

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

**June 16, 2015
1:00 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; James R. Owens, Director of Buildings & Grounds; Michael Adams, 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 10, 2014, as prescribed by Chapter 231, laws of 1975.

PUBLIC INPUT

Mr. Adams reported that he had presented the Eagle Scout Resolution to Jacob Williams on behalf of the Board of Education at his recent Court of Honor.

On the motion of Mr. Gould, seconded by Mr. Anzelone, approval of the resolution in recognition of Eagle Scout Jacob Williams was approved by roll call vote.

STAFF REPORTS

On the motion of Mr. Gould, seconded by Dr. Stepura, the following staff reports were approved by roll call vote.

- A. James Owens, Director of Buildings & Grounds
- B. Michael Adams, Principal
- C. Nancy Wheeler-Driscoll, Director of Curriculum and Instruction
- D. Laura Elston, Supervisor or Post-Secondary, Evening/Continuing and Adult Education
- E. Dr. Nancy M. Hudanich, Superintendent

Mr. Higgs commended Mr. Thomas Jackson, welding instructor, for the enrollment of one of his students into the Union.

Administrators left the meeting at 1:55 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

- A. May 19, 2015, board meeting
- B. May 19, 2015, Executive Session

REVENUE & EXPENSE

On the motion of Mr. Anzelone, seconded by Mr. Higgs, the following Revenue & Expenses (Items A through J) 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 2015, board secretary report and treasurers report, pending audit;
- C. Board of education’s monthly certification of budgetary major account/fund status;
- D. Bills presented;
- E. Budget summaries, April 2015;
- F. Transfers:
- G. Grant/donation for accepting or applying;

<u>Names of Grant(s)</u>	<u>Apply/Accept</u>	<u>Amount</u>	<u>Date</u>
County Apprenticeship Coordinator	Apply/Accept	\$ 6,750.00	7/1/2015-12/31/2015
Atlantic Cape Community College Consolidated Adult Basic Skills and Integrated English Literacy and Civics Education Grant	Apply/Accept	\$197,000.00	SY2015/16
Atlantic Cape Community College Consolidated Adult Basic Skills and Integrated English Literacy and Civics Education Grant Professional Development	Apply/Accept	\$ 1,970.00	SY2015/16
No Child Left Behind Title I A	Apply	\$127,233.00	SY2015/16
No Child Left Behind Title II A	Apply	\$ 14,478.00	SY2015/16
IDEA-B	Apply	\$118,775.00	SY2015/16
Perkins Secondary Federal	Apply	\$ 57,962.00	SY2015/16
Perkins Secondary Reserve	Apply	\$ 22,516.00	SY2015/16

- H. Bids, contracts, reports, agreements:

<u>Name – Report/Contract</u>	<u>Purpose</u>	<u>Amount</u>	<u>Date/Year(s)</u>
Adjusted grant salary Allocations	Federal Requirement		SY2014/15
Authorize business Administrator	Year-end transfers and pay bills due and owing		6/30/2015
Transfer surplus to Capital Reserve	For future capital projects	Up to \$600,000	6/30/2015
Transfer surplus to Maintenance Reserve	To offset future maintenance projects	Up to \$50,000	6/30/2015
New Jersey Schools Insurance Group 3 Year Resolution Indemnity & Trust Renewal Agreement	Insurance renewal: package policy: bond coverage school board legal: student accident: workers' compensation	\$148,341.00 984.00 18,176.00 10,475.00 <u>164,832.00</u> \$342,188.00	7/1/2015- 6/30/2018
CMC Special Services School District	Itinerant services	per fee schedule	7/1/2015- 6/30/2016
Keyboard Consultants, Inc. Middlesex Regional Esc. Bid #MRESC 12/13-18	Purchase 3 Smartboards	\$18,437.00	6/16/2015
Comm Solutions Pay to Play Resolution	Software license/	\$17,527.50	6/16/2015
Multi-Temp Mechanical, Inc. Re-bid #MRESC 12/13-81	Licensed contracted services, HVAC Refrigeration	\$75.93 per/hr. (.006 increase over 2014/15 SY) 12% mark-up on parts (decrease .03 over 2014/15SY)	7/1/2015- 3/14/2016
Cooperative Bid Award to: Calvi Electric per Middle Twp. Board of Education (Lead Agency) Cooperative Pricing Agreement	Electrician Services Journeyman Helper Parts, 15% above wholesale	\$112.02 per hr. 50.63 per hr.	SY2015/16
NJASBO Guidance for P.L. 2015, Chapter 47 Report of Awarded Contracts as follows:			7/1/2015

Pursuant to P.L. 2015, Chapter 47, the Cape May County Technical School Board of Education intends to renew, award or permit to expire the following 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 Uniform Administrative Requirements 2CFR, Part 200.

<u>Name – Report/Contract</u>	<u>Purpose</u>	<u>Amount</u>	<u>Date/Year(s)</u>
Laurel Lawn Mower, Inc. Pay to Play Resolution	Purchase wing mower	\$ 19, 100.00	7/1/2015
Educational Data Services, Inc. (Cooperative Purchasing)	Licensing/Maintenance Fee	\$7,800.00	SY2015/16

Part-time contracts and hourly rates, SY2015/16 (effective July 1, 2015):

<u>Position</u>	<u>Rates</u>
Security Personnel	\$16.50 per/hr.
Substitute coverage (E CDC)	\$12.86 per/hr.
Substitute coverage secretarial	\$11.00 per/hr.
Supplemental pay (holistic scoring of entrance exams)	\$18.00 per/hr. scoring
Supplemental pay (proctoring for entrance exams)	\$20 per/hr. proctoring
Summer Painter	\$10-\$13 per/hr.
On Call Custodian	\$10 per/hr.
On Call Custodian with Boiler Certificate	\$12 per/hr.
Bus Driver	\$16.50 per/hr.
ABE/HSE/ESL/Civics Instructor	\$32.00 per hr.
Summer Bridging Mentor	\$29 per/hr.

The following Item(s) to be disposed or sold on (GovDeals):

<u>Names of Disposal or sold item(s)</u>	<u>Value of Item(s)</u>	<u>Reason for Disposal</u>
Manikin Skeleton Inventory #10000384	Unknown	Broken beyond repair

COMMUNICATION

Correspondence from:

Patricia Moran, Executive Director, Workforce Development & Economic Opportunity

Synopsis

State of New Jersey offering & stipulation for obtaining a six month extension to the fiscal year 2015 County Apprenticeship Coordinator (CAC) grant.

CURRICULUM

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

- A. Job Cards, April 2015;

- B. Flextime – June 24 through August 31, 2015
Workday reduced ½ hour per day, all offices will be open 8:00 a.m. to 3:00 p.m.;
- C. Operate the HSE (High School Equivalency) Testing Center, July 1, 2015 through June 30, 2016;
- D. Post-Secondary Welding Certification program, September through April, 3 nights per week, for SY2015/16;
- E. The Post-Secondary Welding Certification Program, \$3,650 fee per student, for SY2015/16;
- F. Field Trips:

<u>Date</u>	<u>Destination/Purpose</u>	<u>Students/Teachers/Aides</u>		
6/2/2015	Cold Springs Village Ceramics, printing & American regional cuisine (Grades 11-12)	34	2	1
- G. Paul Popovick, Cape May County Technical School Natural Sciences Student (identified Senior as of September) volunteer in the Summertime Adventures for Kids' Marine Adventures Program the weeks of July 13 & 20, 2015. The volunteer hours will be credited to his Supervised Agricultural Experience, a requirement for FFA.

LEGISLATION & POLICY

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. Anzelone, seconded by Mr. Gould, the following personnel were approved by roll call vote.

Name	Position	Description Funding Program	Step Amount Longevity	Effective Date(s) or # of Days
Schmitz, Rachael	Practical Nursing Instructor including clinical	Post-Secondary Practical Nursing	Step 5-MA \$59,793.00 10-month	9/1/2015-6/30/2016
Schmitz, Rachael	Practical Nursing Coordinator	Post-Secondary Practical Nursing	\$3,000.00	SY2015/2016
Pastore, Elizabeth	Teacher Mentor for Rachael Schmitz	Provisional	\$500.00	SY2015/2016
Zilinek, Ann	Practical Nursing Instructor including Clinical	Post-Secondary Practical Nursing	Step 4-BA \$55,880.00 10 month	9/1/2015-6/30/2016
Varesio, Kelly	Practical Nursing Instructor including clinical	Post-Secondary Practical Nursing	Step 4-MA \$57,880.00 10 month	9/1/2015-6/30/2016
Braunwell, Lisa	Practical Nursing Instructor Substitute	Post-Secondary Practical Nursing	\$160 per day	SY2015/2016
Tascone, Paula	Secretary	Admissions Change: from part-time to full time	Step 10 Sec. I \$30455.00 12 month pro-rated	6/1/2015-6/30/2015

Tascone, Paula	Secretary	Admissions	Step 10 Sec. 1 \$30,469.00 12 month	7/1/2015- 6/30/2016
Perlis, Joseph	Instructor	High School Summer School	\$32 per/hr.	7/6/2015- 7/30/2015 4 days
Arnold, Alicia	Post-Secondary Evening/Continuing and Adult Education Assistant	Additional responsibilities annual adjustment to base	\$5,500.00	SY2015/2016
Elston, Laura	Supervisor of Post- Secondary, Evening/Continuing and Adult Education	Additional Responsibilities annual adjustment to base	\$9,000.00	SY2015/16
Taccarino, John	Administrative Adie	Additional security responsibilities annual adjustment to base	\$5,900.00	SY2015/16
Bresan, Lawrence	Custodian (Evening)	Black Seal Night Differential	Step 3-BS \$28,261.00 <u>+ 1,000.00</u> \$29,261.00	7/1/2015 – 6/30/2016
Dennison, Christine	Custodian (Evening)	Black Seal Night Differential	Step 3-BS \$28,261.00 <u>+ 1,000.00</u> \$29,261.00	7/1/2015 – 6/30/2016
McGreevey, Cieran	Custodian (Evening)	Black Seal Night Differential	Step 3-BS \$28,261.00 <u>+ 1,000.00</u> \$29,261.00	7/1/2015 – 6/30/2016
Day, Phyllis	Bus Driver		\$16.50 per/hr.	SY2015/16
McKinley, Jim	Bus Driver	(after regular school hours only)	\$16.50 per/hr.	SY2015/16
Myers, Daniel	Evening Computer Lab Assistant (part- time)	(not to exceed 20 hrs. wk.) Perkins PS/ABE/Civic	\$16.50 per hr.	SY2015/16
Ditzler, Candida	Curriculum Writing (Dental Assisting)	Perkins Post Secondary	\$600.00	SY2014/15
Satterfield, Elizabeth	Test Support Specialist	**ABE/HSE/ESL/Civics/ Perkins PS	\$37,458.00 12 month	SY2015/16
Waddell, Mary Ellen	Teacher (Full-Time)	**ABE/HSE/ESL/Civics	\$51,668.00 12 month	SY2015/16
Satterfield, Elizabeth	Laces Input Coordinator	**ABE/HSE/ESL/Civics	\$5,000.00	SY2015/16
Jurusz, Susan	Grant Implementation Coordinator	**ABE/HSE/ESL/Civics/ Perkins PS	\$7,000.00	SY2015/16

Smith, Paula J.	Business Administrator	Correction Salary Longevity Base Salary	12 month \$127,134.00 + 2,300.00 <u>\$129,434.00</u>	7/1/2015 – 6/30/2016
Barber, Chelsey	Bridging Mentor	Grant/Local	\$29 per/hr.	7/22/2015 – 8/19/2015
Embs, Nancy	Bridging Mentor	Grant/Local	\$29 per/hr.	7/22/2015- 8/19/2015
Janda, Ed	Bridging Mentor	Grant/Local	\$29 per/hr.	7/22/2015- 8/19/2015
Pleasant, Matt	Bridging Mentor	Grant/Local	\$29 per/hr.	7/22/2015- 8/19/2015
Roach, Lisa	Bridging Mentor	Grant/Local	\$29 per/hr.	7/22/2015- 8/19/2015
Tack, Gina	Bridging Mentor	Grant/Local	\$29 per/hr.	7/22/2015- 8/19/2015
Vilimas, Jason	Bridging Mentor	Grant/Local	\$29 per/hr.	7/22/2015- 8/19/2015
Smith, Karen	Bridging Mentor	Grant/Local	\$29 per/hr.	7/22/2015- 8/19/2015
Billig, David	Bridging Mentor Sub.	Grant/Local	\$29 per/hr.	7/22/2015- 8/19/2015
Hosford, Margaret	Bridging Mentor Sub.	Grant/Local	\$29 per/hr.	7/22/2015- 8/19/2015
Bollwage, Scott	Teacher (part-time)	**ABE/HSE/ESL/Civics	\$32 per/hr.	SY2015/16
Borkowski, Sandra	Teacher (part-time)	**ABE/HSE/ESL/Civics	\$32 per/hr.	SY2015/16
Rutherford, Sarah	Teacher (part-time)	**ABE/HSE/ESL/Civics	\$32 per/hr.	SY2015/16
Sangillo, Robert	Teacher (part-time)	**ABE/HSE/ESL/Civics	\$32 per/hr.	SY2015/16
Embs, Nancy	Teacher (part-time)	**ABE/HSE/ESL/Civics	\$32 per/hr.	SY2015/16
Bravo, Janet	Teacher (part-time)	**ABE/HSE/ESL/Civics	\$32 per/hr.	SY2015/16
Van Trieste, Elizabeth	Teacher (part-time)	**ABE/HSE/ESL/Civics	\$32 per/hr.	SY2015/16
Embs, Jason	Teacher (part-time)	**ABE/HSE/ESL/Civics	\$32 per/hr.	SY2015/16
Niemira, Jonathan	Teacher (part-time)	**ABE/HSE/ESL/Civics	\$32 per/hr.	SY2014/15 SY2015/16
Satterfield, Elizabeth	Teacher (part-time) sub.	**ABE/HSE/ESL/Civics	\$32 per/hr.	SY2015/16
Waddell, Mary Ellen	Teacher (part-time)	**ABE/HSE/ESL/Civics	\$32 per/hr.	SY2015/16
Arnold, Alicia	Examiner	HSE-TASC Testing Center	\$29 per/hr.	SY2015/16
Crean, Jean	Examiner	HSE-TASC Testing Center	\$29 per/hr.	SY2015/16
Martin, Julia	Examiner	HSE-TASC Testing Center	\$29 per/hr.	SY2015/16
Roach, Lisa	Examiner	HSE-TASC Testing	\$29 per/hr.	SY2015/16

Name	Position	Description Funding Program	Step Amount Longevity	Effective Date(s) or # of Days
Smith, Karen	Examiner	HSE-TASC Testing Center		
Stelacio, Diane	Examiner	HSE-TASC Testing Center	\$29 per/hr.	SY2015/16
Elston, Laura	Chief Examiner	HSE-TASC Testing Ctr.	N/A	SY2015/2016
Roma, Virginia	Asst. Coach Softball	(4 th year)	\$3,650.00	SY2014/2015
Fisher, Stephanie	Secretary	MOUS Certification	\$500.00	SY2015/2016
Basile, Frank	Instructor Behind the Wheel		\$25 per/hr.	SY2015/2016
Ridgway, Robert	Instructor Behind the Wheel		\$25 per/hr.	SY2015/2016
Roma, Virginia	Instructor Behind the Wheel		\$25 per/hr.	SY2015/2016
Kay, James	Teacher of Carpentry/Property Management	High School	Step 11BA \$67,607.00 10 month	9/1/2015 – 6/30/2016
Seigel, Michele	Secretary Receptionist	High School	Step 10 Sec. 1 \$30,469.00	7/1/2015-6/30/2016
Russo, Kathleen	Secretary for Evening & Continuing Education Division		Step 1 Sec. 1 \$24,919.00 12 month	TBD
Sockriter, Lori	Secretary to Director of Guidance and Special Education	Change of position: From: Secretary High School To: Secretary to Director of Guidance & Special Education	Step II Sec. II \$33,291.00 12 month	7/1/2015 – 6/30/2016
Jones, Christopher	Teacher of Communication Arts Technologies	Preparation	Per diem	6/24-9/4/2015 10 days

**Pending Grant Approval

BOARD MEMBER COMMENTS AND DISCUSSION ITEMS

Mr. Anzelone requested the district review the current policy with regard to shadowing for potential students.

EXECUTIVE SESSION

On the motion of Mr. Gould, seconded by Mr. Anzelone, at 2:20 p.m., 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 in executive session to discuss the following matters which may legally and appropriately be discussed in executive session was approved by roll call vote.

HIB
Non-Unit Negotiations
Administrators 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.

On the motion of Mr. Gould, seconded by Mr. Anzelone, the executive session was adjourned at 1:48 p.m.

RETURN TO OPEN SESSION

On the motion of Mr. Higgs, seconded by Mr. Gould, the non-unit 2015/16 salaries, as discussed, were approved by roll call vote.

On the motion of Mr. Gould, seconded by Dr. Stepura, approval to ratify the administrator's three year contract including salary guides as discussed in executive session was approved by roll call vote.

On the motion of Mr. Gould, seconded by Mr. Anzelone, affirm action taken by the Superintendent for Harassment, Intimidation and Bullying (HIB) investigation(s) of two incidents as discussed in executive session and to acknowledge first time report of HIB which occurred between May 15, 2015 to June 12, 2015. (One incident as discussed in executive session). Dr. Stepura abstained from the vote.

ADJOURN

On the motion of Mr. Anzelone, seconded by Mr. Gould, the meeting was adjourned at 2:50 p.m.

Respectfully submitted,



Paula J. Smith
Board Secretary

/jmr