

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

REORGANIZATION MEETING MINUTES

July 2, 2019
9:29 AM

The following were present at the reorganization meeting: Mr. Alan I. Gould, Board President, Ms. Jane Elwell, Board Vice President, Mr. Robert L. Boyd, Board Member, Mr. Ken Merson, Board Member.

Not present. Dr. Judith DeStefano, Board Member, Ms. Nancy Ramundo, Board Member, Ms. Donna Groome, Chairperson, Cape May County Mental Health, Alcohol & Drug Abuse Board.

Also present at the meeting were Ms. Amy L. Houck-Elco, Esquire, Ms. Paula Smith, Business Administrator/Board Secretary, Ms. Kathleen Allen, Business Administrator/Board Secretary, Ms. Jamie Moscony, Assistant Superintendent, Dr. Nancy M. Hudanich, Superintendent.

Dr. Hudanich welcomed Christopher Kobik as a recent appointee to the board. Mr. Kobik will be sworn in upon receipt of the resolution from the County Freeholders Office and completion of his criminal history review in accordance with statute.

PLEDGE OF ALLEGIANCE

Board Secretary Paula Smith led the group in the pledge of allegiance to the flag.

NOTICE REQUIREMENT

Board Secretary Paula Smith read the following statement:

This meeting was held in compliance with the Open Public Meetings Act, N.J.S.A. 10:4-10, et seq, by being advertised in The Press of Atlantic City and the County Freeholder's office on June 14, 2019 as prescribed by Chapter 231, laws of 1975.

ELECTION OF PRESIDENT

Mr. Boyd nominated Mr. Gould for president. The nomination was seconded by Mrs. Elwell. Mr. Boyd made a motion to close the nominations for president which was seconded by Mrs. Elwell. The nomination for president was carried by roll call vote.

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

ELECTION OF VICE PRESIDENT

Mr. Boyd nominated Mrs. Elwell for vice president. The nomination was seconded by Mr. Gould. Mr. Boyd made a motion to close the nominations for vice president which was seconded by Mr. Gould. The nomination for vice president was carried by roll call vote.

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

ELECTION OF NJSBA AND CAPE MAY COUNTY SCHOOL BOARD ASSOCIATION WAS HELD.

Ms. Houck-Elco stated that she would provide the requirements for the NJSBA Delegate to the board for them to make the appointment at the next meeting.

On the motion of Mrs. Elwell, seconded by Mr. Boyd, the resolution to appoint Paula J. Smith and Kathleen Allen as Board Secretary was approved by roll call vote.

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

Dr. Hudanich explained to the board members that the code of ethics is kept in their board books as well as the roles of superintendent and board members for reference.

On the motion of Mr. Merson, seconded by Mrs. Elwell, discussion and adoption of the New Jersey School board Member Code of Ethics and all existing by-laws and policies was approved by roll call vote.

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

On the motion of Mr. Boyd, seconded by Mrs. Elwell, the adoption of the Board of Education meeting dates for 2019/2020 with meetings being held on the

fourth Tuesday at 3:30 p.m. except where noted (*) was approved by roll call vote.

July 23, 2019	SSSD
August 27, 2019	TSD
September 22, 2019	SSSD
October 22, 2019	TSD
November 19, 2019(*)	SSSD
December 17, 2019 (*)	TSD
January 28, 2020	SSSD
February 25, 2020	TSD
March 24, 2020	SSSD
April 28, 2020	TSD
May 26, 2020	SSSD
June 23, 2020	TSD

Voting Yes: Gould, Elwell, Boyd, Merson

Voting No: None

Abstained: None

Motion Carries.

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

On the motion of Mr. Boyd, seconded by Mrs. Elwell, the following (items G-K) were approved by roll call vote.

- G. Resolution to appoint Nancy 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.
- I. Pay to Play Resolution to appoint Amy Houck Elco of the firm of Cooper Levenson as Solicitor for the Board from July 1, 2019 to June 30, 2020, 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.
- 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, 2019 to June 30, 2020.
- 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, 2019 to June 30, 2020.

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

On the motion of Mr. Merson, seconded by Mr. Boyd, the following (items L-M) were approved by roll call vote.

- L. Resolution to assume contracts of the Cape May County Special Services School District and the Cape May County Technical School District Board of Education.
- M. Resolution to adopt all Policies and Regulations the Cape May County Special Services School District and the Cape May County Technical School District Board of Education.

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

On the motion of Mrs. Elwell, seconded by Mr. Boyd, the following (N – items 1-11) were approved by roll call vote.

N. 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, 2019 to June 30, 2020 pursuant to N.J.S.A. 18:A:18A-5a(1);
3. Resolution to appoint Kathleen Allen, Business Administrator/Board Secretary, as Public Agency Compliance Officer and Nicholas Bailey, Assistant Principal, as Affirmative Action Officer/Title IX Coordinator for the period of July 1, 2019 to June 30, 2020;
4. Resolution to appoint Kathleen Allen, Business Administrator/Board Secretary, as the Qualified District Purchasing Agent aligned with required training and Resolution, to establish the bid threshold at \$40,000.00.
5. Resolution to collect permitted pupil records in accordance with N.J.A.C. 6A:32-7.1 through 6A:32-7.7
6. 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, 2019 to June 30, 2020

as follows:

- 6.1 Orton Hicks of Mossbrook and Hicks Insurance Agency for all coverages provided through New Jersey Schools Insurance Group.
 - 6.2 Marsh and McLennan Agency, LLC for Dental insurance coverage
 - 6.3 J. Byrne Agency, for Prescription insurance coverage
7. Resolution to establish petty cash funds for the period of July 1, 2019 to June 30, 2020:
- Sharen Dever – Transportation \$100 (not to exceed \$25 per reimbursement)
 - Erin Heitzmann – Facilities \$100 (not to exceed \$25 per reimbursement)
 - Theresa McCabe – Related \$125 (not to exceed \$25 per reimbursement)
 - Debra Fincke – Board Office \$150
8. Resolution to appoint the following persons named as signatory on the following accounts for period of July 1, 2019 to June 30, 2020:
- | | |
|------------------------------------|--------------------------------------|
| 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 Cougar Deli/Shop Rite | (2): Asst. Superintendent, BA |
| 500571000058 Community Use | (2): Asst. Superintendent, BA |
9. Resolution to adopt the 2019-2020 Organizational Chart.
10. Pay to Play Resolution to appoint Manders Merighi Portadin Farrell Architects, LLC, as Architect of Record from July 1, 2019 to June 20, 2020.
11. Resolution to appoint the following personnel effective July 1, 2019 to June 30, 2020:
- Jonathan Price, Director of Related Services, HIB Coordinator
 - Stephanie Puerta, Case Manager/School Social Worker, CMC High School HIB Specialist
 - Michele Jenney, Case Manager/LDT-C, Ocean Academy HIB Specialist
 - Annamarie Haas, Principal, School Safety Specialist
 - Jonathan Price, Director of Related Services, State Testing

Voting Yes: Gould, Elwell, Boyd, Merson

Voting No: None

Abstained: None

Motion Carries.

On the motion of Mr. Boyd, seconded by Mrs. Elwell, the following (O – items 1-9) were approved by roll call vote.

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, 2019 to June 30, 2020:
 - 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).
 - 2.2 Gruccio, Pepper, DeSanto & Ruth, P.A., attorney for labor relations at an hourly rate of \$145.
3. Resolution to appoint the following services for period of July 1, 2019 to June 30, 2020:
 - 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);
 - 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).
4. Resolution to appoint the following personnel effective for July 1, 2019 to June 30, 2020:
 - 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 \$40,000;
 - 4.4 Paula J. Smith, Business Administrator/Board Secretary, as the Custodian of Records;
 - 4.5 TBD, Director of Buildings & Grounds, 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, 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;
 - 4.9 Workplace Wellness and Safety Committee: Dr. Nancy Hudanich, Anne Gibboni, John Longinetti, "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, Lisa Roach, Debbie Valletto.
5. Resolution to appoint the following persons named as signatory on the following accounts for period of July 1, 2019 to June 30, 2020:
 - 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 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 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, 2019 to June 30, 2020.
 7. Resolution to authorize participation renewal in the National Cooperative Contract with various U.S. communities' vendors.
 8. Budget Calendar, SY 2019-2020.

9. Updates to District Purchasing Manual (Section VI Standard Operating Procedures, SOP's).

Voting Yes: Gould, Elwell, Boyd, Merson

Voting No: None

Abstained: None

Motion Carries.

P. Board Member Comments and Discussion

The board members congratulated the president and vice-president upon their reelection and commented that they look forward to the upcoming year.

Dr. Hudanich thanked the board for their support during the first year of the consolidated board and she stated that she is proud to be reappointed as superintendent for both districts.

Q. Public Comment

Mr. Kobik spoke as a member of the public and stated that he appreciates being appointed to the board. In addition, he is looking forward to working to serve the students of both Cape May County Districts.

R. Executive Session

None

S. Return to Open Session

T. Adjourn

On the motion of Mr. Merson, seconded by Mr. Boyd, the meeting was adjourned at 9:54 a.m.

Respectfully submitted,



Paula J. Smith,
Board Secretary



Kathleen Allen
Board Secretary