

**BOARD OF EDUCATION  
CAPE MAY COUNTY SPECIAL SERVICES SCHOOL DISTRICT AND  
CAPE MAY COUNTY TECHNICAL SCHOOL DISTRICT**

**July 2, 2018  
11:02 AM**

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

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, Ms. Donna Groome, Chairperson, Cape May County Mental Health, Alcohol & Drug Abuse Board.

Also attending the meeting was Freeholder Will Morey and Mr. Michael Palombo.

**FLAG SALUTE**

Adequate notification of this meeting has been properly posted in the Press of Atlantic City on June 28, 2018, as prescribed by Chapter 231, laws of 1975.

**PUBLIC INPUT**

There was no public input.

**NOTICE REQUIREMENT**

The Business Administrator of the Cape May County Technical School District welcomed everyone to the Organization meeting of the Board of Education of the Special Services School District and the Technical School District of the County of Cape May. 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 28, 2018 as prescribed by Chapter 231, laws of 1975.

**SWEARING IN OF BOARD MEMBERS**

Mr. Palombo opted not to be sworn in. The following members were sworn in by the District's Board Secretaries:

One Year Terms: Anthony L. Anzelone  
Two Year Terms: Jane Elwell and Robert L. Boyd  
Three Year Terms: Ken Merson and Alan I. Gould  
Non-voting board member: Ms. Donna Groome

## **BOARD ORGANIZATION BY STATUTE**

On the motion of Mr. Boyd, seconded by Mr. Anzelone, the resolution for consolidation of the Board of Education of the Cape May County Special Services School District and the Board of Education of the Cape May County Technical School District into the establishment of One Board of Education and subsequent dissolution of the prior Boards of Education was approved by roll call vote.

Pursuant to the Cape May County Board of Chosen Freeholders, Resolution, No. 323-18, this Board of Education of the Special Services School District and the Technical School District of the County of Cape May was officially established as amended to indicate Robert Bumpus, County Superintendent of Schools, as a voting member.

### **Election of President**

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

### **Election of Vice President**

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

### **Election of NJSBA and Cape May County School Board Association**

Mr. Anzelone nominated Mr. Boyd for the New Jersey School Board Association and the Cape May County School Board Association delegate. The nomination was seconded by Ms. Elwell. The nomination for delegate was carried by roll call vote.

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

On the motion of Mr. Anzelone, seconded by Ms. 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.

On the motion of Mr. Anzelone, seconded by Ms. Elwell, the adoption of the Board of Education meeting dates for 2018/2019. Meetings will be held on the

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

July 24, 2018	SSSD
August 28, 2018	TSD
September 25, 2018	SSSD
October 30, 2018 (*)	TSD
November 27, 2018	SSSD
December 18, 2018 (*)	TSD
January 22, 2019	SSSD
February 26, 2019	TSD
March 26, 2019	SSSD
April 23, 2019	TSD
May 28, 2019	SSSD
June 25, 2019	TSD

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.

The motion to appoint Dr. Nancy M. Hudanich as Superintendent of the Cape May County Special Services School District and the Cape May County School District was held until after executive session.

On the motion of Mr. Anzelone, seconded by Ms. Elwell, the following were approved by roll call vote:

1. Resolution to adopt Robert Rules of Order as the basis for conduct of all meetings.
2. Pay to Play Resolution to appoint Amy Houck Elco of the firm of Cooper Levenson as Solicitor for the Board from July 1, 2018 to June 30, 2019, 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.
3. Pay to Play Resolution to appoint Michael P. Stanton as Special Counsel to the Board from July 1, 2018 to June 30, 2019, pursuant to N.J.S.A. 18: A:18A-5a(1) at the rate of \$140 per hour.
- 4 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, 2018 to June 30, 2019.
5. 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, 2018 to June 30, 2019 pursuant to N.J.S.A 18A:18A-5a(1).

6. Resolution to assume contracts of previous individual Boards by new Consolidated Board.
7. Resolution to adopt Policies and Regulations from Previous Boards of Education.

On the motion of Mr. Anzelone, seconded by Mr. Boyd, the following organizational items for the **Cape May County Special Services School District** 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, 2018 to June 30, 2019 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 Geraldine Hofferica, Crisis Counselor, as Affirmative Action Officer/Title IX Coordinator for the period of July 1, 2018 to June 30, 2019;
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, 2018 to June 30, 2019 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. Bryne Agency, for Prescription insurance coverage
7. Resolution to establish petty cash funds for the period of July 1, 2018 to June 30, 2019:
  - Food Services \$ 75 (to fund cash drawer)
  - 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)

- Gail Buckman – OA/CMCHS \$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, 2018 to June 30, 2019;

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 2018-2019 Organizational Chart:

10. Resolution to authorize participation renewal in the National Cooperative Contract with various U.S. communities' vendors

On the motion of Mr. Anzelone, seconded by Mr. Merson, the following Organizational Items for the **Cape May County Technical School District** 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, 2018 to June 30, 2019:

2.1 Ford-Scott & Associates, LLC, as auditor, at an annual rate of \$24,000 pursuant to N.J.S.A. 18:A:18A-5a(1);

3. Resolution to appoint the following services for period of July 1, 2018 to June 30, 2019:

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, 2018 to June 30, 2019:

- 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 \$40,000.00.
  - 4.4 Paula J. Smith, Business Administrator/Board Secretary, as the Custodian of Records;
  - 4.5 James Owens, 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, James Owens, Dr. Nancy Hudanich, Paula Smith, Nancy Wheeler-Driscoll, Jacqueline McAlister;
  - 4.8 Advisory Committee and Advisory Council Chairperson/School Members;
  - 4.9 Workplace Wellness and Safety Committee: Dr. Nancy Hudanich, Jim Owens, Anne Gibboni, John Longinetti, Donna "KC" Fister, Michelle Gray, Paula Smith, Nancy Wheeler Driscoll, Jacqueline McAlister, 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, Jacqueline McAlister;
5. Resolution to appoint the following persons named as signatory on the following accounts for period of July 1, 2018 to June 30, 2019:
- 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, 2018 to June 30, 2019.
7. Resolution to authorize participation renewal in the National Cooperative Contract with various U.S. communities' vendors

## **BOARD MEMBER COMMENTS AND DISCUSSION**

Mr. Merson commented on two articles he had recently seen regarding a bond issue for security and a positive article regarding employment of people with disabilities. He also stated that he was glad Kathleen Allen was staying on as Board Secretary. Ms. Elwell, Mr. Boyd and Mr. Anzelone commented that they are looking forward to working with the new board. Mr. Gould thanked the board members for his nomination and appointment as president.

## **PUBLIC COMMENT**

Freeholder Morey congratulated and thanked the Board members for their service and willingness to take on the new responsibilities.

## **EXECUTIVE SESSION**

On the motion of Mr. Anzelone, seconded by Mr. Gould a Resolution to Adjourn the Public Meeting and to enter into Executive Session pursuant to the New Jersey Public Meeting Act convened at 11:34 to discuss the following matters was approved by roll call vote;

### **Personnel – Superintendent's Contract**

Minutes of this executive session will be made available to the public at a time when the disclosure of such minutes will not conflict with the lawful purpose for which such discussion is held in executive session. (At this time, it is not possible to estimate when the minutes of this Executive Session may be disclosed to the public consistent with the lawful purpose for which such disclosure is held; however, the Board shall review the minutes of this Executive Session no later than (90) days from this date in order to determine which such minutes may be released to the public at that time.) Upon

conclusion of the executive session, it is anticipated that the Board will take action at that time in connection with the matters discussed in executive session.

### **RETURN TO OPEN SESSION**

On the motion of Mr. Anzelone, seconded by Ms. Elwell to approve Dr. Nancy Hudanich as Superintendent of Cape May County Special Services School District and Cape May County Technical School District and to submit her contract to the county office for approval was approved by roll call vote.

### **ADJOURN**

On the motion of Mr. Anzelone, seconded by Mr. Merson, the meeting was adjourned at 11:45 a.m.

Respectfully submitted,



Paula J. Smith  
Board Secretary



Kathleen Allen  
Board Secretary