

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

**May 16, 2017  
1:05 p.m.**

**CALL TO ORDER  
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 was not present at the meeting.

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

Other members of the public were also present.

**FLAG SALUTE**

Adequate notification of this meeting has been properly posted in the Press of Atlantic City on November 7, 2016, as prescribed by Chapter 231, laws of 1975.

**PUBLIC INPUT**

John Castaldi, Director of Technology, reported to the board regarding his recommendation to upgrade the District's firewall and anti-virus software in light of a recent ransomware attack on the District's network as well as other attacks worldwide.

**ADMINISTRATIVE REPORTS**

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

- A. James Owens, Directory 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

**TABLED THIS ITEM – due to lack of a quorum voting who were present at that meeting.**

### REVENUE & EXPENSE

On the motion of Mr. Anzelone, seconded by Dr. Stepura, the following Revenue & Expense (Items A through G) 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 2017, 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, March 2017;
- F. Transfers;

G. Bids, contracts, reports, agreements:

<u>Name – Report/Contract</u>	<u>Purpose</u>	<u>Amount</u>	<u>Date/Year(s)</u>
Dolan Mechanical, Inc.	ESIP Project GC-3	\$ 2,085.00	5/16/2017
	COR-6	\$ 5,743.00 (out of allowance)	
	COR-7	\$ 7,071.00	
	GC-4 Addition to contract	\$ 5,757.00	
	New Contract Amount	\$1,289,757.00	
N.J. State Interscholastic Athletic Association (NJSIAA)	Membership Renewal	\$ 2,150.00	SY2017/18
Under Armour, Inc.	Athletic Agreement		7/1/2017- 6/30/2022
Pay to Play Resolution Comm Solutions	Firewall, Anti-virus & Malware protection Upgrade	\$39,164.00	5/26/2017
Pay to Play Resolution PCM-G, Ins.	Firewall, anti-virus & Malware protection Upgrade 3 yr. license	\$ 20,545.00	5/26/2017

H. Evening and Continuing Education course fees, SY2017-18:

<b>PROGRAM</b>	<b>RATE</b>
Vocational	\$5 per instructional hour
Avocational	\$4 per instructional hour
Senior Reside (age 60+) on non-licensing/certification classes	50% discount
Summertime Adventures for Kids	\$95 per class

I. Part-time contracts and hourly rates, SY2017/2018 (effective July 1, 2017)

<b>Position</b>	<b>Rate</b>
Credit Recovery Program Lab Instructor	\$32 per/hr.
Credit Recovery Program School Nurse	\$32 per/hr.
Tutoring Instructor	\$29 per/hr.
Substitute Nurse Aide	\$18 per/hr.
Summertime Adventure for Kids School Nurse	\$32 per/hr.
Summertime Adventures for Kids Teacher	\$29 per/hr.
HSE Test Examiner	\$29 per/hr.
Evening/Continuing Ed Supervisor	\$24 per/hr.
Evening/Continuing Vocational, Licensing/Cert. Instructor	\$29 per/hr.
Evening/Continuing Vocational, Welding Certification	\$35 per/hr.
Evening/Continuing Vocational, Instructor	\$22 per/hr.
Evening/Continuing Avocational, Instructor	\$22 per/hr.
Evening/Continuing, Secretary & Sub. Sec.	\$0-\$14 per/hr.

J. Grants:

<b>NAME OF GRANT(s)</b>	<b>APPLY/ACCEPT</b>	<b>AMOUNT</b>	<b>DATE</b>
Dollar General Literacy	Accept	\$8,000.00	5/2017-4/2018
NJ Dept. of Labor & Workforce Development County Apprenticeship Coordinator	Apply	\$10,000.00	SY2017/2018

K. Donations:

NAME OF DONATION	APPLY/ACCEPT	AMOUNT	DATE
Thomas Heist Insurance Agency	Accept	\$100.00	4/18/2017
Robert Jones, Builder	Accept	\$500.00	4/18/2017
James Wyers Landscaping	Accept	\$100.00	4/18/2017
Stanley J. Smuz, Jr.	Accept	\$100.00	4/18/2017
Gerald A. Barrett Seashore Asphalt	Accept	\$300.00	4/18/2017
John Yank	Accept	\$200.00	4/18/2017

For expenses incurred by State Skills USA Gold medal winners.

**COMMUNICATIONS**

Correspondence from

Rachael Schmitz, Practical Nursing Instructor & Clinical Coordinator

Synopsis

Notice of resignation effective July 2, 2017. Thanking the board of education and Dr. Hudanich for the experience and her enjoyment during her tenure.

**CURRICULUM**

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

- A. Job cards, March 2017
- B. Homebound instruction for the following student:  
X.G., 4/25/2017 through 6/15/2017;
- C. Homebound instruction through Educere for the following student:  
X.G., 4/25/2017 through 6/15/2017 (semester courses);
- D. Operate Educere Credit Recovery Program Lab, July 5, 12, 19, 26 and August 2 and 9, from 9 a.m. to 12 p.m.;

<u>Date</u>	<u>Destination/Purpose</u>	<u>Students/Teachers/Aide</u>	
4/25/2017	Avalon Links/Recognition of Anti-Bullying Public Service Announcement (Grades 10-12)	9	1
5/23/2017	Warren/Skills USA Pre-National Conference (Grades 10-12)	7	1

<u>Date</u>	<u>Destination/Purpose</u>	<u>Students/Teachers/Aide</u>		
5/24/2017 AM/PM	Avalon/Barrier Island Ecology (Grade 9)	22	1	1
5/25/2017 AM/PM	Avalon/Barrier Island Ecology (Grade 9)	24	1	1
6/1/2017	Rio Grande, Cape May tour facility of Westside Wholesale Market, Washington Inn experience fine dining (Grade 10)	13	1	1
6/2/2017	Pine Barrens Canoe Trip Ecology & biology of pine barrens (Grades 9 -12)	50	3	
6/8/2017	C.M.C.H. & Cape May Cape Regional Medical Center Tour Cape Regional dietary Departments Washington Inn Experience fine dining (Grade 11)	11	1	1
6/9/2017	C.M.C.H. & Cape May Cape May County Park cook-off Washington Inn tour & experience fine dining (Grade 12)	15	1	1
5/23/2017	CMC Correctional Center tour the correctional system (Grade 10)	21	1	
6/5/2017	CMC Emergency Management Communications Center 911 Certification (Grade 12)	23	1	

## **LEGISLATION & POLICY**

On the motion of Mr. Anzelone, seconded by Dr. Stepura, the following position description for first reading was approved by roll call vote.

A. C6.1 Secretary/Personnel

B. D3 Director of Post-Secondary, Evening/Continuing Adult Education and High School Credit Recovery (HSCR) and Professional Development

**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
Schmitz, Rachael	Practical Nursing & Clinical Coordinator	Resignation		6/30/2017
Cooper, Stacie	Substitute Teacher	High School	\$90 per/day	SY2016/2017
Cooper, Stacie	*Substitute Nurse's Aide	High School	\$18 per/hr.	5/16/2017- 6/15/2017
Good, Michele	*Substitute Nurse's Aide	High School	\$18 per/hr.	5/16/2017- 6/15/2017
Ulbach, Anna	Substitute Teacher planning/preparation (Social Studies Teacher)	High School	\$110 per/day	Revised Date: From: 3/30/2017- 6/15/2017 To: 3/30/2017- 4/28/2017
Raring, Gwen	Substitute Teacher Planning/preparation (Social Studies Teacher)	High School	\$110 per /day	5/8/2017- 6/15/2017
King, Rita	Guidance Counselor	Summer employment, student scheduling, preparation	Per diem	20 days
Cascia, Joseph	Guidance Counselor	Summer employment student scheduling, preparation	Per diem	20 days

Zipparo, Lynda	School Nurse	Summer employment student sports/employee physicals, incoming students	Per diem	10 days
Fritz- Agostini, Jenifer	Media Specialist	Summer employment update electronic data, check-in new materials obsolete/outdated Materials	Per diem	5 days
Sykes, David	On-call custodian	Black Seal	\$12 per/hr.	SY2016/2017
Leonetti, John	Summer Painter, 2 <sup>nd</sup> Yr.	Buildings/Grounds	\$11 per/hr.	6/19/2017- 9/1/2017
Sykes, David	Summer Painter, 3 <sup>rd</sup> Yr.	Buildings/Grounds	\$12 per/hr.	6/19/2017- 9/1/2017
Piotrowski, Deneen	Tutoring Instructor		\$29 per/hr.	3/22, 3/29/2017
*pending receipt of proper certification				

## BOARD MEMBER COMMENTS AND DISCUSSION ITEMS

### EXECUTIVE SESSION

On the motion of Mr. Anzelone, seconded by Mr. Higgs, a Resolution to Adjourn the Public Meeting and to enter into Executive Session pursuant to New Jersey Public Meeting Act convened at 1:58 p.m. to discuss the following matters:

HIB  
Legal Update  
Negotiations Update  
Superintendent Evaluation (held till June 2017)

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 in connection with the matters discussed in Executive Session.

## **RETURN TO OPEN SESSION**

On the motion of Mr. Higgs, seconded by Mr. Anzelone, affirming action taken by Superintendent for Harassment, Intimidation and Bullying (HIB) investigation(s) for the following period was approved by roll call vote. Dr. Stepura abstained from the vote.

March 17, 2017 through April 13, 2017 (4 investigations – 4 Non-HIB Affirmed)

Acknowledging investigation(s) that occurred between the period of April 14, 2017 through May 11, 2017 (2 investigations).

## **ADJOURN**

On the motion of Mr. Higgs, seconded by Mr. Anzelone, the meeting was adjourned at 3:05 p.m.

Respectfully submitted,



Paula J. Smith  
Board Secretary

/jmr