

ABSECON BOARD OF EDUCATION
Regular Board of Education Meeting
Tuesday, June 27, 2023
Cafetorium

A. MEETING CALLED TO ORDER

B. FLAG SALUTE

C. SUNSHINE LAW - This meeting is being held in compliance with the Sunshine Law, in that a notice was posted with the City Clerk, and on the Bulletin Board in the City Hall, and the newspapers were notified. A mechanical device will be used to record these proceedings.

D. ROLL CALL

THE ABSECON BOARD OF EDUCATION USES A "CONSENT AGENDA" PROCEDURE.

E. MINUTES -

- a. MOTION TO APPROVE Minutes of Board Meeting held on May 23, 2023 as amended.
- b. MOTION TO APPROVE Executive Session Minutes as read, of the Board Meeting held on May 23, 2023.

F. CORRESPONDENCE: Tina Maruca, AtlantiCare

G. PUBLIC COMMENTS ON AGENDA ITEMS ONLY

H. MONTHLY DEPARTMENT REPORTS

- ★ Superintendent
- ★ Marsh
- ★ Attales
- ★ Special Services/Curriculum
- ★ Facilities Committee
- ★ Technology
- ★ Safety & Security
- ★ Enrollment - 946
- ★ Delegate to NJSBA

I. EDUCATIONAL POLICIES COMMITTEE:

1. HIB Reports -

- a. Upon the recommendation of the Superintendent, the committee moves to confirm the May HIB reports.
- b. HIB Reports: June 2023
HAM: 0 Reported 0 Confirmed

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ECA: 2 Reported 0 Confirmed

J. PERSONNEL:

2. Resignation -

- a. Upon the recommendation of the Superintendent, the committee moves to accept the resignation of Elsa Gomez-Flores, Instructional Assistant, effective June 15, 2023.
- b. Upon the recommendation of the Superintendent, the committee moves to accept the resignation of Raevyn Edwards, Instructional Assistant, effective June 30, 2023. Raevyn Edwards will remain an employee with the district, in the capacity of STARS personnel, through the duration of the summer program.
- c. Upon the recommendation of the Superintendent, the committee moves to accept the resignation of Nicole Hyde, Instructional Assistant, effective June 30, 2023.
- d. Upon the recommendation of the Superintendent, the committee moves to accept the resignation of Joanne Pereira, Instructional Assistant, effective June 30, 2023.
- e. Upon the recommendation of the Superintendent, the committee moves to accept the resignation of Julie Batten, Teacher, effective June 30, 2023.

3. New Hire -

- a. Upon the recommendation of the Superintendent, the committee moves to approve Sara Smiley as an Elementary School Teacher for the 2023-2024 school year at an annual salary of \$57,491 on Step 1 of the BA salary guide.
[11-120-100-101]
- b. Upon the recommendation of the Superintendent, the committee moves to approve Grace Vicente as a Preschool Teacher for the 2023-2024 school year at an annual salary of \$57,491 on Step 1 of the BA salary guide. [20-218-100-101]
Employment is provisional pending certification verification, employment history and background check
- c. Upon the recommendation of the Superintendent, the committee moves to approve Elena Castillo as an Elementary Music Teacher for the 2023-2024 school year at an annual salary of \$65,341 on Step 7 of the BA salary guide.
[11-110-100-101]

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- d. Upon the recommendation of the Superintendent, the committee moves to approve Jenna DiBuonaventura as a School Nurse for the 2023-2024 school year at an annual salary of \$57,491 on Step 1 of the BA salary guide, pending Emergency Certification.
Employment is provisional pending certification verification, employment history and background check
 - e. Upon the recommendation of the Superintendent, the committee moves to approve Amanda Fairfax as an Instructional Assistant for the 2023-2024 school year at an annual salary of \$19,952 on Step 1 of the salary guide.
[11-000-217-106]
 - f. Upon the recommendation of the Superintendent, the committee moves to approve Neil O'Brien as a Maintenance/Custodian for the 2023-2024 school year at an annual salary of \$36,481 on Step 3 of the salary guide.
- 4. Maternity Leave - Upon the recommendation of the Superintendent, the committee moves to approve the maternity leave of employee #30962369 to begin approximately September 15, 2023 with an estimated return date of January 29, 2024, utilizing 15 days of accumulated sick leave.
 - 5. Family Bonding - Upon the recommendation of the Superintendent, the committee moves to approve the Family Bonding time of employee #76038868 for the 2023-2024 school year.
 - 6. Business Administrator/Board Secretary Contract - Upon the recommendation of the Superintendent, the committee moves to approve the contract of Julie Gallagher, Business Administrator/Board Secretary, at an annual salary of \$113,300 for the 2023-2024 school year.

K. CURRICULUM

- 7. Superintendent Evaluation - The committee moves to approve the Superintendent Evaluation for the 2022-2023 school year.
- 8. Fire/Security Drill Log - Upon the recommendation of the Superintendent, the committee moves to approve the Fire/Security Drill Log from the 2022-2023 school year.
- 9. Homebound Instruction - Upon the recommendation of the Superintendent, the committee moves to ratify the Homebound Instruction for SID #5789529035 for 10 hours per week, over no fewer than 3 days, beginning May 31, 2023 through June 15, 2023.

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- 10. Homebound Instruction Tutor - Upon the recommendation of the Superintendent, the committee moves to ratify the following staff as Homebound Instruction Tutors at \$40 per hour for the remainder of the 2022-2023 school year:

Amanda Witmer Melinda Basdekis

- 11. Salary Amendment - Upon the recommendation of the Superintendent, the committee moves to approve the salary of Brianna Meek, Instructional Assistant to \$23,007 on Step 7 of the salary guide for the 2023-2024 school year.

- 12. Curriculum Writing - Upon the recommendation of the Superintendent, the committee moves to approve the following staff to be compensated at \$40 per hour, not to exceed 15 hours, per content area for Curriculum Writing: [11-000-221-110]

Michele Grdic	Seneca Leiti	Erin Ringer
Lisa Maletta	Lauriann Mason	Carly Broomhead
Christina King	Nilcy Ramirez	Quinn Crescenzo

Staff will receive payment after completion and administrative review and approval.

- 13. Summer Maintenance/Custodian - Upon the recommendation of the Superintendent, the committee moves to approve the following as Summer Maintenance/Custodian at \$22.50/hour: [11-000-262-100]

John White Doug Scholder

- 14. Summer Speech Therapist - Upon the recommendation of the Superintendent, the committee moves to approve Courtney Stefano as a Speech Therapist for the Summer program, to be compensated at \$40 per hour, not to exceed 16 hours per week.

- 15. Summer Physical Therapist - Upon the recommendation of the Superintendent, the committee moves to approve Kristin Garland Barth as a Physical Therapist for the Summer program, to be compensated at \$40 per hour, not to exceed 16 hours per week.

- 16. Special Services Summer Program Support - Upon the recommendation of the Superintendent, the committee moves to approve the following staff to be compensated at \$40 per hour, not to exceed 10 hours per week, for the 2023 Special Services Summer Program Support from July 10, 2023 through August 3, 2023:

Mary Alvarado	Genna Saltarelli	Elizabeth Ewart
Kathy Guenther	Kim Shigo	Melissa VanEmbden

- 17. Summer Child Study Team Hours - Upon the recommendation of the Superintendent, the committee moves to approve the following staff to be compensated at \$40 per hour, not

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to exceed 10 hours, for 2023 Summer Child Study Team Hours.

Melissa VanEmbden
Kathy Guenther

Elizabeth Ewart
Courtney Stefano

Rebecca Fielding

18. Summer Gifted and Talented Testing - Upon the recommendation of the Superintendent, the committee moves to approve the following staff to be compensated at \$40 per hour, not to exceed 30 hours, for 2023 Gifted and Talented testing:

Melissa VanEmbden

19. Summer ESL Department Hours - Upon the recommendation of the Superintendent, the committee moves to approve the following staff to be compensated at \$40 per hour, not to exceed 30 hours, for 2023 ESL Testing and Program Support: [20-241-100-101]

Jessica Newkirk

20. Summer Guidance Office Hours - Upon the recommendation of the Superintendent, the committee moves to approve the following staff to be compensated at \$40 per hour, not to exceed 20 hours, for 2023 Summer Guidance Office Hours:

Mary Alvarado

21. Summer Enrichment Program Teachers - Upon the recommendation of the Superintendent, the committee moves to approve the following staff as Summer Enrichment Teachers at \$40 per hour from July 10, 2023 - August 3, 2023: (20-487/489-100-101]

Chelsea Fortunato

Samantha Stoll

Sabrina Bruccoleri

Rachael Essex

Ali Camac

Lauriann Mason

Robert Evans

Currie Roberts

William Ewell

Samantha Zabinski

Elaina Loveland

Caleb Cavileer

Samatha Smiley

Christine Urmson

Doug Scholder

Jessica Newkirk

Gabriela Francisco

Quinn Crescenzo (Sub)

Christine Adams (Sub)

22. STARS Summer Program - Upon the recommendation of the Superintendent, the committee moves to approve the following as STARS Summer Program Staff from July 10, 2023 - August 17, 2023. [61-NON-920-100]

CST Liaison at \$40 per hour:

Alison Hess

Staff at \$25 per hour:

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Kim Parker

23. ESY Summer Program Teachers - Upon the recommendation of the Superintendent, the committee moves to approve the following staff as ESY Teachers at \$40 per hour from July 10, 2023 - August 3, 2023: [20-487/489-200-100]

Rebecca Fielding

Marybeth Hodgens

Shana Caputo

24. ESY Summer Program Instructional Assistants - Upon the recommendation of the Superintendent, the committee moves to approve the following staff as ESY Instructional Assistants at \$20 per hour from July 10, 2023 - August 3, 2023: [20-487/489-200-100]

Stephanie O'Grady

Nicole Warriner

Donna Lambropoulos

Breanna Vanaman

Shannon Ewell

Josephine Hoyos

Michelle Bettex

Ramona Wirick

David Hilliard

Charity Hartwell

Cody Brenneis

Diane Nicholas

25. Summer Technology Assistance - Upon the recommendation of the Superintendent, the committee moves to approve the following for Summer Technology Assistance at \$20 per hour, not to exceed 29 ½ hours per week: [20-487/489-200-100]

Gianna Rongione

Josh Witmer

26. Phonics First Training - Upon the recommendation of the Superintendent, the committee moves to approve Rachael Essex for Phonics First Level I training at \$40 per hour, not to exceed 30 hours.

27. Stockton University Fieldwork Placement - Upon the recommendation of the Superintendent, the Committee moves to approve the following Stockton University Fieldwork Placement for the 2023-2024 school year:

Name	Clinical Practice/Hours	Cooperating Teacher	Dates
Nicholas Mesa	School Psychologist Internship 120 Hours	Melissa VanEmbden	September 5, 2023 - December 2023

28. Thomas Jefferson-East Falls Fieldwork Experience - Upon the recommendation of the Superintendent, the Committee moves to approve the following Thomas Jefferson-East Falls Level II Fieldwork Experience for the 2023-2024 school year:

Name	Fieldwork Experience	Cooperating Teacher	Dates
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Samantha Hamilton	Level II	Ana Heald	September 25, 2023 - December 15, 2023
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29. Degree Advancement - Upon the recommendation of the Superintendent, the committee moves to approve the degree advancement of the following staff member, effective September 1, 2023.

Name	From	To	College
Christina Walaszek	MA	MA+15	Florida Tech

30. Stipends - Upon the recommendation of the Superintendent, the committee moves to approve the following Stipends for the 2022-2023 school year:

Staff Member	Position	Amount	Account #
Robert Broomhead	Cross Country	\$1,800	11-402-100-110-02-0000
John White	Cross Country	\$1,800	11-402-100-110-02-0000

31. Out of District Workshops - Upon the recommendation of the Superintendent, the committee moves to approve the following Out of District Workshops for the 2022-2023 school year:

DATE	NAME	LOCATION	EVENT	REGISTRATION
July 13, 2023	Barbara Horner	Virtual	“Catching Up English/Language Arts Students Who have Fallen Behind”	\$279
July 18-20, 2023	Jessica Schwartzer Shelby Townsend Ana Heald Seneca Leiti Elena Castillo	Nassau Inn, Princeton NJ	Arts Integration Leadership Institute	\$75 per person The cost of Mileage

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FISCAL AFFAIRS COMMITTEE:

L. FINANCE

32. Cash Management Plan - Motion to approve the Cash Management Plan for the Absecon Public School District for the 2023-2024 school year.
33. Approval of 2023-2024 Purchasing Manual - Motion to approve the 2023-2024 Purchasing Manual for the Absecon Public School District.
34. Approve Renewal of Standard Operating Procedure Manual - Motion to approve the Standard Operating Procedure Manual for the 2023-2024 School Year.
35. Approve Transfer for PEA Inclusion Students - Motion to approve the transfer of \$350,870 from the General Fund to the Special Revenue Fund for costs associated with inclusion students in the PEA Program for the 2022-2023 school year.
36. Approve Tuition Reserve – Atlantic County Institute of Technology - Motion to approve a tuition reserve of \$61,207 for the 2022/2023 school year of 10% of the estimated tuition paid to Atlantic County Institute of Technology. (\$612,075 [131 students @ \$4,575] + [2 students @ \$6,375] x 10%).
37. Approve Tuition Reserve – Pleasantville High School - Motion to approve a tuition reserve of \$59,500 for the 2022/2023 school year of 10% of the estimated tuition paid to Pleasantville High School. (\$595,000 [35 students @ \$17,000] x 10%).
38. Annual Toilet Room Facilities for Early Intervention, Pre-Kindergarten, and Kindergarten Classrooms 2023-2024 - Motion to approve the submission of the Annual Toilet Room Facilities for Early Intervention, Pre-Kindergarten, and Kindergarten Classrooms to the County Office for alternate method of compliance of toilet room facilities for the 2023-2024 school year.
39. Transfer of Current Year Surplus to Capital Reserve - WHEREAS, NJAC 6A:23A-14.3 and 14.4 permit a Board of Education to establish and/or deposit into certain reserve accounts at year end, and

WHEREAS, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a board of education to transfer anticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by board resolution, and

WHEREAS, the Absecon Board of Education wishes to deposit anticipated current year surplus into a Capital Reserve account at year end, June 30, 2023, and

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WHEREAS, the Absecon Board of Education has determined that an amount not to exceed \$1,000,000 is available for such purpose of transfer;

NOW THEREFORE BE IT RESOLVED by the Absecon Board of Education that it hereby authorizes the district's School Business Administrator to make this transfer consistent with all applicable laws and regulations.

40. Transfer of Current Year Surplus to Maintenance Reserve - WHEREAS, NJAC 6A:23A-14.3 and 14.4 permit a Board of Education to establish and/or deposit into certain reserve accounts at year end, and

WHEREAS, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a board of education to transfer anticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by board resolution, and

WHEREAS, the Absecon Board of Education wishes to deposit anticipated current year surplus into a Maintenance Reserve account at year end, June 30, 2023, and

WHEREAS, the Absecon Board of Education has determined that an amount not to exceed \$1,000,000 is available for such purpose of transfer;

NOW THEREFORE BE IT RESOLVED by the Absecon Board of Education that it hereby authorizes the district's School Business Administrator to make this transfer consistent with all applicable laws and regulations.

41. Approve General Insurance - Motion to approve all general insurance policies, July 1, 2023 to June 30, 2024, as per the quotation from Glenn Insurance, for \$282,680, as follows:

New Jersey School Insurance Group: Property, Automobile, General Liability, Workers Comp, School Board E&O, & Crime	\$ 260,516
Hiscox Insurance: Cyber Insurance	\$ 16,422
Berkley Life: Student Accident Insurance	\$ 5,112
Selective Insurance: Bond	\$ 630

42. Extended School Year Program Agreement at ACSSSD - Motion to approve the FY23 extended school year program agreement with Atlantic County Special Services School

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District for a per week tuition charge of \$460/per pupil and a per week personal aide charge (if needed) of \$460/per pupil.

43. Tuition Contract for Pinelands Learning Center - Motion to approve the 2023-2024 tuition contract for student # 8426426231 from July to June at per diem rate of \$326.56 for 210 days for a total cost at \$68,577.60.

44. Consulting Service Agreement for Telecommunications and Internet - Motion to approve the Consulting Service Agreement with Educational Consortium for Telecommunications Savings to seek discounts and savings on telecommunications and internet services and on internal connections through E-Rate and other means

45. Electrical Services - The committee moves to approve the bid award for electrical services to Northeast Electrical Services, LLC through Educational Data Services, Inc Bid #9740, through December 1, 2023 as follows:

Mechanic: \$97/hour + \$1/hour for bucket truck Outdoor
Lighting: \$90/hour
Mark-up to wholesale costs: 15%

46. Plumbing Services - The committee moves to approve the bid award for Plumbing (Commercial and Industrial) services to Northeast Plumbing Services LLC through Educational Data Services, Inc. Bid # 10881 through December 1, 2023 as follows:

Labor Rate: \$104.25/hour
% Mark-Up Added to a Wholesale Cost: 30.00%

47. ESEA FY2024 Grant Application - Motion to approve the submission of the ESEA FY2024 Grant Application to the NJDOE and to subsequently accept the grant funds as follows:

Title I	\$ 375,680	
Title IIA	\$ 47,115	(includes \$12,919 Holy Spirit High School and \$1,823 Highland Academy)
Title III	\$ 13,601	
Title III Immig	\$ 21,471	
Title IV	\$ 27,834	(includes \$5,887 Holy Spirit High School and \$831 Highland Academy)

48. IDEA FY2024 Grant Application - Motion to approve submission of the IDEA FY2024 Grant Application to the NJDOE and subsequently accept the grant funds as follows:

IDEA B	\$357,356	(includes \$56,531 non-public)
IDEA Prek	\$ 11,024	

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49. 2022-2023 State/Federal Funding Salary Schedule - Motion to approve the State and Federal Funding Salary Schedule for the 2022-2023 school year.
50. 2023-2024 State/Federal Funding Salary Schedule - Motion to approve the State and Federal Funding Salary Schedule for the 2023-2024 school year.
51. Itinerant/Shared Services Agreement - Motion to approve the Itinerant/Shared Services Agreement with Atlantic County Special Services School District for Physical Therapy and Occupational Services for the 2023-2024 school year at \$95/ hour, \$55/ half hour, and \$350/evaluation.
52. Lease Renewal of School Buses - Motion to renew the bus lease agreement with Carson Valley Leasing, LLC (with payment made to Sheppard Bus Company) for the lease of school buses for the 2023-2024 school year as follows:

Five	(5) 54 Passenger Buses (July-June)	\$ 98,905.85
Six	(6) 54 Passenger Buses (Sept-June)	\$ 105,702.72
One	(1) 25 Passenger Bus with wheelchair access and air conditioning (July-June)	<u>\$ 21,140.52</u>
Total:		\$ 225,749.09

53. Trees for Schools Grant Application

WHEREAS, planting trees on school grounds will bring many benefits to our students, staff, and the wider community, including providing cooling shade, habitat, beauty, air and water filtration, stormwater runoff reduction, energy savings, climate change mitigation, and educational opportunities;

WHEREAS, the Absecon Board of Education seeks to support and work with school administrators, staff, students, and community partners to create a safe and healthy environment for students now and into the future by planting and maintaining trees at appropriate locations;

THEREFORE, the Absecon Board of Education, has determined that Absecon Public Schools should apply for a grant from the *Trees for Schools: Tree-planting Grants for New Jersey Public Schools, Colleges, and Universities Program*. The Grant will be used to plant trees at the following locations: H. Ashton Marsh Elementary School and Emma C. Attales Middle School complex.

THEREFORE, BE IT RESOLVED, that the Absecon Board of Education, State of New Jersey, authorizes the submission of the aforementioned grant.

THEREFORE, BE IT FURTHER RESOLVED, that if the Absecon Board of Education, is awarded this grant, the District commits to protecting and maintaining the trees planted with grant funds.

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M. OTHER BUSINESS:

54. TREASURER'S & SECRETARY'S REPORT - The committee moves to acknowledge the receipt of the Treasurer's and Secretary's Report for April, *which is in agreement*.

55. BOARD SECRETARY MONTHLY CERTIFICATION - The committee moves, that after review and pursuant to N.J.A.C. 6A:23A-16.10(c)4, the Absecon Board of Education certifies that as May 31, 2023, after review of the Secretary's and Treasurer's Monthly Financial Reports (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 expended in violation of N.J.S.A. 18A:22-8.1-8.2, 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.

56. TRANSFERS - The committee moves to ratify May transfers.

57. MONTHLY PURCHASE ORDERS/BILLS - The committee moves to approve the following:

Bills to be Approved for Payment	\$	358,083.94
Bills to be Approved for Payment	\$	506,269.83
Check to be ratified	\$	8.32
Payroll (May) to be Ratified	\$	1,227,091.73

N. OLD BUSINESS

O. NEW BUSINESS

P. PUBLIC COMMENTS

Q. NEXT MEETING DATE - July 25, 2023

R. EXECUTIVE SESSION - Motion to adopt the following resolution: BE IT RESOLVED by the Absecon Board of Education that, pursuant to the Open Public Meetings Act (N.J.S.A. 10:4-1 et seq.) it shall enter into the Executive Session to discuss personnel and potential litigation. The information discussed can be disclosed to the public only upon formal written request to the board secretary at the next work, special, or regular meeting to determine if the time and circumstances would be appropriate to disclose the information discussed. At the conclusion of this session the Board of Education will reconvene the regular portion of the meeting and action may, or may not, be taken.

S. ADJOURNMENT