

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

**April 19, 2016
1:10 p.m.**

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 & Grounds; Stephen Vitiello, Principal; Laura Elston, Supervisor of Post-Secondary, Evening Continuing and Adult Education; Nancy Wheeler-Driscoll, Director Curriculum & Instruction; 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 9, 2015, as prescribed by Chapter 231, laws of 1975.

PUBLIC INPUT

ADMINISTRATIVE REPORTS

On the motion of Mr. Anzelone, seconded by Dr. Stepura, 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 Instructor
- D. Laura Elston, Supervisor of Post-Secondary, Evening/Continuing and Adult Education
- E. Dr. Nancy M. Hudanich, Superintendent

Administrators left at 1:45 p.m.

APPROVAL OF MINUTES OF PREVIOUS MEETING

On the motion of Mr. Gould, seconded by Dr. Stepura, the following minutes were approved by roll call vote. Mr. Anzelone abstained from the vote on the March 15, 2016 Board of Education meeting and Dr. Stepura abstained from the vote for the March 22, 2016 Board of School Estimate meeting.

- A. March 15, 2016, Board Meeting
- B. March 22, 2016, Board of School Estimate Meeting

REVENUE & EXPENSE

On the motion of Mr. Gould, seconded by Mr. Anzelone, the following Revenue & Expense (Items A through M) 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, February 2016, 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, February 2016;
- F. Transfers;
- G. Bids, contracts, reports, agreements:
 - a. Reject all bids received on April 7, 2016 for, among other reasons, that said bids substantially exceed the Cape May County Technical School District Board of Education's cost estimate or appropriation for the ROD & ESIP project for the Cape May County Technical School District;
 - b. Advertise to receive bids on May 5, 2016 as follows:
 - 2:00 p.m. Window and door replacement (ROD Grant)
 - 2:30 p.m. Fire Alarm (ROD Grant)
 - 3:00 p.m. ROD Grant & ESIP Projects

<u>Name – Report/Contract</u>	<u>Purpose</u>	<u>Amount</u>	<u>Date/Year(s)</u>
Master AvidPay Trust Joinder Agreement (with the correction change NC to NJ and include termination by district clause)	Assistance with utility bill payment		4/19/2016
Educational Data Services	Vocational/OC Ed Supplies	\$68,526.64	4/12/2016
EnerNoc Demand Response Program	Confirm targets for energy reduction	\$11,327.17 (estimated)	6/1/2016-5/31/2017
Keyboard Consultants MRESC 14/15-10	Purchase up to 5 Smartboard for: English, Driver's Ed & Health, Masonry, Childcare	\$6,426.00 each \$5,787.00 each	4/21/2016
Partner Engineering	Engineering Services for A/C in service rm. (not to exceed)	\$11,900.00	4/21/2016
Xerox Lease Agreement	Replace copiers in: Principal's Office Business Services/ Classroom	60 month \$116.76/mo. \$110.51/mo.	4/21/2016

<u>Name – Report/Contract</u>	<u>Purpose</u>	<u>Amount</u>	<u>Date/Year(s)</u>
HP Enterprise NJ State Contract # (NASP VP PC), (MO483-89974)	20 Computers	\$31,818.80	4/21/2016
HP Enterprise N.J. State Contract # (NASPO VP PC)	50 Chromebox	\$11,221.00	4/21/2016
W.S. Goff Company, Inc. N.J. State Contract #A81714 MRESC Bid #12/13-44-Furn.	Classroom Furniture for (approx. 25 classrooms)	Up to \$100,000.00	4/21/2016
W.S. Goff Company, Inc. N.J. State Contract #A81714	LPN classroom furniture office furniture	\$43,614.08* *(pending final quote) \$6,541.76	4/21/2016
Streakwave (New Vendor)	Technology Order Access Points Replace 5 yrs. old	\$11,889.00	4/21/2016
Shared Services Transportation Contract with Cape May County Special Services District	Transportation Services	Per fee schedule	SY2016/17
Middle Township Board of Ed. Cooperative Pricing Agreement Service Contract	Participate in bid for electrician services		SY2016/17
Pay to Play Resolution R&R Ceilings, Inc.	Sound Panels for room 331	\$22,900.00	4/29/2016

H. Grants for applying/accepting:

NAME OF GRANT	APPLY/ACCEPT	AMOUNT	DATE
NJ Sustainable Schools Grant for Health and Wellness	Apply/Accept	\$4,000.00	SY2016/17
Exxon Mobil Easy Match Volunteer Involvement Program (VIP)	Apply/Accept	Rolling Cash donations up to \$5,000.00 per calendar year for individual contributor; up to \$10,000.00 per calendar year for team contributors	SY2016/17
Perkin Post- Secondary	Amendment	\$10,069.00 (additional funds)	SY2015/16
NJ Schools Insurance Group Safety Grant Program	Apply/Accept 2014/2015	\$13,345.00	7/1/2016

I. The following item(s) to be disposed or sold on (GovDeals):

<u>Name of disposal or sold items(s)</u>	<u>Value of Item(s)</u>	<u>Reason for Disposal</u>
Computer Equipment (Gateway & Neoware – see attached lists)		Obsolete

J. Travel (Employee/Board Member)

<u>Name</u>	<u>Event</u>	<u>Location</u>	<u>Cost</u>	<u>Date</u>
Laura Elston	Apprenticeship Conference	Atlantic City	\$181.58	5/4/16

K. Recommend that the Board of Education acknowledges the non-affiliated international trip to Costa Rica scheduled for June 23, 2016 to June 30, 2016. The trip is arranged by the Cape May Surf Club which is not affiliated with the school district. All costs for food, travel, insurance, etc., are the responsibility of the participant (adults and students) to be paid directly to the vendor. No fundraising will be done through the district.

L. Part-time contracts and hourly rates, 2016-17 SY (effective July 1, 2016)

POSITION	RATES
Summer School Teacher	\$32 per/hr.
Summertime Adventures for Kids Teacher	\$29 per/hr.
HSE Testing Examiner	\$29 per/hr.
Adult High School Teacher	\$29 per/hr.
Apprenticeship & Pre-Apprentice Instructor	\$29 per/hr.
E/C Education Assistant	\$24 per/hr.
E/C Education Instructor	\$22 per/hr.
E/C Education Secretary	\$9 – 13 per/hr.
E/C Education Cashier	\$8.50 per/hr.
Substitute Coverage (Early Childhood Dev. Center)	\$12.86 per/hr.
Substitute Coverage (High School)	\$11.00 per hr.
Supplemental Pay (Holistic Scoring of entrance exams)	\$18.00 per hr.
Supplemental Pay (Proctoring for entrance exams)	\$20.00 per hr.
Instructor Rate (ABE/HSE/ESL/Civics)	\$32.00 per/hr.
Summer Painter Rates (Buildings/Grounds)	\$10-\$13 per/hr.
On-Call Custodian (Buildings/Grounds)	\$10 per/hr.
On-Call Custodian with B.S. (Buildings/Grounds)	\$12 per/hr.
Bus Driver Rate	\$16.50 per/hr.
Drivers Education Instructors (High School)	\$25 per/hr.

M. Adult & Continuing Education Division Tuition/Registration Fees, 2016/2017:

PROGRAM	TUITION/FEEES
Adult High School	\$25
Apprenticeship	\$700*
Evening/Continuing Education	\$100*
Senior Citizens	\$50*

Summer Time Adventures	\$95*
Summer School	\$325
*plus supply & book fees (if applicable)	

COMMUNICATION

- A. Correspondence from:
 Marie Barry, Assistant Division Director, Office of Career Readiness
Synopsis
 The district's Carpentry and Property Management Program has been approved under the CIP Code: Carpentry/Carpenter, CIP 45.0201 and is aligned to the Architecture & Construction Career Cluster.

- B. Correspondence from:
 Barbara Yarger, Teacher of Child Care Assistant
Synopsis
 Retirement notification effective June 30, 2016, and giving thanks for the privilege of teaching for the last 27 years, as well as, 20 years as the National Honor Society Advisor.

CURRICULUM

On the motion of Dr. Stepura, seconded by Mr. Gould, the following curriculum (Items A through D) was approved by roll call vote.

- A. Job cards, February 2016;
- B. Post-Secondary, Tuition Credit Assistance Program, SY2016/17;
- C. Homebound instruction or alternate facility for the following students:

STUDENT	HOMEBOUND OR NAME OF ALTERNATE FACILITY	DATES	FEE FOR ALTERNATE FACILITY, if applicable
K.M.	Homebound	3/11/2016-3/25/2016	
M.T.	Inspira Health Network, Bridgeton	4/7/2016-4/11/2016	\$30 per hr.

- D. Field Trip

DATE	DESTINATION/PURPOSE	STUDENTS/TEACHERS/AIDES	
4/22/2016	Wildwood Convention Center 2016 prom preparation (Grades 11-12)	26	2
4/26/2016	Avalon Links Restaurant Presentation of Public Service Announcement Award (Grades 10-11)	6	1
5/13/2016	Cape May Convention Center participate and assist in the Garden Club of Cape May Flower show (Grades 10-12)	23	1

<u>DATE</u>	<u>DESTINATION/PURPOSE</u>	<u>STUDENTS/TEACHERS/AIDES</u>		
5/14/2016	Bridgewater NJ Environthon competition (Grades 11 -12)	10	1	
5/19/2016	Federal Aviation Administration, Atlantic City student awareness day/intern opportunities, aerospace engineering enhancement tour, flight simulators (Grades 10-12)	20	1	
6/7/2016	Pine Barrens canoe trip/study the Ecology/biology of barrens ecosystem (Grades 9 -12)	54	3	
5/16/2016	Burlington County Institute of Technology State Board of Cosmetology Practical Examination	18	2	2

LEGISLATION & POLICY

PERSONNEL

(All hiring is contingent upon the recommendation of the Superintendent and result of background investigation and request for emergent hiring will be made where appropriate).

On the motion of Mr. Gould, 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
Revision of date for: Wallace, Roberta	Teacher of Active Physics	Change of retirement date		From: 4/15/2016 To: 4/30/2016
Yarger, Barbara	Teacher of Child Care Assistant	Retirement		6/30/2016
Myers, Daniel	Technology Systems Technician		\$34,000.00 Pro-rated 12 month	5/1/2016 – 6/30/2016
Stelacio, Diane	Bridging Coordinator	Grant/Local Funds	\$2,500.00	7/1/2016 – 8/31/2016
Stratton, Julie	Bridging Coordinator	Grant/Local Funds	\$2,500.00	7/1/2016 – 8/31/2016
Stratton, Julie		Saturday, Prof. Dev: NJSBA – Building Ecological Solutions Grant	\$100.00	6/4/2016

Toft, Hanna		Saturday, Prof. Dev. NJSBA – Building Ecological Solutions Grant	\$100.00	6/4/2016
Stratton, Julie		After school, prof. dev. six 1-hour sessions NJSBA– Bldg. Ecological Solutions Grant	\$30 ea./session \$180 Total	March – June 2016 Sept. – Oct. 2016
Toft, Hanna		After school, prof. dev. six 1-hour sessions NJSBA – Building Ecological Solutions Grant	\$30 ea./session \$180 Total	March – June 2016 Sept. – Oct. 2016
Wenker, Micah		After school, prof. dev. six 1-hour sessions NJSBA – Building Ecological Solutions Grant	\$30 ea./session \$180 Total	March – June 2016 Sept. – Oct. 2016
Administrators & Supervisors Association	(Personnel/salaries attached)			SY2016/2017
Contracted & Non-Unit	(Personnel list attached)			SY2016/2017
Employee #825		NJ Family Leave Act	Without pay	3/21/2016-6/20/2016
Employee #253		FMLA	With Pay (Sick Leave)	3/3/2016-5/18/2016 (Estimated)
Perlis, Joseph	Instructor Behind the Wheel		\$25 per/hr.	4/19/2016
Rutherford, Sally	Homebound Instructor		\$30 per/hr.	SY2015/16
Walsh, James	Substitute Teacher	High School	\$90 per/day	SY2015/16
Johnston, Robert	Security Monitor	District Security	\$16.50 per/hr.	SY2015/16
Tack, Gina	Security Monitor	District Security	\$16.50 per/hr.	SY2015/16

BOARD MEMBER COMMENTS AND DISCUSSION ITEMS

EXECUTIVE SESSION

On the motion of Mr. Gould, seconded by Dr. Stepura, a Resolution to Adjourn the Public Meeting and to enter into Executive Session pursuant to the New Jersey Open Public Meeting Act shall now convene at 2:03 p.m. in Executive Session as approved by roll call vote.

HIB
Update Negotiations
Attorney/Client Privilege

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 in connection with the matters discussed in Executive Session.

RETURN TO OPEN SESSION

On the motion of Mr. Gould, seconded by Mr. Anzelone, affirming action taken by the Superintendent for Harassment, Intimidation and Bullying (HIB) investigation(s) for the period of February 12, 2016 through March 10, 2016 (investigation of 0 incident(s).

Acknowledging the investigations that occurred between the period of March 11, 2016 through April 14, 2016 (1) was approved by roll vote. Dr. Stepura abstained from the vote.

ADJOURN

On the motion of Dr. Stepura, seconded by Mr. Anzelone, the meeting was adjourned at 2:19 p.m.

Respectfully submitted,



Paula J. Smith
Board Secretary

/jmr

