

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

REORGANIZATION MEETING MINUTES

**July 1, 2020**  
**9:09 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. Robert L. Boyd, Board Member, Mr. Ken Merson, Board Member, Mr. Christopher Kobik, Dr. Judith DeStefano, Board Member.

Also present at the meeting (in person or remotely) 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 and Mr. John Castaldi, Director of Technology.

**PLEDGE OF ALLEGIANCE**

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

**NOTICE REQUIREMENT**

Board member Alan Gould 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. He read that this meeting is being 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, Cape May County Herald, and the County Freeholder's office on June 4, 2020, as prescribed by Chapter 231, laws of 1975.

**BOARD REORGANIZATION**

**ELECTION OF PRESIDENT**

Mr. Merson 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, DeStefano, Kobik  
Voting No: None  
Abstained: None  
Motion Carries.

## **ELECTION OF VICE PRESIDENT**

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

Voting Yes: Gould, Elwell, Boyd, Merson, DeStefano, Kobik

Voting No: None

Abstained: None

Motion Carries.

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

- C. Resolution to appoint Ms. Nancy Ramundo as NJSBA and Cape May County School Board Association Delegates.
- D. Resolution to appoint Paula J. Smith and Kathleen Allen as Board Secretary.
- E. Resolution of the adoption and discussion of 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 2020-2021 school year. Meetings will be held on the fourth Tuesday at 3:30 p.m. except where noted (\*):

July 28, 2020	SSS
August 25, 2020	TS
September 22, 2020	SSS
October 27, 2020	TS
November 24, 2020	SSS
*December 22, 2020	TS
January 26, 2021	SSS
February 23, 2021	TS
March 23, 2021	SSS
April 27, 2021	TS
May 25, 2021	SSS
June 22, 2021	TS

Notice of all meetings will be posted at the Cape May County Freeholders 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.
- I. [Pay to Play Resolution to appoint Amy Houck Elco of the firm of Cooper Levenson](#) as Solicitor for the Board from July 1, 2020 to June 30, 2021, 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, 2020 to June 30, 2021.
- 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, 2020 to June 30, 2021.

Voting Yes: Gould, Elwell, Boyd, Merson, DeStefano, Kobik

Voting No: None

Abstained: None

Motion Carries.

- L. On the motion of Mrs. Elwell, seconded by Mr. Gould, the following resolutions and organization items for the Cape May County Special Services School District (1-10) were approved by roll call vote.
  - 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 2020 to June 30, 2021 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, 2020 to June 30, 2021 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, 2020 to June 30, 2021:
  - 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, 2020 to June 30, 2021:
 

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 [2020-2021 Organizational Chart](#).
8. [Pay to Play Resolution to appoint Manders Merighi Portadin Farrell Architects, LLC.](#), as Architect of Record from July 1, 2020 to June 30, 2021.
9. Resolution to appoint the following personnel effective for July 1, 2020 to June 30, 2021:
  - 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; Michele Jenney, Case Manager/LDT-C, 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 District Evaluation Advisory Committee (DEAC): Jamie Moscony, Assistant Superintendent; Annamarie Haas, Principal; Nicholas Bailey, Assistant Principal; Gretchen Wiley, CMCHS Teacher; Heather Nanos, OA Teacher; Pamela McCabe, Preschool Teacher; Rachel Kremetz, OA Teacher; Lauren Rossi, School Physical Therapist
- 9.9 School Improvement Panel (SciP) Committee Members: Jamie Moscony, Assistant Superintendent; Annamarie Haas, Principal; Nicholas Bailey, Assistant Principal; Gretchen Wiley, CMCHS Teacher; Elizabeth Haflin, CMCHS Teacher; Heather Nanos, OA Teacher; Susan Wenner, OA Teacher; Rachel Kremetz, OA Teacher; Pamela McCabe, Preschool Teacher; Jennifer DeMario, Music Teacher; Geraldine Hofferica, School Social Worker/Case Manager
- 9.10 HIB Committee Members: Annamarie Haas, Principal; Nicholas Bailey, Assistant Principal; Jonathan Price, Director of Related Services; Heather Nanos, OA Teacher; Rachel Kremetz, OA Teacher; Stephanie Daher-Quinn, CMCHS Teacher; Elizabeth Haflin, CMCHS Teacher; Lisa Borchardt, School Social Worker/Case Manager; Stephanie Puerta, School Social Worker/Case Manager; Geraldine Hofferica, School Social Worker/Case Manager; Erin Oleen, Guidance Counselor/SAC; SRO, CMC Sheriff's Department Resource Officer; Lynn Thompson, Parent
- 9.11 Affirmative Action Committee Members: Jamie Moscony, Assistant Superintendent; Annamarie Haas, Principal; Nicholas Bailey, Assistant Principal; Jonathan Price, Director of Related Service; Heather Nanos, OA Teacher; Rachel Kremetz, OA Teacher; Stephanie Daher-Quinn, CMCHS Teacher; Elizabeth Haflin, CMCHS Teacher; Geraldine Hofferica, School Social Worker/School Counselor; Stephanie Puerta, School Social Worker/Case Manager; Lisa Borchardt, School Social Worker/Case Manager; Erin Oleen, Guidance Counselor/SAC; SRO, CMC Sheriff's Department Resource Officer
- 9.12 School Safety Committee Members: Jamie Moscony, Assistant Superintendent; Annamarie Haas, Principal; Nicholas Bailey, Assistant Principal; Heather Nanos, OA Teacher; Rachel Kremetz, OA Teacher; Stephanie Daher-Quinn, CMCHS Teacher; Elizabeth Haflin, CMCHS Teacher; Geraldine Hofferica, School Social Worker/School Counselor; Lisa Borchardt, School Social Worker/Case Manager; Stephanie Puerta, School Social Worker/Case Manager; Erin Oleen, Guidance

Counselor/SAC; SRO, CMC Sheriff's Department Resource Officer; Lynn Thompson, Parent

10. [Gruccio, Pepper, DeSanto & Ruth, P.A., attorney for labor relations](#), at an hourly rate of \$145.
11. The resolution to accept bids and award contracts for the secured entrances Project was tabled.
- M. On the motion of Mr. Merson, seconded by Mr. Kobik, the following resolutions and organization items for the Cape May County Technical School District (1-10) 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, 2020 to June 30, 2021:
    - 2.a. Resolution to collect permitted pupil records in accordance with N.J.A.C. 6A:32-7.1 through 6A:32-7.7.
    - 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. (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. (Attachment)
  3. Resolution to appoint the following services for period of July 1, 2020 to June 30, 2021:
    - 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)
  4. Resolution to appoint the following personnel effective for July 1, 2020 to June 30, 2021:
    - 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, Lisa Roach, Debbie Valletto.
5. Resolution to appoint the following persons named as signatory on the following accounts for period of July 1, 2020 to June 30, 2021:
  - 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, 2020 to June 30, 2021.

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

On the motion of Mr. Merson, seconded by Mr. Kobik, the following items (7-9) were approved for both the Cape May County Technical School District and the Cape May County Special Services School District by roll call vote.

- 7. Resolution to authorize participation renewal in the National Cooperative Contract with various U.S. communities' vendors.
- 8. [Budget calendar, SY 2020-2021](#). (Attachment)

9. Revenue & Expense:

<u>Name of Report/Agreement</u>	<u>Purpose</u>	<u>Amount</u>	<u>Dates</u>
ACES Enhanced Renewable Product Program	Opt-in for 40% Renewable Energy .0025/kwh Supply	n/a	Dec. 2020 - Dec. 2022

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

N. Board Member Comments and Discussion

Mr. Gould commented that he appreciated his election as board president. He said that he has been involved with boards and leadership teams for many different organizations and that the commitment from this Board of Education is unparalleled. He stated that there is nothing better than being involved in school board leadership in both of the districts and it is a pleasure to see how well things go every year.

Mr. Merson mentioned that he would like to meet with the school executive staff to understand the dynamics of getting our students back into classrooms, understanding that it is a fluid process that is constantly evolving.

Dr. Hudanich responded that just yesterday the State of New Jersey released a 107-page guidance document entitled "The Road Back – Restart and Recovery Plan". This



guidance is intended to provide districts with a set of standards to assist in the process of reopening schools. Dr. Hudanich stressed that this process was a balancing act of reviewing various data and research, working with the Department of Health and various other committees and stakeholders. Moving forward it will be critical to keep the three key pillars of managing this pandemic (masks, social distancing, washing your hands) top of mind as we move through the various data points and adjust our educational model.

Dr. DeStefano thanked Dr. Hudanich for her optimism and willingness to deal with all the various mandates that are happening at a fast pace. She mentioned that all the county superintendents are collaborating and working together to come up with solutions to get students back into school in some capacity while maintaining the health and safety of all of our staff and students.

O. Public Comment

None.

P. Executive Session

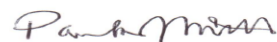
None.

Q. Return to Open Session

R. Adjourn

On the motion of Mrs. Elwell, seconded by Mr. Gould, the meeting was adjourned at 9:33 a.m.

Respectfully submitted,



Paula J. Smith,  
Board Secretary



Kathleen Allen  
Board Secretary