

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

**April 17, 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 Mr. Robert L. Bumpus, board member.

Also present at the meeting were: Amy L. Houck Elco, Esquire; James R. Owens, Director 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, association members Sharon Lee Kustra and Stacey Evans.

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.

The Business Administrator administered the Oath of Office to Mr. Bumpus, board member.

PUBLIC INPUT

There was no public input.

ADMINISTRATIVE REPORTS

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

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

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. Bumpus abstained from the vote.

- A. March 27, 2018, Board Meeting
- B. March 27, 2018, Executive Session

REVENUE AND EXPENSE

On the motion of Mr. Gould, seconded by Mr. Anzalone, the following (items A – I) were approved by roll call vote. Mr. Bumpus abstained from the vote for items B and H.

- A. Board secretary's monthly certification of budgetary line item status;
- B. Financial report A-148 and A-149, January 2018, 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, February 2018;
- F. Transfers;
- G. Bid's, contracts, report, agreements:

<u>Name – Report/Contract</u>	<u>Purpose</u>	<u>Amount</u>	<u>Date/Years(s)</u>
Ed Data	Vocational Supplies OC Ed/no bids	\$91,870.00	4/17/2018
Authorization to purchase from one of the following vendors: Sonitrol or Kerry	Upgrade existing door access system	Approximately \$45,000.00	4/17/2018
Eastern Datacomm	Upgrade existing Lockdown notification & activation system	Approximately \$37,000.00	4/17/2018

H. Grants/Donations for applying/accepting:

<u>Name of Grant(s)</u>	<u>Apply/Accept</u>	<u>Amount</u>	<u>Date</u>
Perkins Secondary-Federal	apply/accept	\$81,379.00	SY 2018-19
Perkins Secondary-Reserve	apply/accept	\$22,141.00	SY 2018-19
Henry Schein Dentrix Software for Dental Assisting Program in classroom or computer lab.	accept	unknown	4/17/2018

I. Part time contracts and hourly rates, SY 2018-19 (effective July 1, 2018)

Substitute Coverage (Early Childhood Dev. Center)	\$12.86 per/hr
Substitute Coverage Secretarial (High School)	\$11 per/hr
Supplemental Pay (holistic scoring of entrance exams)	\$18 per/hr
Supplemental Pay (proctoring for entrance exams)	\$20 per/hr
Instructor Rate (ABE/HSE/ESL/Civics)	\$32 per/hr
Summer Painter Rates (Buildings / Grounds)	\$10 - \$12 per/hr
On-call Custodian. (Buildings / Grounds)	\$10 per/hr
On-call Custodian with B.S. (Buildings / Grounds)	\$12 per/hr
Bus Driver Rate	\$16.50 per/hr
Drivers Education Instructors (High School)	\$25 per/hr

COMMUNICATION

- A. Correspondence from:
Alan Lackey, Teacher's Aide
Synopsis:
Notification of retirement effective June 30, 2018. Faithfully served the district for 33 years; 30 years at a Teacher's Aide in auto, baking, culinary arts, law & public safety, and marine science; and initial three years as a custodian.
- B. Correspondence from:
James Kay, Teacher of Carpentry and Property Management
Synopsis:
Notification of retirement effective June 30, 2018. Faithfully served the district pioneering the new Carpentry and Property Management Program during three year tenure.
- C. Correspondence from:
Diane Zimmerman Exploratory Teacher
Synopsis:
Notification of retirement effective June 30, 2018. Faithfully served the district for 22 years as an Exploratory Teacher and Health Services Instructor.
- D. Correspondence from:
Nicolae Borota, Dept of Ed., CTE Program & Talent Dev. Manager
Synopsis:
Review and re-approval of district's Culinary Arts/Chef Training Program, CIP code 120503, effective April 2, 2018.
- E. Correspondence from:
Nicolae Boroto, Dept of Ed., CTE Program & Talent Dev. Manager
Synopsis:
Review and re-approval of district's Institutional Food Workers Program, CIP Code 120508, effective April 2, 2018.
- F. Correspondence from:
Nicolae Borota, Dept. of Ed., CTE Program & Talent Dev. Manager
Synopsis:
Review and re-approval of district's Tourism and Travel Services Management Program, CIP code 520903, effective April 2, 2018.
- G. Correspondence from:
Beth Bozzeli, Clerk of the Board, Board of Chosen Freeholders
Synopsis:
Resolution 323-18, consolidated boards Cape May County Services and Cape May County School District effective July 1, 2018; dissolved current boards June 30, 2018.

CURRICULUM

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

- A. Job cards February 2018;
- B. Post-Secondary Tuition Credit Assistance Program, SY 2018-19.
- C. SY 2017-18 revised calendars due to snot closing, March 21;
- D. Extended Homebound and Educere instruction for the following students:

B.L., 3/28/2018-4/26/2018

T.N., 3/19/2018-4/12/2018

- E. Recommend that the Board of Education acknowledge the non-affiliated international trip to Costa Rica scheduled for June 21, 2018 to June 28, 2018. The trip is arranged by the Cape May Surf Club which is not affiliated with the school district. All costs for food, travel, insurance, etc., are the responsibility of the participant (adults and students) to be paid directly to the vendor. No fund raising will be done through the district.

- F. Field Trips:

<u>Date</u>	<u>Destination/Purpose</u>	<u>Students/Teachers/Aide</u>	
4/10/2018	CMC Police Academy & Correctional System (grade 10)	15	1
4/26/2018	Wildwood Convention Center deliver & set up plants for prom (Grade 12)	2	1
5/14/2018	Burlington Institute of Technology State Board of Cosmetology Practical Examination (post-secondary)	8	1
5/8/2018	Wildwood Convention Center Spring Small Business Summit Focus on Tourism (grade 12)	10	2
5/30/2018	Morey's Pier Extravaganza Peer Leadership (grades 11-12)	24	1

LEGISLATION & POLICY

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. Anzelone, seconded by Mr. Gould, the following personnel were approved by roll call vote:

<u>Name</u>	<u>Position</u>	<u>Description Funding Program</u>	<u>Step Amount Longevity</u>	<u>Effective Date(s) Or # of Days</u>
Kay, James	Teacher of Carpentry and Property Management	Retirement		6/30/2018
Lackey, Alan	Teacher's Aide	Retirement		6/30/2018
Zimmerman, Diane	Exploratory Teacher	Retirement		6/30/2018

Palombo, Mike	Substitute Teacher planning/preparation (Teacher of Spanish)	High school	\$110.00 per/day	4/10/2018-4/30/2018 Pending extension approval
Fischer, Stephanie	Secretary	Adult High School	\$14.00 per/hr	SY 2017-18
Employee #320		FMLA	Paid	3/27/2018 – 4/9/2018
Employee #504		FMLA	Paid	4/5/2018 – 4/16/2018
Employee #637		Extended FMLA	Unpaid	4/9/2018 – 4/29/2018
Employee #649		Extended leave of absence	Unpaid	4/1/2018 – 4/30/2018
Employee #973		FMLA	Paid	3/22/2018 - 4/13/2018
CMCT High School Education Association	*Personnel/salaries (attached)			SY 2016-17 SY 2017-18

BOARD MEMBER COMMENTS AND DISCUSSION ITEMS

The Board welcomed Mr. Bumpus. He is currently serving as Assistant Commissioner for Field Services – Atlantic County and Cape May County Acting Executive County Superintendent. Mr. Bumpus apologized for not being at prior meetings due to scheduling conflicts. He is very happy to be in South Jersey and said it is very satisfying to hear what the Board has accomplished here at the Cape May County Technical School District. Mr. Boyd stated that he was glad Mr. Bumpus was here and had experienced the process of consolidating a board with two districts. Mr. Boyd raised a concern about letters from districts being included as part of the county resolution regarding the consolidation of the Technical and Special Services Boards. Mr. Boyd thanked Dr. Hudanich for the Letter to the Editor regarding Technical School Districts admission policies. In addition, the Board discussed the declining enrollments in the county.

EXECUTIVE SESSION

Resolution to adjourn the public meeting and to enter into executive session pursuant to the New Jersey Open Public Meetings Act.

On the motion of Mr. Higgs, seconded by Mr. Gould, a Resolution to Adjourn the Public Meeting and to enter into Executive Session pursuant to the New Jersey Public Meeting Act convened at 2:16 p.m. to discuss the following matters;

HIB
Attorney Client Privilege – Contractual Matter

Legal 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, the board affirmed the action taken by the Superintendent for Harassment, Intimidation and Bullying (HIB) Investigation(s) for the period February 16, 2018 through March 22, 2018 (0 HIB investigation) and acknowledged the investigation(s) that occurred between the period of March 23, 2018 through April 12, 2018 (4 HIB investigation). By roll call vote.

ADJOURN

On the motion of Mr. Anzelone, seconded by Mr. Gould, the meeting was adjourned at 2:43 p.m.

Respectfully submitted,



Paula J. Smith
Board Secretary