

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

**June 21, 2016  
1:04 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. Robert L. Boyd, Board President.

Mr. Alan I. Gould, Board Vice President was not present at the meeting

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; 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**

Scott Downie of the Spiezle Architectural Group attended the board of education meeting.

On the motion of Mr. Anzelone, seconded by Mr. Higgs, rejecting the bids received on June 21, 2016 for the windows and doors and the HVAC portion of the ROD Grant, for among other reasons, said bids substantially exceed the Cape May County Technical School District Board of Education's cost estimate or appropriation was approved by roll call vote.

On the motion of Mr. Anzelone, seconded by Dr. Stepura, authorize negotiations with all bidders from previous bids for the windows and doors and the HVAC portion of the ROD Grant to be held in the board room of the Cape May County Technical School District by the architect and district representatives was approved by roll call vote.

**ADMINISTRATIVE REPORTS**

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

## APPROVAL OF MINUTES OF PREVIOUS MEETING

On the motion Mr. Higgs, seconded by Dr. Stepura, the following minutes were approved by roll call vote. Mr. Anzelone and Mr. Boyd abstained from the vote.

- A. May 17, 2016, Board Meeting
- B. May 17, 2016, Executive Session

## REVENUE & EXPENSE

On the motion of Mr. Anzelone, seconded by Dr. Stepura, the following Revenue & Expense Items A through K were approved by roll call vote. Mr. Higgs abstained from the vote for Item K.

- A. Board secretary's monthly certification of budgetary line item status;
- B. Financial report A-148 and A-149, April 2016, 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, April 2016;
- F. Transfers;
- G. Bids, contracts, reports, agreements:

<u>Name-Report/Contract</u>	<u>Purpose</u>	<u>Amount</u>	<u>Date/Year(s)</u>
1. Adjusted grant salary Allocations	Federal Requirement		SY2015/2016
2. Authorize business Administrator	Year end transfers and pay bills due and owing		6/30/2016
3. Transfer surplus to Capital Reserve	for future capital projects	up to \$500,000.00	6/30/2016
Transfer surplus to Maintenance Reserve	to offset future maintenance projects	up to \$200,000.00	6/30/2016
4. CMC Special Services School District	Itinerant services	per fee schedule	7/1/2016 – 6/30/2017
5. Educational Data Services, Inc. (Cooperative Purchasing)	Licensing/maintenance fee	\$7,800.00	SY2016/2017
6. Multi-Temp Mechanical, Inc. Bid #MRESC 15/16-52	Licensed contracted services, HVAC, refrigeration	\$79.00 per/hr. 15% mark-up on parts	7/1/2016-6/30/2017
7. 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	\$114.00 per/hr. \$ 50.63 per/hr.	SY2016/17

8.	DEC Electrical Contractors, Inc., Award of bid for ROD Grant Fire Alarm	correction: total award from: to:	\$660,000.00 \$650,000.00	6/21/2016
9.	NJASBO Guidance for P.L. 2015, Chapter 47 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, NJ. (On file)			
10.	Robert & Ruth Toft, Sr. Memorial Scholarship	Establish	\$500.00	5/25/2016
11.	Playground Upgrades funded by the Early Childhood Lab School Proprietary Fund. (Pending confirmation that surface is non-toxic and non-allergic.)			
	Ben Shaffer State Contract #A-81430	Playground upgrades supply	\$ 16,466.76	6/21/2016
	State Contract #A-81415	Supply poured in place materials	\$ 22,215.40	
	Corby Associates	Remove/dispose Equipment	\$ 5,845.00	6/21/2016
		Install Equipment	\$ 7,345.00	
		Removal/Install	\$ 2,550.00	
		Top Flooring		
	Pay to Play Resolution	Play sites/install poured in place surface	\$ 22,367.20	6/26/2016
	Murphy Fence	Remove/Replace Fence	\$ 9,227.13	
12.	New Jersey Schools Insurance Group	Insurance renewal: Package policy Bond Coverage School Board Legal Student Accident Workers Compensation Total Premium	\$148,314.00 \$ 984.00 \$ 19,557.00 \$ 11,210.75 \$144,712.00 <hr/> \$324,777.75	7/1/2016- 6/30/2017

H. Grants for applying/accepting:

NAME OF GRANT	APPLY/ACCEPT/DECLINE	AMOUNT	DATE
County Apprenticeship Coordinator	Apply/Accept	\$10,000.00	7/1/2016-6/30/2017
Cape Educational Foundation Grant: The Road to Recovery by Jim McKinley & Hanna Toft	Accept	\$500.00	SY2016/2017
Sustainability & Personal Well Being: Nature & Nurture by David Billig & Jill Kozakowski	Accept	\$499.45	SY2016/2017
Earth Day Fair of Making by Jenifer Fritz-Agostini & Julie Stratton	Accept	\$500.00	SY2016/2017
Look! Up in the Sky! By Micah Wenker	Accept	\$500.00	SY2016/2017
No Child Left Behind, Title IA	Apply/Accept	\$145,314.00	SY2016/2017
No Child Left Behind, Title IIA	Apply/Accept	\$ 13,397.00	SY2016/2017
No Child Left Behind III	Decline	\$ 121.00	2016/2017
Perkins Post-Secondary	Apply/Accept	\$ 81,993.00	SY2016/2017
Perkins Post-Secondary Federal Funding Allocation	Decline	\$ 1,600.00	2016/2017

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

Position	Rates
Tutoring Instructor	\$29 per/hr.

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

<u>Name of Disposal or Sold Item(s)</u>	<u>Value of Item(s)</u>	<u>Reason for Disposal</u>
*1. LPN Fixed Assets Various items	Unknown	Previously disposed
2. Rockwell/Delta Lathe – used Inventory #1000809 Date Sold GovDeals: 3/20/2016	\$242.05	Omitted from list

3.	Rockwell Drill Press – used Inventory #1000806 Date Sold GovDeals: 3/20/2016	\$ 12.80	Omitted from list
4.	Insinger Admiral 44 Inventory #1000364	Unknown	Sale on GovDeals
*5.	Unused payroll checks (see attachment)	None	Obsolete/and/or out of sequence
	Unused agency checks (see attachment)	None	Obsolete
K. Travel (Employee/Board Member)			
	<u>Name</u>	<u>Event Location</u>	<u>Cost</u> <u>Date(s)</u>
	Chelsey Barber	AP National Conference	\$961.18    7/13 – 16/2016

**COMMUNICATION**

- A. Correspondence from  
 Laura Elston, Supervisor of Post-Secondary, Evening/Continuing and Adult Education

Synopsis  
 Notice of retirement effective August 31, 2016 – 41 years of faithful service.

**CURRICULUM**

On the motion of Mr. Anzelone, seconded by Dr. Stepura, the following curriculum (Items A through F) were approved by roll call vote.

- A. Job cards, April 2016
- B. Flextime – June 21 through August 26, 2016  
 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, 2016 through June 30, 2017;
- D. Miranda Fisher, Cape May County Technical High School Natural Sciences student (entering Junior year), to volunteer in the Summertime Adventures for Kids Marine Adventures Program, weeks of July 18 & 25, 2016 Monday through Friday. The volunteer hours will be credited to Supervised Agricultural Experience, a requirement for FFA.
- E. Homebound instruction or alternate facility for the following students:

Student	Homebound or Name of Alternate Facility	Dates	Fee
M.T.	Homebound	5/13/2016-6/17/2016	\$30 per/hr.
C.W.	Homebound	5/16/2016-6/17/2016	\$30 per/hr.
S.D.	Inspira Health Network Bridgeton		\$30 per/hr. 4 hrs. per day

C.R.	Homebound	6/1/2016-6/17/2016	\$30 per hr.
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F. Field Trips:

<u>Date</u>	<u>Destination/Purpose</u>	<u>Students/Teachers/Aide</u>	
6/1/2016	Great Adventure, Jackson, NJ Student Council Spring Award Program (Grades 9 – 12)	25	4
6/8/2016 AM	Avalon Salt marsh & barrier island ecology (grade 9)	22	2
6/8/2016 PM	Avalon Salt marsh & barrier island ecology (grade 9)	24	2
6/9/2016 AM	Avalon Salt marsh & barrier island ecology (grade 9)	24	2
6/9/2016 PM	Avalon Salt marsh & barrier island Ecology (grade 9)	24	2
6/14/2016	CMC Zoo Photography/Video (grade 11)	9	1

G. Submission of HIB – ITP Report for the period of January 2, 2016 through June 30, 2016.

**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 Mr. Anzelone, seconded by Mr. Higgs, the following personnel were approved by roll call vote. Mr. Higgs abstained from the vote for Frank Basile, Robert Ridgway and Chelsey Barber.

NAME	POSITION	DESCRIPTION FUNDING PROGRAM	STEP AMOUNT LONGEVITY	EFFECTIVE DATE(S) OR # OF DAYS
Elston, Laura	Supervisor of Post- Secondary, Evening/Continuing & Adult Education	Retirement		8/31/2016

Employee #176		FMLA, with pay		5/24/2016-6/10/2016
Leonetti, John	On Call Custodian		\$10 per/hr.	SY 2016/2017
Arnold, Alicia	Post-Secondary, Evening/Continuing and Adult Education Asst.	Additional responsibilities annual adjust to base	\$5,500.00	SY 2016/2017
Elston, Laura	Supervisor of Post-Secondary, Evening/Continuing & Adult Education		\$9,000.00 pro-rated	7/1/2016-8/31/2016
Day, Phyllis	Bus Driver		\$16.50 per/hr.	SY2016/2017
McKinley, Jim	Bus Driver		\$16.50 per/hr.	SY2016/2017
Skinker, James	Bus Driver		\$16.50 per/hr.	SY2016/2017
Basile, Frank	Instructor Behind the Wheel		\$25 per/hr.	SY2016/2017
Perlis, Joseph	Instructor, Behind the Wheel		\$25 per/hr.	SY2016/2017
Ridgway, Robert	Instructor, Behind the Wheel		\$25 per/hr.	SY2016/2017
Roma, Virginia	Instructor, Behind the Wheel		425 per/hr.	SY2016/2017
Satterfield, Elizabeth	Laces Input Coordinator	**ABE/HSE/ESL/Civics	\$5,000.00	SY2016/2017
Jurusz, Susan	Grant Implementation Coordinator	**ABE/HSE/ESL/Civics Dollar General/Perkins PS	\$7,000.00	SY2016/2017
McKinley, James	Tutoring	NCLB	\$29 per/hr.	SY2015/2016
Barber, Chelsey	AP National Conference	Professional Development	\$100 per/day	3 days 7/14 – 16, 2016
Arnold, Alicia	Examiner	HSE-TASC Testing Center	\$29 per/hr.	SY2016/2017
Carusi-McCoy, Coleen	Examiner, Bilingual	HSE-TASC Testing Center	\$29 per/hr.	SY2016/2017
Crean, Jean	Examiner	HSE-TASC Testing Center	\$29 per/hr.	SY2016/2017
Martin, Julia	Examiner	HSE-TASC Testing Center	\$29 per/hr.	SY2016/2017
Roach, Lisa	Examiner	HSE-TASC Testing Center	\$29 per/hr.	SY2016/2017
Smith, Karen	Examiner	HSE-TASC Testing Center	\$29 per/hr.	SY2016/2017
Stelacio, Diane	Examiner	HSE-TASC Testing Center	\$29 per/hr.	SY2016/2017

McAteer, Margaret	Proctor	HSE-TASC Testing Center	N/A	SY2016/2017
Elston, Laura	Chief Examiner	HSE-TASC Testing Center	N/A	SY2016/2017
Carusi-McCoy, Coleen	Teacher (part-time)	ESL/Civics	\$32 per/hr.	SY2016/2017
Bollwage, Scott	Teacher (part-time)	**ABE/HSE/ESL/Civics/ Dollar General/Perkins PS	\$32 per/hr.	SY2016/2017
Rutherford, Sarah	Teacher (part-time)	**ABE/HSE/ESL/Civics/ Dollar General/Perkins PS	\$32 per/hr.	SY2016/2017
Sangillo, Robert	Teacher (part-time)	**ABE/HSE/ESL/Civics/ Dollar General/Perkins PS	\$32 per/hr.	SY2016/2017
Embs, Nancy	Teacher (part-time)	**ABE/HSE/ESL/Civics/ Dollar General/Perkins PS	\$32 per/hr.	SY2016/2017
Bravo, Janet	Teacher (part-time)	**ABE/HSE/ESL/Civics/ Dollar General/Perkins PS	\$32 per/hr.	SY2016/2017
VanTrieste, Elizabeth	Teacher (part-time)	**ABE/HSE/ESL/Civics/ Dollar General/Perkins PS	\$32 per/hr.	SY2016/2017
Waddell, Mary Ellen	Teacher (part-time)	**ABE/HSE/ESL/Civics/ Dollar General/Perkins PS	\$32 per/hr.	SY2016/2017
Satterfield, Elizabeth	Teacher (part-time)	**ABE/HSE/ESL/Civics/ Dollar General/Perkins PS	\$32 per/hr.	SY2016/2017
Sangillo, Robert	Teacher (part-time)	**ABE/HSE/ESL/Civics/ Dollar General/Perkins PS	\$32 per/hr.	SY2016/2017
Embs, Nancy	Teacher (part-time)	**ABE/HSE/ESL/Civics/ Dollar General/Perkins PS	\$32 per/hr.	SY2016/2017
Bravo, Janet	Teacher (part-time)	**ABE/HSE/ESL/Civics/ Dollar General/Perkins PS	\$32 per/hr.	SY2016/2017
VanTriest, Elizabeth	Teacher (part-time)	**ABE/HSE/ESL/Civics/ Dollar General/Perkins PS	\$32 per/hr.	SY2016/2017
Waddell, Mary Ellen	Teacher (part-time)	**ABE/HSE/ESL/Civics/ Dollar General/Perkins PS	\$32 per/hr.	SY2016/2017
Satterfield, Elizabeth	Teacher (part-time) Substitute	**ABE/HSE/ESL/Civics/ Dollar General/Perkins PS	\$32 per/hr.	SY2016/2017

Borkowski, Sandra	Teacher (part-time) Substitute	**ABE/HSE/ESL/Civics/Dollar General/Perkins PS	\$32 per/hr.	SY2016/2017
Barber, Chelsey	Bridging Mentor	Grant/Local	\$29 per hr.	7/20/2016-8/17/2016
Embs, Nancy	Bridging Mentor	Grant/Local	\$29 per hr.	7/20/2016-8/17/2016
Janda, Ed	Bridging Mentor	Grant/Local	\$29 per/hr.	7/20/2016-8/17/2016
Pleasants, Matt	Bridging Mentor	Grant/Local	\$29 per/hr.	7/20/2016-8/17/2016
Roach, Lisa	Bridging Mentor	Grant/Local	\$29 per/hr.	7/20/2016-8/17/2016
Tack, Gina	Bridging Mentor	Grant/Local	\$29 per/hr.	7/20/2016-8/17/2016
Vilimas, Jason	Bridging Mentor	Grant/Local	\$29 per/hr.	7/20/2016-8/17/2016
Smith, Karen	Bridging Mentor	Grant/Local	\$29 per/hr.	7/20/2016-8/17/2016
Billig, David	Bridging Mentor Substitute	Grant/Local	\$29 per/hr.	7/20/2016-8/17/2016
Gibboni, Anne	Secretary to Director of Buildings & Grounds		Step 11, Sec2 \$33,291.00 pro-rated 12 month	7/5/2016-6/30/2017
Schmitz, Rachael	Practical Nursing Coordinator	Post-Secondary Practical Nursing	\$3,000.00	SY2016/2017
Schmitz, Rachael	P.N. Teacher	Annual Adjustment to Base for Post-Secondary Program Advisor	\$2,000.00	SY2016/2017
Satterfield, Elizabeth	Test Support Specialist	**ABE/HSE/ESL/Civics Perkins Post-Secondary	\$37,456.00	SY2016/2017
Jones, Christopher	Teacher	Communication Arts Technology	5 days per diem	July/August 2016
Cascia, Joseph	Guidance Counselor	Guidance	5 additional per diem days	July/August 2016

\*\*pending final grant approval

## BOARD MEMBER COMMENTS AND DISCUSSION ITEMS

### EXECUTIVE SESSION

On the motion of Dr. Stepura, seconded by Mr. Higgs, 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 2:00 p.m. in Executive Session as approved by roll call vote.

HIB (reviewed report)  
Legal Update

Negotiations Update  
Superintendent 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 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. Anzelone, seconded by Mr. Higgs, the Board of Education approved the 2015/2016 evaluation of Superintendent Dr. Nancy M. Hudanich for placement in her personnel file. Dr. Stepura abstained from the vote.

On the motion of Mr. Anzelone, seconded by Dr. Stepura, affirm, the action taken by the Superintendent for Harassment, Intimidation and Bullying (HIB) investigation(s) for the following periods were approved by roll call vote.

March 11, 2016 through April 14, 2016 (1 investigation); and  
April 15, 2016 through May 12, 2016 (2 investigations)

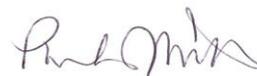
Acknowledging the investigations that occurred between the following periods was approved by roll call vote. Dr. Stepura abstained from the vote.

April 15, 2016 through May 12, 2016 (2 investigations)  
May 13, 2016 through June 16, 2016

**ADJOURN**

On the motion of Dr. Stepura, seconded by Mr. Higgs, the meeting was adjourned at 2:33 p.m.

Respectfully submitted,



Paula J. Smith  
Business Administrator

/jmr