

BOARD OF EDUCATION
Cape May County Special Services School District and
Cape May County Technical School District

MINUTES

February 26, 2019

3:33 P.M.

The following were present at the board meeting: Mr. Alan I. Gould, Board President, Mrs. Jane Elwell, Board Vice-President, Mr. Robert L. Boyd, Board Member, Mr. Ken Merson, Board Member, Dr. Judith DeStefano, Board Member, Ms. Nancy Ramundo, Board Member, Ms. Donna Groome, Chairperson, Cape May County Mental Health, Alcohol & Drug Abuse Board.

Not present. Mr. Anthony Anzelone, Board Member.

Also present at the meeting were Ms. Amy L. Houck-Elco, Esquire, Ms. Paula Smith, Business Administrator/Board Secretary, Ms. Kathleen Allen, Business Administrator/Board Secretary, Ms. Jamie Moscony, Assistant Superintendent, Dr. Nancy M. Hudanich, Superintendent and administrators and teachers from both districts as well as members of the public.

PLEDGE OF ALLEGIANCE

Mr. Gould commented that it had just come to his attention that veterans who were not in uniform could render a hand salute to the flag during the Pledge of Allegiance.

President Alan I. Gould read the following statement:

Pursuant to N.J.S.A. 10:4-10, adequate notification of this meeting has been properly posted in The Press of Atlantic City and the County Freeholder's office on July 11, 2018, as prescribed by Chapter 231, laws of 1975.

The board recognized Christian Wolfe, a Tech 11th grade student for his significant contribution to creating a new website design for the South Jersey Chapter of ASIS International. Mr. Palombo and Mr. McHale both commented how well the website was designed and how much they appreciated the student's efforts.

AUDIT PRESENTATION

Mr. Mike Garcia presented an overview of the Cape May County Special Services School District Audit synopsis. Ms. Carol Russ reviewed the synopsis for the Cape May County Technical School District.

On the motion of Ms. Ramundo, seconded by Mr. Boyd, the board reviewed, discussed and accepted the Ford, Scott and Associates Auditor's Management Report and

Comprehensive Annual Financial Report for the period ending June 30, 2018 by roll call vote. There were no corrective action plans required and no findings for the Cape May County Special Services School District or the Cape May County Technical School District.

Both school districts were commended for their excellent work in achieving perfect audit reports this year as well as throughout the years.

APPROVAL OF MINUTES OF PREVIOUS MEETINGS

On the motion of Mrs. Elwell, seconded by Mr. Merson, the following minutes were approved by roll call vote:

January 22, 2019 Board Meeting
January 22, 2019 Executive Session

On the motion of Mrs. Elwell, seconded by Mr. Merson, the resolution to make public release of the following executive session minutes with redaction was approved by roll call vote:

October 28, 2018 through December 18, 2018.

DISTRICT ACTION ITEMS – CAPE MAY COUNTY SPECIAL SERVICES SCHOOL DISTRICT

Ms. Moscony presented the Assistant Superintendent Administrative District Report to the Board. Dr. DeStefano commended the district for their QSAC preparation. Mr. Merson requested there be communication between the two districts SRO's. On the motion of Mr. Boyd, seconded by Mrs. Elwell, the attached Assistant Superintendent Administrative District Report (Item 1, A-N) was approved by roll call vote.

On the motion of Mrs. Elwell, seconded by Ms. Ramundo, the attached item for Revenue & Expense (Item 2 / A-M) was approved by roll call vote (Dr. DeStefano recused herself from items under review by the County Office).

On the motion of Mr. Boyd, seconded by Mr. Merson, the attached item for Curriculum (Item 3 / A-H) was approved by roll call vote (Dr. DeStefano recused herself from items under review by the County Office).

On the motion of Mrs. Elwell, seconded by Mr. Merson, the attached item for Legislation & Policy (Item 4 / A–R and A-C) was approved by roll call vote (Dr. DeStefano recused herself from items under review by the County Office).

On the motion of Mrs. Elwell, seconded by Ms. Ramundo, the attached items for Personnel (Item 5 / A-C plus addendum) was approved by roll call vote (Dr. DeStefano recused herself from items under review by the County Office).

DISTRICT COMMUNICATION

Ms. Moscony commented on items under district communication.

DISTRICT ACTION ITEMS – CAPE MAY COUNTY TECHNICAL SCHOOL DISTRICT

Dr. Hudanich presented the Superintendent Administrative District Report to the Board. Mr. Merson asked about the changes to PARCC. Dr. DeStefano reported the new commissioner is aware of the impact of testing as he is a former superintendent. On the motion of Mr. Boyd, seconded by Mrs. Elwell, the attached Superintendent Administrative District Report (Item 1) was approved by roll call vote.

On the motion of Mr. Boyd, seconded by Mrs. Elwell, the attached item for Revenue & Expense (Item 2 / A-J plus addendum) was approved by roll call vote (Dr. DeStefano recused herself from items under review by the County Office).

On the motion of Ms. Ramundo, seconded by Mrs. Elwell, the attached item for Curriculum (Item 3 / A-H) was approved by roll call vote (Dr. DeStefano recused herself from items under review by the County Office).

On the motion of Mr. Merson, seconded by Ms. Ramundo, the attached item for Legislation & Policy (Item 4, Page 4) was approved by roll call vote (Dr. DeStefano recused herself from items under review by the County Office).

On the motion of Mrs. Elwell, seconded by Mr. Boyd, the attached item for Personnel (Item 4, page 3) was approved by roll call vote (Dr. DeStefano recused herself from items under review by the County Office).

DISTRICT COMMUNICATION

Dr. Hudanich commented on items under district communication.

BOARD CORRESPONDENCE

None.

BOARD MEMBER COMMENTS AND DISCUSSION ITEMS

The board discussed dates for budget meetings as well as a date change for a regular board meeting.

On the motion of Mr. Merson, seconded by Ms. Ramundo, the board approved the motion to schedule a Special Board Meeting to be held on March 11, 2019 at 9:00 a.m. at the Cape May County Special Services School District to approve submission of both budgets to the County office.

On the motion of Ms. Ramundo, seconded by Mr. Merson, the board approved the appointment of President Alan I. Gould and Vice-President Jane Elwell, and Board Member Robert Boyd as alternate to represent the Cape May County Special Services School District and the Cape May County Technical School District at the Board of School Estimates meeting on March 26, 2019 at 2 p.m.

On the motion of Mr. Merson, seconded by Mrs. Elwell, the board approved to change the board meeting date from April 23, 2019 to April 18, 2019 at 3:30 p.m.

PUBLIC INPUT

Sharon Lee Kustra asked what the process was to access redacted minutes and if they would be available on line. Ms. Smith commented that there was a book of redacted minutes in the administration building for general public viewing and would look into having them on line as well.

AnnaMarie Haas, Principal of Cape May County Special Services School District mentioned that two present teachers were retiring, Lisa Gavigan and Marge Krah and she wished them the best of luck.

Mr. Palombo congratulated both Marge and Lisa on their retirement and wished both of them the best.

Samantha Jenison, a student at Cape May County Technical School District requested consideration for the opportunity to hold their first Spring pep rally for student athletes. Currently there is only a fall pep rally. She also mentioned that she is a softball player and the players have questions about their coach. The board suggested the students speak to the principal, Mr. Vitiello and he would get back to the students to address their questions.

EXECUTIVE SESSION

On the motion of Ms. Ramundo, seconded by Mrs. Elwell, the Board approved the following Resolution to Adjourn the Public Meeting and enter into Executive Session pursuant to the New Jersey Public Meeting Act at 4:50 p.m. to discuss:

Attorney-Client Privilege -

Contractual Matter – Spiezle Architects

HIB -

Negotiations –

Personnel -

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

Dr. DeStefano was not present for this session.

On the motion of Ms. Ramundo, seconded by Mrs. Elwell for the Cape May County Special Services School District, the Board affirmed the action taken by the Superintendent for Harassment, Intimidation, and Bullying (HIB) investigation(s) for the period of December 14, 2018 through January 17, 2019 (1 HIB investigation) and acknowledged investigation(s) that occurred between the period of January 18, 2019 through February 21, 2019 (0 HIB investigation).

And for the Cape May County Technical School District, the Board affirmed the action taken by the Superintendent for Harassment, Intimidation, and Bullying (HIB) investigation(s) for the period of December 14, 2019 through January 17, 2019 (1 HIB investigation) and acknowledged investigation(s) that occurred between the period of January 18, 2019 through February 21, 2019 (2 HIB investigation) by roll call vote.

Dr. Hudanich mentioned that there is an Honor Society Reception at 6 p.m. and an Induction Ceremony at 7:00 p.m. on Friday, March 1, 2019. She also commented that there would be a staff development day on March 8, 2019.

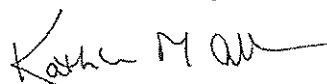
ADJOURN

On the motion of Mr. Boyd, seconded by Mrs. Elwell, the meeting was adjourned at 5:23 p.m.

Respectfully submitted,



Paula J. Smith,
Board Secretary



Kathleen Allen
Board Secretary

II. DISTRICT ACTION ITEMS

A. CAPE MAY COUNTY SPECIAL SERVICES SCHOOL DISTRICT

1. ASST. SUPERINTENDENT’S ADMINISTRATIVE DISTRICT REPORT (Exhibit II-SS.1)

Be it resolved the Board of Education approves/accepts:

- a. Principal’s Report, Annamarie Haas
(1) Suspensions
- b. Related Services Report, Jonathan Price, Director of Related Services
- c. Facilities Report, Charles Yahara, Director of Environmental Services, Aramark
(1) Use of Facilities Requests
- d. Transportation Report, Sharen Dever, Transportation Coordinator
- e. Enrollment Report
- f. Worker’s Compensation Report
- g. Team Meeting Agendas
- h. ¿Que Pasa?
- i. Change the work week from five (5) days to four (4) days, with extended hours to conserve energy, beginning July 1, 2019, and ending August 30, 2019
- j. Dates for the Extended School Year (ESY) Program for staff and students:
(1.) Thursday, June 27, 2019 – ESY Orientation for staff
(2.) Monday, July 1, 2019, through August 1, 2019 – ESY for staff and students
- k. Approve authorizing the Affirmative Action Team to conduct the Needs Assessment and develop a Comprehensive Equity Plan for 2019-2022
- l. Fixed Facility Distribution Plan for 2019-2021
- m. English Language Services (ELS) Three-Year Program Plan
- n. CMCSSSD Technology Audit

2. REVENUE & EXPENSE (Exhibit II-SS.2)

Be it resolved the Board of Education approves/accepts:

- a. Board Secretary’s monthly certification of budgetary line item status
- b. Financial reports and balance sheets December 2018, Board Secretary Report and Treasurers Report
- c. Board of Education’s monthly certification of budgetary major account/fund status December 2018
- d. Bills as presented
- e. Budget Summaries, Enterprise and Student Activity Funds, December 2018
- f. Transfers
- g. Bids/Contracts/Reports/Agreements/Jointures/Quotes/Transportation Routes:

| Name | Purpose | Amount | Date/Years |
|--|--|---------------|-------------------|
| Aramark Facilities Management Services | Contract Renewal as per RFP dated January 2016, Contract year 4 of 4 | \$216,408.15 | 3/1/19 – 2/28/20 |

Cape May County Special Services School District
February 26, 2019
Meeting Minutes

| Name | Purpose | Amount | Date/Years |
|--|--|--------------------------------------|-------------------|
| Marcroft Medical Associates, PC | School District Support Services Agreement | Per Services and Fee Schedule | 2/27/19 – 6/30/20 |
| University of Scranton | Affiliation Agreement | N/A | SY 2018-2019 |
| Stockton University (pending receipt of paperwork) | Affiliation Agreement | N/A | SY 2018-2019 |
| Atlantic Cape Community College | Affiliation Agreement | N/A | SY 2018-2019 |
| CMC Technical School District | Hospital/Facility Agreement for Practical Nurse Training | N/A | SY 2018-2019 |
| Atlantic Cape Community College | Pediatric Clinical Rotation Agreement | N/A | SY 2018-2019 |
| Spectrum Fitness and Rehabilitation LLC | Physical, Speech, Occupational Therapy Services Agreement | \$78 per visit | 2/27/19 – 6/30/20 |
| Apex Learning | Tutorial Pilot Agreement Digital Curriculum/Professional Services | \$1,000 | 3/18/19 – 7/31/19 |
| Samantha Millsbaugh (pending completion of paperwork) | Professional Service Contractor: Speech-Language Specialist | \$75 per/hr and \$250 per evaluation | 2/27/19 – 6/30/19 |
| Monica LaSalle (pending completion of paperwork) | Professional Service Contractor: Speech-Language Specialist | \$75 per/hr and \$250 per evaluation | 2/27/19 – 6/30/19 |
| Carly Benson (pending completion of paperwork) | Professional Service Contractor: Teacher of the Deaf | \$75 per/hr and \$250 per evaluation | 2/27/19 – 6/30/19 |
| State of New Jersey Contract A88726-T2100 | 2019 Ford F250 Extended Cab Pickup Truck | \$28,967 | N/A |
| Commercial Twp. BOE | Transportation Jointure, PINE02 | \$15,792.00 | SY 2018-2019 |
| Dennis Twp. BOE | Transportation Jointure CMSS1 | \$19,822.00 | SY 2018-2019 |
| Middle Twp. BOE | Transportation Jointure ACSS | 16,222.02 | SY 2018-2019 |

Cape May County Special Services School District
February 26, 2019
Meeting Minutes

| Name | Purpose | Amount | Date/Years |
|--------------------------------|--|---------------|-------------------|
| Ocean City BOE | Transportation Jointure YALECH | \$5,335.00 | SY 2018-2019 |
| Wildwood BOE | Transportation Jointure ACSS | \$31,192.30 | SY 2018-2019 |
| Woodbine BOE | Transportation Jointure MDL01 & PINE03 | \$43,036.84 | SY 2018-2019 |
| Mainland Regional BOE | Transportation Jointure with CMCSSSD on behalf of Ocean City, Route YALECH | \$5,335.00 | SY 2018-2019 |
| Upper Twp. BOE | Transportation Jointure with CMCSSSD on behalf of Middle & Wildwood, route ACSS | \$30,579.44 | SY 2018-2019 |
| Greater Egg Harbor Regional | Transportation Jointure w/ CMCSSSD on behalf of Dennis Twp. & Mainland Regional YL-A1 & COA | \$17,834.65 | SY 2018-2019 |
| Greater Egg Harbor Regional | Transportation Jointure w/ CMCSSSD on behalf of Dennis Twp. CMSS1 | \$18,224.04 | SY 2018-2019 |
| Great American Trolley | Transportation quote on behalf of Ocean City BOE, Route QOC01 | \$19,251.00 | SY 2018-2019 |
| Ocean City BOE | Transportation Jointure route QOC01 | \$19,251.00 | SY 2018-2019 |

h. Professional Improvement Experience and Travel Expenses:

| Name | Event | Location | Cost | Date(s) |
|-------------------|--|-----------------|-------------|--------------------|
| Leslie Scott | Understanding Prosody | Robbinsville | \$21.60 | 2/16/19 |
| Christina Roberts | Faces 4 Autism Annual Conference | Somers Point | \$30.00 | 3/8/19 |
| Bonnie Phillips | Faces 4 Autism Annual Conference | Somers Point | \$30.00 | 3/8/19 |
| Kathleen Dolton | Self-Regulation in Children | Spring Lake | \$133.50 | 3/8/19 |
| Sharen Dever | NJ Pupil Transportation Conference & Equipment Show | Atlantic City | \$495.60 | 3/28/19 3/29/19 |
| Kiera Webb | Feeding Therapy: It's Not Just About Swallowing | Marlton | \$292.51 | 3/22/19 3/23/19 |

Cape May County Special Services School District
February 26, 2019
Meeting Minutes

- i. Grants/Donations: None this cycle
- j. The following item(s) to be disposed, or sold on gov/deals): None this cycle
- k. Tuition Rates for the 2019-2020 school year as per exhibit
- l. Sidebar agreement with CMCSSTD Education Association for the 2019 Extended School Year as follows: summer salary for a certificated position will be \$45 per hour for those covered under the CMCSSTD Staff Association Agreement and who worked under their certificate in the 2018-2019 year. All other certificated staff will be paid \$40 per hour. Certificated staff working outside of ESY summer schedule will be paid at their contracted rate. Summer salary for Physical/Occupational Therapy Assistant/Interpreter shall be \$30 per hour.
- m. Authorization for the Business Administrator/Board Secretary to pay bills and claims, as needed, in the event of a canceled Board of Education Meeting between the February 2019 and June 2019 Board Meetings, subject to the express approval of the Board President

3. CURRICULUM (Exhibit II-SS.3)

Be it resolved the Board of Education approves/accepts:

- a. Field Trips as listed for:
 - (1) Cape May County High School/Ocean Academy
 - (2) OXE/LEEP
- b. Presenters/Interns/Programs/Support Groups:

| Name | Purpose | Amount | Date(s) |
|--|--|--------|-------------------|
| Colleen Smith | University of Scranton Physical Therapy student to complete DPT clinical fieldwork under the supervision of Kathy Dolton | N/A | 3/18/19 – 5/10/19 |
| Eric Vicino, Rabson Rehab | Present information to select staff | N/A | 3/7/19 |
| Joshua Conlow | Rowan University TOSD Grad student to complete Clinical Experience under the mentorship of TBD | N/A | 4/10/19 – 6/12/19 |
| Nicole Dougherty | Stockton University LDTC Grad student to complete Practicum (90 hrs/15 hrs out of classroom) under the mentorship of Michelle Jenney | N/A | 3/1/19 – 6/30/19 |
| Nikita Torres | ACCC Student Practicum (3 hrs) under the supervision of Heather Nanos | N/A | 3/1/19 – 4/1/19 |
| Nikita Torres | ACCC Student Practicum (45 hrs) under the supervision of Sue Wenner | N/A | 3/1/19 – 6/1/19 |
| ACCC Student Nurses | Pediatric Clinical Rotation | N/A | SY 2018-2019 |
| CMC Technical School District LPN Students | Pediatric Clinical Rotation | N/A | SY 2018-2019 |

- c. Revised District Curriculum: ELA, Physical Education, Health, Social Studies, Math, Science, World Language, Visual and Performing Arts

- d. School-wide Bubbles 4 Autism T-shirt sales with proceeds going to the FACES 4 Autism Organization
- e. Channel 6 Action News Sports Producer Matt McGeehan, to attend CMCHS Pressure Cooker event with camera crew on March 1, 2019
- f. Kenneth Bassett to host blind book sales with proceeds going to OA/CMCHS Student Activity Fund
- g. Sale of "Green Products" during the Spring Show/Green Fair, March 22, 2019, with proceeds going to OA/CMCHS Student Activity Fund
- h. Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials

4. LEGISLATION & POLICY/REGULATION (Exhibit II-SS.4)

Be it resolved the Board of Education approves/accepts upon the second reading:

- a. New Policy #2415.06, Unsafe School Choice Option
- b. Revised Policy #2422, Health and Physical Education
- c. Revised Policy #2610, Educational Program Evaluation
- d. Revised Policy #4219, Commercial Driver's License Controlled Substance and Alcohol Use Testing
- e. Revised Policy #5111, Eligibility of Resident/Nonresident Students
- f. Revised Policy #5330.04, Administering an Opioid Antidote
- g. New Regulation #5330.04, Administering an Opioid Antidote
- h. Revised Policy #5337, Service Animals
- i. Revised Regulation #5530, Substance Abuse
- j. Revised Policy & Regulation #5600, Student Discipline/Code of Conduct
- k. Revised Policy & Regulation #5611, Removal of Students for Firearms Offenses
- l. Revised Policy & Regulation #5612, Assaults on District Board of Education Members or Employees
- m. Revised Policy & Regulation #5613, Removal of Students for Assaults with Weapons Offenses
- n. Revised Policy #5756, Transgender Students
- o. Revised Policy & Regulation #7440, School District Security
- p. Revised Policy & Regulation #8461, Reporting Violence, Vandalism, Harassment, Intimidation, Bullying, Alcohol, and Other Drug Offenses
- q. Revised Policy #8561, Procurement Procedures for School Nutrition Programs
- r. Revised Policy #8860, Memorials

Be it resolved the Board of Education approves/accepts upon the second reading:

- a. New Policy #1620, Employment of Chief School Administrator
- b. Revised Policy #5530, Substance Abuse
- c. Revised Policy #5533, Student Smoking

5. PERSONNEL (Exhibit II-SS.5)

Be it resolved the Board of Education approves/accepts:

Cape May County Special Services School District
February 26, 2019
Meeting Minutes

- a. Superintendent's recommendation to appoint the following staff members pending criminal history background investigation and completion of required paperwork. Request for emergent hiring will be made where appropriate.

| Name | Position | Description of Funding Program | Step Amount Longevity | Effective Date(s) |
|---------------------------|--|---------------------------------------|--|---|
| Clarence Allen | Substitute 1:1 Aide 1:1 Aide | Itinerant | \$13.00 per/hr | 2/27/19 – 6/30/19 |
| Jawaun Blackman | Substitute 1:1 Aide 1:1 Aide | Itinerant | \$13.00 per/hr | 2/27/19 – 6/30/19 |
| Monika Conception-McGrath | Substitute 1:1 Aide 1:1 Aide | Itinerant | \$13.00 per/hr | 2/27/19 – 6/30/19 |
| Ciara Crawley | Substitute 1:1 Aide 1:1 Aide | Itinerant | \$13.00 per/hr | 2/27/19 – 6/30/19 |
| Cindy Torres | Substitute 1:1 Aide 1:1 Aide | Itinerant | \$13.00 per/hr | 2/27/19 – 6/30/19 |
| Destinee Van Doren | Substitute 1:1 Aide 1:1 Aide | Itinerant | \$13.00 per/hr | 2/27/19 – 6/30/19 |
| Brianna Bedell | Substitute 1:1 Aide 1:1 Aide | Itinerant | \$13.00 per/hr | 2/27/19 – 6/30/19 |
| Julie Szramiak | Home Instruction Teacher | General | \$35 per/hr | 2/27/19 – 6/30/19 |
| Irene Shoemaker | Custodian w/Black Seal | General | Schedule F, Step1, \$37,804, Prorated, 12 months | 2/27/19 – 6/30/19 |
| Nicolette Franchetti | Speech Language Specialist | General | Schedule A-2, Step 0, MA \$62,965, Prorated, 10 months | 4/29/19 – 6/30/19 |
| Jennifer Nevarez | Special Education Teacher | General | Schedule A-2, Step 2, MA \$65,765, Prorated, 10 months | 3/14/19 – 6/30/19 (or sooner if released from contract) |
| Darcy Johnson | Teacher School Aide | General | Schedule B, Step 5, \$26,715, Prorated, 10 months | 3/14/19 – 6/30/19 (or sooner if released from contract) |
| Darrel Benjamin | Move from Teacher School Aide to Crisis Support Interventionist | General | Current Salary | N/A |

Cape May County Special Services School District
February 26, 2019
Meeting Minutes

| Name | Position | Description of Funding Program | Step Amount Longevity | Effective Date(s) |
|--------------------|---|--------------------------------|---|---|
| Faith Buckmuse | Teacher School Aide | General | Step 1, Schedule B, \$25,415, Prorated, 10 months | TBD – 6/30/19 |
| Beth Haflin | Credit Completion Special Education Teacher | General | \$35 per/hr | 2/11/19 – 6/10/19 |
| Margaret Krah | Special Education Teacher | Retirement | N/A | 7/1/2019 |
| Lisa Gavigan | Special Education Teacher | Retirement | N/A | 6/19/19 |
| Robert Schaefer | Volunteer | N/A | N/A | SY 2018-2019 |
| Steven Katzen | Volunteer | N/A | N/A | SY 2018-2019 |
| Jacqueline Schrum | Long-term Substitute Teacher | General | \$125 per diem | Revise start date from 2/19/19 to 2/11/19 |
| Benjamin Mawhinney | Long-term Substitute Teacher | General | \$125 per diem | 2/19/19 – TBD |
| Marissa Warling | Community Swim Lifeguard | Community Use | \$11.50 per/hr | 2/27/19 – 6/30/19 |
| Madison Jones | Special Education Teacher | General | Rescind 1/22/2019 Appointment | |

- b. Professional Development Trainings: None this cycle
- c. Leaves of Absence:

| Employee # | Sick Days | Personnel Days | Vacation Days | Unpaid Days | Type of Leave | Date(s) |
|------------|-----------|----------------|---------------|-------------|----------------|-------------------|
| 4745 | 6 | 0 | 0 | 0 | BOE | 1/28/19 - 2/4/19 |
| 6365 | 0 | 2.5 | 0 | 9.5 | BOE/FMLA/NJFLA | 2/25/19 – 3/12/19 |
| 6132 | 0 | 0 | 0 | 20 | FMLA | 2/27/19 – 3/26/19 |

6. COMMUNICATION (Exhibit II-SS.6)

- a. Margaret Krah, Teacher of the Handicapped: Retirement Letter, effective 7/1/19
- b. Lisa Gavigan, Teacher of the Handicapped: Retirement Letter, effective 6/19/19
- c. Letter from Dr. DeStefano to Ms. Jamie Moscony regarding budget
- d. Operation: Shutdown
- e. Operation: Shutdown thank you letter from parent
- f. Aeroponic Growing Unit Update.pdf

1. SUPERINTENDENT'S ADMINISTRATIVE DISTRICT REPORT (Exhibit II-TS.1)

Director of Building & Grounds
 Principal
 Director of Curriculum & Instruction
 Adult/Post-Secondary & Evening/Continuing Education
 Director of Guidance & Special Education
 Superintendent

2. REVENUE & EXPENSE(Exhibit II-TS.2)

- a. Board secretary's monthly certification of budgetary line item status;
- b. Financial report A-148 and A-149 December 2018, 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, December 2018;
- f. Transfers;
- g. Bids, contracts, reports, agreements

| <u>Name- Report/Contract</u> | <u>Purpose</u> | <u>Amount</u> | <u>Date/Year(s)</u> |
|--|---|---|---------------------|
| Educational Data Services, Inc. | Pre-bid Instructional supplies | \$48,993. | SY 2019-20 |
| Dell Marketing, LP State Contract 89967/MO483 | Computer replacement per technology plan (annual technology budget) (60) teachers/students | \$94,446. | SY 2018-19 |
| Dell Marketing, LP State Contract 89967/MO483 | Computer replacement per technology plan (annual technology budget) (50) teachers/students | \$78,705. | SY 2018-19 |
| Dell Marketing, LP State Contract 89967/MO483 | Computer replacement per technology plan (18) pre-engineering class | \$68,625.36 | SY 2018-29 |
| Pay to Play Resolution Provantage, LLC. Under 10% of State contract price | 150 HP Chromebooks 5 Charging Carts 150 HP Google Chrome Mgt. Shipping | \$42,723. \$ 9,866,21 \$ 3,900. <u>\$ 650.</u> | 2/26/2019 |
| | | \$57,139.21 | |

g. Bids, contracts, reports, agreements (Continued)

Cape May County Technical School District
 February 26, 2019
 Meeting Minutes

| <u>Name- Report/Contract</u> | <u>Purpose</u> | <u>Amount</u> | <u>Date/Year(s)</u> |
|--|--|---------------------------------|--------------------------------|
| Special Education Medicaid Initiative (SEMI) Program | Waiver of Requirements | n/a | SY 2019-20 |
| Tuition Rates for SY 2019-20 | Regular Tuition | \$9,226. (no increase) | SY 2019-20 |
| | Special Education | \$9,389. (\$1,527. increase) | |
| | (based on 2017-18 certified rates) | | |
| Pay to Play Resolution Don J. Urie Associates, Inc. | Bally refrigerated box (replacement for Culinary Program) | \$23,322. | 2/26/2019 |
| Pay to Play Resolution Howell To Sports, LLC | Touchwall Interactive Hall of Fame screen | \$12,875. | 2/26/2019 |
| Affordable Interior Systems c/o Bellia Office Furniture N.J. State Contract #A-81705 | furniture replacement rooms 107 and 303 | \$22,813.98 | 2/26/2019 |
| Groupe LaCasse, LLC c/o Bellia Office Furniture N.J. State Contract #A-81714 | furniture replacement Rooms 107, 119, 138 and 303 | \$52,952.79 | 2/26/2019 |
| Food Service Management for SY 2019-20 | advertise for proposals Receive bids | | 3/11/2019 4/2/2019; 1 pm |

h. Donations/Grant/Scholarship/Trust for applying/accepting:

| <u>Name of Donor/Designation</u> | <u>Apply/Accept</u> | <u>Amount</u> | <u>Date</u> |
|--|---------------------|---------------|-------------|
| Gentilini Ford 2018 fiesta for Driver's Education Program | accept | n/a | 2/26/2019 |

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

| <u>Name of Item</u> | <u>Value of Item</u> | <u>Disposal or Gov/Deals</u> |
|--|----------------------|---|
| Tag # 1005975 Scorer's table | TBD | sell and place proceeds in Unified Athletics Account |
| Tag # 1001107 Kawasaki 36" SCAG | TBD | Sell on GovDeals |
| Tag # 1001152 Miller Welder Onan Engine | TBD | Sell on GovDeals |
| Jacobsen 72" Turfcut Model D905-E | TBD | Sell on Gov/Deals |
| Tag # 1000659 Skibbe Electric Sprayer | TBD | Sell on Gov/Deals |

j. Travel (Employee/Board Member)

| <u>Name</u> | <u>Event</u> | <u>Location</u> | <u>Cost</u> | <u>Date</u> |
|-------------|--------------|-----------------|-------------|-------------|
|-------------|--------------|-----------------|-------------|-------------|

Cape May County Technical School District
February 26, 2019
Meeting Minutes

| | | | | |
|-------------------|-------------------------|-----------|----------|-----------|
| Matthew Pleasants | UAV/Drone certification | Millville | \$168.91 | 2/25/2019 |
| Michael Palombo | UAV/Drone certification | Millville | \$168.91 | 2/25/2019 |
| Micah Wenker | UAV/Drone certification | Millville | \$165.75 | 2/25/2019 |

3. CURRICULUM (Exhibit II-TS.3)

- a. Job cards December 2018;
- b. Educere/homebound instruction for the following student:
C.G. 1/25/2019-4/29/2019
- c. Volunteers for the following sports or HSE Program, pending receipt of fingerprint verification/I-9:
 - Marc Szczur Baseball
 - Martin Hammell Golf
 - Sharon McCarthy ABE/ESL/HSE preparation
- d. Resolution to appoint Nancy Wheeler Driscoll as the Affirmative Action 504 Title IX Officer for the purpose described in the Comprehensive Equity Plan;
- e. Resolution to Approve the Affirmative Action Team to conduct the Needs Assessment and develop a Comprehensive Equity Plan for SY 2019-2020 through 2021-2022;
- f. Memorandum of Agreement Between Education and Law Enforcement Officials, SY, 2018-19;
- g. Memorandum of Understanding Live Streaming of Video Surveillance Between Cape May County Technical School District and Middle Township Police Department;
- h. Field Trips:

| <u>Date</u> | <u>Destination/Purpose</u> | <u>Students/Teachers/Aide</u> | |
|-------------|---|-------------------------------|---|
| 3/1/2019 | Mercer County Technical School SkillsUSA competitions (grade 10) | 10 | 3 |
| 3/9/2019 | Camden County Technical School & Gloucester County Institute of Technology SkillsUSA competitions (grades 10-12, post-secondary) | 22 | 5 |
| 3/15/2019 | Cumberland County Tech Ed. Center SkillsUSA competitions (grades 10 & 11) | 10 | 2 |
| 3/23/2019 | Sussex County Technical School SkillsUSA competitions (grades 11 & 12) | 5 | 2 |
| 4/10/2019 | Gloucester County Institute of Tech Cosmetology State Board Practical Exam (grade 12) | 6 | 1 |
| 4/13/2019 | NE Carpenters Appren. Training Ctr | 28 | 8 |

Cape May County Technical School District
February 26, 2019
Meeting Minutes

Somerset County Vo-Tech
Bridgewater Marriott
SkillsUSA
(grades 10-12)

4. LEGISLATION & POLICY (Exhibit II-TS.4)

Recommend for second reading and approval the following policies for approval:

- 3542.1 Local Wellness/Nutrition
- 3542.31 Free or Reduced-Price Lunches/Milk Offer Versus Serve

5. PERSONNEL (Exhibit II-TS 5)

(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):

| <u>Name</u> | <u>Position</u> | <u>Description</u> <u>Funding</u> <u>Program</u> | <u>Step</u> <u>Amount</u> <u>Longevity</u> | <u>Effective</u> <u>Date(s) or</u> <u># of Days</u> |
|-------------------|--|--|--|--|
| Employee #224 | | FMLA | paid | intermittent leave 11/16/2018 to TBD |
| Weiss, Charles | District Security | | \$16.50 per/hr | SY 2018-19 |
| Patterson, Marcus | Substitute Teacher planning/preparation (Teacher of Mathematics) | high school | \$110 per/day | 1/15/2019- 2/12/2019 + 20 days extension 2/13/2019- 3/15/2019 |
| Holland, Jackie | Post-Secondary Substitute | | \$90 per/day | SY 2018-19 |
| Sangillo, Robert | Post-Secondary Substitute | | \$90 per/day | SY 2018-19 |
| Kelso, Laura | School Nurse | Eve/Con Ed | \$22 per/hr | SY 2018-19 |
| Zilinek, Ann | School Nurse | Eve/Con Ed | \$22 per/hr | SY 2018-19 |

6. COMMUNICATION (Exhibit II-TS.6)

Correspondence from:
Elizabeth Bozzelli, Administrator/Clerk of the Board

Synopsis:

Cape May County Technical School District
February 26, 2019
Meeting Minutes

Resolution No. 14-19 appointing Freeholders Gerald M. Thornton, E. Marie Hayes and Will Morey as members to the board of School Estimate for the Cape May County Technical School District.

Correspondence from:

Dr. Judith DeStefano, Executive County Superintendent of Schools

Synopsis:

Approval for Marcus Patterson to extend his services as Teacher of Mathematics up to a total of 40 days.

Correspondence from:

Captain James Knoeller, N.J. State Police, Marine Services Bureau Chief

Synopsis:

The "Boat New Jersey" boating safety course, used in conjunction with the N.J. State specific test and the N.J. State specific lesson plan, produced by Boat-Ed, Dallas, Texas, has been reviewed and approved. Pursuant to N.J.A.C. 13:61-1.5, this approval will expire on January 31, 2022.