

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

**June 20, 2017
1:03 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 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 and Grounds; Steven Vitiello, Principal; Jacqueline A. McAlister, Supervisor of Post-Secondary, Evening, Continuing and Adult Education and Apprenticeship; Nancy Wheeler-Driscoll, Director of Curriculum & Instruction; Paula J. Smith, Business Administrator/Board Secretary; Dr. Nancy M. Hudanich, Superintendent.

Mr. James R. Birchmier from Birchmier & Powell, Attorneys-at-Law

Other members of the public were also present.

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.

EXECUTIVE SESSION

On the motion of Mr. Gould, seconded by Mr. Higgs, a Resolution to Adjourn the Public Meeting and to enter into Executive Session pursuant to New Jersey Public Meeting Act convened at 1:04 p.m. to discuss the following matters:

Administrative Order
HIB
Legal Update – Attorney Client Privilege
Negotiations Update
Superintendent's 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 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 in connection with the matters discussed in Executive Session.

RETURN TO OPEN SESSION

PUBLIC INPUT

Mr. Gould spoke on behalf of the Negotiations Committee expressing the board's disappointment with the outcome of the two mediation sessions held on June 8 and June 19, 2017.

Diane Stelacio – Staff Member - thanked the board for their support of on-line technology during her 29 year tenure in various positions in the district.

Stacy Evans – Staff Member- shared her appreciation for the technology provided and concern with the temporary closing of the 100 wing student bathrooms.

Craig Migliaccio – HVAC Teacher – expressed concern over the future of the trades.

ADMINISTRATIVE REPORTS

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

- A. James Owens, Director of Buildings & Grounds
Mr. Anzelone, board member, requested a walk through with fire prevention and fire inspector be scheduled. He also requested a copy of the fire alarm punch list.
- 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
- F.

Jacqueline McAlister, President of the Cape May County School Boards Association, and Dr. Stepura presented Mr. Boyd with the New Jersey School Boards Association 10 years of service pin and thanked him for his faithful service as a board member for 12 years.

The administrators left the meeting at 2:15 p.m.

APPROVAL OF MINUTES OF PREVIOUS MEETING

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

- A. April 18, 2017, Board Meeting (as amended, summer painter rates \$10-\$13 per/hr.)
- B. May 16, 2017, Board Meeting
- C. May 16, 2017, Executive Session

REVENUE & EXPENSE

On the motion of Mr. Anzelone, seconded by Mr. Gould, the following Revenue & Expense (Items A through J), with exception of G7 and G8, which were tabled, 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, April 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, April 2017;
- F. Transfers;

G. Bids, contracts, reports, agreements:

<u>Name/Report/Contract</u>	<u>Purpose</u>	<u>Amount</u>	<u>Date/Year(s)</u>
1. HP Inc. State Contract #NASPOVP-NJ-40116	Purchase 2HPE Servers	\$35,677.28	6/8/2017
2. Authorize business administrator	Year end transfers and pay bills due and owing		6/30/2017
3. Transfer surplus to Capital Reserve	For future capital projects	up to \$500,000	6/30/2017
4. Transfer surplus to Maintenance Reserve	Offset future maintenance projects	up to \$200,000	6/30/2017
5. Cape May County Special Services School District	Itinerant Services	per fee schedule	7/1/2017 – 6/30/2018
6. Educational Data Services, Inc. (Cooperative Purchasing)	Licensing/ maintenance fee	\$7,800.00	7/1/2017- 6/30/2018
7. Multi-Temp Mechanical, Inc. State Contract #88695	Licensed contracted services, HVAC, Refrigeration Journeyman Helper Parts, 9% above Wholesale	\$74.75 per/hr. \$63.91 per/hr.	6/5/2017- 6/30/2018

STRUCK ITEM

8. Cooperative Bid award to: Northeast Electricial Services, Inc. per Middle Township Bd. of Education (Lead Agency) Cooperative Pricing Agreement	Electrician Services: Journeyman Helper Parts, 15% above wholesale	\$105.00 per/hr. \$ 80.00 per/hr.	7/1/2017- 6/30/2018
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STRUCK ITEM

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| 9. Cooperative Bid award to:
Northeast Plumbing Services, Inc. per Middle Township Bd. of Education (Lead Agency) Cooperative Pricing Agreement | Plumbing Services
Journeyman \$105.00 per/hr.
Helper \$ 80.00 per/hr.
15% above wholesale | 7/1/2017-
6/30/2018 |
| 10. Dolan Mechanical, Inc. | Change Order #GC-5
Deduct (\$31,785.00)
Plug Loan Management
Revised Contract:
\$1,257,972.00 | 6/20/2017 |
| 11. Cape May County Cooperative Pricing System 25CMcCP Resolution | Cooperative Purchasing | 8/1/2017-
7/31/2022 |
| 12. Alliano Masonary, Inc.
Pay to Play Resolution | Mortar Repair \$34,755.00 | 6/19/2017 |

NJASBO Guidance for P.L. 205, Chapter 47 7/1/2017

Report of Awarded Contracts as follows:

Pursuant to P.L. 2015, Chapter 47, the Cape May County Technical School Board of Education intends to renew, award or permit to expire contracts previously awarded by the board of education. These contracts are, have been and will continue to be in full compliance with all state and federal statutes and regulations; in particular, New Jersey Title 18A:18.et.seq, NJAC Chapter 23 and Federal Procurement Regulations 2CFR, Part 200, 317 et.seq.

H. The following grants were approved.

Name of Grant(s)	Apply/Accept	Amount	Date
NJ Dept. of Labor & Workforce Development County Apprenticeship Coordinator	Accept	\$10,000.00	SY2017/2018
Cape Educational Foundation grants: A Strong Foundation: Rewards for Character; by James Kay	Accept	\$500.00	SY2017/2018

A New Language: Coding, Design and Maker Spaces; by Jenifer Fritz-Agostini & Julie Stratton	Accept	\$500.00	SY2017/2018
A New Language: Coding, Design and Maker Spaces: by Jenifer Fritz-Agostini & Julie Stratton	Accept	\$500.00	SY2017/2018
Tech Pedals: by Emily Dougan	Accept	\$500.00	SY2017/2018
Here Today, Green Tomorrow; by Bryan Weigly & Emily Dougan	Accept	\$500.00	SY2017/2018
Individuals with Disabilities Education Act – Part B	Apply/Accept	\$95,912.00	SY2017/2018
Perkins Secondary (Federal)	Accept	\$81,379.00	SY2017/2018
Perkins Secondary (Reserve)	Accept	\$22,141.00	SY2017/2018
Perkins Post Sec.	Apply	\$81,993.00	SY2017/2018
Living to Serve	Apply	Up to \$3,000.00	SY2017/2018

I. The following donations were approved.

Name of Grant(s)	Apply/Accept	Amount	Date
The Entertainers Musicians Scholarship Jackie Lee Scholarship Fund	Accept	\$6,950.00	5/10/2017
Sturdy Savings Bank	Accept	\$350.00	6/1/2017
National Skills USA			
Ocean Drive Run Club, Inc. for Cross Country Teams	Accept	\$400.00	6/12/2017
1996 Chrysler Cirrus LX/LXI	Accept	N/A	6/1/2017
For Automotive Program			

J. The following item(s) being disposed, used by school lab or sold on (GovDeals):

<u>Name of Item(s)</u>	<u>Value</u>	<u>Reason for Removal</u>
Tool Cabinet – Four Door Inventory #1003875	Unknown	Obsolete
Tool Cabinet – Four Door Inventory #1003876	Unknown	Obsolete
Yellow Chemical Cabinet Inventory #1003880	Unknown	Obsolete

COMMUNICATIONS

Correspondence from:

Marie Barry, Acting Deputy Chief Academic Officer, Post-Secondary Readiness & Partnerships,
Office of Career Readiness

Synopsis

Review and re-approval of Tech's Administrative Assistant and Secretarial Science, General
program of study, CIP 520701, effective date May 19, 2017.

Correspondence from

Laura C. Morana, Acting Chief Academic Officer, Division of Teaching and Learning

Synopsis

Review of portfolio appeals regarding Mathematics and English Language Arts/Literacy for two
students were approved.

Correspondence from

Joseph Perlis

Synopsis

Notification of resignation effective June 30, 2017. Giving thanks for opportunity to work at such
a great school for 11 years.

Correspondence from

Dr. Richard Stepura, Executive County Superintendent of Schools

Synopsis

In accordance to N.J.S.A. 18A:7-8(j) and 6A:23A-3.1 and SY2017-18 contract for Business
Administrator/Board Secretary, Paula J. Smith, has been reviewed and approved.

Correspondence from

Dr. Richard Stepura, Executive County Superintendent of Schools

Synopsis

In accordance to N.J.S.A. 18A:7-78(j) and 6A:23A-3.1 the contract for the period of July 1, 2017
through June 30, 2020 has been reviewed and approved for Superintendent Dr. Nancy M.
Hudanich.

Correspondence from

Edward J. DePalma, President & Race Director

Synopsis

Commending efforts of Girl’s and Boy’s Cross Country Teams coached by Joseph Bresan and Gerard Cretian and Frank Basile and students for “Air Station” set up.

Correspondence from

Kathleen Russo

Synopsis

Notification of resignation effective June 30, 2017. Giving thanks for the opportunity for professional and personal development for the past one and a half years.

CURRICULUM

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

- A. Job cards, April 2017
- B. Summer hours - June 21 through September 1, 2017 – office will be open from 8:00 AM to 3:00 PM;
- C. Operate the HSE (High School Equivalency) Testing Center, July 1, 2017 through June 30, 2018;
- D. Jacqueline Murphy, volunteer as a teacher (part-time) for the ABE/HSE/ESL/Civics/Dollar General/Perkins Post-Secondary
- E. Danelle Lockwood, Cape May County Technical School Natural Sciences student (entering junior year), to volunteer in the Summertime Adventures for Kids Marine Adventure Program, weeks of July 17 & 24, 2017, Monday through Friday. The volunteer hours will be credited to Supervised Agricultural Experience a requirement of FFA.
- F. Early Childhood Development Center Lab School Application packet, SY2017-18.
- G. Early Childhood Development Center Lab School Guidelines Handbook, SY2017/2018.
- H. Field Trip

<u>Date</u>	<u>Destination/Purpose</u>	<u>Students/Teachers/Aide</u>
6/16/2017-6/24/2017	Louisville, Kentucky Skills USA National Competitions (Grades 10-12)	7 2

LEGISLATION & POLICY

On the motion of Mr. Anzelone, seconded by Mr. Higgs, the following regulations/exhibits for first reading were approved by roll call vote.

5131 Code of Student Conduct Regulation

The following position descriptions for second reading and approval:

C6.1 Secretary/Personnel

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. Gould, seconded by Dr. Stepura, the following personnel were approved by roll call vote. Dr. Stepura abstained from the vote for Paula J. Smith and Dr. Nancy M. Hudanich contracts.

Name	Position	Description Funding Program	Step Amount Longevity	Effective Date(s) or # of Days
Cicchini, Paul	School Psychologist	High School	Step 15.0G MA+60 **84,217. 10 Month	9/1/2017- 6/30/2018
McKinley, Jim	Bus Driver	(after regular school hours only)	\$16.50 per/hr.	SY2017/2018
Skinker, James	Bus Driver		\$16.50 per/hr.	SY2017/2018
McKinley, Jim	Aquaculture Supervisor	Not to exceed 115 hours	\$25 per/hr.	SY2017/2018
Andrewson, Joshua	Greenhouse Supervisor	Not to exceed 115 hours	\$25 per/hr.	SY2017/2018
Satterfield, Elizabeth	Laces Input Coordinator	ABE/HSE/ESL/Civics	\$5,000.00	SY2017/2018
Jurusz, Susan	Grant Implementation Coordinator	Abe/HSE/ESL/Civics/Dollar General/Perkins PS	\$7,000.00	SY2017/2018
Arnold, Alicia	Examiner	HSE-TASC Testing Center	\$29 per/hr.	SY2017/2018
Curusi- McCoy,C	Examiner, Bilingual	HSE-TASC Testing Center	\$29 per/hr.	SY2017/2018
Ditzler, Candida	Examiner	HSE-TASC Testing Center	\$29 per/hr.	SY2017/2018
Tack, Gina	Examiner	HSE-TASC Testing Center	\$29 per/hr.	SY2017/2018
Roach, Lisa	Examiner	HSE-TASC Testing Center	\$29 per/hr.	SY2017/2018
Valetto, Debbie	Examiner	HSE-TASC Testing Center	\$29 per/hr.	SY2017/2018
Stelacio, Diane	Examiner	HSE-TASC Testing Center	\$29 per/hr.	SY2017/2018
McAlister, Jacqueline	Chief Examiner	HSE-TASC Testing Center	N/A	SY2017/2018
Bollwage, Scott	Teacher (Part-Time)	ABE/HSE/ESL/Civics/Dollar General/Perkins PS	\$32 per/hr.	SY2017/2018
Rutherford, Sarah	Teacher (Part-Time)	ABE/HSE/ESL Civics/Dollar General/Perkins PS	\$32 per/hr.	SY2017/2018
Sangillo, Robert	Teacher (Part-Time)	ABE/HSE/ESL/Civics/Dollar General/Perkins PS	\$32 per/hr.	SY2017/2018
Embs, Nancy	Teacher (Part-Time)	ABE/HSE/ESL/Civics/Dollar General/Perkins PS	\$32 per/hr.	SY2017/2018

Bravo, Janet	Teacher (Part-Time)	ABE/HSE/ESL/Civics/Dollar General/Perkins PS	\$32 per/hr.	SY2017/2018
Crowley, Nora	Teacher (Part-Time)	ABE/HSE/ESL/Civics/Dollar General/Perkins PS	\$32 per/hr.	SY2017/2018
Merline, Andrea	Teacher (Part-Time)	ABE/HSE/ESL/Civics/Dollar General/Perkins PS	\$32 per/hr.	SY2017/2018
Niemira, Jonathan	Teacher (Part-Time)	ABE/HSE/ESL/Civics/Dollar General	\$32 per/hr.	SY2016/2017
Niemira, Jonathan	Teacher (Part-Time)	ABE/HSE/ESL/Civics/Dollar General	\$32 per/hr.	SY2017/2018
Waddell, Mary Ellen	Teacher (Part-Time)	ABE/HSE/ESL/Civics/Dollar General/PA	\$32 per/hr.	SY2017/2018
Curusi-McCoy, Coleen	Teacher (Part-Time)	ESL/Civics	\$32 per/hr.	SY2017/2018
Satterfield, Elizabeth	Teacher (Part-Time)	ABE/HSE/ESL/Civics/Dollar General/Perkins PS	\$32 per/hr.	SY2017/2018
Barber, Chelsey	Bridging Mentor	Grant/Local	\$29 per/hr.	7/17/2017-8/16/2017
Embs, Nancy	Bridging Mentor	Grant/Local	\$29 per/hr.	7/17/2017-8/16/2017
Janda, Ed	Bridging Mentor	Grant/Local	\$29 per/hr.	7/17/2017-8/16/2017
Pleasants, Matt	Bridging Mentor	Grant/Local	\$29 per/hr.	7/17/17-8/16/17
Roach, Lisa	Bridging Mentor	Grant/Local	\$29 per/hr.	7/17/2017-8/16/2017
Tack, Gina	Bridging Mentor	Grant/Local	\$29 per/hr.	7/17/2017-8/16/2017
Vilimas, Jason	Bridging Mentor	Grant/Local	\$29 per/hr.	7/17/2017-8/16/2017
Smith, Karen	Bridging Mentor	Grant/Local	\$29 per/hr.	7/17/2017-8/16/2017
Lackey, Alan	On Call Custodian	Black Seal	\$12 per/hr.	SY2017/2018
Sykes, David	On Call Custodian	Black Seal	\$12 per/hr.	SY2017/2018
Leonetti, John	On Call Custodian		\$10 per/hr.	SY2017/2018
Employee #693		NJFLA	Unpaid	8/30/2017-10/31/2017
Employee #253		FMLA	Paid	5/19/2017-6/16/2017
Employee #649		FMLA	Unpaid	5/30/2017-6/16/2017
Schmitz, Rachael	Practical Nursing Instructor	Post-Secondary	Per diem	Up to 22 days (6/19/17 to 8/11/17)

Lloyd, Kate	Practical Nursing Instructor	Post-Secondary	Per diem	Up to 22 days (6/19/17-8/11/17)
Zilinek, Ann	Practical Nursing Instructor	Post-Secondary	Per diem	Up to 22 days (6/19/17 – 8/11/17)
Jones, Christopher	Instructor	Summertime Adventures for Kids	\$29 per/hr.	7/17/2017 5 days
Pickens, Sandra	Instructor	Summertime Adventures for Kids	\$29 per/hr.	7/17/2017 5 days
Pleasants, Matt	Instructor	Summertime Adventures for Kids	\$29 per/hr.	7/17/2017 5 days
Pruna, Carlos	Instructor	Summertime Adventures for Kids	\$29 per/hr.	7/17/17 5 days
Sykes, Suzanne	Instructor	Summertime Adventures for Kids	\$29 per/hr.	7/17/17 10 days
Tack, Gina	Instructor	Summertime Adventures for Kids	\$29 per/hr.	7/17/17 5 days
Toft, Hanna	Instructor	Summertime Adventures for Kids	\$29 per/hr.	7/17/17 10 days
Toft, Holly	Instructor	Summertime Adventures for Kids	\$29 per/hr.	7/17/17 10 days
Wade, Warren	Instructor	Summertime Adventures for Kids	\$29 per/hr.	7/17/17 5 days
Wenker, Micah	Instructor	Summertime Adventures for Kids	\$20 per/hr.	7/17/17 10 days
Zipparo, Lynda	School Nurse	Summertime Adventures for Kids	\$32 per/hr.	10 days
Holland, Jackie		Skills USA National Competitions	\$200 per/night	6/19/17-6/24/17 5 nights
Jones, Chris		Skills USA National Competitions	\$200 per/night	6/16/17-6/24/17 5 nights
Arnold, Alicia	Post-Secondary Evening/Continuing and Adult Education Asst.	Additional responsibilities annual adjustment to base	\$5,500.00	SY2017/2018
Perlis, Joseph	Teacher of Health & Physical Education	Resignation		6/30/2017
Russo, Kathleen	Secretary/Receptionist	Resignation		6/30/2017
Smith, Paula J.	Business Administrator	*Contract renewal	\$135,641.	SY2017/2018
Hudanich, Nancy M.	Superintendent	*Contract renewal		7/1/2017-6/30/2020
Martin, Julia	Child Study Team	Summer Employment	Per diem	6/19/17 – 6/30/17 10 days

Jones, Chris	Teacher of Communication Arts	Summer Employment Classroom Preparation	Per diem	6/19/17 – 8/29/2017 10 days
** pending negotiations				

BOARD MEMBER COMMENTS AND DISCUSSION ITEMS

EXECUTIVE SESSION

On the motion of Mr. Anzelone, seconded by Dr. Sepura, a Resolution to Adjourn the Public Meeting and to enter into Executive Session pursuant to New Jersey Public Meeting Act convened at 2:35 p.m. to discuss the following matter.

Non-Unit Salaries

Minutes of this executive session will be made available to 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 in connection with the matters discussed in Executive Session.

RETURN TO OPEN SESSION

On the motion of Mr. Higgs, seconded by Mr. Anzelone, affirm 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.

April 14, 2017 through May 11, 2017 (2 investigations – 2 non-HIB Affirmed)

Acknowledging investigation(s) that occurred between the period of May 12, 2017 through June 15, 2017 (4 investigations).

On the motion of Mr. Gould, seconded by Mr. Anzelone, the evaluation of Superintendent Dr. Nancy M. Hudanich for the 2016/2017SY for placement in her personnel file was approved by roll call vote.

On the motion of Mr. Higgs, seconded by Dr. Stepura, non-unit salary increases, as discussed in closed session, were approved by roll call vote.

ADJOURN

On the motion of Mr. Anzelone, seconded by Mr. Higgs, the meeting was adjourned at 2:42 p.m.

Respectfully submitted,



Paula J. Smith
Board Secretary

/jmr