

**CAPE MAY CITY BOARD OF EDUCATION  
MINUTES OF MEETING (DRAFT)  
APRIL 30, 2009  
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|---|--|
| I. John Thomas, Board Secretary, 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, Linda Loughlin, Sharon Lee Kustra, Marilyn Jo Tolley, and Roberta Townsend. Also present were: Victoria Zelenak, Robert Fineberg, and Robin Wise. There were no announcements. | <b>CALL TO ORDER<br/>OPENING<br/>STATEMENT<br/>FLAG SALUTE<br/>ROLL CALL<br/>ANNOUNCEMENTS</b> |
| II. The Oath of Office was administered to Elizabeth Spackman, Joseph McKenna, and Mark J. LeMunyon.  | <b>OATH OF<br/>OFFICE</b>  |
| III. Linda Loughlin nominated Edward Connolly for President. With no other nominations, a vote was taken with all in favor of Edward Connolly for President. Edward Connolly nominated Joseph McKenna for Vice President. With no other nominations, a vote was taken with a majority of the vote in favor of Joseph McKenna for Vice President.  | <b>ELECT PRESIDENT<br/>EDWARD CONNOLLY<br/>&amp; VICE PRESIDENT<br/>JOSEPH MCKENNA</b>         |
| John Thomas turned the meeting over to President Edward Connolly.   |  |
| IV. Recognitions and Presentations  | <b>PRESENTATIONS</b>   |
| A. Victoria Zelenak announced that Patricia Burns was selected Teacher of the Year for 2009.  | <b>TEACHER OF<br/>THE YEAR 2009</b>  |
| B. Victoria Zelenak presented the Board with an update on the Mindfulness Education program. Two students shared their positive experiences and demonstrated some exercises with the Board.   | <b>MINDFULNESS<br/>EDUCATION<br/>PRESENTATION</b>  |
| VI. Comments from the public on agenda items - none.  | <b>PUBLIC COMMENTS</b>   |

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VII. Items for Board Action

**BOARD ACTION**

A. Annual Resolutions #1-10 through #19-10 were offered by Sharon Lee Kustra with Resolutions #5-10, #7-10, #12-10 and #13-10 tabled. On motion by Marc Flores, seconded by Mark J. LeMunyon, the remaining resolutions were adopted 9-0 as follows:

**ANNUAL  
RESOLUTIONS**

Resolution # 1-10 - Designate regular meeting dates, place and time for Board meetings for the ensuing year.

**RES. #1-10  
MEETING DATES**

Resolution #2-10 - naming official polling places for School Districts: 1 & 2 - Cape May Fire House; 3 & 4 - Cape May United Methodist Church; 5 - Kiwanis Clubhouse; and 6 - Corinthian Yacht Club.

**RES. #2-10  
POLLING PLACES**

Resolution #3-10 - Appointment of Inverso & Stewart as Public School Accountants for the ensuing year, with the Board President and Secretary authorized to execute the agreement.

**RES. #3-10  
ACCOUNTANTS**

Resolution #4-10 - Appointment of Bob Fineberg, Esquire of Cape May Court House, New Jersey as solicitor for the ensuing fiscal year.

**RES. #4-10  
BOARD SOLICITOR**

Resolution #6-10 - Naming Joanne Bradley, Principal Tax Clerk of the City of Cape May, as Treasurer of School Monies and Bruce MacLeod, the Treasurer and Tax Collector of the City of Cape May as Deputy Treasurer of School Monies for the fiscal year July 1, 2008 to June 30, 2009.

**RES. #6-10  
J. BRADLEY  
TREASURER,  
B. MACLEOD  
DEPUTY TREASURER**

Resolution #8-10 authorizing the following signatures on school warrants: President or Vice President; Secretary or Business/Office Secretary; Treasurer or Deputy Treasurer. (Three signatures required.)

**RES. #8-10  
WARRANT  
SIGNATURES**

Resolution #9-10 - Naming the Cape May Star & Wave and/or The Press of Atlantic City as official newspapers of the Board. (Note: This pertains only to legal advertising, not press coverage of school activities.)

**RES. #9-10  
OFFICIAL  
NEWSPAPERS**

Resolution #10-10 authorizing contracts with certain approved State contract vendors.

**RES. #10-10  
STATE CONTRACTS**

*(Continued on next page)*

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*Annual Resolutions continued:*

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| Resolution #11-10 - Annual re-adoption of all prior Board policies as of this date, until specifically modified by action of the Board of Education.  | <b>RES. #11-10<br/>ADOPT POLICIES</b>                               |
| Resolution #14-10 appointing John Thomas as Business Administrator/<br>Board Secretary and District Purchasing Agent for the Cape May City<br>Board of Education for the fiscal year July 1, 2009 to June 30, 2010.   | <b>RES. #14-10<br/>BUS ADM/BD SECR<br/>J. THOMAS</b>                |
| Resolution #15-10 to name Robin Wise the PL 103-382 (Impact Aid)<br>representative for the Cape May City Board of Education for the<br>2009/2010 school year.   | <b>RES. #15-10<br/>IMPACT AID<br/>REP - R. WISE</b>                 |
| Resolution #16-10 appointing Joan Maurer as Section 504 Compliance<br>Officer for the fiscal year 2009/2010.  | <b>RES. #16-10<br/>504 OFFICER</b>                                  |
| Resolution #17-10 appointing Terri Nowotny as Affirmative Action<br>Officer, Title IX Coordinator, ADA Coordinator, Conscientious Employee<br>Protection Act (CEPA) officer and Public Agency Compliance Officer<br>and Public Agency Compliance Officer for the fiscal year 2009/2010. | <b>RES. #17-10<br/>J. THOMAS<br/>AFFIRMATIVE<br/>ACTION OFFICER</b> |
| Resolution #18-10 appointing custodians of school records: Victoria<br>Zelenak for personnel and student records and John Thomas for all<br>other district records.   | <b>RES. #18-10<br/>SCHOOL RECORDS<br/>CUSTODIANS</b>                |
| Resolution #19-10 appointing Garrison Architects as district architect of<br>record for the 2009/2010 school year.  | <b>RES #19-10<br/>ARCHITECT</b>                                     |

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B. On motion by Joseph McKenna, seconded by Mark J. LeMunyon, the Board unanimously approved the Board Secretary's and Treasurer's Reports for the 2008/2009 school year through February 28, 2009. Pursuant to NJAC statue, 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 report 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. A roll call vote was taken with all in favor. A roll call vote was taken:

AYES (9) : Mr. Connolly, Mr. Flores, Ms. Kustra, Mr. LeMunyon, Mrs. Loughlin, Mr. McKenna, Mrs. Spackman, Mrs. Tolley, Mrs. Townsend.

NAYES (0) : None.

ABSENT (0) : None.

C. Resolution #20-10 to approve application for Indirect Cost Rate 2009/10, as required to charge indirect (administrative) cost to a Federal grant, was offered by Sharon Lee Kustra. On motion by Edward Connolly, seconded by Linda Loughlin, Resolution #20-10 was adopted 9-0.

**RES. #20-10  
APPLY  
INDIRECT  
COST RATE  
2009/2010**

E. On motion by Sharon Lee Kustra, seconded by Joseph McKenna, the Board unanimously ratified the payment of \$1,100 to the Educational Information and Resource Center (EIRC) for a workshop held on-site for teachers on April 29, 2009, entitled, "Writing With Spice."

**EIRC WORKSHOP  
APPROVED**

**VII Committee Reports**

A. Finance - Mr. McKenna reported that the 2009/10 budget was passed by voters, by a vote of 123-53.

**FINANCE**

B. Legislative - Mr. McKenna reported the next meeting of the Cape May County School Board Association was scheduled for May 5, 2009.

**LEGISLATIVE**

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C. Policy **POLICY**

1. Resolution 21-10 to adopt the following policy on second reading was offered by Sharon Lee Kustra. On motion by Edward Connolly, and seconded by Mark J. LeMunyon, Resolution # 21-10 was adopted 9-0. **RES. #21-10  
ADOPT  
SPECIAL EDUCATION  
POLICY # 6172.41**

Special Education 6172.41

D. Public Relations - No Report. **PUBLIC RELATIONS**

- E. Negotiations / Personnel - Mr. Connolly reported that contract negotiations with the CMC Education Association continue. **NEGOTIATIONS**

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

1. On motion by Mr. Connolly, seconded by Ms. Kustra, the Board unanimously approved (upon satisfactory completion of State mandated background checks), the substitute list for the 2008/2009 school year, as listed. **APPROVE  
SUBSTITUTE  
LIST 2008/09**
2. On motion by Mr. Connelly, seconded by Ms. Kustra, the Board unanimously approved the following workshops:
- a. Debbie Sandmeyer-Bryan to attend an information sharing meeting held at the Wildwood Crest Library on March 31, 2009. There were no fees associated with this workshop and no substitute was required. **SANDMEYER-  
BRYAN  
LIBRARY  
WORKSHOP**
- b. Anne Borger to attend, "Creating Safe Schools" held on April 21, 2009, at the Cape May County Prosecutor's Office. A substitute was required, but there were no fees or travel expenses. **A. BORGER  
SAFE SCHOOLS**
- c. William Grier to attend, "Using Boardmaker" held on April 24, 2009 at CMCSSTD. Substitute required, plus mileage & tolls. **W. GRIER  
BOARDMAKER**
- d. Robin Wise to attend, "FMLA Updates" held on April 30, 2009, in Linwood, NJ by the Cape May & Atlantic Counties Insurance Pool. The only fee was mileage and toll reimbursement. **R. WISE  
FMLA UPDATES**

*(Continued on next page)*

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***Workshops continued:***

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| e. Debbie Sandmeyer-Bryan to attend, "Follett Book Talks, Previews and Updates" to be held on May 6, 2009 in Vorhees NJ. There are no costs associated with this workshop and a substitute will not be required.   | <b>SANDMEYER-BRYAN<br/>FOLLETT</b>                       |
| f. Joan Maurer to attend, "EMC: Allergic Reactions and Syncope" to be held on May 7, 2009 at AtlanticCare Reg. Medical Center. There is a \$30 registration fee, plus mileage/tolls. No substitute will be required.   | <b>J. MAURER<br/>ALLERGIC<br/>REACTIONS</b>              |
| g. Katherine Sloan and Patricia Marten to attend, "Powerful Early Intervention Strategies to Help Young Children." to be held on May 18, 2009, in Vorhees, NJ. A \$199 registration fee is required (\$398), and two (2) substitutes will be needed.   | <b>K. SLOAN<br/>P. MARTEN<br/>EARLY<br/>INTERVENTION</b> |
| 3. On motion by Mr. Connolly, seconded by Mrs. Tolley, the Board unanimously approved a summer language arts literacy curriculum writing project, requiring three (3) teachers, 20 hours each, at a rate of \$30/hour, for a total cost of \$1800.   | <b>APPROVE<br/>SUMMER<br/>CURRICULUM<br/>PROJECT</b>     |
| 4. On motion by Mr. Connolly, seconded by Ms. Kustra, the Board unanimously approved a summer special project that will address school safety, guidance, and grant programs. One (1) teacher will be required, 25 hours per week for four (4) weeks, at a rate of \$30/hour, for a total cost of \$2880. | <b>APPROVE<br/>SUMMER<br/>SPECIAL<br/>PROJECT</b>        |
| 5. On motion by Mr. Connolly, seconded by Ms. Kustra, the Board unanimously approved a breakfast server position for the summer school program, one (1) hour per day, at a rate of \$10/hour   | <b>APPROVE<br/>BREAKFAST<br/>SERVER</b>                  |



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**CONSENT AGENDA (Continued):**

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| *6. Approve seeking quotes for food service milk and bread/rolls purchases for the 2009/2010 school year, action to be taken at the June Board meeting.   | <b>APPROVE<br/>RFP/RFQ<br/>FOOD SERVICE</b>                       |
| *7. Approve participation in the Cape May County Purchasing Cooperative for 2009/2010 with the Business Administrator/Board Secretary as district representative.   | <b>APPROVE<br/>CMC COOP<br/>PURCHASING</b>                        |
| *8. Approve Application for Approval to Operate Summer School at the Elementary School June 29 to July 31, 2008 from 9:00-11:30 a.m. Monday through Friday. Participation by district students is free; Out of district fees are \$75.00 per week, or \$300.00 for entire 5 week session. | <b>APPROVE<br/>SUMMER SCHOOL<br/>SET TUITION</b>                  |
| *9. Approve three (3) summer school teacher positions and up to three (3) paraprofessional positions, each to be compensated for three (3) hours per session, at established and contracted rates.  | <b>APPROVE<br/>SUMMER SCHOOL<br/>POSITIONS</b>                    |
| * 10. Approve Volunteer Parent Aide Program for 2009/2010 as per established guidelines. (Parents may work directly in their child/children's classrooms.)  | <b>APPROVE<br/>VOLUNTEER<br/>PROGRAM</b>                          |
| * 11. Approve Cape May City Recreation Department's 2009 Summer Camp field use request, which will run eight weeks, June 22 - August 14, 2009, with the exception of July 27-31, 2009. All fees to be waived.   | <b>APPROVE<br/>CAPE MAY<br/>CITY REC DEPT<br/>USE OF FACILITY</b> |
| * 12. Approve renewal of Participation Agreement with Asbury Park Information Technology Center for the 2009/2010 school year at a cost of \$8,245, a \$465 decrease.   | <b>APPROVE<br/>ASBURY PARK<br/>SHARED SERVICE</b>                 |
| * 13. Approve use of the pool by Lower Township School District for 2009/2010 on Wednesdays starting January 6, 2010. Three teachers, two of whom must hold Red Cross Life Saving certs. and CPR certs, will accompany approximately 20 sixth graders.                                    | <b>APPROVE<br/>LOWER TWP.<br/>USE OF FACILITY</b>                 |

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**CONSENT AGENDA (Continued):**

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| * 14. Approve use of the full gym on Saturday May 16, 2009, from 7:00 a.m. - 6:00 p.m., by the Mid-Atlantic Center for the Arts (MAC) to hold their Spring Arts & Crafts Festival. Fees of \$100 (non profit entity fee) and cost of custodians. | <b>APPROVE<br/>MAC<br/>USE OF FACILITY</b>        |
| * 15. Approve/Ratify Lower Cape May Regional Little League use of school athletic field from March 15, 2008 to July 30, 2008 from 9:00 a.m. until dark when school is not in session. Fee to be waived   | <b>APPROVE<br/>LITTLE LEAGUE<br/>USE OF FIELD</b> |

**IX. Consideration of additional items which may have arisen after preparation of the agenda.**

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| 1. On motion by Ms. Kustra, seconded by Mr. McKenna, the Board unanimously approved the field grass cutting contract with KS Greenday for the 2009 mowing season at a cost of \$200 per cut.          | <b>APPROVE<br/>GRASS MOWING<br/>CONTRACT</b>    |
| 2. On motion by Ms. Kustra, seconded by Mrs. Tolley, the Board unanimously approved a first grade field trip to the Cape May Nature Center and Nature Beach on May 15, 2009, from 12:15 PM - 1:30 PM. | <b>APPROVE<br/>GRADE 1<br/>FIELD TRIP</b>       |
| 3. On motion by Ms. Kustra, seconded by Mr. LeMunyon, the Board unanimously approved an afternoon preschool walking field trip to Victorian Towers on May 19, 2009, from 12:45PM - 2:00PM.            | <b>APPROVE<br/>PRESCHOOL<br/>FIELD TRIP</b>     |
| 4. On motion by Ms. Kustra, seconded by Mr. Flores, the Board unanimously approved a Math Resource Room walking field trip to THE DELLAS 5 & 10 Store on May 22, 2009, from 11:00AM - 12:20PM.        | <b>APPROVE<br/>MATH RESOURCE<br/>FIELD TRIP</b> |

**X. Items for Board Awareness and/or Board Consideration - None. BOARD AWARENESS**

**XII. Correspondence CORRESPONDENCE**

- |  |                            |
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| A. Letter from Denise C. LaBov, Principal Sandman School | <b>D. LaBOV<br/>LETTER</b> |
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XII. Old Business

- A. Board self-evaluation -- Mr. Thomas will deliver the survey to each board member, with a SASE to directly return to the NJSBA.

**BOARD SELF  
EVALUATION**

XIII New Business

- A. October 28-30 is the Annual NJSBA Workshop in Atlantic City. Board members must attend for the group registration to be cost effective. Please let John Thomas know if you will be attending.
- B. Lower Cape May Regional High School awards ceremony is scheduled for later in May, they would like a representative of the Board to attend and present. Mr. Thomas will seek a volunteer that is available.

**ANNUAL NJSBA  
CONFERENCE**

**LCMR  
AWARDS  
CEREMONY**

- XIV Receive comments from the public in accordance with the Board's policy on participation at Board meetings - None.

**PUBLIC  
COMMENTS**

XV. Adjournment

**ADJOURNMENT**

1. On motion by Mrs. Loughlin, seconded by Ms. Kustra and affirmed by all, the Board adjourned at 7:46 p.m.

Respectfully submitted,

Transcribed:  
May 4, 2009

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John Thomas  
Business Administrator/Board Secretary