

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

MINUTES

March 26, 2019
3:34 P.M.

The following were present at the board meeting: Mr. Alan I. Gould, Board President, Mrs. Jane Elwell, Board Vice-President, Mr. Robert L. Boyd, Board Member, Mr. Kenneth Merson, Board Member, Dr. Judith DeStefano, Board Member, Ms. Nancy Ramundo, Board Member.

Not present. Mr. Anthony Anzelone, Board Member, 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 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 Mrs. Elwell, the following minutes were approved by roll call vote:

February 26, 2019 Board Meeting
February 26, 2019 Executive Session
March 11, 2019 Special Board Meeting

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

Ms. Moscony presented the Assistant Superintendent Administrative District Report to the Board. Ms. Moscony reviewed the March activities that took place at the school. She informed the board that the pool had to be drained to remove glass due to a pair of broken goggles. She reported that this was taken as an opportunity to do the preventative maintenance that would have been done this summer. She also highlighted that enrollment is currently 240 which is the largest it has been in recent years. On the motion of Mr. Boyd, seconded by Ms. Ramundo, the attached Assistant Superintendent Administrative District Report (Item 1, A-H) was approved by roll call vote.

On the motion of Mrs. Elwell, seconded by Ms. Ramundo, the attached item for Revenue & Expense (Item 2 / A-J) was approved by roll call vote (Dr. DeStefano recused herself from items H&I).

Mr. Merson questioned the increase in per pupil cost on the proposed budget as it relates to legal fees. Ms. Allen advised that an additional funding to cover upcoming negotiations was appropriated.

On the motion of Mr. Boyd, seconded by Mr. Merson, the attached item for Curriculum (Item 3 / A-I with the exception of the 5 Go Teach consultants proposals) was approved by roll call vote (Dr. DeStefano recused herself from items under review by the County Office).

On the motion of Ms. Ramundo, seconded by Mrs. Elwell, the attached item for Legislation & Policy (Item 4 / A-E) was approved by roll call vote.

On the motion of Mr. Merson, seconded by Mrs. Elwell, the attached item for Personnel (Item 5 / A-C plus addendum) was approved by roll call vote (Dr. DeStefano recused herself from items under review by the County Office).

DISTRICT COMMUNICATION

Ms. Moscony commented on the three retirement letters stating the combined experience of the retirees is over 100 years.

DISTRICT ACTION ITEMS – CAPE MAY COUNTY TECHNICAL SCHOOL DISTRICT

Prior to giving her report, Dr. Hudanich informed the board and public that both districts had their budget hearing at 2:00 pm today with the Board of School Estimate. She reported that she thanked the Freeholders on behalf of staff and students for their support and that the combined tax levy for both schools which was approved, is in excess of \$12 million.

President Gould congratulated Dr. Hudanich and the staff on the budget presentation stating how proud the Freeholders are of both schools.

Dr. Hudanich presented the Superintendent Administrative District Report to the Board. She highlighted items on the district administrative report to the board. She reported that work on the softball field continues and that Mrs. Smith was successful in obtaining the final ROD grant payment for the 2015 project. Mr. Merson commented that the pace of what is occurring in both schools is admirable. On the motion of Mr. Boyd, seconded by Mrs. Elwell, the attached Superintendent Administrative District Report (Item 1) was approved by roll call vote.

On the motion of Mr. Boyd, seconded by Mrs. Elwell, the attached item for Revenue & Expense (Item 2 / A-H) was approved by roll call vote (Dr. DeStefano recused herself from items under review by the County Office).

On the motion of Mrs. Elwell, seconded by Ms. Ramundo, the attached item for Curriculum (Item 3 / A-E) was approved by roll call vote with addendum for information only.

On the motion of Mr. Boyd, seconded by Ms. Ramundo, the attached item for Personnel (Item 5, page 3 and addendum) was approved by roll call vote (Dr. DeStefano recused herself from items under review by the County Office).

DISTRICT COMMUNICATION

There was no further comment necessary as items were addressed under administrative report.

BOARD CORRESPONDENCE

None.

BOARD MEMBER COMMENTS AND DISCUSSION ITEMS

Board President Alan Gould asked for a motion to change the date for the April Board meeting from April 18 to April 16, 2019 at 3:30 pm to be held at the Cape May County Technical School District.

On the motion of Mr. Boyd, seconded by Mrs. Elwell, the board approved to change the board meeting from April 18, 2018 to April 16, 2019 at 3:30 P.M.

Mr. Boyd reported that he had the opportunity to attend the Board of School Estimate meeting and expressed that the reaction of the Freeholders while watching the videos was one he has not seen in a long time and how impressive it was.

Mr. Merson requested that the evening school consider offering a course in resume writing.

Ms. Moscony and Dr. Hudanich thanked Marge Krah for her efforts in preparing the video for the Special Services School District.

PUBLIC INPUT

Principal Annamarie Hass expressed her sincere gratitude to Martha Septynski whose retirement is effective June 30, 2019. She also thanked Lori Vilary for her services to the district.

Assistant Principal Jonathan Price also extended his sincere best wishes to Carol Sabo.

Lori Vilary expressed her appreciation to the board for the opportunity given to her during her employment with the district.

EXECUTIVE SESSION

Dr. DeStefano left the meeting and was not present for this session.

On the motion of Mr. Boyd, seconded by Mrs. Elwell, 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 4:17 p.m. to discuss:

HIB -

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-4:24 P.M.

On the motion of Mr. Boyd, seconded by Ms. Ramundo 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 January 18, 2019 through February 21, 2019 (0 HIB investigation) and

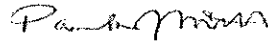
acknowledged investigation(s) that occurred between the period of February 22, 2019 through March 21, 2019 (0 HIB investigation).

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 January 18, 2019 through February 21, 2019 (2 HIB investigations) and acknowledged investigation(s) that occurred between the period of February 22, 2019 through March 21, 2019 (0 HIB investigation) by roll call vote.

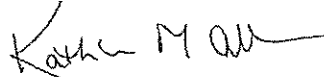
ADJOURN

On the motion of Mr. Boyd, seconded by Mr. Merson, the meeting was adjourned at 4:26 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. ASST. SUPERINTENDENT'S ADMINISTRATIVE DISTRICT REPORT (Exhibit II-SS.1)

Be it resolved the Board of Education approves/accepts:

- a. Principal's Report, Annamarie Haas
(1) Suspensions
- 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?

2. REVENUE & EXPENSE (Exhibit II-SS.2)

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 January 2019, Board Secretary Report and Treasurers Report
- c. Board of Education's monthly certification of budgetary major account/fund status January 2019
- d. Bills as presented
- e. Budget Summaries, Enterprise and Student Activity Funds, January 2019
- f. Transfers
- g. Bids/Contracts/Reports/Agreements/Jointures/Quotes/Transportation Routes:

Name	Purpose	Amount	Date/Years
Continuum Associates	Agreement for Registered Behavior Technician (RBT) Training Program & Supervision	As Per Fee Schedule	SY 2019-2020
Middle Township BOE	Transportation Jointure, QMDL06 & 19-147	\$31,887.32	SY 2018-2019
Great American Trolley	Transportation contract on behalf of Middle Township BOE route(s) QMDL06	\$18,900.00	SY 2018-2019
On Time Transport	Transportation contract on behalf of Middle Township BOE route(s) ACSSSD	\$25,193.00	SY 2018-2019

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Name	Purpose	Amount	Date/Years
Middle Township BOE	Transportation jointure ACSSSD replacing ACSS	\$27,182.40	SY 2018-2019
Cumberland Co. Regional Cooperative	Transportation jointure 19-147	\$151.50 per diem	SY 2018-2019
Jason Mostecky (pending completion of paperwork)	Professional Service Contractor: Occupational Therapist	\$75 per/hr and \$250 per evaluation	3/27/19 – 6/30/19
Paul Cicchini (pending completion of paperwork)	Professional Service Contractor: School Psychologist	\$75 per/hr and \$250 per evaluation	3/27/19 – 6/30/19

h. Professional Improvement Experience and Travel Expenses:

Name	Event	Location	Cost	Date(s)
Kathy Allen	NJASBO Annual Conference	Atlantic City	\$332.90	6/5/19 6/6/19 6/7/19
Danielle D'Amico	Autism Conference with Temple Grandin	Philadelphia, PA	\$116.88	4/12/19
Ciara Burket	Autism Conference with Temple Grandin	Philadelphia, PA	\$81.00	4/12/19
Jacqueline Howard	Issuing Officer Training for Employment Certification	Galloway	\$22.22	4/17/19
Lindsay Laielli	It Takes Two to Talk	Baltimore, MD	\$889.12	5/15/19 5/16/19 5/17/19
Joshua Conlow	CBI Program Showcase	Mullica Hill	\$31.00	5/22/19
Brenda Groves	Nemours Pediatric Therapy Conference	Wilmington, DE	\$110.26	4/18/19
Christina Roberts	Nemours Pediatric Therapy Conference	Wilmington, DE	\$90.00	4/18/19
Kathleen Dolton	Nemours Pediatric Therapy Conference	Wilmington, DE	119.42	4/18/19

- i. Grants/Donations: None this cycle
- j. The following item(s) to be disposed, or sold on gov/deals): None this cycle

3. **CURRICULUM** (Exhibit II-SS.3)

Be it resolved the Board of Education approves/accepts:

- a. Field Trips as listed for:
 - (1) Cape May County High School/Ocean Academy

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- (2) OXE/LEEP: None this cycle
 b. Presenters/Interns/Programs/Support Groups:

Name	Purpose	Amount	Date(s)
Mary Lyons, pending completion of paperwork	Read to Students in Media Center with her Certified Service Dog	N/A	4/1/19
Hazel Lashley, pending completion of paperwork	CMC Health Clinic Nurse Health Educator to present Family Life to select high school students	N/A	5/14/19 5/15/19

- c. 2019-2020 School Calendar
 d. Stephanie Daher-Quinn to sell t-shirts to staff for the Safety Team "Kick It Up for Kindness" Carnival with proceeds going to OA/CMCHS Student Activity Fund
 e. Stephanie Puerta to collect donations for CARA during the "Kick It Up for Kindness" Carnival
 f. "Eddie the Eagle" and "McGruff the Crime Dog" to visit the students in the Media Center 3/20/19 during "Kick Butts Day"
 g. The following unpaid Community Based Instruction (CBI) School to Careers service learning sites:
 (1) Carol Nicoletta Memorial Park, East Shellbay Avenue, CMCH
 (2) Home Depot, 21 Indian Trail Road, CMCH
 h. Three-Year Comprehensive Equity Plan 2019–2022
 i. NJ School Performance Reports 2017-2018

4. LEGISLATION & POLICY/REGULATION (Exhibit II-SS.4)

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

- a. New Policy #1620, Employment of Chief School Administrator
 b. Revised Policy #2200, Curriculum Content
 c. New Policy & Regulation #2423, Bilingual and ESL Education
 d. Revised Policy #5530, Substance Abuse
 e. Revised Policy #5533, Student Smoking

5. PERSONNEL (Exhibit II-SS.5)

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.

Name	Position	Description of Funding Program	Step Amount Longevity	Effective Date(s)
Alexis Alexander	Substitute 1:1 Aide 1:1 Aide	Itinerant	\$13.00 per/hr	3/27/19 – 6/30/19

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Name	Position	Description of Funding Program	Step Amount Longevity	Effective Date(s)
Erica Blackwell	Substitute 1:1 Aide 1:1 Aide	Itinerant	\$13.00 per/hr	3/27/19 – 6/30/19
Jamie Cathcart	Substitute 1:1 Aide 1:1 Aide	Itinerant	\$13.00 per/hr	3/27/19 – 6/30/19
Sydia Cedeno	Substitute 1:1 Aide 1:1 Aide	Itinerant	\$13.00 per/hr	3/27/19 – 6/30/19
Nia Corujo	Substitute 1:1 Aide 1:1 Aide	Itinerant	\$13.00 per/hr	3/27/19 – 6/30/19
Bethany Demtshuk	Substitute 1:1 Aide 1:1 Aide	Itinerant	\$13.00 per/hr	3/27/19 – 6/30/19
Felicia Georgianni	Substitute 1:1 Aide 1:1 Aide	Itinerant	\$13.00 per/hr	3/27/19 – 6/30/19
Occasha Hollis	Substitute 1:1 Aide 1:1 Aide	Itinerant	\$13.00 per/hr	3/27/19 – 6/30/19
LaWanda Matthews	Substitute 1:1 Aide 1:1 Aide	Itinerant	\$13.00 per/hr	3/27/19 – 6/30/19
Ashley Middleton	Substitute 1:1 Aide 1:1 Aide	Itinerant	\$13.00 per/hr	3/27/19 – 6/30/19
Kayla Murray	Substitute 1:1 Aide 1:1 Aide	Itinerant	\$13.00 per/hr	3/27/19 – 6/30/19
Asheli Nobles	Substitute 1:1 Aide 1:1 Aide	Itinerant	\$13.00 per/hr	3/27/19 – 6/30/19
Patricia Rubcich	Substitute 1:1 Aide 1:1 Aide	Itinerant	\$13.00 per/hr	3/27/19 – 6/30/19
Ki-Jana Shockley	Substitute 1:1 Aide 1:1 Aide	Itinerant	\$13.00 per/hr	3/27/19 – 6/30/19
Lauren Tomes	Substitute 1:1 Aide 1:1 Aide	Itinerant	\$13.00 per/hr	3/27/19 – 6/30/19
Carlea Turner	Substitute 1:1 Aide 1:1 Aide	Itinerant	\$13.00 per/hr	3/27/19 – 6/30/19
Alex Lawley	Substitute 1:1 Aide 1:1 Aide	Itinerant	\$13.00 per/hr	3/27/19 – 6/30/19
Margaret Cyliac	Substitute 1:1 Aide 1:1 Aide	Itinerant	\$13.00 per/hr	3/27/19 – 6/30/19
Dasean Hendricks	Substitute 1:1 Aide 1:1 Aide	Itinerant	\$13.00 per/hr	3/27/19 – 6/30/19
Brennah Alderfer	Volunteer	N/A	N/A	3/27/19 – 6/30/19
Lisa Gavigan	Special Education Teacher	Retirement	N/A	Revise date from 6/19/19 to 7/1/19
Martha Septynski	Health/PE Teacher	Retirement	N/A	7/1/19
Carol Sabo	School Social Worker	Retirement	N/A	7/1/19

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Name	Position	Description of Funding Program	Step Amount Longevity	Effective Date(s)
Lori Vilary	Assistant Principal	Resignation	N/A	8/1/19

- 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)
5952	6.5	0	0	23.5	BOE/FMLA	2/25/19 – 4/5/19

6. COMMUNICATION (Exhibit II-SS.6)

- a. Lisa Gavigan, Teacher of the Handicapped: Revised Retirement Letter, effective 7/1/19
- b. Martha Septynski, Health/Physical Education Teacher: Retirement Letter, effective 7/1/19
- c. Carol Sabo, School Social Worker: Retirement Letter, effective 7/1/19
- d. School Marks Read Across America Day
- e. Lori Vilary, Assistant Principal: Resignation Letter, effective 8/1/19

1. SUPERINTENDENT'S ADMINISTRATIVE DISTRICT REPORT (Exhibit II-TS.1)

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

2. REVENUE & EXPENSE(Exhibit II-TS.2)

- a. Board secretary's monthly certification of budgetary line item status;
- b. Financial report A-148 and A-149 January 2019, 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, January 2019;
- f. Transfers;
- g. Bids, contracts, reports, agreements

<u>Name- Report/Contract</u>	<u>Purpose</u>	<u>Amount</u>	<u>Date/Year(s)</u>
Grant salary allocations		(attached)	SY 2018-19
Ed Data	vocational supplies OC Ed/no bids	\$60,345.	3/26/2019
Groupe La Casse, LLC c/o Bellia Office Furniture N.J. State Contract #A-81714	furniture replacement (rooms 107,119, 138, 303)	\$21,165.98	3/26/2019
KI, c/o Bellia Office Furniture KI ESCNJ 0T0012842B 17/18-16 Contract #65MCESCCPS	furniture replacement desks/chairs (rooms 107B, 106, 325)	\$13,645.90	3/26/2019
Keyboard Consultants EDS Bid #8572 titled MSRP	purchase 4 Smartboards	\$17,732.	3/26/2019

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

<u>Name of Donor/Designation</u>	<u>Apply/Accept</u>	<u>Amount</u>	<u>Date</u>
Suzanne Sykes for Sports/Unified Athletics Program	accept	\$300.00	2/6/2019

3. CURRICULUM (Exhibit II-TS.3)

- a. Job cards January 2019;
- b. SY 2019-20 Calendars:
 ABE/HSE/ESL/Civics
 Adult High School
 Apprenticeship
 Evening/Continuing Education
 High School
 Post-Secondary Cosmetology
 Post-Secondary Dental Assisting
 Post-Secondary Welding
 Practical Nursing
 12-Month
- c. Spring 2019 baseball, softball and golf team schedules;
- d. Volunteer for the following high school programs, effective 3/26/2019:
 Nicholas DeRitis Baseball
 Emily Poserina Softball
 Taylor Patterson Softball
 Rich Ziegler Open Gym Monitor

e. Field Trips:

<u>Date</u>	<u>Destination/Purpose</u>	<u>Students/Teachers/Aide</u>		
3/29/2019	Crest Memorial School Career Fair (grades 11-12)	20	1/1 admission	
4/10/2019	Atlantic City Convention Center Tour/Demonstrations (grade 12)	18	2	
4/11/2019	Rutgers, New Brunswick FFA Spring Career Development Events (grades 10-12)	12	2	
5/3/2019 or 5/10/2019	Storybook Land, Egg Harbor Twp. Theme-Nursery Rhymes (pre-school, grades 10-12)	33	2	1
5/23/2019	New Brunswick Expo Symposium/Career Oriented Trade Show & classes (grades 10-12)	10	2	
5/29/2019	Morey's Pier Education Extravaganza Leadership (grades 11-12)	24	1	

f. Draft - Memorandum of Agreement between Atlantic Cape Community College Pre-College Credits, 4-year agreement, beginning August 2019.

4. LEGISLATION & POLICY (Exhibit II-TS.4) (no recommendation)
5. PERSONNEL (Exhibit II-TS.5)

(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):

Recommend approval of the following personnel/positions/salaries:

<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>
Bauer, Joe	District Security		\$16.50 per/hr	SY 2018-19
Fisher, Dave	District Security		\$16.50 per/hr	SY 2018-19
Jones, Christopher	District Security		\$16.50 per/hr	SY 2018-19
Ludwig, Andrew	District Security		\$16.50 per/hr	SY 2018-19
D'Antonio, Gerardo	Instructor Substitute	Eve/Con Ed Avoc	\$22 per/hr	SY 2018-19
Fishman, Mikhail		extra teaching period for NJSLA portfolio remediation	\$30 per period	up to 10 periods
Wallace, Brittany		extra teaching period for NJSLA portfolio remediation	\$30 per period	up to 10 periods

6. COMMUNICATION (Exhibit II-TS.6)

Correspondence from

Shayne Stuart, Director, Grants Administration, N.J. Schools Development Authority

Synopsis

The State Development Authority has determined that all requirements of the Agreement has been met and final disbursement will be made to the Technical School District for the Project #: 0720-030-14-1001 (G3AQ); State's total share \$960,000.