

**CAPE MAY COUNTY TECHNICAL SCHOOL DISTRICT
188 CREST HAVEN ROAD
CAPE MAY COURT HOUSE, NEW JERSEY 08210**

**February 20, 2018
1:08 p.m.**

The following were present at the meeting: Mr. Anthony L. Anzelone, board member; Mr. Alan I. Gould, board vice president; Mr. Robert L. Boyd, board president.

Mr. Kerry Higgs, board member and Mr. Robert L. Bumpus, board member were not present at the meeting.

Also present at the meeting were: Amy L. Houck Elco, Esquire; James R. Owens, Director of Buildings & Grounds; Steven Vitiello, Principal; Jacqueline A. McAlister, Supervisor of Post-Secondary, Evening Continuing and Adult Education & Apprenticeship; Nancy Wheeler-Driscoll, Director Curriculum & Instruction; Paula J. Smith, Business Administrator/Board Secretary; Dr. Nancy M. Hudanich, Superintendent.

FLAG SALUTE

Pursuant to N.J.S.A. 104-10, adequate notification of this meeting has been properly posted in the Press of Atlantic City and the County Freeholder's office on November 6, 2017, as prescribed by Chapter 231, laws of 1975.

PUBLIC INPUT

There was no public input at the meeting.

ADMINISTRATIVE REPORTS

On the motion of Mr. Gould, seconded by Mr. Anzelone, the following administrative reports were approved by roll call vote.

- A. James Owens, Director Buildings & Grounds
- B. Steven Vitiello, Principal
- C. Nancy Wheeler Driscoll, Director of Curriculum and Instruction
- D. Jacqueline McAlister, Director of Post-Secondary, Evening/Continuing Education, Adult Education and Apprenticeship
- E. Dr. Nancy M. Hudanich, Superintendent

Administrators left the meeting at 2:06 p.m.

APPROVAL OF MINUTES OF PREVIOUS MEETING

On the motion of Mr. Gould, seconded by Mr. Anzelone, the following minutes were approved by roll call vote. Mr. Anzelone abstained from the vote.

- A. January 16, 2018, Board Meeting
- B. January 16, 2018, Executive Session

- C. Resolution to make public release of the following Executive Session minutes with portions redacted by the solicitor: May 16, 2017 through September 27, 2017 was approved by roll call vote.

D.

Mr. Anzelone abstained from the vote.

REVENUE & EXPENSE

On the motion of Mr. Gould, seconded by Mr. Anzelone, the following items (Items A through L) were approved by roll call vote.

- A. Board secretary’s monthly certification of budgetary line item status;
- B. Financial report A-148 and A-149, December 2017, board secretary report and treasurer’s report, pending audit;
- C. Board of education’s monthly certification of budgetary major account/fund status;
- D. Bills as presented;
- E. Budget summaries, December 2017;
- F. Transfers:
- G. Bids, contracts, report, agreements:

| <u>Name – Report/Contract</u> | <u>Purpose</u> | <u>Amount</u> | <u>Date/Year(s)</u> |
|--|--|--------------------------|----------------------------|
| Special Education Medicaid Initiative (SEMI) Program | Waiver of Requirements | N/A | SY2018-19 |
| One-to-One Aide Agreement Lower Cape May Regional | | | 9/1/2017 – 6/30/2017 |
| One-to-One Aide Agreement Middle Township Board of Education | | | 9/1/2017 – 6/30/2018 |
| One-to-One Aide Agreement Dennis Township Board of Education | | | 9/1/2017 – 6/30/2018 |
| Resolution Authorizing Renewal of Agreement with Local Partners & Entities | Cape May County Commodity Resale system for purchase of gasoline & diesel | | 11/14/2017 – 12/31/2016 |
| Keyboard Consultants Bid #65 MCECCPS SMART | Purchase 5 Smartboards | \$32,090.00 | 2/20/2018 |
| BSN Sports Athletic/Ed Data Bid #8574 | Purchase bleachers for softball field | \$74,804.98 | 2/20/2018 |
| Tuition Rates for 2018/2019 | Correct full-time regular From: To: | \$9,622.00 \$9,226.00 | SY2018/2019 |

H. Grants for applying/accepting:

| <u>Name of Grant(s)</u> | <u>Apply/Accept</u> | <u>Amount</u> | <u>Date</u> |
|-------------------------------|---------------------|----------------|---------------------|
| Dollar General Adult Literacy | Apply | up to \$15,000 | 5/10/2018-3/10/2019 |

- I. Appointment of President Robert L. Boyd and Vice President Alan I. Gould and board member Anthony Anzelone as alternate, to represent the Cape May County Technical School District at the Board of School Estimate meeting on April 24, 2018, at 3:00 p.m.
- J. Changing the March 20, 2018 at 1:00 p.m. Board of Education meeting from regular board of education meeting to a Special Meeting. The regular board of education meeting was scheduled for March 27, 2018 at 1:00 p.m.

K. The following item(s) to be disposed, used by school lab or sold on (GovDeals):

| <u>Name of Item</u> | <u>Value</u> | <u>Reason for Removal</u> |
|--|--------------|---------------------------|
| Cres Cor Proofing/ Warming Box Model: 1290001 Serial #LJI-K5530 Inventory #1002266 | Unknown | Obsolete |
| Ford Ranger 1998 4 X 2 Regular Cab Serial #1FTYR10XC4WU Inventory #2 0201442 | Unknown | For sale on GovDeals |

L. Travel (Employee/Board Member)

| <u>Name</u> | <u>Event</u> | <u>Location</u> | <u>Cost</u> | <u>Date</u> |
|-----------------|--|-----------------|-------------|-------------|
| Steven Vitiello | Unacceptable Employee Behavior Seminar | Atlantic City | \$199 | 4/6/2018 |

COMMUNICATION

- A. Correspondence from:
Elizabeth Bozzelli, Clerk of the Board
Synopsis:
Notification of Resolution No. 14-18 appointing Freeholder Director Gerald M. Thornton, Freeholder E. Marie Hayes and Freeholder Will Morey as members of the Board of School Estimate for the Cape May County Technical School District for 2018.
- B. Correspondence from:
Association of School Business Officials (ASBO), Certification Department
Synopsis:
Notification that Paula J. Smith has successfully met the requirements for the 3 year certification of Administrator of School Finance and Operations (SFO).

C. Correspondence from:

Conrad Johnson, Jr., Cape May County Fire Marshal
Department of Public Safety Training Center Fire Marshal's Office

Synopsis

Cape May County Fire Training Academy offering Firefighter 1 Program to Law and Public Safety students of Cape May County Technical High School

CURRICULUM

On the motion of Mr. Gould, seconded by Mr. Anzelone, the following Curriculum was approved by roll call vote.

- A. Job cards, December 2017
- B. Homebound instruction for the following student:
Z.H. 1/23/2018 through To Be Determined;
- C. Educere instruction for the following student:
M.T., 2/1/2018 through To Be Determined;
- D. Homebound and Educere instruction for the following students:
B.L., 1/30/2018 – 3/27/2018;
J.N., 1/30/2018 – 3/28/2018;
T.N., 1/30/2018 – 3/16/2018;
- E. Volunteers for SY2017/2018:
Nicholas DeRitis, basketball/baseball;
Taylor Patterson, softball;
Christopher Russ, baseball;
- F. 2017/2018 revised calendars due to snow closings;
- G. Firefighter Training Program Memorandum of Understanding, SY2018/2019;
(PULLED – MOVED TO COMMUNICATIONS)
- H. Admissions Committee through October 31, 2018:
Nancy Wheeler Driscoll
Rita King
Denise Procopio
Steven Vitiello

I. Field Trips

| <u>Date</u> | <u>Destination/Purpose</u> | <u>Students/Teachers/Aide</u> | |
|-------------|--|-------------------------------|-------------|
| 2/1/2018 | Cape May Elementary School to showcase projects/public speaking (Grades 10-12) | 5 | 1 & 1 Staff |
| 2/7/20178 | New Jersey Law Center, New Brunswick Regional Mock Trial Competition (Grades 9-12) | 13 | 1 |

| <u>Date</u> | <u>Destination/Purpose</u> | <u>Students/Teachers/Aide</u> | |
|-------------|---|-------------------------------|----------------|
| 2/24/2018 | Cherry Hill East High School Robotics State Championship (STEM education & soft skills) (Grades 9-12) | 20 | 1 |
| 3/2/2018 | Mercer County Technical School Skills USA Competition (Criminal Justice Quiz Bowl) (Grades 11-12) | 5 | 1 |
| 3/7/2018 | Philadelphia Flower Show Tour skills & techniques of ornamental Horticulture (Grades 10 – 12) | 20 | 1 & tbd |
| 3/10/2018 | Gloucester County Technical School Skills USA Competitions (Crime scene investigation, cosmetology Quiz bowl & additive manufacturing) (Grades 10 – 12) | 9 | 2 |
| 3/10/2018 | Camden County Technical Schools Skills USA competition (Carpentry, Teamworks & HVAC) (Grades 11 - 12) | | |
| 3/16/2018 | Cumberland County Technical School Skills USA Competitions (Audio/Radio, Broadcast News, Culinary Arts, Safety Display) (Grades 10 -12) | 10 | 4 |
| 3/17/2018 | Burlington County Technical School Skills USA Competition (Welding Fabrication) (Grade 12) | 3 | 1 |
| 4/11/2018 | Union League National Gold Course Swainton Tour, learn turf grass, management (Grades 10 -12) | 25 | 2 |
| 4/14/2018 | Hilton East Brunswick & Somerset County Vo Tech Skills USA Competitions & Award Ceremony (Grades 10 -12, Post-Secondary) | 26 | 7 1 1 staff |
| 4/18/2018 | Sunset Flower Farm, Belleplain Tour farm & horticulture projects (Grades 10 -12) | TBD | TBD |

On the motion of Mr. Anzelone, seconded by Mr. Gould, the following policies, regulations and position descriptions for first reading were approved by roll call vote.

- A. 4119.22/4219.22 Conduct and Dress
- B. 4119.22/4219.22 Conduct Staff Responsibilities Regulation
- C. 4119.22/4219.22 Physical Altercations at School Regulation
- D. 4125.2/4235.2 Personnel Procedures, Practices & Benefits
- E. 5142.2 Physical Restraint
- F. 5142.2 Physical Restraint Regulation
- G. 6162.4 Community Resources Regulation
- H. A-7 Administrative Assistant to Business Administrator

PERSONNEL

(All hiring are upon the recommendation of the Superintendent and contingent upon the result of criminal background investigation and request for emergent hiring will be made where appropriate).

On the motion of Mr. Gould, seconded by Mr. Anzelone, the following personnel were approved by roll call vote.

| NAME | POSITION | DESCRIPTION FUNDING PROGRAM | STEP AMOUNT LONGEVITY | EFFECTIVE DATE(S) OR # OF DAYS |
|-----------------------|---|---|-----------------------------|--------------------------------------|
| Bishop, Susan | Teacher | Homebound Instruction | \$30 per/hr. | SY2017/2018 |
| Makowski, Jennifer | Teacher | Homebound Instruction | \$30 per/hr. | SY2017/2018 |
| Vitale, Mary Anne | Teacher | Homebound Instruction | \$30 per/hr. | SY2017/2018 |
| Becker, Paul | Asst. Coach Softball | (2 nd year) | *\$3,200.00 | SY2017/2018 |
| Walters, Cortney | *Asst. Coach Softball | (1 st year) *pending receipt of substitute certificate | \$3,200.00 | SY2017/2018 |
| Hearon, Robert | Security Monitor | District Security | \$16.50 per/hr. | SY2017/2018 |
| Palombo, Michael | Security Monitor | District Security | \$16.50 per/hr. | SY2017/2018 |
| Reider, Monica | Student Government Advisor | | \$2,250.00 pro-rated | 1/1/2018- 6/30/2018 |
| Nicoletta, Katrina | Substitute Teacher Planning/Preparation (Teacher of Computer Sciences) | High School | \$110 per/day | 1/24/2018- 2/23/2018 |
| Employee #631 | | FMLA | Unpaid | 2/28/2018 – 3/16/2018 |
| Employee #649 | | Extended Leave of Absence | Unpaid | 2/1/2018 – 2/28/2018 |
| Barber, Chelsey | | Extra teaching period for PARCC portfolio remediation | \$30 per period | Up to 10 periods |

| NAME | POSITION | DESCRIPTION FUNDING PROGRAM | STEP AMOUNT LONGEVITY | EFFECTIVE DATE(S) OR # OF DAYS |
|-----------------------|--|---|----------------------------------|--|
| Fishman, Mikhail | | Extra teaching period for PARCC portfolio remediation | \$30 per period | Up to 10 periods |
| Stratton, Julie | | Extra teaching period for Financial Literacy/Moodle | \$30 per period | Feb. 2018 – June 2018 |
| Lewszcynski, Edward | | Extra teaching period for Financial Literacy/Moodle | \$30 per period | Feb. 2018 – June 2018 |
| Jones, Adele | CDL Instructor | Evening/Continuing Ed Cert Vo | \$29 per/hr. | SY2017/2018 |
| McKenna, William | CDL Instructor | Evening/Continuing Ed Cert VO | \$29 per/hr. | SY2017/2018 |
| Vivarelli, Danielle | HSE/TASC Test Examiner | HSE Testing Center | \$29 per/hr. | SY2017/2018 |
| Paula J. Smith | Business Administrator | Attainment of School Finance & Operations Certification, per N.J.A.C. 6AL23A-3.a-11iv | \$3391.00 Qualitative Merit Goal | 2/20/2018 |
| Winter, Valerie | Administrative Assistant to Business Administrator | | \$46,000.00 12 month pro-rated | TBD – 6/30/2018 |
| Employee #909 | | FMLA/extended leave of absence | Unpaid | 2/20/2018-2/23/2018 unpaid FMLA 2/26/2018-3/31/2018 extended leave of absence |
| *pending negotiations | | | | |

BOARD MEMBER COMMENTS AND DISCUSSION ITEMS

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 New Jersey Public Meeting Act convened 2:22 p.m. to discuss the following matters:

HIB
Attorney Client Privilege – Contractual Matter

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 Mr. Gould, affirm action taken by the Superintendent for Harassment, Intimidation and Bullying (HIB) investigation(s) for the period of December 15, 2017 through January 11, 2018 (1 non-HIB investigation).

Acknowledging investigation(s) that occurred between the period of January 12, 2018 through February 15, 2018 (1 HIB investigation).

ADJOURN

On the motion of Mr. Anzelone, seconded by Mr. Gould, the meeting was adjourned at 2:50 p.m.

Respectfully submitted,



Paula J. Smith
Board Secretary

/jmr