor manager systems at both schools, installing larger numbers on windows, having classroom extensions correlate with classroom numbers, providing AM/PM duty staff with reflective vests and whistles, installing mirrors in buildings to see around corners and updating the Emergency Operations Plan.

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

Ms. Milazzo updated the Board on the status of the chiller project. She informed the Board of the purchase of playground equipment for Spragg from a recreation grant and local funds.

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

Mrs. Willisroft updated the Board on the summer curriculum writing, getting the special education department, first day documents and professional development ready for the new school year. The REACH program is in the process of sending applications to students and staff. Interviews will start for the Program Coordinator position.

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

Dr. Forester informed the Board on the progress made by the SMT staff to decorate the building, working with the poster maker, checking in supplies and organizing chrome books. She also stated that assemblies for the school year have been scheduled with some to cover behavior and consequences.

#### **v. Supervisor of Early Childhood/LDTC Report**

Mrs. Macchione reported on the Preschool orientation for new preschoolers as well as various murals painted in the building, several in the preschool area.

- vi. Board Solicitor's Report
  
- b. Board Committee Reports
  - i. Personnel
  - 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. July 17, 2024 Regular Meeting *Attachment*
- ii. July 17, 2024 Executive Session I *Attachment*

Ms. Rogers asked if there was a typo in the minutes referring to the 8th grade end of year party, was it for 2024 or 2025. Mrs. Shulby confirmed it was for 2024, the appointment of staff that chaperoned the 8th grade dance needed to be ratified and affirmed to be paid as we no longer do comp time.

**Roll Call:**

Mr. Bouchard ('25)-Y	Ms. Cramer ('24)-Y	Mrs. DiGiacomo ('26)-Y
Ms. Fuentes ('25)-Absent	Mr. Guercioni ('26)-Absent	
Ms. Leeds-Smith ('24)-Y	Ms. Rogers ('25)-Y	

## IX. Financial Items

**Motion:** Mr. Bouchard

**Second:** Ms. Leeds-Smith

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

- i. Board Secretary Report – June 2024 *Attachment*
- ii. Treasurer of School Moneys Report – June 2024 *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 6/30/24 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	\$250,664.18
Checks to be Ratified	\$355,222.62
Payroll to be Ratified	\$164,543.27

- d. **APPROVE (roll call):** Budget transfers for the 2024-2025 school year in accordance with N.J.A.C. 6:20-2:13 and Chapter 196 Laws of 1967, as follows:
- i. August 14, 2024 (2023-2024) Fund 10 - \$952 *Attachment*
  - ii. August 14, 2024 (2024-2025) Fund 10 - \$25,840 *Attachment*

e. **APPROVE (roll call):** Agreement with C.B. Melini, M.D. FAAP to provide neurological evaluations for the 2024-2025 school year at a cost of \$380/evaluation.

f. **APPROVE (roll call):** Contract with Management and Evaluation Associates, Inc. to provide external evaluation of the district’s 21st CCLC Program Administrator and staff during the 2024-2025 school year at a cost of \$17,500 annually to be paid by the 21st CCLC Grant. *Attachment*

g. **APPROVE (roll call):** The purchase of Playground Equipment for the Charles L. Spragg School with Ben Shaffer Recreation, bids # ESCNJ 20/21-22 and 20/21-02, Co-op #65MCESCCPS, using the Local Recreation Improvement Grant (\$72,000) and Local funds (\$27,970.42) for an amount not to exceed \$99,970.42.

h. **APPROVE (roll call):** Change Order No. 2 (Final Change Order) for Falasca Mechanical, resulting in a project increase of \$3,081.70 for the Charles L. Spragg Roof and HVAC Replacement Project. The change order is recommended by PS&S Architecture & Engineering, P.C. (district architect). The original contract included a \$25,000 allowance in which any unforeseeable costs would be deducted from said allowance. That allowance was expended in full, and there remains a balance resulting from fire alarm troubleshooting, as well as duct detectors and related work. The original sum of the contract was \$2,562,000 and the final sum of the project is \$2,565,081.70. *Attachment*

- i. **RATIFY AND AFFIRM (roll call):** The removal of Asset #07370 (Floor Machine at CLS) from the Fixed Asset Report as of July 31, 2024.

**Roll Call:**

Mr. Bouchard ('25)-Y      Ms. Cramer ('24)-Y      Mrs. DiGiacomo ('26)-Y  
Ms. Fuentes ('25)-Absent      Mr. Guercioni ('26)-Absent  
Ms. Leeds-Smith ('24)-Y      Ms. Rogers ('25)-Y

**X. Non-instructional Operations Items.**

**Motion:** Ms. Rogers

**Second:** Mr. Bouchard

- a. **APPROVE (roll call):** The District Professional Development Plan for the 2024-2025 school year. *Attachment*
- b. **APPROVE (roll call):** Statement of Assurance Submission for EHCPSD 2024-2025 Professional Development Plan.
- c. **APPROVE (roll call):** Statement of Assurance Submission for EHCPSD 2024-2025 Mentoring Plan.
- d. **APPROVE (roll call):** District Emergency Operations Plan for the 2024-2025 school year.
- e. **APPROVE (roll call):** Use of facilities by The Alcove Center for Grieving Children and Families to provide free student support groups for bereavement and trauma during the 2024-2025 school year.
- f. **RATIFY and AFFIRM (roll call):** Approve the following 2024-2025 extended school year transportation routes through GEHRSD:
  - i. Renewal Contract GEH16 (Route EHC-EY) for extended school year transportation, cost \$6,241.12. *Attachment*
  - ii. Renewal Contract GEH21C (Route YLE-EY) for extended school year transportation to YALE Northfield for student # 20311567, cost \$3,074.58. *Attachment*
  - iii. Quoted Contract (Route EHC1-EY) for extended school year transportation to Egg Harbor City School District for homeless student #20351600, cost \$2,546.00. *Attachment*
  - iv. Renewal Contract GEH22E (Route ACS2-EY) for extended school year transportation to ACSSSD for \$5,492.88. *Attachment*
- g. **APPROVE (roll call):** The following facilities use requests:

- i. Harbor Hoops to use the Community School gymnasium during the 2024-2025 school year. *Attachment*
- ii. The Crusaders Youth Athletic Association to use the Community School gymnasium during the 2024-2025 school year. *Attachment*

Mrs. Shulby brought to the Board’s attention that letter e, Alcove, in the past only provided services for bereavement but now also includes services for trauma.

**Roll Call:**

Mr. Bouchard ('25)-Y      Ms. Cramer ('24)-Y      Mrs. DiGiacomo ('26)-Y  
 Ms. Fuentes ('25)-Absent      Mr. Guercioni ('26)-Absent  
 Ms. Leeds-Smith ('24)-Y      Ms. Rogers ('25)-Y

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

**Motion:** Ms. Cramer

**Second:** Mr. Bouchard

- a. **RESCIND (roll call):** Appointment of Jenael Sahli as CLS Partial Year, Leave Replacement Teacher, for the 2024-2025 school year.
- b. **RESCIND (roll call):** Appointment of Ruth Ann Marsh as Substitute Teacher, for the 2024-2025 school year.
- c. **APPROVE (roll call):** Appointment of Aubrey Barnes as CLS Partial Year, Leave Replacement Teacher, for the 2024-2025 school year at an annual salary of \$58,410.00, BA Step 1, prorated for the period of the leave, pending criminal history clearance, does not count toward tenure.
- d. **RATIFY and AFFIRM (roll call):** To accept, with regret, resignation of Kylene Farnan effective July 31, 2024.
- e. **RATIFY and AFFIRM (roll call):** Posting for the following position for the 2024-2025 school year, at the contractual rate:
  - i. Middle School Special Education Teacher
- f. **APPROVE (roll call):** All certified staff as homebound instructors for the 2024-2025 school year at the contractual rate.
- g. **APPROVE (roll call):** The following mentor assignments for the 2024-2025 school year:
  - i. Julianna Zimmer with Matthew Wira
  - ii. Alexandra Boschetti with Andrew Ross
  - iii. John Woolston with Cindi Craig
  - iv. Fernanda Bonilla with Brittany Griffin

- v. Anna Dillier with Michele Bauers
- vi. Aubrey Barnes with Kristy Bird

**Roll Call:**

Mr. Bouchard ('25)-Y      Ms. Cramer ('24)-Y      Mrs. DiGiacomo ('26)-Y  
 Ms. Fuentes ('25)-Absent      Mr. Guercioni ('26)-Absent  
 Ms. Leeds-Smith ('24)-Y      Ms. Rogers ('25)-Y

**Motion:** Ms. Rogers

**Second:** Mr. Bouchard

- h. **APPROVE (roll call):** Austin Gray as 21st CCLC/REACH Project Director for the 21st CCLC grant year, September 1, 2024 to August 31, 2025, pending 21st CCLC Continuation Grant approval, at an annual salary of \$65,000.00 to be funded with the 21st Century Community Learning Centers Federal Grant Fiscal Year 2025.
- i. **APPROVE (roll call):** Posting for the following positions for the 21st CCLC REACH Program, pending 21st CCLC Continuation Grant approval, for the period September 1, 2024 to June 30, 2025 at the contractual rate unless otherwise indicated, funded by the 21st CCLC Grant, FY 25:
  - i. 1 - Program Coordinator - Up to 15 hours per week at \$43 per hour, until the full-time program coordinator starts
  - ii. 1 - Data Entry Clerk - Up to 15 hours per week at \$17 per hour
  - iii. 3 - AM REACH Staff - Up to 5 hours per week at \$39 per hour
  - iv. 7 - PM REACH staff Monday - Thursday - Up to 12 hours per week at \$39 per hour
  - v. 4 - PM REACH staff Fridays - Up to 3 hours per week at \$39 per hour
  - vi. 1 - PM REACH Academic Specialist Instructor (ELA) Monday-Thursday up to 5 hours per week at \$39 per hour
  - vii. 1 - PM REACH Academic Specialist Instructor (Math) Monday-Thursday up to 5 hours per week at \$39 per hour
- j. **APPROVE (roll call):** All certified staff as AM and PM REACH staff, as needed, for additional coverage for the 2024-2025 school year at the contractual rate.
- k. **APPROVE (roll call):** The NJ Family Leave Act Leave of Absence for SMID # 48695142 for anticipated effective date October 19, 2024 through anticipated end date November 8, 2024.
- l. **APPROVE (roll call):** The following revised leave of absences for SMID #11932381 for the 2023-2024 and 2024-2025 school years:
  - i. Family Medical Leave of Absence effective date March 11, 2024 through end date May 17, 2024.

- ii. Concurrent Family Medical Leave of Absence and NJ Family Leave Act Leave of Absence from May 20, 2024 through end date of June 11, 2024.
- iii. NJ Family Leave Act Leave of Absence from June 12, 2024 through end date October 28, 2024.
- iv. Unpaid Child Rearing Leave from October 29, 2024 through January 1, 2025.

Ms.. Leeds Smith asked about the rates for items i.iv and i.v. “Per hour” was missing from those items on the agenda and has been corrected.

**Roll Call:**

Mr. Bouchard ('25)-Y	Ms. Cramer ('24)-Y	Mrs. DiGiacomo ('26)-Y
Ms. Fuentes ('25)-Absent	Mr. Guercioni ('26)-Absent	
Ms. Leeds-Smith ('24)-Y	Ms. Rogers ('25)-Y	

**Motion:** Mr. Bouchard

**Second:** Ms. Rogers

- m. **APPROVE (roll call):** Posting for the following position for the 2024-2025 school year, at the contractual rate:
  - i. Leave Replacement Middle School Special Education Teacher
  - ii. CLS Extracurricular- 2 additional AM/PM Duty Teachers at the contractual rate
- n. **APPROVE (roll call):** Appointment of Michele Bauers as CLS AM/PM duty teacher for the 2024-2025 school year at the contractual rate.
- o. **APPROVE (roll call):** Appointment of Brian Johnson as Substitute Teacher for the 2024-2025 school year, pending criminal history clearance.
- p. **RATIFY and AFFIRM (roll call):** Appointment of the following staff to summer 2024 curriculum writing positions at the contractual rate:
  - i. Pamela Clouser - 8 additional hours, ELA Curriculum
  - ii. Emily Tomasello - 12 additional hours, ELA Curriculum
  - iii. Deanna Walker - 6 additional hours, Math Curriculum
  - iv. Andrew Ross - 18 additional hours, Math Curriculum
  - v. Heather Crosson - 12 additional hours, Math Curriculum
  - vi. Jordan Melchionni - 4 additional hours, ELA curriculum
- q. **APPROVE (roll call):** Appointment of Kelsey Kern as EHCCS Middle School Special Education Teacher, for the 2024-2025 school year at an annual salary of \$58,410.00, BA Step 1, pending proper certification and criminal history clearance.



- r. **APPROVE (roll call):** Appointment of Bethy Asse as EHCCS Aide .85 FTE, for the 2024-2025 school year at an annual salary of \$23,756.00, Aides BA Step 1, pending criminal history clearance.
- s. **APPROVE (roll call):** Authorization for the Superintendent to hire the following staff for the 2024-2025 school year subject to Board ratification:
  - i. Leave Replacement Middle School Special Education Teacher

**Roll Call:**

Mr. Bouchard ('25)-Y      Ms. Cramer ('24)-Y      Mrs. DiGiacomo ('26)-Y  
 Ms. Fuentes ('25)-Absent      Mr. Guercioni ('26)-Absent  
 Ms. Leeds-Smith ('24)-Recuse p.v, Y all others      Ms. Rogers ('25)-Y

**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.
- b. **APPROVE (roll call):** Services contract between the 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 #20361720 for \$2,420 for the period 9/1/2024-6/30/2025. Costs will be offset with State Aid.
- c. **APPROVE (roll call):** The following away Cross County Meets:
  - i. September 24, 2024 to St. Joseph, 11 Harbor Lane, Somers Point, NJ.
  - ii. October 1, 2024 to Estell Manor, 128 Cape May Avenue, Estell Manor, NJ.
  - iii. October 4, 2024 to Mullica Middle School, 500 Elwood Road, Elwood, NJ.
  - iv. October 22, 2024 to Folsom, 1357 Mays Landing Road, Hammonton, NJ.
  - v. October 24, 2024 to Assumption Regional, 146 S. Pitney Road, Galloway, NJ. *Attachment*

**Roll Call:**

Mr. Bouchard ('25)-Y      Ms. Cramer ('24)-Y      Mrs. DiGiacomo ('26)-Y  
 Ms. Fuentes ('25)-Absent      Mr. Guercioni ('26)-Absent  
 Ms. Leeds-Smith ('24)-Y      Ms. Rogers ('25)-Y

**XIII. Program Items**

**Motion:** Mr. Bouchard

**Second:** Ms. Rogers

- a. **APPROVE (roll call):** Charles L. Spragg Elementary School and Egg Harbor City Community School to participate in the Child Assault Prevention (CAP) Program during the 2024-2025 school year, provided by Atlantic Prevention Resources.
- b. **APPROVE (roll call):** Charles L. Spragg Elementary School and Egg Harbor Community School to participate in the Strengthening Families Program for families and students during the 2024-2025 school year, provided by Atlantic Prevention Resources.
- c. **APPROVE (roll call):** All students to participate in Life Skills during the 2024-2025 school year, provided by Atlantic Prevention Resources.
- d. **APPROVE (roll call):** A Service Agreement between Youth Advocate Programs, Inc. and the Egg Harbor City Public School District for the period September 1, 2024 through August 31, 2025 to provide mental health counseling for students.
- e. **RATIFY and AFFIRM (roll call):** Submission of the Bilingual Program Waiver Request for the 2024-2025 school year.

Ms. Rogers asked if item c is new and is it for families. Mrs. Shulby explained it is not new, it's at Spragg for students, the family program is Strengthening Families.

**Roll Call:**

Mr. Bouchard ('25)-Y	Ms. Cramer ('24)-Y	Mrs. DiGiacomo ('26)-Y
Ms. Fuentes ('25)-Absent	Mr. Guercioni ('26)-Absent	
Ms. Leeds-Smith ('24)-Y	Ms. Rogers ('25)-Y	

#### **XIV. Professional Development**

**Motion:** Ms. Cramer

**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 2024-2025 school year. *Attachment*

**Roll Call:**

Mr. Bouchard ('25)-Y      Ms. Cramer ('24)-Y      Mrs. DiGiacomo ('26)-Y  
Ms. Fuentes ('25)-Absent      Mr. Guercioni ('26)-Absent  
Ms. Leeds-Smith ('24)-Y      Ms. Rogers ('25)-Y

**XV. Policies / Regulations Items**

**Motion:** Mr. Bouchard

**Second:** Ms. Leeds-Smith

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

- i. Policy 3542.2 School Meal Program Arrears *Attachment*
- ii. Policy 3571.4 Audit *Attachment*
- iii. Policy 5113 Attendance, Absences and Excuses *Attachment*
- iv. Policy 5141.8 Sports Concussion *Attachment*
- v. Policy 6114 Emergencies and Disaster Preparedness *Attachment*
- vi. Policy 6140 Curriculum Adoption *Attachment*
- vii. Policy 6146 Graduation Requirements *Attachment*

**Roll Call:**

Mr. Bouchard ('25)-Y      Ms. Cramer ('24)-Y      Mrs. DiGiacomo ('26)-Y  
Ms. Fuentes ('25)-Absent      Mr. Guercioni ('26)-Absent  
Ms. Leeds-Smith ('24)-Y      Ms. Rogers ('25)-Y

**XVI. New Business**

None.

**XVII. Informational Items**

- Thank You CASA for Dress Down Day Donation *Attachment*
- 8/20/2024 CLS Back to School Event, 5:30 - 6:30 PM
- 8/22/2024 EHCCS Back to School Carnival 4-6 PM
- 9/4/2024 EHCCS Characteristics of Positive Students Assembly

**XVIII. Open to Public**

Ms. Rogers asked when the playground is expected to be complete. Ms. Milazzo explained the order just went in and completion is expected in the Spring.

Mrs. DiGiacomo asked about the schedule for the track meets. Dr. Forester stated the schedule is created by the county and once received it will be sent out.

**XIX. Calendar Dates**

August 22, 2024	New Staff Orientation
August 28-29, 2024	Staff Development
September 2, 2024	Labor Day, buildings closed
September 3, 2024	First Day Students, Staff Development 12:20 dismissal
September 4, 2024	Staff Development 12:20 dismissal
September 11, 2024	Board of Education Meeting

**XX. Adjournment Time**

**Motion:** Ms. Leeds-Smith

**Second:** Mr. Bouchard

Time: 6:19 PM

**All in Favor:**

Mr. Bouchard ('25)-Y	Ms. Cramer ('24)-Y	Mrs. DiGiacomo ('26)-Y
Ms. Fuentes ('25)-Absent	Mr. Guercioni ('26)-Absent	
Ms. Leeds-Smith ('24)-Y	Ms. Rogers ('25)-Y	