

**CAPE MAY CITY BOARD OF EDUCATION
MINUTES OF MEETING (DRAFT)
FEBRUARY 19, 2009
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| I. Linda Loughlin, Board President, called the meeting to order at 7:00 p.m., read the usual opening statement in compliance with the Open Public Meeting Act and led the flag salute. A roll call was taken. Present were: Edward Connolly, Marc Flores, Sharon Lee Kustra, Linda Loughlin, Mark J. LeMunyon, Elizabeth Spackman, Marilyn Jo Tolley, and Roberta Townsend. Absent was: Joseph McKenna. Also present were: Victoria Zelenak, Amy Houck, Linda Leonard, Jay Eppenbach, and John Thomas. | CALL TO ORDER
OPENING
STATEMENT
FLAG SALUTE
ROLL CALL |
| There were no announcements. | ANNOUNCEMENTS |
| II. Recognition and Presentations | PRESENTATION |
| A. Mr. Eppenbach and two (2) of his 4th grade students demonstrated the school's MIMIO multimedia platform. | MIMIO
MR. EPPENBACH |
| III. Receive comments from the public on agenda items only in accordance with the Board's policy on participation at Board meetings. No comments. | PUBLIC COMMENTS |
| IV. Items for Board Action | BOARD ACTION |
| A. On motion by Mr. Connolly, seconded by Ms. Kustra, the Board unanimously approved the Board Secretary's and Treasurer's Reports for the 2008/2009 school year through November 30, 2008. Pursuant to NJAC statute, the Board Secretary certifies that as of that date, no budgetary line item account has obligations and payments which in total exceed the amount appropriated by the district Board of Education, and the Board certifies that as of that date, after review of the secretary's monthly financial reports and upon consultation with the appropriate district officials, to the best of our knowledge no major account or fund has been overexpended and that sufficient funds are available to meet the district's financial obligations for this fiscal year. All revenues have been recorded and received as anticipated. The Board Secretary and Treasurer reports are in agreement. | APPROVE
TREASURER/
SECRETARY
REPORTS
NOVEMBER 2008 |
| B. Resolution #72-09 to approve the Professional Development Plan for 2009/2010 school year as submitted to the Department of Education was offered by Ms. Kustra. On motion by Mr. Connolly, seconded by Mr. LeMunyon, Resolution # 72-09 was adopted 8-0. | RES # 72-09
PROF. DEV. PLAN
2009/10 |
| C. Resolution #73-09 to accept the NCLB funding as approved by the NJ Department of Education, totaling \$61,549 was offered by Ms. Kustra. On motion by Mr. Flores, seconded by Mr. LeMunyon, Resolution # 73-09 was adopted 8-0. | RES # 73-09
ACCEPT 2008/09
NCLB FUNDING |
| D. Resolution #74-09 to apply for the 2009 NJSBAIG's Safety Program grant in the amount of \$4037.00 was offered by Ms. Kustra. On motion by Mr. Connolly, seconded by Mr. Flores, Resolution # 74-09 was adopted 8-0. | RES # 74-09
APPLY FOR
NJSBAIG GRANT |

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| E. On motion by Ms. Kustra, seconded by Mr. Connolly, the Board unanimously approved the 2007-2008 CAFR audit corrective action plan for submission to the NJ Department of Education. (Attachment A) | APPROVE
CORRECTIVE
ACTION PLAN |
| F. On motion by Ms. Kustra, seconded by Mr. Flores, the Board unanimously approved the 6th grade field trip to Medieval Times on March 23, 2009. | APPROVE
6TH FIELD TRIP |
| G. On motion by Mr. Connolly, seconded by Ms. Kustra, the Board unanimously approved the creation of an after school family swim club to run from 3:00 p.m. - 3:50 p.m., two (2) days per week. Cost of this program (lifeguard/teacher stipend) to be donated by a parent. | APPROVE
FAMILY
SWIM CLUB |
| H. On motion by Ms. Kustra, seconded by Mr. Flores, the Board unanimously approved payment in the amount of \$540.00 for the Blackboard Connect school to home message service for 2009/2010. | APPROVE
PAYMENT |
| I. On motion by Ms. Kustra, seconded by Mrs. Spackman, the Board unanimously authorized the South Jersey Traffic Safety Alliance's partners to paint the "BUCKLE-UP!" stencil on the school parking lot exit lane. (This service is free of charge.) | APPROVE
PAINTING
"BUCKLE-UP!" |

V. Committee Reports

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| A. Finance - Mrs. Tolley reports that the formulation of the 2009/10 budget and staffing issues were discussed. | FINANCE |
| B. Legislative - Mrs. Loughlin reported on the CMCSBA meeting held on 1/15/09 in Margate. She explained that primarily two issues were discussed, (1) consolidation of services and (2) merging of districts. | LEGISLATIVE |
| C. Policy - No Report. | POLICY |
| D. Public Relations - Mrs. Loughlin reported on recent press coverage of the school, which included coverage of the school's presidential inauguration activities and some positive feedback on the Mindfulness Education program. | PUBLIC RELATIONS |
| E. Negotiations - Mr. Connolly reports that the Board's negotiations committee has met with the CMCEA in February and will meet again in March. | NEGOTIATIONS |

All motions are on the recommendation of the Chief School Administrator.

PERSONNEL

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| 1. On motion by Mrs. Loughlin, seconded by Mr. Connolly, the Board unanimously approved, upon satisfactory completion of State mandated background checks, the attached substitute list for the 2008-2009 school year. | UPDATED
SUBSTITUTE LIST
2008-2009 |
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2. On motion by Mrs. Loughlin, seconded by Ms. Kustra, the following workshops were approved: **WORKSHOPS**
- a. Kathleen Lucas, Phyllis MacNaughton, Heather Warner, and Corey Johnson to attend "Managing Behaviors of Students with Autism" to be held on March 13, 2009, at Cape May County Special Services. There is no fee, but substitutes will be required. **K. LUCAS
P. MACNAUGHTON
H. WARNER, C. JOHNSON
AUTISM WKS**
- b. Heather Warner and Corey Johnson to attend "Partners in Autism: Writing Social Stories" to be held on February 20, 2009 at Cape May County Special Services. There is no fee, but a substitute will be required. **H. WARNER
C. JOHNSON
AUTISM WKS**
- c. Katherine Sloan and Patricia Marten to attend "Current Best Strategies for Creating an Outstanding Preschool Program" to be held on Feb. 27, 2009 in Voorhees, NJ. Fee in the amount of \$195.00, travel/tolls and a substitute will be required. **K. SLOAN
P. MARTEN
PRE-SCHOOL WKS**
- d. John Thomas to attend "09 Annual Budget Workshop" to be held on March 4, 2009 at the SRI/ETTC in Mays Landing, NJ. There is no fee. **J. THOMAS
09 BUDGET WKS**
- e. Sharon Lee Kustra and Marilyn Jo Tolley to complete mandatory web-based training entitled, "Advanced Training: Legal Update" to be scheduled during the month of April 2009. Cost to be \$37 per participant. **S. L. KUSTRA
M.J. TOLLEY
LEGAL UPDATE**
- f. John Thomas to attend "NJ School IPM Training: Making the Plan Work," to be held on March 24, 2009 in Mays Landing, NJ. There is no fee. **J. THOMAS
IPM TRAINING**
- g. Jay Eppenbach to attend "Small Schools Conference" to be held on March 13, 2009 in Trenton, NJ. Cost is mileage/toll reimbursement and a substitute teacher will be needed. **J. EPPENBACH
SMALL SCHOOL
CONFERENCE**
- h. Victoria Zelenak, Anne Borger, Patricia Burns, Jay Eppenbach, Dee Sloan, and Thomas Holden to attend "From My Classroom to Yours" to be held on March 18, 2009 at Stockton College. Costs are mileage/tolls, and substitutes will be required. (42 ETTC hours will be used) **Z. ZELENAK, A. BORGER
P. BURNS, J. EPPENBACH
D. SLOAN, T. HOLDEN
MY CLASSROOM TO YOURS**
3. On motion by Mrs. Loughlin, seconded by Ms. Kustra, the Board unanimously ratified the attendance of Jayne McDonough at the "Cape May Music Festival - Song to Symphony" workshop presented by the MAC at the Carriage House Gallery on Thursday January 22, 2009. There was no fee, and a substitute was required. **RATIFIED
J. McDONOUGH
MUSIC FESTIVAL**
4. On motion by Mrs. Loughlin, seconded by Ms. Kustra, the Board unanimously ratified the in-house professional half-day for Karen Slack on January 9, 2009, to prepare for the LAL articulation meeting in Lower Twp. **RATIFIED
K. SLACK
PROF. HALF-DAY**

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| 5. On motion by Mrs. Loughlin, seconded by Mr. LeMunyon, the Board unanimously ratified the in-house professional half-days for Karen Slack, Jay Eppenbach, and Kathleen Lucas on January 23, 2009, to prepare for the LAL articulation meeting in Lower Twp. on January 29, 2009. | RATIFIED
K. SLACK, K. LUCAS
J. EPPENBACH
PROF. HALF-DAY |
| 6. On motion by Mrs. Loughlin, seconded by Ms. Kustra, the Board unanimously approved Katherine Sloan's request for course approval - EDUC 5330: Survey of Mild Learning Disabilities at Richard Stockton College of NJ. Ms. Sloan to be reimbursed upon successful completion of the course per CMCEA agreement. | APPROVAL
K. SLOAN
COURSEWORK |
| 7. On motion by Mrs. Loughlin, seconded by Mr. Connolly, the Board unanimously approved payment to Theresa Riper in the amount of \$7,750.00 for her unused sick and personal time upon her retirement, per CMCEA agreement. | APPROVAL
T. RIPER |
| 8. On motion by Linda Loughlin, seconded by Ms. Kustra, the Board unanimously accepted with regret, the resignation of Lynn Faw, paraprofessional. | RESIGNATION
L. FAW |
| 9. On motion by Mrs. Loughlin, seconded by Mr. Connolly, the Board unanimously approved the appointment of Heather Warner as a paraprofessional 1:1 student aide at the rate of \$10 per hour, maximum 29 hours, 10 minutes per week. No benefits. | APPOINTMENT
H. WARNER
1:1 AIDE |
| 10. On motion by Mrs. Loughlin, seconded by Ms. Kustra, the Board unanimously approved the appointment of Corey Johnson as a paraprofessional 1:1 student aide at the rate of \$10 per hour, maximum 29 hours, 10 minutes per week. No benefits. | APPOINTMENT
C. JOHNSON
1:1 AIDE |
| 11. Resolution #75-09 requesting emergent hire status for Corey Johnson was offered by Ms. Kustra. On motion by Mr. Connolly, seconded by Mr. Flores, Resolution #75-09 was adopted 8-0. | RES # 75-09
EMERGENT HIRE
C. JOHNSON |
| 12. On motion by Mrs. Loughlin, seconded by Ms. Kustra, the Board unanimously approved the appointment of Kimberly White as a paraprofessional 1:1 student aide at the rate of \$10 per hour, maximum 29 hours, 10 minutes per week. No benefits. | APPOINTMENT
K. WHITE
1:1 AIDE |
| 13. On motion by Mrs. Loughlin, seconded by Ms. Kustra, the Board unanimously approved the appointment of Linda Phillips as a home-bound instructor for one student, for a total of five (5) hours per week at a rate of \$30 per hour, no benefits. | APPOINTMENT
H-B INSTRUCTOR
L. PHILLIPS |
| 14. On motion by Mrs. Loughlin, seconded by Ms. Kustra, the Board unanimously approved the maternity leave of Janine Wilson for the balance of the 2008/09 year from an anticipated start of May 15, 2009. | APPROVAL
MATERNITY LEAVE
J. WILSON |
| 15. Motion to approve/grant a one (1) year maternity leave to Deborah Phillips for the 2009/2010 school year. Additionally, approve/grant her a one (1) year leave of absence for the 2010/2011 school year. | TABLED |

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VI. Chief School Administrator and Business Administrator/Board Secretary items for Board Approval:

A. Staff Monthly Reports (as presented)

**STAFF
MONTHLY
REPORTS**

1. Cafeteria
2. Guidance
3. Enrollment
4. Nurse
5. Special Education
6. Curriculum
7. Facilities
8. Before & After School Program

*B. **CONSENT AGENDA:**

**CONSENT
AGENDA**

The following items were voted upon during a single roll-call vote.

On motion by Mr. Connolly, seconded by Mr. LeMunyon, the Board approved the following consent agenda items. A roll-call vote was taken with all in favor. Motion carried 8-0.

*1. Approval of payrolls:

**APPROVE
PAYROLLS**

January 4, 2009 - January 17, 2009	\$76,586.18
January 18, 2009 - January 31, 2009	\$81,435.20

*2. Approve payment of bills from General Fund \$110,199.48 and Food Service \$1,421.64 to January 31, 2009.

**APPROVE
PAYMENTS**

*3 Approve minutes from the following Board of Education meetings:

January 8, 2009	Regular Meeting & Executive Session	APPROVE MINUTES
January 22, 2009	Finance Committee meeting	
January 26, 2009	Special meeting	

*4. Approve the use of the field and bathrooms from July 27th - July 31st, 2009, from the hours of 9:00 a.m.-12:00 p.m., and 5:00 p.m. - 8:00 p.m. for the Lacrosse Evolution Exit 0 Camp. Full use of facility fees to be charged.

**APPROVE
USE OF FACILITY
LACROSSE EVOLUTION**

*5. Approve the use of the auditorium and gym on Sunday April 5, 2009, from 6:00 a.m.- 4:00 p.m., by Back Bay Adventures to hold their Fishing Flea Market. Full use of facility fees to be charged.

**APPROVE
USE OF FACILITY
BACK BAY ADVENT.**

*6. Approve the use of the auditorium, gym and kitchen/cafeteria on April 3, 2009, from 5:00 p.m.- 8:00 p.m., and on April 4, 2009, from 12:00 p.m. - 9:00 p.m., by Cub Scout Pack 73 to hold the Pinewood Derby District Championship. All fees except custodial and kitchen to be waived.

**APPROVE
USE OF FACILITY
CUB SCOUTS**

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| <p>*7. Approve use of Athletic Field by the Kiwanis Club for an Easter Egg Hunt on Saturday, April 11, 2009. All fees to be waived.</p> | <p>APPROVE
UOF - KIWANIS</p> | | | | | | | | |
| <p>*8. Approve renewal of Parent Volunteer Insurance policy effective March 29, 2009 to March 29, 2010 at a cost of \$500.</p> | <p>APPROVE
PARENT/VOL
INSURANCE</p> | | | | | | | | |
| <p>*9. Approve the renewal of a surety bond in the amount of \$150,000 for Joann Bradley, School Treasurer - premium of \$594, policy period: February 2009 - February 2010.</p> | <p>APPROVE
TREASURER
SURETY BOND</p> | | | | | | | | |
| <p>*10. Approve the following for the Annual School District Election being held on April 21, 2009:</p> <p>(1) Six polling places to be open from 4:00 pm to 9:00 pm:</p> <table border="0" style="width:100%"><tr><td style="width:50%">1st, 2nd Districts</td><td>Fire House</td></tr><tr><td>3rd, 4th Districts</td><td>Cape May United Methodist Church</td></tr><tr><td>5th District</td><td>Kiwanis Club</td></tr><tr><td>6th District</td><td>Corinthian Yacht Club</td></tr></table> <p>(2) Pay approximately 12 election workers \$10.00 per hour for approximately 6 hours.</p> <p>(3) Rental for six voting machines at a cost of \$140.00 per machine for a total of \$840.</p> | 1st, 2nd Districts | Fire House | 3rd, 4th Districts | Cape May United Methodist Church | 5th District | Kiwanis Club | 6th District | Corinthian Yacht Club | <p>APPROVE
SCHOOL ELECTION</p> |
| 1st, 2nd Districts | Fire House | | | | | | | | |
| 3rd, 4th Districts | Cape May United Methodist Church | | | | | | | | |
| 5th District | Kiwanis Club | | | | | | | | |
| 6th District | Corinthian Yacht Club | | | | | | | | |
| <p>VI. Consideration of additional items which may have arisen after preparation of the agenda.</p> | | | | | | | | | |
| <p>1. On motion by Mrs. Loughlin, seconded by Mr. Connolly, the Board unanimously approved the Cape May County Audio-Visual Aids Commission 2009/10 budget at a \$2 per pupil assessment. (\$288.00)</p> | <p>APPROVAL
CMCAVA
2009/10 ASSESSMENT</p> | | | | | | | | |
| <p>2. On motion by Mr. Connolly, seconded by Mr. LeMunyon, the Board unanimously approved an increase in the substitute nurse's salary from \$75.00 per day to \$100.00 per day.</p> | <p>APPROVAL
SUBSTITUTE NURSE
SALARY</p> | | | | | | | | |
| <p>VII. Items for Board Awareness and/or Board Consideration - None.</p> | | <p>BOARD AWARENESS</p> | | | | | | | |
| <p>VIII. Correspondence - None.</p> | | <p>CORRESPONDENCE</p> | | | | | | | |
| <p>IX. Old Business - None</p> | | <p>OLD BUSINESS</p> | | | | | | | |
| <p>X. New Business:</p> | | <p>NEW BUSINESS</p> | | | | | | | |
| <p>1. Mrs. Townsend inquired about the fee structure outlined in the Use of Facility policy. Mr. LeMunyon and Mr. Thomas stated they would examine it at the next Policy Committee meeting and report back to the board with an analysis.</p> | <p>USE OF FACILITY
FEE STRUCTURE</p> | | | | | | | | |

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2. Mrs. Tolley expressed an interest in investigating any solar or geothermal energy programs the District might be eligible to participate in. Mr. Thomas will follow-up with the District Architects.

**SOLAR AND
GEOTHERMAL
PROGRAMS**

- XI. Receive comments from the public in accordance with the Board's policy on participation at Board meetings. No comments.

**PUBLIC
COMMENTS**

- XII. Resolution #77-09 to enter Executive Session to discuss the Superintendent evaluation was offered by Mrs. Loughlin. On motion by Ms. Kustra, seconded by Mr. LeMunyon, Resolution #77-09 was adopted 8-0.

**RES # 77-09
EXECUTIVE SESSION
CSA EVALUATION**

XIII. Adjournment

ADJOURNMENT

1. On motion by Mr. Connolly, seconded by Mr. Flores and affirmed by all, the Board adjourned at 7:54 p.m.

Respectfully submitted,

Transcribed:
February 23, 2009

John Thomas
Business Administrator/Board Secretary