

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

**March 27, 2018
1:00 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 was not present at the meeting.

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.

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 March 2, 2018, as prescribed by Chapter 231, laws of 1975.

PUBLIC INPUT

Association representatives Sharon Lee Kustra and Mary Anne Vitale were present to complete the execution of the Cape May County Technical High School Education Association Agreement. Mr. Gould thanked the Association for their cooperation in the process.

ADMINISTRATIVE REPORTS

On the motion of Mr. Gould, seconded by Mr. Anzelone, 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.

- A. February 20, 2018, Board Meeting
- B. February 20, 2018, Executive Session
- C. March 20, 2018 Special Board Meeting

REVENUE AND EXPENSE

On the motion of Mr. Gould, seconded by Mr. Anzalone, the following (items A – K) 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, 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, January 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> |
|---|--|-----------------------|---------------------------------|
| Resolution Cape May County Technical and Alliance for Competitive Energy Services | purchase electric generation services | | 3/27/2018 60 mth lease |
| THIS ITEM WAS TABLED | | | |
| Stewart Lease Agreement | replace copiers/ printers | \$628.84 per/month | 3/26/2018 60 mth lease |
| Stewart Cost per Copy Agreement | fixed purchase option Paper cut license | \$96.27 per/month | 3/20/2018 60 mth lease |
| Stewart Print Management | toner needs | \$970.50 per/month | 3/20/2018 3/21/2021 |
| Department of Military & Veterans Affairs Agreement | use of Cape May armory for emergency evacuation | \$75.00 | 7/1/2018 6/30/2019 |
| Educational Data Systems, Inc. | pre-bid instructional supplies | \$46,462.13 | 4/3/2018 |
| Public Donor Agreement with Cape Counseling Systems | | \$89,482.00 | 1/1/2018 12/31/2018 |
| Pay to play Resolution | Mortar Repair | \$20,045.00 | 3/27/2018 |
| Resolution for: Nutri-Serve Food Management Services, Inc. | cafeteria food services guarantee breakeven on the bottom line of the NFSM financial report up to 100% of management fee | \$21,730.00 | SY 2018-19 |
| Grant salary allocations | | (attached) | SY 2017-18 |
| Resolution Authorizing Renewal of Agreement with | Cape May County Commodity resale system | (revised) | From: 11/14/2017- 12/31/2016 |

Local Partners & Entities

gasoline & diesel

To: 11/14/2017
5/31/2021

Grants/Donations for applying/
accepting

| <u>Name of Grant(s)</u> | <u>Apply/Accept</u> | <u>Amount</u> | <u>Date</u> |
|--|---------------------|---------------|-------------|
| <u>Name of Donor/Donation(s)</u> | <u>Accept</u> | <u>Amount</u> | <u>Date</u> |
| Secondary Perkins-Federal | apply/accept | \$6,484.00 | SY 2017-18 |
| 1 st Bank of Sea Isle City for Baseball team | accept | \$100.00 | 3/9/2018 |

Post-Secondary, Adult/Continuing Ed Tuition/Registration fees, SY 2018/19

| PROGRAM | FEES |
|---|---|
| Advertising & Design | \$3,150.00 |
| Auto Mechanics | \$3,150.00 |
| Baking/Pastry | \$3,150.00 |
| Bus. Services Academy of Finance | \$3,150.00 |
| Culinary Arts | \$3,150.00 |
| Early Childhood Development | \$3,150.00 |
| Cosmetology/Hairstyling | \$4,750.00 |
| Dental Assisting | \$6,300.00 |
| Practical Nursing | \$9,200.00 |
| Welding | \$4,000.00 |
| Adult High School Reg. Fee | \$25.00 |
| Apprenticeship* | TBD |
| Evening/Continuing Education | \$4.00 AVOC per/hr |
| | \$5.00 AVOC per/hr |
| E/C Ed Senior Citizens* (age 60+) | 50% off |
| Summertime Adventures | \$95.00 |
| High School Summer Credit Recovery | \$325.00 English, Math, Science \$199.00 Academic \$149.00 Health |
| All other subjects, \$50.00 facility fee + individual price for on-line class | |
| *plus supply & books (if applicable) | |

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

| <u>Name of Item(s)</u> | <u>Value</u> | <u>Reason for Removal</u> |
|---|--------------|---------------------------|
| Venture Boat Trailer 47GAA23288B00 Inventory #1005645 | unknown | sell as scrap |

| | | |
|--|---------|---------------|
| Cres Cor Proofing/Warming Box Model #1290 001 Serial #LJI-K5530 Inventory #100226 | unknown | sell as scrap |
|--|---------|---------------|

Lab Volt
Model #3415

Serial #B-85342
Inventory #1003478

Travel (Employee/Board Member)

| <u>Name</u> | <u>Event</u> | <u>Location</u> | <u>Cost</u> | <u>Date</u> |
|------------------|---|-----------------|-------------|--------------|
| Michael Matthews | NJ PowerSchool Users | Atlantic City | \$375 | 4/16-18/2018 |
| Paul Cicchini | NJ Assoc. of School Psychologists Spring Conference | E. Windsor | \$110 | 5/11/2018 |

COMMUNICATION

- A. Correspondence from:
Lauren Johnson, Teachers Aide, Cosmetology
Synopsis:
Notice of resignation, effective February 21. Served the district for 3 – ½ years.
- B. Correspondence from:
Mr. Robert Bumpus, Executive County Superintendent
Synopsis:
Approval for district's waiver from participation in the Special Education Medicaid-initiative (SEMI) for SY 2018-19.
- C. Correspondence from:
Synopsis:
Ms. Nicolae Borata, New Jersey Department of Education, Manager of Program & Talent Development
Synopsis:
The Career and Technical Education Program/Baking & Pastry Arts/Baker/Pastry Chef, CIP Code 120501, has been re-approved effective March 14, 2018.

CURRICULUM

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

- A. Job cards January 2018;
- B. Educere instruction for the following student:
J.C., 2/28/2018 – 3/30/2018;
- C. SY 2018 – 19 Calendars:
ABE/HSE/ESL/Civics
Adult High School
Apprenticeship
Evening/Continuing Education
High School
Post-Secondary Cosmetology
Post-Secondary Dental Assisting
12-Month
- D. After school Drama Club under volunteer supervision by Chelsey Barber;
- E. Operate Summertime Adventures for Kids program the week of July 23 and July 30, 2018; Monday through Thursday 8:45 am – 12:30 pm;
- F. Operate High School Summer Credit Recovery Program through hybrid model of

face-to-face and online courses of Educere, July 9 through August 2, 2018, Monday through Thursday, 8 a.m. to 12 p.m;

G. Atlantic Cape Community college Interns:

| | | |
|--------------|---------------------------|----------------|
| Autumn Flynn | 10 hour class observation | 3/27-4/30/2016 |
| John Daly | 3 hours class observation | 3/28/2018 |

H. Spring 2018 baseball, softball and golf team schedules;

I. Field Trips:

| <u>Date</u> | <u>Destination/Purpose</u> | <u>Students/Teachers/Aide</u> | | |
|--------------|--|-------------------------------|-----|---------|
| 3/6, 8, 2018 | Woodbine County Airport fly cell site tests (grade 12) | 6 | | 1 |
| 3/16/2018 | Dennis Township School Demonstrate career & Technical skills to 6-8 grade students (grades 11-12) | 22 | | 1 staff |
| 3/20/2018 | Reed at Shelter Haven & the Wetlands hospitality/tourism/ marketing (grades 10-12) | 23 | | |
| 4/14/2018 | Bridgewater Raritan High School SkillsUSA Awards Ceremony (Grades 10-12) | tbd | tbd | |
| 5/4/2018 | Joint Apprentice Training Center Tour facility, meet apprentices, open House (grades (10-12) | 22 | 2 | |
| 5/4/2018 | Storybook Land, Egg Harbor Township nursery rhyme theme park (grades preschool & 10-12) | 40 | 2 | 1 |

LEGISLATION & POLICY

On the motion of Mr. Anzelone, seconded by Mr. Higgs, the following policies, regulations and position descriptions for second reading and approval:

- | | |
|--------------------|--|
| A. 4119.22/4219.22 | Conduct and Dress |
| B. 4119.22/4219.22 | Conduct Staff Responsibilities_Regulation |
| C. 4119.22/4219.22 | Physical Altercations at School_Regulation |
| D. 4135.2/4235.2 | Personnel Procedures, Practices & Benefits |

- | | |
|-----------|--|
| E. 5142.2 | Physical Restraint |
| F. 5142.2 | Physical Restraint_Regulation |
| G. 6162.4 | Community Resources_Regulation |
| H. A-7 | Administrative Assistant to the Business Administrator |

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. Higgs, 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> |
|--------------------|--|---|----------------------------------|---|
| Johnson, Lauren | Cosmetology Aide | Resignation | | 2/21/2018 |
| Ladd, William | Teacher of Social Studies | Retirement | | 3/31/2018 |
| Pleasants, Matthew | Rescind rewrite curriculum for Law & Public Safety | Perkins Secondary | \$1,200.00 | SY 2017-18 |
| Mason, Tarin | Substitute Teacher | High school | \$90.00 per/day | SY 2017-18 |
| Roach, Lisa | Teacher Mentor for Tim Kaye | Traditional route funded by mentored-payroll deductions | \$550.00 | |
| Nicoletta, Katrina | Substitute Teacher planning/preparation (Teacher of Computer Technology) | High school | \$110.00 per/day | 2/24/2018-3/6/2018 |
| Noreen, Chris | Substitute Teacher planning/preparation (Teacher of Computer Technology) | High school | \$110.00 per/day | 3/7/2018-5/11/2018 (pending 20 day ext. approval) |
| Hines, Crystal | Substitute Teacher planning/preparation (Teacher of Spanish) | High school | \$110.00 per/day | 2/26/2018-3/1/2018 |
| Palombo, Mike | Substitute Teacher planning/preparation (Teacher of Spanish) | High school | \$110.00 per/day | 3/2/2018-3/29/2018 |
| Hines, Crystal | Substitute Teacher planning/preparation (Teacher of Physical Education) | High school | \$110.00 per/day | 3/2/2018-3/29/2018 |

| | | | | |
|---------------|---------------------------|------------------------------------|--|---|
| Kaye, Timothy | Teacher of Social Studies | High school | Step 1BA \$54,477.00 10-month pro-rated | 3/19/2018- 6/30/2018 |
| Employee #222 | | Extended leave of absence *FMLA | unpaid | 2/20/2018- 3/19/2018 *3/20/2018- 3/31/2018 |
| Employee #637 | | FMLA | unpaid | 2/20/2018- 3/29/2018 |
| Employee #195 | | FMLA | paid | 1/16/2018- 1/26/2018 |
| Employee #631 | | Extended FMLA | unpaid | 3/19/2018- 3/29/2018 |
| Employee #649 | | Extended leave of absence *FMLA | unpaid | 3/1/2018- 3/31/2018 |

BOARD MEMBER COMMENTS AND DISCUSSION ITEMS

Mr. Anzelone commended Dr. Hudanich on her efforts with the Drone Project that our students recently participated in. Mr. Boyd addressed the association members regarding the completion of negotiations and acknowledging the importance of the staff in continuing the success of our students.

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. Anzelone, 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 2:02 p.m. to discuss the following matters;

HIB
Attorney Client Privilege – Contractual Matter
Non-Unit Negotiations

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 January 12, 2018 through February 15, 2018 (1 HIB investigation).

Acknowledged the investigation(s) that occurred between the period of February 16, 2018 through March 22, 2018 (0 HIB investigation).

On the motion of Mr. Gould, seconded by Mr. Anzelone, the following salaries were approved: (Mr. Higgs abstained from Mr. McHale)

| | | | |
|-----------------------|---|----------------------------|------------------------------|
| Richard McHale | Administrative/Aide/Safety & Security Coordinator | \$48,960.00 | Effective 7/01/17 to 6/30/18 |
| Elizabeth Satterfield | ABE/HSE/Test Support Specialist | \$38,207.00 | 7/01/16 to 6/30/17 |
| | | \$38,971.00 | 7/01/17 to 6/30/18 |
| Michael Mathews | Data Manager | \$75,543.00 *(prorated) | 1/01/18 to 6/30/18 |

Adjourn

On the motion of Mr. Gould, seconded by Mr. Anzelone, the meeting was adjourned at 2:15 p.m.

Respectfully submitted,



Paula J. Smith
Board Secretary