

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

**July 19, 2016
1:02 p.m.**

The following were present at the meeting: Dr. Richard Stepura, Board Member; Mr. Kerry Higgs, Board Member; Mr. Anthony L. Anzelone, Board Member; Mr. Alan I. Gould, Board Vice President; Mr. Robert L. Boyd, Board President.

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

FLAG SALUTE

Adequate notification of this meeting has been properly posted in the Press of Atlantic City on November 9, 2015, as prescribed by Chapter 231, laws of 1975.

PUBLIC INPUT

Scott Downie, Spiezle Architectural Group, Inc., provided a full report on the ROD Grant HVAC Project and the ROD Grant Window and Door Projects.

On the motion of Mr. Gould, seconded by Mr. Anzelone, pursuant to N.J.A.C. 6A:26-1, the additional amount of \$215,306.00 being transferred from Capital Reserve to Budget Account No. 30-000S-401-450-20, to cover the additional local share required for the ROD Grant HVAC Project, State No. 0720-030-14-1001-G04 (includes 10% contingency) was approved by roll call vote.

Pursuant to N.J.A.C. 6A-26-4.5, I certify the availability of funds in the amount of \$1,892,000.00 for the issuance of the contract for the ROD Grant HVAC Project, State Project No. 0720-030-14-1001-G04.

Paula J. Smith, Business Administrator/Board Secretary

Date

On the motion of Mr. Gould, seconded by Dr. Stepura, pursuant to the authorization given to Administration at the June 21, 2016 board meeting to negotiate the ROD Grant HVAC project ("HVAC") and the ROD Grant Window and Door Projects ("Window and Door"), State No. 0720-030-14-1001-G04, based upon the fact that the Board twice rejected bids for the HVAC Project and the Window and Door Project which both times came in above the budgeted amount for the Projects, the negotiated bid for the HVAC Project being awarded to Dolan Mechanical Inc. in the amount of base bid

\$1,875,000.00 plus prior Alternate No. 1 in the amount of \$17,000.00 for a total of \$1,892,000.00 was approved by roll call vote. The original low bid for this contract was \$2,212,000.00.

On the motion of Mr. Higgs, seconded by Mr. Anzelone, pursuant to authorization given to Administration at the June 21, 2016 board meeting to negotiate the ROD Grant HVAC Project ("HVAC") and the ROD Grant Window and Door Projects ("Window and Door"), State No. 0720-030-1401001-G04, based upon the fact that the Board twice rejected bids for the HVAC Project and Window and Door Project which both times came in above the budgeted amount for the Projects, the board of education rejecting the negotiated price of \$464,060 received from Garozzo & Scimeca, (original bid \$503,060) as the amount still exceeds the budgeted amount for this project was approved by roll call vote.

A public hearing was held regarding the HIB Investigations, Trainings and Programs (HIB-ITP) Report for the time period of January 1, 2016 through June 30, 2016. Dr. Hudanich reviewed the statistics of the report there was no public comment.

ADMINISTRATIVE REPORTS

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

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

The board discussed the status of the improvements to the softball field. Dr. Hudanich will follow up with the county engineer's office to explain the urgency to begin the project.

APPROVAL OF MINUTES OF PREVIOUS MEETING

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

- A. June 21, 2016, Board Meeting
- B. June 21, 2016, Executive Session

REVENUE & EXPENSE

On the motion of Dr. Stepura, seconded by Mr. Gould, the following Items A through J 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, May 2016, board secretary report and treasurers report, pending audit;

- C. Board of education's monthly certification of budgetary major account/fund status;
- D. Bills as presented;
- E. Budget summaries, May 2016;
- F. Transfers;
- G. Bids, contracts, reports, agreements:

<u>Names – Report/Contract</u>	<u>Purpose</u>	<u>Amount</u>	<u>Date/Year(s)</u>
School Meal Prices as follows:			
Reduced breakfast price	No Increase	\$0.30	SY2016/17
Student breakfast	No Increase	\$2.50	SY2016/17
Staff Breakfast	No Increase	\$3.00	SY2016/17
Reduced Lunch	No Increase	\$0.40	SY2016/17
Student Lunch	No Increase	\$3.00	SY2016/17
Staff Lunch Price	No Increase	\$4.50	SY2016/17
Student/Staff Salad Bar	\$0.25 Increase	\$5.50 per lb.	SY2016/17
HealthNow – Administrative Services	Renewal to administer vision plan	\$4.50EE (Monthly)	9/1/2016-8/31/2017
Mitchell Nichols Enterprises	Snow Removal	per attached Rates	SY2016/17
Gentilini Ford, Inc. Pay to Play Resolution	Purchase 2017 F-250 Short Bed Truck	\$35,920.30	7/19/2016
Mind Research Institute Pay to Play Resolution	Software license for ST Math: High School Intervention	\$27,000.00	SY2016/17

H. Grants for applying/accepting:

<u>Name of Grant</u>	<u>Apply/Accept/Decline</u>	<u>Amount</u>	<u>Date</u>
IDEA	Apply/Accept	\$113,059.00	SY2016/17

I. The following item(s) to be disposed or sold on GovDeals:

<u>Name of disposal or sold items</u>	<u>Value of Item(s)</u>	<u>Reason for Disposal</u>
Various storage/coat closets Inventory #1003749 Inventory #1003625 Inventory #1003623	Unknown	Poor Condition

<u>Name of disposal or sold items</u>	<u>Value of Item(s)</u>	<u>Reason for Disposal</u>
Inventory #1003571	Unknown	Poor Condition
Inventory #1003630		
Inventory #1003621		
Inventory #1003628		
Inventory #1003624		

Eleven pallets of technology Equipment (Attached) Unknown Obsolete

J. Travel (Employee/Board Member)

<u>Name</u>	<u>Event</u>	<u>Location</u>	<u>Cost</u>	<u>Date(s)</u>
Paula J. Smith	Association of School Business Officials International	Phoenix, AZ	\$3,100.00	9/23-26/2016

COMMUNICATION

- A. Correspondence from
Margaret Lloyd, Teacher of English
Synopsis
Notice of retirement effective June 30, 2016, and giving thanks for the 14 years afforded to work at the Tech.
- B. Correspondence from
Monica Mack, Secretary to Director of Curriculum and Instruction
Synopsis
Notice of resignation effective July 18, 2016, after 7 years of service and grateful to be a part of an impeccable group of people.
- C. Correspondence from
Hugh Brown, Teacher of Physics
Synopsis
Notice of resignation effective June 30, 2016, giving thanks for opportunity to serve six months.
- D. Correspondence from
Marie Barry, Assistant Division Director, Office of Career Readiness, Department of Education
Synopsis
Approval has been granted to remove the Mason/Masonry (CIP Code:46.0101) from the district's list of approved Career & Technical Education Programs.

CURRICULUM

On the motion of Dr. Stepura, seconded by Mr. Anzelone, the following curriculum was approved by roll call vote.

- A. Job Cards, May 2016;
- B. Adult High School program structure and course offerings, SY2016/17;
- C. Evening/Continuing & Adult Education class offerings, SY2016/17;
- D. Stockton University Clinical practice for Drew Williams, 9/6/2016 – 12/15/2016
- E. SY2016/17 Curriculum:
 - English 10CP: Literature Text
 - World Cultures Text
- F. Early Childhood Development Center Lab School Application Packet, SY2016/17;
- G. Early Childhood Development Center Lab School Attendance and Payment Guidelines Handbook, SY2016/17;
- H. Flextime Change – August 1 through September 2, 4-day work week Monday – Thursday, all offices open 8 a.m. to 4 p.m.; all time off based on 1-1/4 day.

LEGISLATION & POLICY PERSONNEL

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

On the motion of Mr. Anzelone, seconded by Mr. Gould, the following personnel were approved by roll call vote. Mr. Higgs abstained from the vote for Suzanne Sykes.

Name	Position	Description Funding Program	Step Amount Longevity	Effective Date(s) or # of Days
Lloyd, Margaret	Teacher of English	Retirement		6/30/2016
Mack, Monica	Secretary to Director of Curriculum & Instruction	Resignation		7/18/2016
Brown, Hugh	Teacher of Physics	Resignation		6/30/2016
Conner, Barbara	Secretary part time (seasonal)	Adult & Continuing Education	\$13 per/hr.	SY2016/17
Wright, Deborah	Secretary part time (seasonal)	Adult & Continuing Education	\$13 per/hr.	SY2016/17

Name	Position	Description Funding Program	Step Amount Longevity	Effective Date(s) or # of Days
Tack, Gina	Security	Summer School	\$16.50 per/hr.	7/12/2016- 7/29/2016
Weigly, Brian	Teacher of Physics		Step 5 BA *\$57,793.00 10 – month	9/1/2016- 6/30/2017
Fisher, Stephanie	Secretary to Director of Curriculum & Instruction	Change of position From: Secretary To: Secretary to Director of Curriculum & Instruction	Step 8, Sec. 1 \$27,519.00 pro- rated 12 month To: Step 9, Sec. II *\$29,441.00 12-month pro- rated	7/1/2016- 7/18/2016 7/19/2016- 6/30/2017
Harris, Jon	Teacher of Physical Education & Health		Step 4BA *\$55,880.00 10-month	9/1/2016- 6/30/2017
Ward, Patricia	Teacher of Child Development		Step 3BA *\$55,130.00 10-month	9/1/2016- 6/30/2017
Dougan, Emily	Teacher of Physics		Step 1BA *\$53,880.00 10-month	9/1/2016- 6/30/2017
Schaffer, Kellee	Part-time Athletic Trainer	Fall/Spring & Winter for high school	\$30 per/hr. \$35 per/hr.	SY2016/17
Kashuda, Diane	Teacher of English		Step 5BA *\$57,793.00 10-month	9/1/2016- 6/30/2017
Sykes, Suzanne	Class Advisor 2017		\$2,250.00	SY 2016/2017
Wade, Warren	Class Advisor 2018		\$2,250.00	SY 2016/2017
McKinley, James	Aquaculture Supervisor	(not to exceed 115 hrs.)	\$25 per hr.	SY 2016/2017

*Step and salary amount pending negotiations

BOARD MEMBER COMMENTS AND DISCUSSION ITEMS

EXECUTIVE SESSION

On the motion of Mr. Gould, seconded by Mr. Anzelone, a Resolution to Adjourn the Public Meeting and to enter into Executive Session pursuant to the New Jersey Open

Public Meeting Act convened at 2:28 p.m. to discuss the following matters in Executive Session was approved by roll call vote.

HIB
Attorney Client Privilege
Negotiations Update
Board Self-Evaluation

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 of 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, affirming the action taken by the Superintendent for Harassment, Intimidation and Bullying (HIB) investigation(s) for the following periods were approved by roll call vote. Dr. Stepura abstained from the vote.

May 13, 2016 through June 16, 2016 (0 investigations)

Acknowledging the investigations that occurred between the following periods was approved by roll call vote.

June 17, 2016 through July 14, 2016 (0 investigations)

On the motion of Mr. Anzelone, seconded by Dr. Stepura, a special Board of Education Meeting being held on August 4, 2016 at 12:30 p.m. for a personnel matter was approved by roll call vote.

ADJOURN

On the motion of Mr. Higgs, seconded by Mr. Anzelone, the meeting was adjourned at 3:00 p.m.

Respectfully submitted,



Paula J. Smith
Board Secretary

/jmr