

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

**December 19, 2017
1:03 p.m.**

CALL TO ORDER

ROLL CALL

The following were present at the meeting: Mr. Kerry Higgs, Board Member; Mr. Anthony L. Anzelone, Board Member; Mr. Alan I. Gould, Board Vice President; and Mr. Robert L. Boyd, Board President.

Dr. Richard Stepura was not present at the meeting.

Also present at the meeting were: Yolonda Melville, Esquire; James R. Owens, Director of Buildings & Grounds; Steven Vitiello, Principal; Jacqueline A. McAlister, Supervisor of Post-Secondary, Evening/Continuing and Adult Education & Apprenticeship; Nancy Wheeler-Driscoll, Director Curriculum and Instruction; Paula J. Smith, Business Administrator/Board Secretary; Dr. Nancy M. Hudanich, Superintendent and two members of the public.

FLAG SALUTE

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 November 6, 2017, as prescribed by Chapter 231, laws of 1975.

PUBLIC INPUT

There was no public input.

ADMINISTRATIVE REPORTS

On the motion of Mr. Gould, 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. Jacqueline McAlister, Director of Post-Secondary, Evening/Continuing Education, Adult Education and Apprenticeship
- E. Dr. Nancy M. Hudanich, Superintendent

APPROVAL OF MINUTES OF PREVIOUS MEETING

On the motion of Mr. Anzelone, seconded by Mr. Gould, the following minutes were approved by roll call vote.

- A. November 13, 2017, Board Meeting

- B. November 13, 2017, Executive Session
- C. November 1, 2017, Board Meeting

REVENUE & EXPENSE

On the motion of Mr. Anzelone, seconded by Mr. Gould, the following Revenue & Expense (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, October 2017, 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, October 2017;
- F. Transfers;
- G. Bids, contracts, reports, agreements:

<u>Name – Report/Contract</u>	<u>Purpose</u>	<u>Amount</u>	<u>Date/Year(s)</u>
Systems 3000	Accounting & Personnel Services	per attached	on or before 7/1/2018
CASA Payroll Service	Payroll Services	per attached	on or before 4/1/2018
Remedial Action Biennial Certification – Ground Water	Site Remediation	N/A	12/19/2017
Resolution – in support of Retaining the State & Local Tax Deduction	In support		12/19/2017
Asbury Park Press	Designated newspaper for advertising Ed Data bids	N/A	SY2017/2018
Hartford Life Ins. Co.	Replace Aetna Ins. for short & long term disability coverage	N/A	1/1/2018

H. Donation(s)/Grant(s) for applying/accepting:

Donations	Accept	Amount	Date
Darlene Shaw, Tec Elevator Inc. for: Boys Soccer	Accept	\$250.00	12/11/2017
Grant(s)			
Samsung Solve for Tomorrow	Accept	Samsung Chromebook	SY2017-18

I. Travel (Employee)

<u>Name</u>	<u>Event</u>	<u>Location</u>	<u>Cost</u>	<u>Date(s)</u> hn
Castaldi, John	Techspo	Atlantic City	\$425	1/25-26/2018

J. The following item(s) to be disposed, used by school lab or sold on GovDeals:

<u>Name of Item(s)</u>	<u>Value</u>	<u>Reason for Removal</u>
Cleveland Steam Craft Ultra 10 Inventory #1003299	Unknown	Non-working sell for scrap
Stairmaster Treadmill Inventory #1004136	Unknown	Obsolete
911 Training Simulator Inventory #1005163 Inventory #1005162	Unknown	Obsolete

COMMUNICATION

- A. Correspondence from:
Virginia Tomlin, Director
Cape May County Veterans Bureau
Synopsis
Letters of appreciation for the students and instructors Warren Wade and Bob Johnston for preparing the cheese/pepperoni/crackers tray and cookies for the County Veteran's Day event.
- B. Correspondence from:
Douglas E. Marienski
Cape May County Department of Public Works, Office of County Engineer
Synopsis
Letter conveying Resolution No. 964-17 awarding contract to Command Co., Inc. in the amount of \$368,225 for Cape May County Technical High School softball field construction.
- C. Correspondence from:
Dr. Richard Stepura, Executive County Superintendent of Schools
Cape May/Atlantic Counties
Synopsis
Approval for up to a total of 40 days of substitute teacher services for:
Michael Palombo, Teacher of Math
John Renteria, Teacher of Computer Sciences

CURRICULUM

On the motion of Mr. Anzelone, seconded by Mr. Gould, the following curriculum was approved by roll call vote.

- A. Job cards October, 2017
- B. Winter athletic schedules: Boys and Girls Basketball and swimming:
- C. Field Trips

<u>Date</u>	<u>Destination/Purpose</u>	<u>Students/Teachers/Admin.</u>	
3/6/2018	International Beauty Show, New York (Post-Secondary)	8	1

LEGISLATION & POLICY

On the motion of Mr. Anzelone, seconded by Mr. Gould, the following regulation for second reading and approval was approved.

A. 5131.1 Regulation Harassment, Intimidation and Bullying

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. Mr. Higgs abstained from the vote for Michael Palumbo

NAME	POSITION	DESCRIPTION FUNDING PROGRAM	STEP AMOUNT LONGEVITY	EFFECTIVE DATE(S) OR # OF DAYS
Calloway, Matthew	Apprenticeship Teacher	Evening/Continuing Ed. Voc.	\$29 per/hr.	SY2017/2018
Kaye, Timothy	Substitute Teacher (with certification for Social Studies)	High School	\$269.40 per/diem	12/4/2017- 6/30/2018
Knoll, Christpher	Substitute Teacher	High School	\$90 per/hr.	SY2017/2018
Poulopoulos, Michelle	Substitute Teacher	High School	\$90 per/hr.	SY2017/2018
Tomlin, Haley	One-On-One Aide	High School	Step 2 *\$18,915.00 10-Month pro-rated	12/4/2017- 6/30/2018
Palombo, Michael	Substitute Teacher planning/preparation (Teacher of Math)	High School	\$100 per/day	11/13/2017- 1/12/2018 (37 of 40 days used)
Renteria, John	Substitute Teacher Planning/preparation (Teacher of Math)	High School	\$110 per/day	11/14/2017- 1/19/2018 (40 of 40 days used)
Purdy, Kathy	CPR/AED Safety, First Aid Recertification		\$45 per/hr.	SY2017/2018
Hofferica, Gregg	Instructor	Evening/Continuing Education Voc.	\$22 per/hr.	SY2017/2018
Pennypacker, Susan	Instructor	Evening/Continuing Education Avoc.	\$22 per/hr.	SY2017/2018
Scheid, Joseph	Instructor	Evening/Continuing Educaton Avoc.	\$22 per/hr.	SY2017/2018

NAME	POSITION	DESCRIPTION FUNDING PROGRAM	STEP AMOUNT LONGEVITY	EFFECTIVE DATE(S) OR # OF DAYS
Thomas, Lynda	Instructor	Evening/Continuing Education Avoc	\$22 per/hr.	SY2017/2018
Clark, Catherine	Evening School Nurse	Evening/Continuing Education Voc	\$22 per/hr.	SY2017/2018
Dudley, Brian	Athletic Game Staff	High School	\$30 per/game	SY2017/2018
Kopf, Barry	Athletic Game Staff	High School	\$30 per/game	SY2017/2018
Employee #46		FMLA/Extended	Paid	12/1/2017- 12/7/2017
Employee #649		Extended Leave of Absence	Unpaid	12/1/2017- 1/1/2018
Employee #292		FMLA	Paid	11/2/2017- 12/5/2017
Employee #222		FMLA/NJFLA Intermittent	Unpaid	11/7/2017- 9/8/2018
Employee #909		FMLA	Unpaid	12/15/2017- 2/14/2018
*Salary/Stipend pending negotiations				

BOARD MEMBER COMMENTS AND DISCUSSION ITEMS

Mr. Boyd commended all parties involved with the Security Table Top exercise.

Mr. Boyd also reported he had spoken with Dr. Stepura regarding his retirement effective December 31, 2017. Board members expressed their gratitude and respect for Dr. Stepura's commitment to education. He will be sorely missed.

EXECUTIVE SESSION

On the motion of Mr. Gould, seconded by Mr. Anzelone, a Resolution to Adjourn the Public Meeting and to Enter into Executive Session pursuant to New Jersey Public Meeting Act convened at 2:16 p.m. to discuss the following matters.

HIB

Negotiation Update – CMCTHSEA

Legal Update – Hatala/Jackson v. Cape May County Technical School District

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 discussion is held; however, the Board shall review the minutes of the 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 this Executive Session, it is anticipated that the board will take action in connection with the matters discussed in Executive Session.

RETURN TO OPEN SESSION

On the motion of Mr. Gould, seconded by Mr. Higgs, affirm action taken by the Superintendent for Harassment, Intimidation and Bullying (HIB) investigation(s) for the period of October 13, 2017 through November 7, 2017 (1 HIB and 5 non-HIB investigations) were approved by roll call vote.

Acknowledging investigation(s) that occurred between the period of November 8, 2017 through December 14, 2017. (3 investigations)

ADJOURN

On the motion of Mr. Anzelone, seconded by Mr. Gould, the meeting was adjourned at 2:48 p.m.

Respectfully submitted,



Paula J. Smith
Board Secretary

/jmr