

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

**December 20, 2016
1:08 p.m.**

CALL TO ORDER

ROLL CALL

The following were present at the meeting: Dr. Richard Stepura, Board Member; Mr. Kerry Higgs, Board Member; Mr. Anthony 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; Mr. James R. Owens, Director of Buildings & Grounds; Mr. Steven Vitiello, Principal; Mrs. Jacqueline A. McAlister, Supervisor of Post-Secondary, Evening/Continuing and Adult Education & Apprenticeship; Mrs. Nancy Wheeler-Driscoll, Director of Curriculum & Instruction; Mrs. 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 7, 2016, as prescribed by Chapter 231, laws of 1975.

PUBLIC INPUT

ADMINISTRATIVE REPORTS

On the motion of Dr. Stepura, seconded by Mr. Gould, the following administrative reports (Items A through E) were approved by roll call vote.

- A. James Owens, Director of 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

APPROVAL OF MINUTES OF PREVIOUS MEETING

On the motion of Mr. Anzelone, seconded by Mr. Gould, the following minutes (Items A and B) were approved by roll call vote.

- A. November 1, 2016, Board Meeting
- B. November 1, 2016, Executive Session

REVENUE & EXPENSE

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

Mr. Boyd abstained from vote for **Item IV. Revenue & Expense Item D. (Travel reimbursement)**

- A. Board secretary’s monthly certification of budgetary line item status;
- B. Financial report A-148 and A-149, September and October 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, October 2016;
- F. Transfers;

- G. Pursuant to N.J.A.C. 6A:26-1, an additional amount of \$436,150 be transferred from Capital Reserve to Budget Account No. 30-000S-401-450-20, to cover the additional local share required for the ROD grant Window and door Replacement Project, State No. 0720-030-14-1001-G04 (includes 10% contingency).

- H. Pursuant to N.J.A.C. 6A-26-4.5, I certify the availability of funds in the amount of \$428,650 for the issuance of the contract for the ROD Grant, Window and Door Replacement Project, State No. 7020-030-14-1001-G04.

Paula J. Smith Business Administrator/Board Secretary	Date
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- I. Award ROD Grant Window and Door Replacement bids received on December 1, 2016 per architects recommendation as follows:
Garozzo & Scimeca base bid \$402,700 AW-03 (\$7,800) AW-04 \$33,750, total amount of \$428,650.

J. Bids, Contracts, Reports, Agreements:

<u>Name – Report/Contract</u>	<u>Purpose</u>	<u>Amount</u>	<u>Date/Year</u>
1. One to One Aide Agreement With Middle Twp. Board of Education (sending district)	for Student M.P.	\$10,000.00	11/1/2016- 6/30/2017
2. Public Donor Agreement with Cape Counseling Services		\$89,482.00	1/1/2017- 12/31/2017
3. Dolan Mechanical, Inc.	Change Order GC-1 ESIP Project Allowance Remaining:	\$ 6,266.00	11/9/2016 \$13,734.00

<u>Name – Report/Contract</u>	<u>Purpose</u>	<u>Amount</u>	<u>Date/Year</u>
4. Dolan Mechanical, Inc.	Change Order GC-2 COR #R02 ROD Grant Allowance Remaining: \$2,067.00	\$12,784.00	11/9/2016
	COR #R03 ROD Grant Allowance Remaining: (\$244.35) to be Added to contract	\$ 2,311.35	11/9/2016
	Amended Contract Amount	\$1,892,244.35	
5. Asbury Park Press Designated as Newspaper	For Ed Data Supply Order Bid Advertising		SY2016/2017
6. Stewart Business Systems	Print Management Renewal	\$ 994.00 per/month	11/25/2016- 11/24/2017
7. Dolan Mechanical, Inc.	COR #R04 ESIP Project allowance Remaining: \$9,644.00	\$4,090.00	
	COR #E07 ESIP Project allowance remaining: \$9,142.00	\$ 502.00	

K. Donation(s)/Grant(s) for applying/accepting:

Name of Donation	Accept	Amount	Date
Eric Jordal Insurance Agency for Class of 2017	Accept	\$200.00	10/25/2016
Theresa Trass, Clivenden Inn for Class of 2017	Accept	\$ 50.00	11/29/2016

Name of Donation(s)	Accept	Amount	Date
Frank Olivier, Gentilini Motors for Class of 2017	Accept	\$200.00	11/29/2016

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

<u>Name of Item(s)</u>	<u>Value</u>	<u>Reason for Removal</u>
1999 Solectek wireless bridge & router, models MP200E, BR200 Inventory #1003909 & #1003941	Obsolete	to be used in instructional lab

M. Travel (Employee/Board Member)

<u>Name</u>	<u>Event/Location</u>	<u>Cost</u>	<u>Date(s)</u>
Nancy M. Hudanich	NJ Association of School Administrators 2017 Techspo Conference Atlantic City	\$530.00	1/26-27/2017

COMMUNICATION

A. Correspondence from

Kelly Edelman, (District) Practical Nursing Instructor

Synopsis

It has been an incredible rewarding experience working with Rachael and Ann in teaching the nursing students through their journey to graduation. Giving 60 day resignation to move into a new direction of opportunity and growth.

B. Correspondence from

Kent Schellinger, P.E.

Cape May County Assistant Engineer

Synopsis

Notification that information provided by Architect Robert Kauffman, R.A., Spieziele Architectural Group for the District's Playground Project Plan, fall height chart and play sites rubber specifications for poured in place safety surfacing has addressed concerns and no further review is anticipated regarding the equipment and ground treatment proposal.

C. Correspondence from

Margaret Hosford, (District) Special Education Teacher

Synopsis

Notification of disability retirement effective November 30, 2016.

D. Correspondence from

Julia Martin (District) School Psychologist

Synopsis

Notification to amend retirement date from December 31, 2016 to June 30, 2017.

E. Correspondence from

Louise Coront (an Adult/Evening/Continuing Education Student)

Synopsis

Gratitude for Board of Education offering our community with adult night classes over the years and for Betty O’Hala’s cake decorating instruction.

CURRICULUM

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

- A. Job cards, October 2016;
- B. Winter athletic schedules: boys basketball, girls basketball, boys swimming and girls swimming;
- C. School Security Manual, SY2016/2017;
- D. Additional Practical Nursing Clinical Affiliation/Observation sites, SY2016/2017;
Complete Care (Bridgeton, Vineland & Wildwood)
Linwood Care Center/Genesis Health Care
Voorhees Pediatric Facility
- E. New Course offerings for the Winter/Spring 2016/2017 Evening & Continuing Education semester;
- F. Winter/Spring 2016/2017 Evening & Continuing Education semester course offerings;
- G. Post-Secondary Tuition Credit Assistance Recipients:

3	Practical Nursing students	45% of tuition balance	\$1,035 each
2	Practical Nursing students	15% of tuition balance	\$1,320 each
1	Practical Nursing student	45% of tuition balance	\$3,960
- H. Online TEAS testing for admittance into the Practical Nursing Program, at the rate of \$77 per test;
- I. Field Trips

<u>Date</u>	<u>Destination/Purpose</u>	<u>Students/Teachers/Aide/Counselors</u>			
12/2/2016	Willow Creek Farm, West Cape May annual senior class panoramic (Grade 12)	150	1		
12/16/2016	Elaine’s Theater, Cape May Scrooge the Musical, lunch & discussion of theater tech skills & theory application (Grades 11 and 12)	50	3	1	1

<u>Date</u>	<u>Destination/Purpose</u>	<u>Students/Teachers/Aide/Counselors</u>		
3/2/2017	Barnes Foundation Museum Philadelphia, PA French impressionist art (Grade 10)	30	2	
3/14/2017	Jacob Javits Center, NY, NY Cosmetology (Post-Secondary)	10	1	1
5/15 or 16	Burlington County Institute of Tech state board practical exam (post-secondary)	11	1	1

- J. Submission of the NJ Department of Education, QSAC District Equivalency Application, N.J.A.C. 6A:5
- K. Memorandum of Understanding between Data Recognition Corporation TASC (Test Assessing Secondary Completion) and Cape May County Technical School District, January 1, 2017 to December 31, 2018.
- L. Application and permit to use Cape May County Schools for Special Services facilities for district's girls and boys basketball teams to practice from November 18, 2016 through March 1, 2017.

LEGISLATION & POLICY

On the motion of Mr. Higgs, seconded by Dr. Stepura, the following position description for first reading was approved as follows:

D21.1 High School Equivalency Examiner (part-time)

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. Higgs, 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
Martin, Julia	School Psychologist	Amend retirement date		From: 12/31/2016 to 6/30/2017
Edelman, Kelly	Practical Nursing Instructor	Resignation		12/31/2016

Name	Position	Description Funding Program	Step Amount Longevity	Effective Date(s) or # of Days
Hosford, Margaret	Special Education Teacher	Disability Retirement		11/30/2016
Shustock, Jill	Special Education Teacher	High School (to memorialize start date & correct step)	Step 12MA *\$71,607.00 pro- rated 10 month	1/1/2017- 6/30/2017
Kay, Cheryl	Sub. School Nurse	High School	\$134 per/day	SY2016/2017
Lucadema, Heather	Sub. Teacher	High School	\$90 per/day	SY2016/2017
Wildman, Matthew	Sub. Teacher	High School	\$90 per/day	SY2016/2017
Kopf, Barry	Tutoring Teacher	NCLB	\$29 per/hr.	SY2016/2017
Piotrowski, Deneen	Long Term Substitute Teacher	High School	\$110 per/day	10/11/2016- 11/4/2016
Ladd, William	Athletic Game Staff	High School	\$30 per/game	SY2016/2017
Bishop, Susan	Class Advisor '19	High School	\$2,250.00	SY2016/2017
Purdy, Kathy	CPR/AED Safety, First Aid Recertification		\$45 per/hr.	SY2016/2017
Godfrey, Jason	Teacher of English	High School	Step 1MA *\$55,880.00 pro- rated 10-month	1/1/2017- 6/30/2017
Roach, Lisa	Teacher Mentor for Joshua Andrewson	Traditional route funded by mentored payroll deductions	\$550.00	SY2016/17
Billig, David	Instructor	Evening/Continuing Education Voc.	\$22 per/hr.	SY2016/2017
Nardy, Christopher	Instructor	Evening/Continuing Education AVOC	\$22 per/hr.	SY2016/2017
Russo, John	Instructor	Evening/Continuing Education AVOC	\$22 per/hr.	SY2016/2017
Smith, Amy Sue	Instructor	Evening/Continuing Education AVOC	\$22 per/hr.	SY2016/2017
McLaughlin, Julia	Practical Nursing Instructor Sub.		\$22.86 per/hr.	1/3/2017
Stover, Adam	On Call Custodian	Buildings & Grounds	\$10 per/hr.	SY 2016/2017

Name	Position	Description Funding Program	Step Amount Longevity	Effective Date(s) or # of Days
Employee #175		Paid Leave/FMLA (pending receipt of medical certification)		11/29/2016 – 1/29/2017
Employee #262		Paid Leave/FMLA		11/7/2016 – 1/4/2017
Andrewson, Joshua	Greenhouse Supervisor	(not to exceed 115 hrs.)	\$25 per/hr.	SY2016/2017
Employee #574		Paid Leave/FMLA		12/2/2016- 12/7/2016
*step/salary, pending negotiations				

BOARD MEMBER COMMENTS AND DISCUSSION ITEMS

EXECUTIVE SESSION

On the motion of Mr. Higgs, seconded by Mr. Anzelone, a Resolution to Adjourn the Public Meeting and to enter into Executive Session pursuant to New Jersey Open Public Meeting Act convened at 2:03 p.m. to discuss the following matters in Executive Session was approved by roll call vote.

HIB
Legal Update
Negotiations Update

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 concerning in connection with the matters discussed in Executive Session.

RETURN TO OPEN SESSION

On the motion of Mr. Higgs, seconded by Mr. Anzelone, affirming, rejecting or modifying action taken by the Superintendent for Harassment, Intimidation and Bullying (HIB) investigation(s) for the following period was approved by roll call vote. Dr. Stepura abstained from the vote.

October 14, 2016 through October 27, 2016 (1 – investigation)

Acknowledging the investigation that occurred between the following period was approved by roll call vote.

October 28, 2016 through December 16, 2016 (3 – investigations)

On the motion of Mr. Gould, seconded by Mr. Anzelone, the 2016-2017 non-unit salaries as discussed in Executive Session effective 7/1/2016 were approved by roll call vote.

ADJOURN

On the motion of Mr. Anzelone, seconded by Mr. Higgs, the meeting was adjourned at 2:37 p.m.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Paula J. Smith".

Paula J. Smith
Board Secretary

/jmr