

BOARD OF EDUCATION
Cape May County Special Services School District and
Cape May County Technical School District

MINUTES

December 18, 2018
2:35 PM

The following were present at the board meeting: Mr. Alan I. Gould, Board President, Mr. Robert L. Boyd, Board Member, Mr. Ken Merson, Board Member, Mr. Anthony Anzelone, Board Member, Dr. Judith DeStefano, Board Member.

Not present. Mrs. Jane Elwell, Board Vice-President, Ms. Donna Groome, Chairperson, Cape May County Mental Health, Alcohol & Drug Abuse Board.

Also present at the meeting were Ms. Amy L. Houck-Elco, Esquire, Ms. Paula Smith, Business Administrator/Board Secretary, Ms. Kathleen Allen, Business Administrator/Board Secretary, Ms. Jamie Moscony, Assistant Superintendent, Dr. Nancy M. Hudanich, Superintendent, Ms. Nancy Ramundo and administrators and teachers from both districts as well as members of the public.

PLEDGE OF ALLEGIANCE

President Alan I. Gould read the following statement:

Pursuant to N.J.S.A. 10:4-10, adequate notification of this meeting has been properly posted in The Press of Atlantic City and the County Freeholder's office on July 11, 2018, as prescribed by Chapter 231, laws of 1975.

APPROVAL OF MINUTES OF PREVIOUS MEETINGS

On the motion of Mr. Boyd, seconded by Mr. Merson, the following minutes were approved by roll call vote:

November 27, 2018 Meeting

On the motion of Mr. Anzelone, seconded by Mr. Boyd, the following minutes were approved by roll call vote (Dr. DeStefano abstained):

November 27, 2018 Executive Session

**DISTRICT ACTION ITEMS – CAPE MAY COUNTY SPECIAL SERVICES
SCHOOL DISTRICT**

On the motion of Mr. Anzelone, seconded by Mr. Merson, the attached items for Revenue & Expense (Item 1 / A-J) were approved by roll call vote (Dr. DeStefano abstained from any items under review by County Office).

On the motion of Mr. Merson, seconded by Mr. Boyd, the attached items for Curriculum (Item 2 / A-B) were approved by roll call vote (Dr. DeStefano abstained from any items under review by County Office).

On the motion of Mr. Anzelone, seconded by Mr. Boyd, the attached item for Legislation & Policy (Item 3 – Page 2) was approved by roll call vote (Dr. DeStefano abstained from any items under review by County Office).

Mr. Merson requested that the following be added to the policy:

- 1). Written that if there is an overdose, staff will be directed to move out of the area.
- 2). Automatic follow-up with school psychologist if any students witnessed the overdose.
- 3). Develop written report.

Dr. Hudanich explained she would take it under advisement for inclusion in the regulation for the policy.

On the motion of Mr. Merson, seconded by Mr. Boyd, the attached items for Personnel (Item 4 / bottom of page 2 through top of page 4 with addendum) were approved by roll call vote (Dr. DeStefano abstained from any items under review by County Office).

Ms. Moscony presented the Assistant Superintendent Administrative District Report to the Board.

Mr. Merson is very impressed with the Catch Someone Doing Right program. Dr. Hudanich commented on the need for an architect to conduct a space utilization audit of the school. This along with a cost analysis needs to be completed for the new alternative High School which has been discussed. She cautioned there could be trepidation in light of the current state aid funding decrease in Cape May County.

Ms. Allen shared that she will need to bring forth a budget amendment for the current school year. Enrollment is significantly over what was budgeted necessitating the need to hire additional staff and reconfigure space. The amendment will recognize the additional tuition revenue and appropriate the funds for the increased expenditures.

On the motion of Mr. Anzelone, seconded by Mr. Boyd, the attached Assistant Superintendent Administrative District Report was approved by roll call vote.

DISTRICT COMMUNICATION

None

DISTRICT ACTION ITEMS – CAPE MAY COUNTY TECHNICAL SCHOOL DISTRICT

On the motion of Mr. Anzelone, seconded by Mr. Boyd, the attached items for Revenue & Expense (Item 1 / A-I) were approved by roll call vote (Dr. DeStefano abstained from any items under review by County Office).

On the motion of Mr. Anzelone, seconded by Mr. Merson, the attached items for Curriculum (Item 2 / A-E) were approved by roll call vote (Dr. DeStefano abstained from any items under review by County Office).

On the motion of Mr. Boyd, seconded by Mr. Merson, the attached items for Legislation & Policy (Item 3, Page 2) were approved by roll call vote (Dr. DeStefano abstained from any items under review by County Office).

On the motion of Mr. Boyd, seconded by Mr. Anzelone, the attached items for Personnel (Item 4, page 2 and addendum) were approved by roll call vote (Dr. DeStefano abstained from any items under review by County Office).

Dr. Hudanich presented the Superintendent Administrative District Report to the Board.

Mr. Gould commented that the swim team did very well. Dr. Hudanich commended staff for volunteerism which has taken place during the holiday season such as sports activities as reported by the Principal.

On the motion of Mr. Boyd, seconded by Mr. Merson, the attached Superintendent Administrative District Report was approved by roll call vote.

DISTRICT COMMUNICATION

None.

BOARD CORRESPONDENCE

Correspondence from:

Elizabeth Bozzelli, Clerk of the Board, Cape May County Board of Chosen Freeholders

Synopsis:

Resolution appointing Nancy Ramundo to fill the unexpired term of Mike Palombo, term expires June 30, 2019 – per Freeholder's Resolution # 881-18.

BOARD MEMBER COMMENTS AND DISCUSSION ITEMS

Mr. Anzelone wished everyone a Merry Christmas and a Happy New Year. Mr. Merson asked Mr. Vitiello to thank the culinary students for the lunch. He enjoyed it very much and was impressed by the competence and the intense training. Mr. Gould commented that it is nice to see so many members of the public and he wished everyone a happy holiday. Mr. Boyd also wished everyone happy holidays and that he was looking forward to spending time with family and friends.

PUBLIC INPUT

Mr. Jack Deline, the president of the Kiwanis Club commented on the work Cape May County Technical School's club is doing to support three families that will now have a Merry Christmas. Ms. Kustra commented on Dream Come True Christmas.

EXECUTIVE SESSION

On the motion of Mr. Anzelone, seconded by Mr. Boyd, the Board approved the following Resolution to Adjourn the Public Meeting and enter into Executive Session pursuant to the New Jersey Public Meeting Act at 3:19 p.m. to discuss:

Attorney-Client Privilege -

HIB Report –

Personnel -

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. Merson for the Cape May County Special Services School District, the Board affirmed the action taken by the Superintendent for Harassment, Intimidation, and Bullying (HIB) investigation(s) for the period of October 26, 2018 through November 15, 2018 (1 HIB investigation) and acknowledged investigation(s) that occurred between the period of November 16, 2018 through December 15, 2018 (0 HIB investigation).

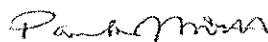
And for the Cape May County Technical School District, the Board affirmed the action taken by the Superintendent for Harassment, Intimidation, and Bullying (HIB) investigation(s) for the period of October 26, 2018 through November 15, 2018 (0 HIB investigation) and acknowledged investigation(s) that occurred between the period of November 16, 2018 through December 13, 2018 (0 HIB investigation) by roll call vote.

On the motion of Mr. Boyd, seconded by Mr. Merson, the board approved the termination of employee Deborah Glick as discussed in the Executive Session by roll call vote.

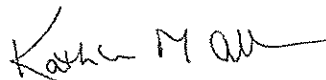
ADJOURN

On the motion of Mr. Anzelone, seconded by Boyd, the meeting was adjourned at 3:37 p.m.

Respectfully submitted,



Paula J. Smith,
Board Secretary



Kathleen Allen
Board Secretary

II. DISTRICT ACTION ITEMS

A. CAPE MAY COUNTY SPECIAL SERVICES SCHOOL DISTRICT

1. REVENUE & EXPENSE (Exhibit II-SS.1)

Be it resolved the Board of Education approves/accepts:

- a. Board Secretary's monthly certification of budgetary line item status
- b. Financial reports and balance sheets October 2018, Board Secretary Report and Treasurers Report
- c. Board of Education's monthly certification of budgetary major account/fund status October 2018
- d. Bills as presented
- e. Budget Summaries, Enterprise and Student Activity Funds, October 2018
- f. Transfers
- g. Bids/Contracts/Reports/Agreements/Jointures/Quotes/Transportation Routes:

Name	Purpose	Amount	Date/Years
Frontline Education	Time, Attendance & Absence Management	\$6,375 one-time implementation \$10,485 annual fee pro-rated for year 18/19	SY 2018-2019
Temple University	Affiliation Agreement	N/A	SY 2018-2019
Upper Township	Joint Transportation Agreement Route ACSS on behalf of Wildwood BOE	\$41,743.80	SY 2018-2019
Manders/Merighi/Portadin/Farrell Architects	Special Projects	As Per Attached Fee Schedule	SY 2018-2019
Dr. Buzz Mingin	Professional Development Consultant	As Per Attached Proposal	SY 2018-2019

h. Professional Improvement Experience and Travel Expenses:

Name	Event	Location	Cost	Date(s)
Brenda Groves	Let's Hear It for the Leaders... Our Clinical Educators!	Galloway	\$12.65	2/8/19
Lauren Rossi	Let's Hear If for the Leaders... Our Clinical Educators!	Galloway	\$4.77	2/8/19
Michael McCourt	Building a Cyber-Secure Environment for NJ Schools	Trenton	\$50.84	12/13/18

Cape May County Special Services School District
December 18, 2018
Meeting Minutes

- i. Grants/Donations:
 - (1.) Donation: North Wildwood Elks Lodge #1896 – 50 various meats (turkey, ham, chicken) and 50 Gift Cards for Acme or ShopRite in the amount of \$25 each totaling \$1,250.00 for Holiday Food Baskets
- j. The following item(s) to be disposed, or sold on gov/deals):

Item	Value	Reason for Disposal
2006 Ford E150 Transit Van	Undetermined	Sell on Gov/Deals: Van can no longer be used for student transportation after 12 years.

2. CURRICULUM (Exhibit II-SS.2)

Be it resolved the Board of Education approves/accepts:

- a. Field Trips as listed for:
 - (1) Cape May County High School/Ocean Academy: None this cycle
 - (2) OXE: None this cycle
- b. Presenters/Interns/Programs/Support Groups:

Name	Purpose	Amount	Date(s)
Mabelle Castro (pending completion of paperwork)	Rutgers University DPT Student to complete Clinical Education IV experience, under the supervision of Lauren Rossi	N/A	2/25/19 - 5/3/19

3. LEGISLATION & POLICY/REGULATION (Exhibit II-SS.3)

Be it resolved the Board of Education approves/accepts upon the second reading:

- a. New Policy #5330.04, Administering An Opioid Antidote

Be it resolved the Board of Education approves/accepts upon the first reading:

- a. Revised Policy #8561, Procurement Procedures for School Nutrition Programs

4. PERSONNEL (Exhibit II-SS.4)

Be it resolved the Board of Education approves/accepts:

- a. Superintendent's recommendation to appoint the following staff members pending criminal history background investigation and completion of required paperwork. Request for emergent hiring will be made where appropriate.

Cape May County Special Services School District
December 18, 2018
Meeting Minutes

Name	Position	Description of Funding Program	Step Amount Longevity	Effective Date(s)
Latoya Freeman	Substitute 1:1 Aide 1:1 Aide	Itinerant	\$13.00 per/hr	11/28/18 – 6/30/19
Aras Walker	Substitute 1:1 Aide 1:1 Aide	Itinerant	\$13.00 per/hr	11/28/18 – 6/30/19
Kathleen Quinn	Substitute 1:1 Aide 1:1 Aide	Itinerant	\$13.00 per/hr	11/28/18 – 6/30/19
Summer Jones	Substitute 1:1 Aide 1:1 Aide	Itinerant	\$13.00 per/hr	11/28/18 – 6/30/19
Jasmine Smith	Substitute 1:1 Aide 1:1 Aide	Itinerant	\$13.00 per/hr	11/28/18 – 6/30/19
Malagros Coloma	Substitute 1:1 Aide 1:1 Aide	Itinerant	\$13.00 per/hr	11/28/18 – 6/30/19
Sharea Godwin	Substitute 1:1 Aide 1:1 Aide	Itinerant	\$13.00 per/hr	11/28/18 – 6/30/19
Charles Bland	Substitute 1:1 Aide 1:1 Aide	Itinerant	\$13.00 per/hr	11/28/18 – 6/30/19
Dennis Havlik	Substitute School Bus Aide	Transportation	\$13.00 per/hr	12/19/18 – 6/30/19
Kenneth C. Dickinson	Substitute Custodian	General	\$17.75 per/hr	12/19/18 – 6/30/19
Lacey Bigham	Special Education Teacher	General	Step 0, Schedule A-2, MA, \$62,965, Prorated, 10 months	1/2/19 – 6/30/19
Carley Sheppard	Teacher School Aide	General	Step 2, Schedule B, \$25,740, Prorated, 10 months	1/2/19 – 6/30/19
Theresa Mazzeo	Educational Interpreter	Itinerant	Step 1, Schedule C \$42,141, Prorated, 10 months	1/2/19 – 6/30/19
Rebecca Horin	Community Swim Lifeguard	Community Use	\$11.50 per/hr	12/19/18 – 6/30/19
Mariel Gold	Community Swim Lifeguard	Community Use	\$11.50 per/hr	12/19/18 – 6/30/19
Tammy Bonino	Speech Language Specialist	Resignation	N/A	1/28/2019
Margaret McCarthy	One to One Aide	Retirement	N/A	9/1/18
Teressa Brown	Teacher School Aide	Retirement	N/A	7/1/2019

Cape May County Special Services School District
December 18, 2018
Meeting Minutes

Name	Position	Description of Funding Program	Step Amount Longevity	Effective Date(s)
Patricia Potts	Guidance Counselor	Retirement	N/A	7/1/2019

- b. Professional Development Trainings: None this cycle
- c. Leaves of Absence:

Employee #	Sick Days	Personnel Days	Vacation Days	Unpaid Days	Type of Leave	Date(s)
6272	0	0	0	7	FMLA	12/13/18 – 1/2/19
6367	0	0	0	TBD	BOE Unpaid Leave	12/4/18 – TBD

5. ASST. SUPERINTENDENT’S ADMINISTRATIVE DISTRICT REPORT (Exhibit II-SS.5)

Be it resolved the Board of Education approves/accepts:

- a. Principal’s Report, Annamarie Haas
(1) Suspensions: None this cycle
- b. Related Services Report, Jonathan Price, Director of Related Services
- c. Facilities Report, Charles Yahara, Director of Environmental Services, Aramark
(1) Use of Facilities Requests
- d. Transportation Report, Sharen Dever, Transportation Coordinator
- e. Enrollment Report
- f. Worker’s Compensation Report
- g. Team Meeting Agendas
- h. ¿Que Pasa?
- i. CMCHS Quarterly Newsletter “Cougar News”

6. COMMUNICATION (Exhibit II-SS.6)

- a. Tammy Bonino, Speech Language Specialist: Resignation Letter, effective 1/28/19
- b. Margaret McCarthy, One to One Aide: Retirement Letter, effective 9/1/18
- c. Teresa Brown, Teacher School Aide: Retirement Letter, effective 7/1/19
- d. Patricia Potts, Guidance Counselor: Retirement Letter, effective 7/1/19

7. HIB REPORT (Exhibit II-SS.7)

- a. HIB Monthly Report for 10/26/18 – 11/15/18

1. REVENUE & EXPENSE(Exhibit II-TS.1)

- a. Board secretary's monthly certification of budgetary line item status;
- b. Financial report A-148 and A-149 October 2018, 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, October 2018;
- f. Transfers;

g. Bids, contracts, reports, agreements

<u>Name- Report/Contract</u>	<u>Purpose</u>	<u>Amount</u>	<u>Date/Year(s)</u>
Resolution for member participation in a Cooperative Pricing Agreement with the Camden County Educational Services Commission	purchase of goods/services	TBD	12/18/2018
Asbury Park Press	designated news paper for advertising ED Data Bids	n/a	SY 2018-19

h. Donations/Grant/Scholarship/Trust for applying/accepting:

<u>Name of Donor/Designation</u>	<u>Apply/Accept</u>	<u>Amount</u>	<u>Date</u>
<u>Name of Grant</u>	<u>Apply/Accept</u>	<u>Amount</u>	<u>Date</u>

i. The following item(s) to be disposed, used by school lab or sold on gov/deals):

<u>Name of Item</u>	<u>Value of Item</u>	<u>Disposal or GOV/Deals</u>
tag #1006822 Insinkerator garbage disposal	n/a	items inoperable - scrap

2. CURRICULUM (Exhibit II-TS.2)

- a. Job cards October 2018;
- b. **Revised** dates for Junior/Senior Prom from May 3, 2019 to May 31, 2019; and After Prom Event, from May 4, 2019 to June 1, 2019;
- c. Boys and Girls Swimming and Basketball Schedules, SY 2018-19;
- d. Post-Secondary Tuition Credit Assistance Recipient:
1 student – Practical Nursing 30% of tuition balance \$1,700.00
- e. Nancy Wheeler Driscoll, County Apprenticeship Coordinator, SY 2018-19;

3. LEGISLATION & POLICY (Exhibit II-TS.3)

Cape May County Technical School District
December 18, 2018
Meeting Minutes

- 5141.21 Administering Medication
- 5141.21 Administering Medication_Regulation
- 5141.21 Exhibits I through IV

4. PERSONNEL (Exhibit II-TS.4)

(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):

<u>Name</u>	<u>Position</u>	<u>Description</u> <u>Funding</u> <u>Program</u>	<u>Step</u> <u>Amount</u> <u>Longevity</u>	<u>Effective</u> <u>Date(s) or</u> <u># of Days</u>
Employee #834		FMLA	paid Workers Compensation	11/13/2018-11/30/2018
Hunter, Sydne	Substitute Teacher	high school	\$90 per/day	SY 2018-19
Roach, Lisa		BA to MA increment adjustment	from: Step 9 BA \$64,339.00 to: Step 9 MA \$66,339.00	per CMCTHSEA Agreement
Pleasants, Matt	Assistant Substitute	Eve/Con Ed Voc	\$24 per/hr	SY 2018-19
Fink, Helen	Instructor	Eve/Con Ed Avoc	\$22 per/hr	SY 2018-19
Mazzola, Patricia	Instructor	Eve/Con Ed Avoc	\$22 per/hr	SY 2018-19
Palombo, Michael	Instructor	Eve/Con Ed Avoc	\$22 per/hr	SY 2018-19
Roach, Lisa	Instructor	Eve/Con Ed Avoc	\$22 per/hr	SY 2018-19
Rossner, Cooper	Instructor	Eve/Con Ed Avoc	\$22 per/hr	SY 2018-19
Shough, Jamie	Instructor	Eve/Con Ed Avoc	\$22 per/hr	SY 2018-19
Toft, Hanna	Instructor	Eve/Con Ed Avoc	\$22 per/hr	SY 2018-19
Weaver, Jessica	Instructor	Eve/Con Ed Avoc	\$22 per/hr	SY 2018-19
Bresan, Joe	Instructor	Adult High School/ Senior Standing	\$29 per/hr	SY 2018-19
Leszczynski, Edward	Instructor	Adult High School/ Senior Standing	\$29 per/hr	SY 2018-19
Pickens, Sandra	Teacher (part-time)	ABE/HSE/ESL/Civics/ Dollar General	\$32 per/hr	SY 2018-19
Janda, Edward	Instructor Substitute	Eve/Con Ed Voc Welding AWS 1G Cert	\$40 per/hr	11/28/2018-6/30/2019
Pruna, Carlos		retirement		6/30/2019
McLaughlin, Julia	Practical Nursing Substitute Instructor Including Clinical	post-secondary	\$160 per/day	SY 2018-19

5. SUPERINTENDENT'S ADMINISTRATIVE DISTRICT REPORT (Exhibit II-TS.5)

Director of Building & Grounds
Principal
Director of Curriculum & Instruction
Adult/Post-Secondary & Evening/Continuing Education
Superintendent

6. COMMUNICATION (Exhibit II-TS.6)

Correspondence from:
Deborah Glick, Practical Nursing Instructor/Clinical & Coordinator

Synopsis:
Notification of resignation.

Correspondence from:
Carlos Pruna, Jr., Teacher of Mathematics

Synopsis:
Notice of retirement effective June 30, 2019. Giving thanks for the opportunity to be part of the Tech for 25 years. It has been an honor and a privilege to be a member of this exceptional educational family.

7. HIB REPORT (Exhibit II-TS.7)

HIB (monthly) Report