

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

**January 19, 2016
1:00 P.M.**

ROLL CALL

The following were present at the meeting: Dr. Richard Stepura, Board Member; Mr. Kerry Higgs, Board Member; Mr. Anthony L. 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; Steven Vitiello, Principal; Laura Elston, Supervisor of Post-Secondary, Evening Continuing and Adult Ed.; Nancy Wheeler-Driscoll, Director Curriculum & Instruction; Paula J. Smith, Business Administrator/Board Secretary; 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

There was no public input.

ADMINISTRATIVE REPORTS

On the motion of Mr. Gould, seconded by Dr. Stepura, the following administrative reports (Items A through E) 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 (as amended)

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. Dr. Stepura and Mr. Anzelone abstained from vote.

- A. December 15, 2015, Board Meeting
- B. December 15, 2015, Executive Session

REVENUE & EXPENSE

On the motion of Mr. Anzelone, seconded by Mr. Gould, the following Revenue & Expense (Items A through H) 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, November 2015, 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, November 2015;
- F. Transfers;

- G. Grant/donation for accepting or applying;

Name of Grants	Apply/Accept	Amount	Date
FFA Monarch Garden	Apply/Accept	\$1,000.00	2/15/2016-11/1/2016
*ABE/HSE/ESL/Civics	Amendment	See attached	SY2015/2016

H. Travel (Employee/Board Member)

Name	Event	Location	Cost	Date(s)
Longinetti, John	Seminar: Defiant, Manipulative & Attention-Seek Student	Atlantic City, NJ	\$169.00	1/21/2016
RESCIND Nancy M. Hudanich	National School Boards Association Conference	Boston, MA	\$3,667.25	4/7/2016 – 4/12/2016

COMMUNICATION

- A. Correspondence from:
Elizabeth Bozzelli, Clerk of the Board of Chosen Freeholders

Synopsis

Resolution No. 14-16 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.

CURRICULUM

On the motion of Mr. Higgs, seconded by Dr. Stepura, the following curriculum (Items A through F) were approved by roll call vote. Item E was tabled for Executive Session.

- A. Job cards, November, 2015
- B. Post-Secondary Cosmetology program Beauty Salon clinical experience and associated patron fees;
- C. Post-Secondary Tuition Fees for SY2016/2017

- D. Homebound instruction for Student D.A., December 22, 2015 through January 15, 2015. (This item was tabled for Executive Session).
- E. New Hope Foundation contract for instruction for student P.D. in the amount of \$550 per week, beginning December 17, 2015 (for 2-6 months);
- F. Field Trips

<u>Date</u>	<u>Destination/Purpose</u>	<u>Students/Teachers/Aides</u>	
1/15/2016	Cape May Coast Guard Training Ctr. Federal law enforcement (Grades 11 – 12)	37	2
2/3/2016	N. Brunswick NJTAC Bowling Tournament (Grades 9 – 12)	10	1

LEGISLATION & POLICY

On the motion of Mr. Higgs, seconded by Mr. Anzelone, the following job description for second reading was approved by roll call vote.

- A. G-3 Administrative Aide/Safety & Security Coordinator

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. Gould, 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
Employee #825		FLMA (amend request)	with pay; without pay	1/19/2016-3/23/2016 (estimated)
Brown, Hugh	Active Physics Teacher	High School	Step 9 MA \$66,107.00 10-month pro-rated	1/20/2016-6/30/2016
McAteer, Margaret	Secretary/Receptionist	Evening & Continuing Education	Step 1, Sec 1 \$24,919 12 month pro-rated	2/1/2016-6/30/2016

Name	Position	Description Funding Program	Step Amount Longevity	Effective Date(s) or # of Days
McHale, Richard	Administrative Aide/Safety & Security Coordinator	Change of title to reflect job description update From: Administrative Aide To: Administrative Aide/Safety & Security Coordinator		
Matsinger, Haley	Substitute Teacher	High School	\$90 per day	SY2015/2016
Harrell, Sean	Planning/Assessment Substitute (Teacher of Math)	High School	\$110 per day	1/202/2016
Wenker, Michah	Robotics Club	New Club	\$950.00 pro-rated	1/1/2016- 6/30/2016
Nelson, Lisa	Teacher	Homebound	\$30 per hr.	SY2015/16
Capone, Stephanie	Teacher's (Culinary) Aide	High School	Step 1 \$18,440.00 10 month Pro-rated	2/1/2016- 6/30/2016
Bond, Deborah	Instructor Substitute	Evening/Continuing Ed. Avoc	\$22 per hr.	SY2015/16

BOARD MEMBER COMMENTS AND DISCUSSION ITEMS

Mr. Higgs questioned the possibility of offering programs to parents to help improve understanding of Math in light of the recent release of PARCC scores.

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 1:58 p.m. in Executive Session as approved by roll call vote.

HIB
Legal Update
Negotiations Update
Personnel
Student Matters

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 matter discussed in Executive Session.

RETURN TO OPEN SESSION

On the motion of Mr. Gould, seconded by Mr. Higgs, approved the following by roll call vote.

Acknowledged reported Harassment, Intimidation and Bullying (HIB) investigations for the period of December 10, 2015 through January 14, 2016 (1 incident).

Affirm action taken by the Superintendent for Harassment, Intimidation and Bullying (HIB) for the period of October 30, 2015 through December 10, 2015 (investigation of 0 incident).

On the motion of Mr. Anzelone, seconded by Mr. Gould, the January 19, 2016 Settlement Agreement between the Cape May County Technical School District and Roberta Wallace and her irrevocable letter of retirement effective April 15, 2016 was approved by roll call vote.

On the motion of Mr. Anzelone, seconded by Mr. Gould, the comparative salary adjustments discussed in Executive Session (as attached) were approved by roll call vote.

ADJOURN

On the motion of Mr. Anzelone, seconded by Mr. Gould, the meeting was adjourned at 1:58 p.m.

Respectfully submitted,



Paula J. Smith
Board Secretary

/jmr