

**CAPE MAY CITY BOARD OF EDUCATION
MINUTES OF MEETING (DRAFT)
OCTOBER 8, 2009
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- I. Edward Connolly, Board President, called the meeting to order at 6:36 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: Dawn Austin, Edward Connolly, Sharon Lee Kustra, Mark J. LeMunyon, Joseph McKenna, Elizabeth Spackman, Marilyn Jo Tolley, and Roberta Townsend. Absent: Marc Flores.
Also present were: Victoria Zelenak, Robert Fineberg, John Thomas, Jay Eppenbach, Jon Hammett, Kathy Lucas, Karen Slack, Joan Maurer, Stephanie Grubb, and Jack Fitcher.

**CALL TO ORDER
OPENING
STATEMENT
FLAG SALUTE
ROLL CALL
ANNOUNCEMENTS**

There were no announcements.

II. Recognition and Presentations

PRESENTATIONS

- A. Mrs. Zelenak presented the Board with Action Plans for District Goals.

III. Comments from the public on agenda items - None.

**PUBLIC
COMMENTS**

IV. Items for Board Action

BOARD ACTION

- A. Resolution #52-10 approving line item transfers totaling \$ 14,078.39 made in September for the 2009/2010 school year was offered by Ms. Kustra. On motion by Mr. LeMunyon, seconded by Mrs. McKenna, Resolution #52-10 was adopted 8-0. A roll-call vote was taken:

**RES # 52-10
SEPT 2009
TRANSFERS**

AYES (8) : Mrs. Austin, Mr. Connolly, Ms. Kustra, Mr. LeMunyon, Mr. McKenna,
Mrs. Spackman, Mrs. Tolley, and Mrs. Townsend.

NAYES (0) : None.

ABSENT (1) : Mr. Flores.

APPROVE

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B. On motion by Ms. Kustra, seconded by Mr. McKenna, the Board approved the Board Secretary's and Treasurer's Reports for the 2008/2009 school year through July 31, 2009. Pursuant to NJAC statute, the Board Secretary certifies that as of that date, no budgetary line item account has obligations and payment 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. A roll-call vote was taken:

AYES (8) : Mrs. Austin, Mr. Connolly, Ms. Kustra, Mr. LeMunyon, Mr. McKenna, Mrs. Spackman, Mrs. Tolley, and Mrs. Townsend.

NAYES (0) : None.

ABSENT (1) : Mr. Flores.

C. Resolution #53-10 approving the proposed PDI Work License for access by Central Jersey Power & Light Company (JCP&L) to conduct Pre-Design Investigation activities was offered by Ms. Kustra. On motion by Mr. McKenna, seconded by Mrs. Tolley, Resolution 53-10 was adopted by a vote of 8-0.

**TREASURER/
SECRETARY
REPORTS
JULY 2009**

**RES # 53-10
APPROVE PDI
WORK LICENSE
JCP&L**

V Committee Reports

- A. Finance - No Report (Budget meeting will be scheduled for November)
- B. Legislative - Mr. McKenna gave update on county meeting on cost savings
- C. Policy - No report.
- D. Public Relations - No Report.
- E. Facilities - Meeting TBD; Kindergarten gate and opening in the fence
- F. Negotiations / Personnel - No report.

**COMMITTEE
REPORTS
FINANCE
LEGISLATIVE
POLICY
PUBLIC RELATIONS
FACILITY
NEGOTIATIONS**

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- All motions are on the recommendation of the Chief School Administrator. **PERSONNEL**
1. On motion by Mr. Connolly and seconded by Ms. Kustra, the Board unanimously approved (upon satisfactory completion of State mandated background checks), the attached substitute list for the 2009/10 school year. **APPROVE
SUBSTITUTE
LIST**
 2. On motion by Mr. Connolly, seconded by Ms. Kustra, the Board unanimously approved the following workshops as listed: **APPROVE
WORKSHOPS**
 - a. John Thomas to attend an Accountability Regulations training session presented by the New Jersey Dept. of Education on September 30, 2009 in Mays Landing, NJ. Cost to be one (1) ETTC training hour, no mileage/tolls. **J. THOMAS
ACCOUNTABILITY**
 - b. Thomas Holden to attend the Small Schools meeting presented by NJASA on October 6th in Trenton. A substitute was needed but no mileage/toll reimbursement. **T. HOLDEN
SMALL SCHOOLS**
 - c. Anne Borger, Karen Slack, Dee Sloan, and Victoria Zelenak to attend the 21st Century Curriculum Conference hosted by Middle Township on October 14, 2009; Substitutes not required. **21ST CENTURY
CURRICULUM
CONFERENCE**
 3. On motion by Mr. Connolly, seconded by Ms. Kustra, the Board unanimously approved Jay Eppenbach's request for course approval for EDAM 540: Action Research at Drexel University. Mr. Eppenbach to be reimbursed upon successful completion of the course, and per pending negotiated agreement. **J. EPPENBACH
TUITION
REIMBURSEMENT**
 4. On motion by Mr. Connolly, seconded by Mr. LeMunyon, the Board unanimously approved to appoint Joan Maurer to the I&RS committee, as an extra duty position for the 2009/10 school year, stipend to be paid per pending contract under negotiation. **J. MAURER
I&RS COMMITTEE**
 5. On motion by Mr. Connolly, seconded by Mrs. Tolley, the Board unanimously approved to ratify/approve the appoint Lelah Eppenbach as a home-bound instructor for one student, for a total of ten (10) hours per week at a rate of \$30 per hour, no benefits, starting on October 6, 2009. **L. EPPENBACH
HOME BOUND
INSTRUCTOR**

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| 6. On motion by Mr. Connolly, seconded by Ms. Kustra, the Board unanimously ratified Anne Borger's attendance at the "TLC Meeting" held at Cape Counseling in Cape May Court House on October 8, 2009, from 9:00AM -11:00AM. There was not cost for this meeting. | A. BORGER
TLC MEETING |
| 7. On motion by Mr. Connolly, seconded by Ms. Kustra, the Board unanimously approved Teresa Francis and Veronica Leider to attend the ServSafe Food Protection course presented on October 24, 2009, in Egg Harbor Township. NJ. Cost is \$160.00 per attendee (\$320.00 total) | T. FRANCIS
V. LEIDER
SERVSAFE
TRAINING |
| 8. On motion by Mr. Connolly, seconded by Ms. Kustra, the Board unanimously approved the Volunteer Parent Aide Program for 2009/2010 as per guidelines accepted by the Board in October 1998. | VOLUNTEER
PARENT AIDE
PROGRAM |

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

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| A. On motion by Ms. Connolly, seconded by Mr. LeMunyon, the Board unanimously approved the attached staff monthly reports for September, 2009:
1. Cafeteria
2. Guidance
3. Enrollment
4. Nurse
5. Special Education
6. Curriculum Report
7. Facilities | APPROVE
MONTHLY
STAFF REPORTS |
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B. CONSENT AGENDA:

**APPROVE
CONSENT
AGENDA**

On motion by Ms. Kustra, seconded by Mr. McKenna, the Board unanimously approved the following consent agenda items as listed. A roll-call vote was taken:

AYES (8) : Mrs. Austin, Mr. Connolly, Ms. Kustra, Mr. LeMunyon, Mr. McKenna,
Mrs. Spackman, Mrs. Tolley, and Mrs. Townsend.
NAYES (0) : None.
ABSENT (1) : Mr. Flores.

***1. Approval of payrolls:**

PAYROLL

August 30 - September 12, 2009	\$74,017.92
September 13 - September 26, 2009	\$78,362.24

***2. Approve payment of bills from General Fund \$ 124,127.61.**

BILL LIST

3. Approve minutes from the following Board of Education meetings:
September 10, 2009 Regular & Work Session

MINUTES

*(Consent Agenda continued on next page)
(Consent Agenda continued)*

4. Approve payment to Garrison Architects in the amount not to exceed \$3,100 for architectural services rendered on the Security Upgrades Phase II project.

**GARRISON
ARCHITECTS**

5. Approve payment to Protection One, L.L.C, in the amount not to exceed \$26,000 for contract to complete the Security Upgrades Phase II project. (40% of project being funded by SDA grant)

PROTECTION ONE

6. Approve 2009-2010 Joint Transportation Agreement between Cape May County Special Services and Cape May City Board of Education to transport one (1) student. Annual cost of contract is \$18,000.

**JOINT
TRANSPORTATION
AGREEMENT**

(Consent Agenda continued on next page)

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(Consent Agenda continued)

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| 7. Approve the Memorandum of Understanding between Cape May Housing Authority and Cape May City Elementary School to accept CREW Scholarship program. The Housing Authority will provide scholarships in the amount of \$5500.00 for 2009/2010. | CAPE MAY
HOUSING
AUTHORITY |
| 8. Approve the Use of Facility request by Back Bay Adventures to hold a Fishing Flea Market in the school's auditorium and gym on Sunday October 25, 2009. Fees to be \$225, plus custodial fee. | USE OF FACILITY
BACK BAY |
| 9. Approve the Use of Facility request made by the Mid-Atlantic Center for the Arts (MAC) to hold a Craft and Antique Show on Saturday and Sunday February 13th & 14th, 2010, from 10:00 a.m. - 4:00 p.m. in the school's auditorium. Non-profit daily fee of \$100 to be charged (\$200 total) plus custodial fees for both days. | USE OF FACILITY
MAC |
| 10. Ratify/Approve Use of Facility request made by the Cape May City Elementary School PTA to hold monthly meetings at the school (classroom) tentatively to be held the first Wednesday of each month, from 2:00-3:00 p.m. All fees waived per policy. | USE OF FACILITY
PTA |
| 11. Approve walking trip by the Pre-K classes (both AM/PM) on November 19, 2009, to Victorian Towers in Cape May, from approximately 10:30 a.m - noon. | WALKING TRIP
PRE-K |

VI Consideration of additional items which may have arisen after preparation of the agenda.	ADDITIONAL ITEMS
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| 1. On motion by Ms. Kustra, seconded by Mr. McKenna, the Board unanimously approved payment of \$15,300 to the Cape May County Special Services School District to provide a 1:1 Aide for the 2009/10 school year for one (1) student (ID). | APPROVE
1:1 AIDE
SPECIAL SERVICES |
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| 2. On motion by Ms. Kustra, seconded by Mr. LeMunyon, 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 lifeguard/teacher stipend to be provided by the PTA. | APPROVE
AFTER SCHOOL
SWIM CLUB |
| 3. On motion by Ms. Kustra, seconded by Mr. LeMunyon, the Board unanimously approved the tentatively scheduled field trips for the 2009/10 school year as listed and attached. | APPROVE
CLASS TRIPS |
| 4. On motion by Ms. Kustra, seconded by Mr. LeMunyon, the Board unanimously approved the district's 2008/2009 Vandalism & Violence Incident Report. There were zero (0) incidents during 2008/09) | APPROVE
VAND & VIOL
REPORT |
| 5. On motion by Ms. Kustra, seconded by Mr. McKenna, the Board unanimously approved the Use of Facilities request by the City of Cape May to hold a Town Meeting in the auditorium/gym on October 21, 2009 from 7:00PM - 9:30PM. Fees to be waived except custodial. | APPROVE
USE OF FACILITY
CITY OF CAPE MAY |
| 6. On motion by Mr. Connolly, seconded by Ms. Kustra, the Board unanimously approved the installation of "white board" skins in eleven (11) classrooms by Becker & Brothers, Inc., for a total cost of \$7,809.61. | APPROVE
CONTRACT
BECKER & BROS |

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

VIII Correspondence - The following letters were acknowledged. **CORRESPONDENCE**

- A. Letter from Cape May Point to Mr. Terrance Crowley, County Superintendent of Schools.

IX. Old Business - None. **OLD BUSINESS**

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X. New Business

NEW BUSINESS

1. On motion by Mr. Connolly, seconded by Mr. LeMunyon, the Board approved granting Mr. Jonathan Hammett the medical benefits in his long term substitute position. A roll-call vote was taken:

**APPROVE
J. HAMMETT
MEDICAL BENEFITS**

AYES (5) : Mrs. Austin, Mr. Connolly, Mr. McKenna, Mrs. Spackman,
and Mrs. Tolley.

NAYES (2) : Mr. LeMunyon, Mrs. Townsend.

ABSTAIN (1) : Ms. Kustra.

ABSENT (1) : Mr. Flores.

- XI. 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 Ms. Kustra, seconded by Mr. LeMunyon and affirmed by all, the Board adjourned at 7:13 p.m.

Respectfully submitted,

Transcribed:
October 12, 2009

John Thomas
Business Administrator/Board Secretary