

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

**May 17, 2016
1:05 p.m.**

The following were present at the meeting: Dr. Richard Stepura, Board Member; Mr. Kerry Higgs, Board Member; Mr. Alan I. Gould, Board Vice President.

Mr. Anthony L. Anzelone, Board Member and Mr. Robert L. Boyd, Board President were 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

Steve Siegel, Associate Principal, Spiezle Architectural Group, Inc., will give presentation. (See attached recommendation letter and bid results).

On the motion of Dr. Stepura, seconded by Mr. Higgs, the following motion was approved by roll call vote.

- A. Rejection of the following bids received on May 5, 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:
 - 1) ROD grant windows and doors replacement;
 - 2) ROD grant mechanical portion at Board's Schools for the Cape May County Technical School District.

On the motion of Mr. Higgs, seconded by Dr. Stepura, the following Items B and C were approved by roll call vote.

- B. Pursuant to NJAC 6A-26-4.5, I certify the availability of funds in the amount of \$660,000.00 for the issuance of the contract for the ROD Grant Fire Alarm Project for State Project number 0720-030-14-1001-G04.

Paula J. Smith
Business Administrator/Board Secretary

Date

- C. Award of the following bids received on May 5, 2016, per the attached bid results and recommendation from Spiezle Architectural Group, Inc:
 - 1) ROD grant fire alarm to DEC Electrical Contractors, Inc. Base Bid plus alternates AF-01 through AF-04, \$660,000.00 (State project #0720-030-1001-6004).
 - 2) ESIP portion of the ROD Grant and ESIP Improvement project bid to Dolan Mechanical Inc. Base bid alternate #A-02, \$1,284,000.00.
- D. On the motion of Dr. Stepura, seconded by Mr. Higgs, authorizing the re-bid of the windows and doors and the HVAC portion of the ROD Grant was approved by roll call vote.

ADMINISTRATIVE REPORTS

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

- A. James Owens, Director of Buildings and 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
Dr. Hudanich reported to the board regarding the delay in the relocation and upgrade to the girl's soft ball field. The district is aware of the Title IX requirements and ensures that same level of care will be provided to the girl's soft ball field as is given to the boy's baseball field.

APPROVAL OF MINUTES OF PREVIOUS MEETING

On the motion of Mr. Higgs, seconded by Dr. Stepura, the following minutes were approved by roll call vote.

- A. April 19, 2016, Board Meeting
- B. April 19, 2016, Executive Session

REVENUE & EXPENSE

On the motion of Dr. Stepura, seconded by Mr. Higgs, the following items (A through I) 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, March 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, March 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. Nutri-Serve Food Management Services, Inc. year 3 of 5 **With guaranteed breakeven on the bottom line of the NSFM financial report up to 100% of management fee.	Award non-fair & open contract	**\$20,807.50	SY2016/17
*2. Phoenix Advisors, LLC Public Finance for ESIP Project	To memorialize financing schedule	(per attached)	On or about 5/15/16
*3. Versa Products, Inc.	Award non-fair & open contract for PN classroom furnishings	\$21,450.00	5/21/16
*4. NJ State Interscholastic Athletic Association (NJSIAA)	Membership	\$2,150.00	SY2016/17

H. Donations/Grants for applying/accepting:

Name of Donation	Apply/Accept	Amount	Date
Ocean Drive Run Club, Inc. for boys & girls Cross Country Teams	Accept	\$400.00	4/30/2016
Name of Grant	Apply/Accept	Amount	Date
Perkins Secondary Federal	Accept additional funding	\$550.00	SY2015/16
Perkins Secondary Federal	Apply/Accept	\$70,398.00	SY2016/17
Perkins Secondary Reserve	Apply/Accept	\$23,191.00	SY2016/17
Dollar General Literacy Foundation	Accept	\$10,000.00	5/2016-4/2017

I. 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>
Workbench w/lockers Inventory #1003441 Inventory #1003556	Unknown	Obsolete
Workbench Cabinets Inventory #1003555	Unknown	Obsolete

COMMUNICATION

- *A. Correspondence from
Byron K. Hunter, Vice President, Human Resources
Cape Regional Medical Center

Synopsis

Notification that all students and instructors will be asked to vacate the Cape Regional Medical Center premises when the regulatory agencies conduct surveys.

*B. Correspondence from

Edward J. DePalma, President & Race Director

Synopsis

Commending efforts of Girls and Boys Cross Country Teams coached by Joseph Bresan and Gerard Cretian and Frank Basile and student for aid station set-up (check and confirm whether it was 3 people not 2)

*C. Correspondence from

Dr. Richard Stepura, Executive County Superintendent of Schools

Synopsis

In accordance to N.J.S.A. 18A:7-8(j) and 6A:23A-3.1 the SY2016/17 contract for Business Administrator/board Secretary Paula J. Smith has been reviewed and approved.

CURRICULUM

On the motion of Mr. Higgs, seconded by Dr. Stepura, the following curriculum was approved by roll call vote.

- A. Job cards, March 2016
- B. Summertime Adventure for Kids Program 2016; and the following program offerings:
 - Adventure in Art
 - A Strategy Games Odyssey
 - Ceramics & Sculpture Adventure
 - Crime Scene Adventure
 - Fun with Foods
 - Fun with Sewing & Textiles
 - Marine Adventures
 - Robotics & Engineering Design
 - Youth Sports & Recreation
- C. Operate High School Summer School Make-Up Credit Program, July 5, 2016 through July 29, 2016;
- D. Carpentry and Property Management Curriculum:
 - Textbooks Name
 - Significant changes to International Residential Code, 2015 Edition
 - ISBN: 978-1305-254-732
 - Textbooks Name with Workbooks
 - Modern Carpentry
 - ISBN: 978-1631-260-834

E. Homebound instruction or alternate facility for the following students:

Student	Homebound/Name of Alternate Facility	Dates	Fee
W.D.	Hampton House/ Washington Twp.		\$30 per/hr. 4 hours per day
J.C.	Inspira Health Network Bridgeton		\$30 per/hr. 4 hours per day
C.S.	Inspira Health Network Bridgeton		\$30 per/hr. 4 hours per day
C.R.	Homebound	5/4/16 – 5/31/16	\$30 per/hr.
K.M.	Homebound	3/26/16 – 4/11/16	

F. Field Trip

<u>Date</u>	<u>Destination/Purpose</u>	<u>Students/Teachers/Aides</u>		
5/24/2016	Cape May County Correctional Center tour corrections/police training (Grade 10)	17	1	
6/2/2016	Seashore Meat/Washington Inn Tour USDA inspected facility/fine dining experience (Grade 10)	14	1	
6/3/2016	Cape May County Park/Washington Inn senior cook off/fine dining Experience (Grade 12)	7	1	1
6/10/2016	Cape Regional Medical Ctr./ Washington Inn tour dietary Department/fine dining experience (Grade 11)	15	1	1

LEGISLATION & POLICY

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

- A. 3320 Purchasing Procedures – Regulations
- B. 3570 District Records & Reports
- C. 5120 Assessment of Individual Needs
- D. 9250 Expenses, Travel Reimbursement
- E. 9250 Expenses, Travel Reimbursement – Regulation
- F. 9250 Expenses, Travel Reimbursement – Request for Travel Regulation

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. Higgs, seconded by Dr. Stepura, the following personnel were approved by roll call vote.

Name	Position	Description Funding Program	Step Amount Longevity	Effective Date(s) or # of Days
Jackson, Deborah	Secretary to Director of Buildings & Grounds	Resignation		June 30, 2016
Marrinaccio, Nicole	Instructor	Summertime Adventures for Kids	\$29 per/hr.	7/18/2016 10 days
Pleasants, Matt	Instructor	Summertime Adventures for Kids	\$29 per/hr.	7/18/2016 10 days
Pruna, Carlos	Instructor	Summertime Adventures for Kids	\$29 per/hr.	7/18/2016 5 days
Sykes, Suzanne	Instructor	Summertime Adventures for Kids	\$29 per/hr.	7/18/2016 10 days
Tack, Gina	Substitute Instructor	Summertime Adventures for Kids	\$29 per/hr.	7/18/2016 up to 10 days
Toft, Hanna	Instructor	Summertime Adventures for Kids	\$29 per/hr.	7/18/2016 10 days
Toft, Holly	Instructor	Summertime Adventures for Kids	\$29 per/hr.	7/18/2016 10 days
Wade, Warren	Instructor	Summertime Adventures for Kids	\$29 per/hr.	7/18/2016 10 days
Wenker, Micah	Instructor	Summertime Adventures for Kids	\$29 per/hr.	7/18/2016 10 days
Cianci, Scott	Teacher	High School Summer School	\$32 per/hr.	7/5-7/29/16 Up to 19 days
Emb, Nancy	Teacher	High School Summer School	\$32 per/hr.	7/5-7/29/16 Up to 19 days
Fissel, Nancy	Teacher	High School Summer School	\$32 per/hr.	7/5-7/29/16 Up to 19 days
Halsey, Brian	Teacher	High School Summer School	\$32 per/hr.	7/5-7/29/16 Up to 19 days
Kopf, Barry	Teacher	High School Summer School	\$32 per/hr.	7/5-7/29/16 Up to 19 days
Lee, Young Ae	Teacher	High School Summer School	\$32 per/hr.	7/5-7/29/16 Up to 19 days

Name	Position	Description Funding Program	Step Amount Longevity	Effective Date(s) or # of Days
Pantelione, Patricia	Teacher	High School Summer School	\$32 per/hr.	7/5-7/29/15 Up to 19 days
Roma, Virginia	Teacher	High School Summer School	\$32 per/hr.	7/5-7/29/16 Up to 19 days
Smith, Karen	Substitute Teacher	High School Summer School	\$32 per/hr.	7/5-7/29/16 Up to 19 days
Tack, Gina	Substitute Teacher	High School Summer School	\$32 per/hr.	7/5-7/29/16 Up to 19 days
Vilimas, Jason	Substitute Teacher	High School Summer School	\$32 per/hr.	7/5-7/29/16 Up to 19 days
Zipparo, Lynda	School Nurse	High School Summer School	\$32 per/hr.	7/5-7/29/2016 Up to 19 days
Jurusz, Susan	Supervisor	Summer School	\$5,500.00	7/1/2016
Vilimas, Jason	Security	Summer School	\$16.50 per/hr.	7/5-7/29/2016
King, Rita	Guidance Counselor	Summer employment, student scheduling, preparation	per diem	20 days
Cascia, Joseph	Guidance Counselor	Summer employment, scheduling, preparation	per diem	20 days
Martin, Julia	Child Study Team	Summer employment IDEA grant/local	per diem	22 days
Zipparo, Lynda	School Nurse	Summer employment student sports/employee physicals, incoming	per diem	8 days
Fritz-Agostini, Jenifer	Media Specialist	Summer employment, update electronic data, check-in new materials, obsolete/outdated materials	per diem	5 days
Lackey, Alan	On-Call Custodian	Black Seal	!\$2 per/hr.	SY2016/17
Leonetti, John	Summer Painter, Yr. 1	Buildings/Grounds	\$10 per/hr.	6/20/16-9/2/16
Knoll, Bruce	Summer Painter	Buildings/Grounds	\$13 per/hr.	6/20/16-9/2/16
Sykes, David	Summer Painter, Yr. 2	Buildings/Grounds	\$11 per/hr.	6/20/16-9/2/16
Smith, Paula J.	Business Adm.	*Contract Renew	\$132,333.00	SY 2016/17

**BOARD MEMBER COMMENTS AND DISCUSSION ITEMS
EXECUTIVE SESSION**

On the motion of Dr. Stepura, seconded by Mr. Higs, 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 2:20 p.m. in Executive Session as approved by roll call vote.

- 1) HIB
- 2) Negotiations Update
- 3) Legal Update – 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. Higgs, seconded by Dr. Stepura, the annual approval of unannounced K-9 drug searches at the Cape May County Technical School District, in cooperation with local law enforcement, for the remainder of the 2015/16 school year and the 2016/2017 school year was approved by roll call vote.

On the motion of Dr. Stepura, seconded by Mr. Higgs, installation of no parking signs by the County of Cape May in the area discussed in Mr. Owens report in the front of the district was approved by roll call vote.

THE FOLLOWING ITEMS WERE TABLED DUE TO NO QUORUM.

Affirm, reject or modify action taken by the Superintendent for Harrassment, Intimidation and Bullying (HIB) investigation(s) for the period of March 11, 2016 through April 14, 2016 (investigation of 1 incident.)

Acknowledging 2 investigations that occurred between the period of April 15, 2016 through May 12, 2016 (2 incidents).

ADJOURN

On the motion of Mr. Higgs, seconded by Dr. Stepura, the meeting was adjourned at 2:43 p.m.

Respectfully submitted,



Paula J. Smith
Board Secretary

/jmr