

BOARD OF EDUCATION  
Cape May County Special Services School District and  
Cape May County Technical School District

REORGANIZATION MEETING MINUTES

**July 1, 2021  
9:30 AM**

The following were present at the reorganization meeting (in person or remotely): Mr. Alan I. Gould, Board President, Ms. Jane Elwell, Board Vice President, Mr. Kenneth Merson, Board Member, Ms. Nancy Ramundo, Board Member, Mr. Christopher Kobik, Board Member.

Not present. Dr. Judith DeStefano, Board Member, Amy L. Houck-Elco, Esq.

Also present at the meeting (in person or remotely) were Dr. Nancy Hudanich, Superintendent, Ms. Jamie Moscony, Assistant Superintendent, Ms. Paula Smith, Business Administrator/Board Secretary and Ms. Kathleen Allen, Business Administrator/Board Secretary.

**PLEDGE OF ALLEGIANCE**

Kathleen Allen, Business Administrator/Board Secretary led the group in the pledge of allegiance.

**NOTICE REQUIREMENT**

Kathleen Allen welcomed everyone to the Reorganization meeting of the Board of Education of the Special Services School District and the Technical School District of the County of Cape May.

Kathleen Allen read the following statement: Pursuant to N.J.S.A. 10:4-10, adequate notification of this meeting has been properly posted in The Cape May County Herald, The Press of Atlantic City, and the Board of Cape May County Commissioner's office on June 23, 2021, as prescribed by Chapter 231, laws of 1975.

**Connection information:**

The public may participate in our virtual board meeting by visiting the district website [www.CapeMayTech.com](http://www.CapeMayTech.com) or [www.CMCSpecialServices.org](http://www.CMCSpecialServices.org) and clicking on the connection links.

**BOARD REORGANIZATION**

**A. ELECTION OF PRESIDENT**

Mr. Merson nominated Mr. Gould for president. The nomination was seconded by Mr. Kobik. The nomination for president was carried by roll call vote.

Voting Yes: Gould, Elwell, Ramundo, Merson, Kobik  
Voting No: None  
Abstained: None  
Motion Carries.

## **B. ELECTION OF VICE PRESIDENT**

Mr. Kobik nominated Mrs. Elwell for vice president. The nomination was seconded by Ms. Ramundo. The nomination for vice president was carried by roll call vote.

Voting Yes: Gould, Elwell, Ramundo, Merson, Kobik  
Voting No: None  
Abstained: None  
Motion Carries.

## **C. ELECTION OF NEW JERSEY SCHOOL BOARD ASSOCIATION AND THE CAPE MAY COUNTY SCHOOL BOARD ASSOCIATION DELEGATE**

Mr. Merson nominated Ms. Ramundo for the New Jersey School Boards Association and the Cape May County School Boards Association delegate. The nomination was seconded by Mrs. Elwell. The nomination for the New Jersey Cape May County School Boards Association delegate was carried by roll call vote.

Voting Yes: Gould, Elwell, Ramundo, Merson, Kobik  
Voting No: None  
Abstained: None  
Motion Carries.

On the motion of Ms. Ramundo, seconded by Mrs. Elwell, the following resolutions (D-H) were approved by roll call vote.

Voting Yes: Gould, Elwell, Ramundo, Merson, Kobik  
Voting No: None  
Abstained: None  
Motion Carries.

D. Resolution to appoint Paula J. Smith and Kathleen Allen as Board Secretary.

E. Resolution to adopt and discuss New Jersey School Board Member Code of Ethics (Attached) and all existing by-laws and policies (policy manuals presented at the board meeting).

F. Resolution to adopt Board of Education meeting dates for 2021-2022 school year.

Meetings will be held on the fourth Tuesday at 3:30 p.m. except where noted (\*):

July 27, 2021	SSS
August 24, 2021	SSS
September 28, 2021	SSS
October 26, 2021	SSS
November 23, 2021	SSS
*December 21, 2021	SSS
January 25, 2022	SSS
February 22, 2022	SSS
March 22, 2022	SSS
April 26, 2022	SSS
May 24, 2022	SSS
June 28, 2022	SSS

Notice of all meetings will be posted at the Cape May County Board of Commissioners building and given to The Press of Atlantic City and the Cape May County Herald publications as prescribed in Chapter 231, laws of 1975.

G. Resolution to appoint Dr. Nancy M. Hudanich as Superintendent of the Cape May County Special Services School District and the Cape May County Technical School District.

H. Resolution to adopt Robert Rules of Order as the basis for conduct of all meetings.

On the motion of Mr. Kobik, seconded by Mrs. Elwell, the following resolutions (I-K) were approved by roll call vote.

Voting Yes: Gould, Elwell, Ramundo, Merson, Kobik

Voting No: None

Abstained: None

Motion Carries.

I. Pay to Play Resolution to appoint Amy Houck Elco of the firm of Cooper Levenson as Solicitor for the Board from July 1, 2021 to June 30, 2022, pursuant to N.J.S.A. 18:A:18A-5a(1) at the rate of \$165 per hour and paralegal services at the rate of \$75 per hour. (Attachment)

J. Resolution to appoint The Press of Atlantic City as official daily newspaper and the Cape May County Herald as official weekly newspaper for the Board from July 1, 2021 to June 30, 2022.

K. Resolution to appoint Dr. Jerry A. Horowitz at the rate of \$7,500 per year and Dr. Jeffrey Aversa at \$40 per physical, \$25 per review of student physical, and \$80 for homebound instruction reviews, as Co-Board Physicians from July 1, 2021 to June 30, 2022.

On the motion of Mrs. Elwell, seconded by Mr. Kobik, the following resolutions (L1-8) were approved by roll call vote.

Voting Yes: Gould, Elwell, Ramundo, Merson, Kobik

Voting No: None

Abstained: None

Motion Carries.

L. Organization items Cape May County Special Services School District:

1. Resolution to adopt Ocean First Bank Official Depositories for Special Services School District.
2. Pay to play Resolution to appoint Ford-Scott & Associates, LLC., as auditor, with fee including expenses not to exceed \$25,000 for the period of July, 1 2021 to June 30, 2022 pursuant to N.J.S.A. 18:A:18A-5a(1).
3. Resolution to collect permitted pupil records in accordance with N.J.A.C. 6A:32-7.1 through 6A:32-7.7.
4. Pay to Play Resolution to appoint Broker of Record for Insurances per N.J.S.A.18A:18A-5a(10(2) for the period of July 1, 2021 to June 30, 2022 as follows:
  - 4.1 Orton Hicks of Mossbrook and Hicks Insurance Agency for all coverages provided through New Jersey Schools Insurance Group.
  - 4.2 Marsh and McLennan Agency, LLC. for dental insurance coverage.
5. Resolution to establish petty cash funds for the period of July 1, 2021 to June 30, 2022:
  - 5.1 Sharon Dever, Transportation: \$100 (not to exceed \$25 per reimbursement)
  - 5.2 Erin Heitzmann, Facilities: \$100 (not to exceed \$25 per reimbursement)
  - 5.3 Jessica Jones, Related Services: \$125 (not to exceed \$25 per reimbursement)
  - 5.4 Debra Fincke, Board Office: \$150
6. Resolution to appoint the following persons named as signatory on the following accounts for period of July 1, 2021 to June 30, 2022:

500571000009 General	(3): President, BA, Asst. Supt.
500571000017 Net Payroll	(2): Asst. Superintendent, BA
500571000041 Trust/Unemployment	(2): Asst. Superintendent, BA
500571000082 Student Activity	(2): Principal & Sec, Asst. Supt, BA
500571000025 Agency	(2): Asst. Superintendent, BA
500571001304 AFLAC Checking	(2): Asst. Superintendent, BA
500571000066 Food Service	(2): Asst. Superintendent, BA
500571000033 Back Porch Cafe/ShopRite	(2): Asst. Superintendent, BA
500571000058 Community Use	(2): Asst. Superintendent, BA

7. Resolution to adopt the 2021-2022 Organizational Chart.
8. Pay to Play Resolution to appoint Manders Merighi Portadin Farrell Architects, LLC., as Architect of Record from July 1, 2021 to June 30, 2022.

On the motion of Mr. Merson, seconded by Mr. Kobik, the following resolutions (L9-11) were approved by roll call vote.

Voting Yes: Gould, Elwell, Ramundo, Merson, Kobik

Voting No: None

Abstained: None

Motion Carries.

9. Resolution to appoint the following personnel effective for July 1, 2021 to June 30, 2022:
  - 9.1 Kathleen Allen, Business Administrator/Board Secretary, as Public Agenda Compliance Officer
  - 9.2 Nicholas Bailey, Assistant Principal, as Affirmative Action Officer/Title IX Coordinator
  - 9.3 Kathleen Allen, Business Administrator/Board Secretary, as the Qualified District Purchasing Agent aligned with required training and Resolution, to establish the bid threshold at \$44,000
  - 9.4 Kathleen Allen, Business Administrator/Board Secretary, Human Resources Officer for Domestic Abuse
  - 9.5 HIB Coordinator and Specialists: Jonathan Price, Director of Related Services, HIB Coordinator; Geraldine Hofferica, Case Manager/School Social Worker, CMCHS HIB Specialist; TBD, OA HIB Specialist
  - 9.6 Nicholas Bailey, Assistant Principal, School Safety Specialist

- 9.7 Jonathan Price, Director of Related Services, State Testing Coordinator
- 9.8 Jonathan Price, Director of Related Services, District Homeless Liaison
- 9.9 Jonathan Price, Director of Related Services, Department of Family Protection and Permanency Liaison for CMCSSSD
- 9.10 District Evaluation Advisory Committee (DEAC): Jamie Moscony, Assistant Superintendent; Annamarie Haas, Principal; Nicholas Bailey, Assistant Principal; Gretchen Bischoff, CMCHS Teacher; Julia Fairfield, CMCHS Teacher, Heather Nanos, OA Teacher; Pamela McCabe, Preschool Teacher; Rachel Kremetz, Social Skills Teacher; Lauren Rossi, School Physical Therapist,
- 9.11 School Improvement Panel (SciP) Committee Members: Jamie Moscony, Assistant Superintendent; Annamarie Haas, Principal; Nicholas Bailey, Assistant Principal; Gretchen Bischoff, CMCHS Teacher; Heather Nanos, OA Teacher; Nicole Scheffler, OA Teacher; Rachel Kremetz, Social Skills Teacher; Pamela McCabe, Preschool Teacher; Jennifer DeMario, Music Teacher
- 9.12 HIB Committee Members: Annamarie Haas, Principal; Nicholas Bailey, Assistant Principal; Jonathan Price, Related Services Director; Heather Nanos, OA Teacher; Rachel Kremetz, Social Skills Teacher; Stephanie Daher-Quinn, CMCHS Teacher; Julia Fairfield, CMCHS Teacher; Joshua Conlow, CMCHS Teacher; Geraldine Hofferica, School Social Worker/Case Manager; Erin Oleen, Guidance Counselor/SAC; Stacey Lera, School Nurse; SRO, CMC Sheriff's Department Resource Officer; TBD, Parent
- 9.13 Affirmative Action Committee Members: Jamie Moscony, Assistant Superintendent; Annamarie Haas, Principal; Nicholas Bailey, Assistant Principal; Jonathan Price, Related Service Director; Heather Nanos, OA Teacher; Rachel Kremetz, Social Skills Teacher; Stephanie Daher-Quinn, CMCHS Teacher; Julia Fairfield, CMCHS Teacher; Gary Murray, CMCHS Teacher; Kaitlyn Rupert, School Nurse; Jenna Mucarda, Teacher Aide; Lindsay Laielli, Speech Therapist; Erin Oleen, Guidance Counselor/SAC; SRO, CMC Sheriff's Department Resource Officer
- 9.14 School Safety Committee Members: Jamie Moscony, Assistant Superintendent; Annamarie Haas, Principal; Nicholas Bailey, Assistant Principal; Jonathan Price, Related Services Director; Heather Nanos, OA Teacher; Rachel Kremetz, Social Skills Teacher; Stephanie Daher-Quinn, CMCHS Teacher; Elizabeth Moody, CMCHS Teacher; Kyle Kohr, OA Health & PE Teacher; Stephanie Street, CMCHS Health & PE Teacher; Stacey Lera, School Nurse; Kaitlyn Rupert, School Nurse; Erin

Oleen, Guidance Counselor/SAC; SRO, CMC Sheriff's Department Resource Officer; Lori Fessler, Teacher Aide; TBD, Parent

9.15 Steering Committee Members: Jamie Moscony, Assistant Superintendent; Kathleen Allen, Business Administrator; Annamarie Haas, Principal; Nicholas Bailey, Assistant Principal; Jonathan Price, Related Services Director; Christy Choma, Supervisor of Special Education/1:1 Aides; Sharen Dever, Transportation Coordinator; Michael McCourt, Technology Specialist; Charles Yahara, Facilities Director; Geraldine Hofferica, Counselor/Case Manager; Melanie Bobik, Case Manager; Lauren Rossi, Physical Therapist; Kelsey Medvecky, Occupational Therapist; Sheri Leiser, Speech Therapist; Stacey Lera, School Nurse; Kaitlyn Rupert, School Nurse; Maureen Kennedy, General Secretary to Nurses; Pamela McCabe, OA Teacher; Heather Nanos, OA Teacher; Nicole Scheffler, OA Teacher; Lenore Conlow, OA Teacher; Rachel Kremetz, Social Skills Teacher; Michele Ridgway, CMCHS Teacher; Gretchen Bischoff, CMCHS Teacher; Danielle Moss, CMCHS Teacher; Jennifer DeMario, Music Teacher; Gwen Raring, Culinary Arts Teacher; Joshua Johnson, Teacher Aide/Behavior Support; Lori Fessler, Teacher Aide/Behavior Support; Dineen Billingham, Food Services; Barbara Frame, Food Services; Sharon Raring, BCBA; Erin Oleen, Guidance Counselor/SAC; SRO, CMC Sheriff's Department Resource Officer

9.16 Pandemic Response Team: Jamie Moscony, Assistant Superintendent; Kathleen Allen, Business Administrator; Annamarie Haas, Principal; Nicholas Bailey, Assistant Principal; Jonathan Price, Related Services Director; Christy Choma, Supervisor of Special Education/1:1 Aides; Sharen Dever, Transportation Coordinator; Michael McCourt, Technology Specialist; Charles Yahara, Facilities Director; Stacey Lera, School Nurse; Kaitlyn Rupert, School Nurse, Dr. Horowitz, School Physician; Rachel Kremetz, Social Skills Teacher; Lauren Rossi, Physical Therapist; Sheri Leiser, Speech Therapist, Sharon Raring, BCBA; Geraldine Hofferica, School Social Worker/Case Manager; SRO, CMC Sheriff's Department Resource Officer; Kristina Lashley, Parent; TBD Parent

10. Gruccio, Pepper, DeSanto & Ruth, P.A., Attorney for Labor Relations, at an hourly rate of \$145.

11. Resolution to authorize participation renewal in the National Cooperative Contract with various U.S. Communities/OMNIA Partners.

On the motion of Mrs. Elwell, seconded by Mr. Merson, the following resolutions (M-1 through 3.2) were approved by roll call vote.

Voting Yes: Gould, Elwell, Ramundo, Merson, Kobik

Voting No: None

Abstained: None  
Motion Carries.

M. Organizational Items Cape May County Technical School District:

1. Resolution to adopt Sturdy Savings Bank Official Depositories for Technical School District.
2. Resolution to appoint the following professional services for period of July 1, 2021 to June 30, 2022:
  - 2.1 Ford-Scott & Associates, LLC., as auditor, at an annual rate of \$25,000 pursuant to N.J.S.A. 18:A:18A-5a(1). (Attachment)
  - 2.2 Gruccio, Pepper, DeSanto & Ruth, P.A., attorney for labor relations, at an hourly rate of \$145 pursuant to N.J.S.A. 18:A:18A-5a(1). (Attachment)
  - 2.3 Manders, Merighi, Portadin, Farrell Architects, LLC., for architectural services, at an hourly rate of \$180 for principal architect, \$150 for project architect, \$125 for project manager, \$80 for CAD Technician, and \$60 for apprentice/clerical pursuant to N.J.S.A. 18:A:18A-5a(1). (Attachment)
3. Resolution to appoint the following services for period of July 1, 2021 to June 30, 2022:
  - 3.1 J. Byrne Insurance Agency, as insurance broker of record for property, liability and worker's compensation as per N.J.S.A. 18A:18A-5a(10)(2) (Attachment)
  - 3.2 Insurance Solutions, Inc., as insurance broker of record for dental and vision as per N.J.S.A. 18A:18A-5a(10)(2). (Attachment)

On the motion of Mrs. Elwell, seconded by Ms. Ramundo, the following resolutions (M-4 through 4.10) were approved by roll call vote.

Voting Yes: Gould, Elwell, Ramundo, Merson, Kobik  
Voting No: None  
Abstained: None  
Motion Carries.

4. Resolution to appoint the following personnel effective for July 1, 2021 to June 30, 2022:
  - 4.1 James Craft, as Treasurer, at an annual salary of \$8,660;

- 4.2 Paula J. Smith, Business Administrator/Board Secretary, as Public Agency Compliance Officer, in accordance with the N.J.A.C. 17:27-3.5;
- 4.3 Paula J. Smith, Business Administrator/Board Secretary, as the Qualified District Purchasing Agent aligned with required training and Resolution, to establish the bid threshold at \$44,000;
- 4.4 Paula J. Smith, Business Administrator/Board Secretary, as the Custodian of Records;
- 4.5 (TBD), Director of District Facilities, as the Hazard Communication Program Coordinator/RTK Coordinator & Integrated Pest Management Coordinator & Indoor Air Quality Designee, and lockout/tagout designee;
- 4.6 Nancy Wheeler-Driscoll, Director of Curriculum & Instruction and Adult & Community Education, as the Affirmative Action, 504 Title IX Officer;
- 4.7 Administrative Information Technology Committee: Steven Vitiello, John Castaldi, Denise Procopio, Dr. Nancy Hudanich, Paula Smith, Nancy Wheeler-Driscoll;
- 4.8 Advisory Committee and Advisory Council chairperson/School Members; (Attachment);
- 4.9 Workplace Wellness and Safety Committee: Dr. Nancy Hudanich, Anne Gibboni, John Longinetti, Donna "KC" Fister, Michelle Gray, Paula Smith, Nancy Wheeler Driscoll, Steve Vitiello, Dora Canning and Valerie Winter;
- 4.10 Policy/Affirmative Action Committee: Nancy Wheeler Driscoll, John Longinetti, Ed Leszczynski, Nancy Embs, Debbie Valletto.

On the motion of Mr. Kobik, seconded by Mrs. Elwell, the following resolutions (M-5 through 8) were approved by roll call vote.

Voting Yes: Gould, Elwell, Ramundo, Merson, Kobik  
Voting No: None  
Abstained: None  
Motion Carries.

5. Resolution to appoint the following persons named as signatory on the following accounts for period of July 1, 2021 to June 30, 2022:
  - 5.1 Warrant checking account (three signatures required): Juliette Traina, District Accountant; Paula J. Smith, Business Administrator/Board Secretary; Dr. Nancy M. Hudanich, Superintendent; James Craft, Treasurer; Board President, and Board Vice-President;

- 5.2 Special, foods and athletic checking accounts: Paula J. Smith, Business Administrator/Board Secretary; Dr. Nancy M. Hudanich, Superintendent; James Craft, Treasurer; Juliette Traina, District Accountant;
- 5.3 Scholarship, Capital Reserve LRFP, Capital Reserve, Gov't Trust, and payroll & agency accounts: Paula J. Smith, Business Administrator/Board Secretary; Dr. Nancy M. Hudanich, Superintendent; James Craft, Treasurer; Board President and Board Vice-President;
- 5.4 Flexible Spending Account: Paula J. Smith, Business Administrator/Board Secretary; Dr. Nancy M. Hudanich, Superintendent; James Craft, Treasurer; Board President and Board Vice-President.
- 6. Resolution to establish petty cash fund: \$300; change bank \$200 for period of July 1, 2021 to June 30, 2022.
- 7. Resolution to authorize participation renewal in the National Cooperative Contract with various U.S. Communities/OMNIA Partners.
- 8. Budget calendar, SY 2022-2023. (Attachment)

On the motion of Ms. Ramundo, seconded by Mr. Merson, the following resolutions (M-9) were approved by roll call vote.

Voting Yes: Gould, Elwell, Ramundo, Merson, Kobik

Voting No: None

Abstained: None

Motion Carries.

9. Personnel

<u>Name</u>	<u>Position</u>	<u>Description</u>	<u>Step</u>	<u>Effective Date(s)</u>
Giangiulio, Kathleen	School Nurse		Step 16BA \$83,114.00 10-month	9/1/2021- 6/30/2022
Giangiulio, Kathleen	School Nurse Substitute		\$155 per/day	7/1/2021- 8/27/2021
Myers, Daniel	Technology Systems Technician	resignation		7/6/2021

10. Communication

Correspondence from: Daniel Myers, Technology Systems Technician  
Synopsis: Notice of resignation effective July 6, 2021.

N. Board Member Comments and Discussion

The board expressed excitement about the upcoming school year with hopefully a more normal environment. They reiterated their thanks to the staff of both districts for keeping things moving forward under very unique and tough circumstances.

O. Public Comment

Board President Alan Gould read the following statement:

This meeting will now be open to public comments. If your questions pertain to litigation, student or personnel items please see the Superintendent after the meeting as the board does not discuss these matters in public. Depending on the nature and complexity of your questions, the board secretary may ask for your contact information so that someone can get back to you with a response. Pursuant to policy 9322, public comment will be five minutes per person and limited in time to a total of 30 minutes for all public comments.

None.

P. Executive Session

None.

Q. Return to Open Session

R. Adjourn

On the motion of Mr. Kobik, seconded by Mrs. Elwell, the meeting was adjourned at 9:57 a.m.

Respectfully submitted,



Paula J. Smith,  
Board Secretary



Kathleen Allen  
Board Secretary