

**CAPE MAY CITY BOARD OF EDUCATION
OCTOBER 16, 2008
MINUTES**

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| <p>I. Linda Loughlin, Board Present, called the meeting to order at 7:00 pm. 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, Linda Loughlin, Joseph McKenna, Marilyn Jo Tolley, Elizabeth Spackman and Robert Townsend. Also present were Robin Wise, Victoria Zelenak, Robert Fineberg, Jack Fichter Joan Maurer, Debbie Sandmeyer-Bryan, Amber Wallin, Patricia Marten and John Thomas.</p> | <p>CALL TO ORDER
OPENING
STATEMENT
FLAG SALUTE
ROLL CALL
ANNOUNCEMENTS</p> |
| <p>II. Recognition and Presentations</p> <p>A. Robert Inverso of Inverso and Stewart presented the Comprehensive Annual Financial report (CAFR, Audit)</p> | <p>PRESENTATION</p> |
| <p>III. Receive comments from the public on agenda items only in accordance with the Board's policy on participation at Board meetings.</p> | <p>PUBLIC COMMENTS</p> |
| <p>IV. Items for Board Action</p> <p>A. On Motion by Ed Connelly, seconded by Joseph McKenna the Board approved the Comprehensive Annual Financial Report for the year ended June 30, 2008 as presented.</p> <p>B. On motion by Ed. Connelly, second by Joseph Mckenna the Board approved the annual audit recommendations by Inverso & Stewart and the district's corrective action plan.</p> <p>C. Resolution #58-09 approving line item transfers totaling \$20,185.00 made in September 2008 for the 2008/2009 school year was offered by Ed Connelly. On motion by Joseph McKenna, second by Roberta Townsend, Resolution #52-09 was adopted 5-0.</p> <p>D. Motion to approve the Board Secretary's and Treasurer's Reports for the 2008/2009 school year through September 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</p> | <p>ANNUAL FINANCIAL
REPORT</p> <p>AUDIT</p> <p>#58-09
9/1/2008
TRANSFERS</p> <p>APPROVE
TREASURER/
SECRETARY
REPORTS
SEPTEMBER</p> |

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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 over expended 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.

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| E. | Resolution #59-09 authorizing participation in the South Jersey Co-Op for the purchase of food commodities and naming Marianne Linnington, Food Service Director, as district representative was offered by Ed Connelly. On motion by Joseph Mckenna, seconded by Joe Tolley, Resolution #59-09 was adopted 5-0 | 2008
#59-09
SOUTH
JERSEY
CO-OP |
| F. | Resolution #60-09 to approve the Nursing Services Plan for 2008/2009 was offered by Ed Connolly. On motion by Joseph McKenna, seconded by Jo Tolley. Resolution #60-09 was adopted 5-0 | #60-09
Nursing
Services
Plan |
| G. | On Motion by Edward Connolly, seconded by Joseph McKenna, the Board unanimously approved payment for student to attend Pelican Place from 9:00-12:00 Tuesday, Wednesday & Friday each week at a cost of \$105.00 per month until opening is available at Lower Township Head Start. | Pelican
Place |
| H. | On Motion by Jo Tolley, seconded by Edward Connolly, the Board unanimously approved 1:1 Aide Agreement between Cape May City Elementary and Special Services School District for the 2008/2009 school year at a flat rate of \$15,155.00 based upon a 183 day school year. | 1:1 Aide
Agreement |
| I. | On Motion by Edward Connolly, seconded by Jo Tolley, the Board unanimously appointed Elizabeth Spackman as replacement Board member for Myra Kurkowski for the 2008/2009 school year. | Elizabeth
Spackman
Board
Approval |
| J. | On Motion by Edward Connolly, seconded by Joseph McKenna, the Board unanimously approved the following workshops: | WORKSHOPS |
| A. | Ratify Thomas Holden to attend School IPM Coordinator Training. on October 1, 2008. No cost to the Board. | T.HOLDEN
OCT 1. |
| B. | Linda Leonard to attend the Noyes Museum Art Teachers Workshop | L. LEONARD |

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on October 21, 2008 at a cost of \$50.00, plus mileage and substitute OCT. 21

C Joan Maurer to attend the Nurse's Education Services in Cherry Hill J.MAURER
on October 23, 2008 at a cost of \$25.00, plus mileage and substitute OCT. 23

D. Theresa Riper to attend Gilda's Club at Rutgers University Extension RIPER
center in Cape May Court House on October 22, December 17, OCT 22
February 18 and April 15, 2009 at a cost of travel only. DEC. 17
MAY 15

E. Phyllis MacNaughton, Kathleen Lucas and Lynn Faw to attend MACNAUGHTON
Strategies to Maximize Learning & Minimize Disruptive Behaviors in LUCAS
Cherry Hill, NJ on November 13, 2008 at cost of \$189.00 each, FAW
plus mileage, tolls and substitutes. NOV. 13

F. Lee Ann Tarr and Janine Wilson to attend Dr. Jean Feldman Tips, L.TARR
Tricks and Terrific Ideas "Reading, Math & Classroom Management" J.WILSON
in Drexel Hill, PA on December 3, 2008 at a cost of \$199.00 each, DEC. 3
plus mileage, tolls and substitutes.

G. Janine Wilson to attend Behavior Management Strategies for Creating J. WILSON
a Productive Learning Environment on December 8, 2008 cost will DEC. 8
mileage, tolls and substitute

V. Committee Reports

A. Curriculum and Instruction INSTRUCTION
Victoria Zelenak reported that a curriculum meeting was held and a
video of Dibels assessment, which identifies students in need of basic
skills. Additionally, the SRA program will provide supplement the
program. The video will be shown at the next Board meeting.

B. Facilities- No Report FACILITIES

C. Finance - No Report FINANCE

D. Legislative LEGISLATIVE
Joseph McKenna reported that meeting was held on October 7, but
no one was able to attend. The next meeting will be held on December
2, 2008 and the School Funding Formula will be discussed.

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E. Personnel and Negotiations PERSONNEL

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

1. On motion by Joseph McKenna, seconded by Edward Connolly, the Board unanimously approved upon satisfactory completion of State mandated background checks, the attached substitute list for the 2008/2009 school year. SUBSTITUTE LIST

2. On motion by Joseph McKenna, seconded by Edward Connolly, the Board unanimously approved the appointment of Teresa Francis as Cafeteria Worker at a salary of \$10.00 per hour, no benefits or the 2008/2009 school year. TERESA FRANCIS

3. On motion by Joseph McKenna, seconded by Edward Connolly, the Board unanimously approved the appointment of Joyce Fallon as First Grade Classroom Aide at a salary of \$10.00 per hour, no benefits for the 2008-2009 school year. JOYCE FALLON

4. On motion by Joseph McKenna, seconded by Edward Connolly, the Board unanimously approved the appointment of Nancy Minehan as the PM preschool classroom aide at a salary of \$10.00 per hour, no benefits for the 2008-2009 school year. NANCY MINEHAN

5. On motion by Joseph McKenna, seconded by Edward Connolly, the Board unanimously approved the appointment of Patricia Marten as PM preschool teacher at a salary of \$17,418.03 (150 days/183 total days at 50%) no benefits for the 2008/2009 school year. PATRICIA MARTEN

6. On motion by Joseph McKenna, seconded by Edward Connolly, the Board unanimously approved to accept with regret the resignation of Barbara Gerry as cafeteria worker. BARBARA GERRY

7. On motion by Joseph McKenna, seconded by Edward Connolly, the Board unanimously approved a leave of absence without pay for Ginny Hamilton, cafeteria worker starting on October 3, 2008 returning on November 3, 2008. GINNY HAMILTON

8. On motion by Joseph McKenna, seconded by Edward Connolly, the Board unanimously accepted with regret the resignation of Debbie Sandmeyer-Bryan as drama club moderator for the 2008-2009 DEBBIE SANDMEYER-BRYAN

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school year.

- F. Policy POLICY
1. On motion by Joseph McKenna, seconded by Edward Connolly the board unanimously approved the following policies on second reading"
- | | |
|-------------|--|
| 3542 | Food Service |
| 4152 | Vacations and Other Provision for Certified Personnel on a 12-month Contract |
| 4213.1/4214 | Non-Instructional Employees |
| 5141.21 | Administering Medication |
| 6144 | Controversial Issues |
- G. Public Relations PUBLIC RELATIONS
- Linda Loughlin read a letter from the Center for Community Arts thanking the Board for allowing them to use the facilities and thank the Education Foundation for monies.
- H. Education Foundation ED FOUNDATION
- Schedule of the meeting dates were included as a handout.
- I. Shared Services SHARED SERVICES
- No Report.

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

- A. Monthly Reports MONTHLY REPORTS
- Victoria Zelenak reported that the security system is still in progress and that she spoke to Terry Brown from the Cape May Recreation Department regarding their use of facilities and informed him that the recreation department will need to start paying for a custodian with a black seal to be present.

Victoria Zelenak also stated that there are a few glitches in the cafeteria, but they are being worked out.

- *B. **CONSENT AGENDA:** CONSENT AGENDA
- The following items were voted upon a single roll call vote. No members elected to have any of the items removed and placed on the other part of the agenda for discussion.

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On motion by Edward Connelly, seconded by Joseph McKenna, the Board approved the following consent agenda. A roll call vote was taken with all in favor. Motion carried 6-0.

- *1. Approval of payrolls:

August 31 -September 13, 2008	\$75,153.44	APPROVE
September 14 - 27, 2008	\$80,834.40	PAYROLLS

- *2. Approve payment of bills from General Fund (\$90,859.63) to September 30, 2008. APPROVE
BILLS

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

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- *4. Approve Volunteer Parent Aide Program for 2008/2009 as per guidelines accepted by the Board in October 1998. (Parents may work directly in their child/children's classrooms.) VOLUNTEER
PARENT
AIDE

- *5. Approve/ratify attached list of class trips for 2008/2009. APPROVE
CLASS TRIPS

- *6. Ratify use of facilities for auditorium on October 9, 2008 from 5:00 pm to 6:00 pm for the Cape May City Town Meeting. All fees to be waived. USE OF
AUDITORIUM

- *7. Ratify use of facilities for field on September 20, 2008 from 3:00 pm to 6:00 pm for Pal of Cape May softball game. All fees to be waived. PAL

- 8. Approve NJ School Board Association Insurance Policy #EP653Z renewal, Commercial Package in the amount of \$17,252.00; Policy #W653Z, renewal, workers compensation in the amount of \$26,989.00; Policy #E653Z renewal, errors and omissions in the amount of \$2,796.00; and Policy #64775774 renewal, disability in the amount of \$654.00 for 2008/2009 school year. INSURANCE
POLICY
RENEWAL

- VI. Consideration of additional items which may have arisen after preparation of the agenda. ADDITIONAL
ITEMS
 - A. On motion by Joseph McKenna, seconded by Edward Connolly, to appoint John Thomas as Business Administrator/Board Secretary a salary of \$58,000.00 for the 2008/2009 school year. Mr. Thomas BS/BA
John Thomas

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will work 4 days per week.

B. On motion by Joseph McKenna, seconded by Edward Connolly, the Board approved High School student Faith Payne to fulfill her internship requirements for Lower Cape May Regional with Mrs. Tarr from October 20, 2008 to May 30, 2009.

FAITH
PAYNE
INTERNSHIP

C. On motion by Joseph McKenna, seconded by Edward Connolly, the Board approved advertising for Basic Skills/Special Projects Teacher starting December, 2008.

Basic Skills
Special
Projects
Teacher

D. On motion by Linda Loughlin, seconded by Edward Connolly, the Board approved use of pool facilities by the LCMR High School swim team on Tuesdays from 3:00 pm to 4:00 pm. This program will run from November 15, 2008 through March 15, 2009. All fees are to be waived.

LCMR
SWIM TEAM

E. On motion by Linda Loughlin, seconded by Edward Connolly, the Board approved the purchase and administrating of flue shots for all staff and Board members.

FLU
SHOTS

F. On motion by Linda Loughlin, seconded by Edward Connolly, the Board approval the Destiny Hosted Service Solution through Follett Software Company at a cost of 4,977.00.

DESTINY
SERVICES

VII. Items for Board Awareness and/or Board Consideration

BOARD
AWARENESS

A. School Violence Awareness Week will be observed October 20 through the 24.

VIOLENCE
AWARENESS

B. There will be a Board training session on October 20, 2008

Training Session

C. NJSBA annual conference will be held October 28, 29 & 30, 2008 in Atlantic City.

NJSBA
CONFERENCE

D. The next Board meeting will be held on November 13, 2008

BOARD MTG

VIII. Correspondence - none

CORRESPONDENCE

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IX. Old Business

OLD
BUSINESS

X. New Business and Public Comments

New Business
& Public

- A. Sandy Sandmeyer-Bryan stated that Steve Morey was in the process of writing the proposal for the back trail.
- B. Sandy Sandmeyer-Bryan invited all Board members to obtain a Cape May City Elementary School library card.
- C. Karen Slack finished the Sunstation Reading Program. The Education Foundation was thanked for their funding.

ADJOURNMENT

XI. Adjournment

On motion by Linda Loughlin, seconded by Edward Connolly and affirmed by all, the Board adjourned at 7:46 p.m.

Respectfully submitted,

Robin E. Wise
Assistant Board Secretary

Transcribed:
10/24/2008

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