

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

**November 2, 2015  
10:36 a.m.**

**CALL TO ORDER**

Swearing in of reappointed board members Alan I. Gould and Kerry Higgs for four year terms.

**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, president.

Also present at the meeting were: Amy L. Houck, Esquire; James R. Owens, Director of Buildings & Grounds; Steven Vitiello, Principal; Laura Elston, Supervisor, Post-Secondary, Evening Continuing and Adult Education; Nancy Wheeler-Driscoll, Director, Curriculum & Instruction; 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**

There was no public input at the meeting.

**BOARD ORGANIZATION BY STATUTE**

**A. Election of President**

Mr. Gould nominated Mr. Boyd for President. The nomination was seconded by Mr. Anzelone.

Mr. Anzelone made a motion to close the nominations for president which was seconded by Dr. Stepura. The nomination for President was carried by roll call vote.

The vote for Mr. Boyd was as follows: Dr. Stepura, yes; Mr. Higgs, yes; Mr. Anzelone, yes; Mr. Gould, yes; Mr. Boyd, yes.

Mr. Boyd was named president.

**B. Election of Vice President**

Mr. Anzelone nominated Mr. Gould for vice president. The nomination was seconded by Mr. Higgs.

Mr. Anzelone made a motion to close the nomination for Vice President which was seconded by Dr. Stepura. The nomination for vice president was carried by roll call vote.

The vote for Mr. Gould was as follows: Dr. Stepura, yes; Mr. Higgs, yes; Mr. Anzelone, yes; Mr. Gould yes; Mr. Boyd, yea.

Mr. Gould was named vice president.

**C. Election of NJSBA and Cape May County School Board Association Delegate**

Mr. Anzelone nominated Mr. Gould for the New Jersey School Board Association and the Cape May County School Board Association Delegate. The nomination was seconded by Mr. Higgs.

The nomination approving Mr. Gould for the New Jersey School Board Association and the Cape May County Board Association Delegate was carried by roll call vote.

- D. On the motion of Mr. Gould, seconded by Dr. Stepura, the following professional services appointments for the period of November 1, 2015 to October 31, 2016 and Pay to Play resolution as per 18A:18A-5a(1) were approved by roll call vote.
- a. Cooper Levenson, Attorneys at Law, as solicitor, at the rate of \$160.00 per hour, (previously \$160.00 per hr.); \$70 per hour paralegal (no increase);
  - b. Ford-Scott & Associates, LLC., as auditor, at an annual rate of \$24,900.00 (previously \$24,900.00) (no increase).
  - c. Dr. Jeffrey Aversa, as physician, at the rate of \$40.00 per physical exam/history and \$25.00 per review of student physicals, (previously \$40.00, \$25.00); \$80.00 for Homebound Instruction reviews (no increase);
- E. On the motion of Mr. Gould, seconded by Mr. Anzelone, the following services for the November 1, 2015 to October 31, 2016 were approved by roll call vote.
- a. J. Byrne Insurance, as insurance broker of record for property liability and worker's Comp as per N.J.S.A. 18A:18A-5a(10)(2).
  - b. ISI Insurance Solutions, as insurance broker of record for dental and vision as per N.J.S.A. 18A:18A-5a(10)(2).
  - c. The Press of Atlantic City, as official daily newspaper and the Cape May County Herald publications, as weekly newspaper as per N.J.S.A. 18A:18A-5a(11);
  - d. Sturdy Savings Bank, as official depository of school funds as per N.J.S.A. 18A:18A-5a(2).
- F. On the motion of Mr. Anzelone, seconded by Mr. Higgs, the following appointment of personnel effective November 1, 2015 to October 31, 2016 were approved by roll call vote.
- a. James Craft, as Treasurer, at an annual salary of \$8,325.00; (previously \$8,160.00);
  - b. Paula J. Smith, Business Administrator/Board Secretary, as Public Agency Compliance Officer, in accordance with the N.J.A.C. 17:27-3.5;

- c. Paula J. Smith, Business Administrator/Board Secretary, as the Qualified District Purchasing Agent aligned with required training and Resolution, to establish the bid threshold at \$40,000.00.
- d. Paula J. Smith, Business Administrator/Board Secretary, as the Custodian of Records;
- e. James Owens, Director of Buildings & Grounds, as the Hazard Communication Program Coordinator/RTK Coordinator & Integrated Pest Management Coordinator & Indoor Air Quality Designee; and to approve the lockout/tagout procedures for workplace;
- f. Nancy Wheeler-Driscoll, Director of Curriculum & Instruction, as the Affirmative Action, 504 Title IX Officer;
- g. Administrative Information Technology Committee: Steven Vitiello, John Castaldi, Laura Elston, Denise Procopio, Long Longinetti, Dr. Nancy M. Hudanich, Paula J. Smith, Nancy Wheeler-Driscoll;
- h. Advisory Committee and Advisory Council Chairperson/School Members;
- i. Curriculum & Educational Technology (C&ET) Committee:  
Nancy Wheeler-Driscoll, Diane Stelacio, Julie Stratton, Ed Leszczynski, Laura Elston, Debbie Valletto, Lisa Nelson, Micah Wenker, Charles Powell;
- j. Excellent Educators for (4) New Jersey (EE4NJ) District Evaluation Advisory (DEA) Committee;  
John Longinetti, Nancy Embs, Gerry D'Antonio, Stephen Vitiello, Denise Procopio, Laura Elston, John Dennison, Dr. Nancy M. Hudanich, Robert L. Boyd, Nancy Wheeler-Driscoll, Committee Chair;
- k. Middle States Planning Committee:  
Steven Vitiello, Denise Procopio, Jacqueline Holland, Gerry D'Antonio, Nancy Wheeler-Driscoll, Committee Chair;
- l. Safety Committee:  
Dr. Nancy M. Hudanich, Jim Owens, Debbie Jackson, Dan Wilby, Laura Elston, John Longinetti, Donna "KC" Fister, Michele Gray, Paula Smith, Nancy Wheeler-Driscoll;
- m. Policy/Affirmative Action Committee:  
Nancy Wheeler-Driscoll, Ed Leszczynski, Nancy Embs, Lisa Roach, Barb Yarger, Debbie Valletto, Diane Stelacio;

- G. On the motion of Dr. Stepura, seconded by Mr. Anzleone, the following persons being named as signatory on the following accounts effective November 1, 2015 to October 31, 2016 was approved by roll call vote.
- a. Warrant checking account (three signatures required): Juliette Traina, District Accountant; Paula J. Smith, Business Administrator/Board Secretary; Dr. Nancy M. Hudanich, Superintendent; James Craft, Treasurer; Board President and Board Vice President.
  - b. Special, foods and athletic checking accounts: Paula J. Smith, Business Administrator/Board Secretary; Dr. Nancy M. Hudanich, Superintendent; James Craft, Treasurer; Juliette Traina, District Accountant;
  - c. Scholarship, Capital Reserve LRFP, Capital Reserve, Gov't. Trust and Payroll & Agency Accounts: Paula J. Smith, Business Administrator/Board Secretary; Dr. Nancy M. Hudanich, Superintendent; James Craft, Treasurer; Board President and Board Vice President;
  - d. Flexible Spending Account: Paula J. Smith, Business Administrator/Board Secretary; Dr. Nancy H. Hudanich, Superintendent; James Craft, Treasurer; Board President and Board Vice President.
- H. On the motion of Mr. Gould, seconded by Mr. Anzelone, discussion and adoption of the New Jersey School Board Member Code of Ethics and all existing by-laws and polices (policy manual presented at the board meeting), curriculum and textbooks was approved by roll call vote.
- I. On the motion of Mr. Gould, seconded by Mr. Higgs, the adoption of the Board of Education meeting dates for 2015/2016 school year with meetings held on the third Tuesday except where noted (\*) at the time indicated was approved by roll call vote.

December 15, 2015	1:00 p.m.
January 19, 2016	1:00 p.m.
February 16, 2016	1:00 p.m.
March 15, 2016	1:00 p.m.
April 19, 2016	1:00 p.m.
May 17, 2016	1:00 p.m.
June 21, 2016	1:00 p.m.
July 19, 2016	1:00 p.m.
August 16, 2016	1:00 p.m.
*September 21, 2016	4:00 p.m.
October 18, 2016	1:00 p.m.
*November 1, 2016	10:30 a.m.

Notice of all meetings will be posted at the Cape May County Freeholders building and notice given to the Press of Atlantic City publications as prescribed in Chapter 231, laws of 1975.

- J. On the motion of Mr. Gould, seconded by Mr. Higgs, the special committee for facilities upgrades/improvements and solar energy as indicated in the ROD grant: Anthony Anzelone, board member, Dr. Nancy M. Hudanich, Paula J. Smith and James Owens was approved by roll call vote.
- K. On the motion of Mr. Anzelone, seconded by Mr. Higgs, the budget calendar for SY2016/2017 was approved by roll call vote.

**STAFF REPORTS**

On the motion of Mr. Anzelone, seconded by Dr. Stepura, the following staff 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. Laura Elston, Supervisor of Post-Secondary, Evening/Continuing and Adult Education
- E. Dr. Nancy M. Hudanich, Superintendent

**APPROVAL OF MINUTES OF PREVIOUS MEETING**

On the motion of Mr. Anzelone, seconded by Mr. Higgs, the following minutes were approved by roll call vote. Dr. Stepura abstained from the vote for Item B only.

- A. October 20, 2015, board meeting
- B. October 20, 2015, executive session
- C. Resolution to make public release of the following Executive Session minutes with portions redacted by the Solicitor: July 21, 2015 to September 16, 2015

**REVENUE & EXPENSE**

On the motion of Mr. Gould, seconded by Mr. Anzelone, the following Revenue & Expense: (Items A through F) were approved by roll call vote.

- A. Board of education’s monthly certification of budgetary major account/fund status;
- B. Bills as presented; approval to pay all bills due and owing on November 17, 2015. (Bill list to be provided at the December 2015 board meeting);
- C. Bids, contracts, reports, agreements:

<u>Name – Report Contract</u>	<u>Purpose</u>	<u>Amount</u>	<u>Date/Year(s)</u>
Xerox Copier 5135T	Purchase for Buildings & Grounds Department	\$293.00	11/1/2015
State Contract #A51145	Maintenance Agreement	\$10 per month .0084 per copy	
Remedial Action Biennial Certification Form	Progress Report On-Site Remediation		11/2/2015

<u>Name – Report Contract</u>	<u>Purpose</u>	<u>Amount</u>	<u>Date/Year(s)</u>
NJSBA Resolution: Internet Policy Services & License Agreement			SY2014/15 SY2015/16
Greene Manufacturing, Inc.	Purchase Equipment for Room 110 Automotive Technology Program	\$17,227.00	11/2/2015
Douglass Landscaping Award of Contract	Snow Removal	per attached	11/2/2015- 6/30/2016
Amend 2015/16 Budget Account 12-330-400-731-20	Realize Add'l. Adult & Post-Secondary State Aid	\$59,137.00	SY2015/16
HP NJ State Contract #(NASPO VP PC) M0483)	Purchase 27 computers for Tutoring	\$42,582.74 (NCLB funds \$1,577 each)	11/2/2015
Grant for applying or accepting:			
<u>Name of Grant</u>	<u>Apply/Accept</u>	<u>Amount</u>	<u>Date</u>
County Vocational School District Partnership	Apply	up to \$600.00	11/2/2015 6/30/2015

The following item(s) to be disposed or sold on (GovDeals):

<u>Name of disposal item(s)</u>	<u>Value of Item(s)</u>	<u>Reason for Disposal</u>
<u>To be disposed or sold on GovDeals</u>		
Computer Cabinet Inventory #1000866	Unknown	Obsolete/broken

Travel (Employee/Board Member)

<u>Name</u>	<u>Event</u>	<u>Location</u>	<u>Cost</u>	<u>Date(s)</u>
Tack, Gina	NJ Council for History Education Conference	Princeton	\$126.67	12/4/2015

**COMMUNICATION**

Correspondence from:

Lisa McCluskey

Synopsis

Resignation notification effective December 31, 2015 and giving thanks for the 10 year opportunity to serve the students, work with excellent administrative staff and for a pleasurable and fulfilling career.

Correspondence from:

John A. Taccarino

Synopsis

Retirement notification effective December 31, 2015 and expressing gratitude for accomplishing his greatest achievement of serving students, working with excellent staff and a fulfilling career for the past 19 years.

Correspondence from:

Elizabeth Bozzelli, Clerk of the Board of Chosen Freeholders

Synopsis

Reappointment of Board Members, Alan I. Gould and Kerry Higgs for a four year term, expiring on November 1, 2019.

**CURRICULUM**

On the motion of Mr. Gould, seconded by Mr. Anzelone, the following curriculum (Items A through D) were approved by roll call vote. Mr. Higgs abstained from vote on Item A only. Dr. Stepura abstained from vote on Item C only.

A. School Security Manual, SY2015/2016

B. Post-Secondary Tuition Credit Assistance recipients:

1	Practical Nursing Student	30%	\$2,550.00
1	Welding Student	30%	\$1,095.00

C. QSAC Statement of Assurance, SY2015/16

D. Field Trips:

<u>Date</u>	<u>Destination/Purpose</u>	<u>Students/Teachers</u>	
11/23	Atlantic Cape Community College Mays Landing Burn Seminar (Post-Secondary Practical Nursing students)	22	3
12/21	Crest Haven Nursing Home Cape May Court House, NJ Annual Holiday Caroling/Community Service (Post-Secondary students)	62 1 Adm., 1 Secretary	6 1 aide

**LEGISLATION & POLICY**

**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 Mr. Anzelone, the following personnel for SY2015/16 were approved by roll call vote.

<b>NAME</b>	<b>POSITION</b>	<b>DESCRIPTION FUNDING PROGRAM</b>	<b>STEP AMOUNT LONGEVITY</b>	<b>EFFECTIVE DATE(S) OR # OF DAYS</b>
Ditzler, Candida	Dental Assisting	Step Change	From: Step 17BA \$80,217.00 To: Step 17 MA \$82,217.00 (prorated)	11/15/2015
Skinker, James	Bus Driver		\$16.50 per/hr.	SY2015/16
Cox, Justin	Security Monitor	District Security	\$16.50 per/hr.	SY2015/16
Palumbo, Mike	Planning/Assessment Substitute (Teacher of Computer Technology)	High School *pending Executive County Supt.'s approval	\$110 per/day	11/11/2015 *additional 20 days
Scaltrito, Frank	Planning/Assessment Substitute (Teacher of Active Physics)	High School *pending Executive County Supt.'s approval	\$110 per/day	11/2/2015 *additional 20 days
Giddings, Joseph	Substitute Teacher	High School	\$90 per/day	SY2015/16
Harrell, Sean	Substitute Teacher	High School	\$90 per/day	SY2015/16
Meehan, Christine	Substitute Teacher	High School	\$90 per/day	SY2015/16
Rogers, Kimberly	Substitute Teacher	High School	\$90 per/day	SY2015/16
Wuko, Amy	Asistant Coach Girls Swimming	(1 <sup>st</sup> year)	\$3,200.00	SY2015/16
Carusi- McCoy, Coleen	Teacher (part-time)	ABE/HSE/ESL/Civics	\$32 per/hr.	SY2015/16
Doherty Bishop, Susan	Tutoring Teacher	NCLB	\$29 per/hr.	SY2015/16
Ludwig, Andrew	Tutoring Teacher	NCLB	\$29 per/hr.	SY2015/16
McCluskey Lisa	Resignation	Secretary to Principal		12/31/2015
Taccarino, John	Retirement	Administrative Aide/Attendance Officer		12/31/2015
Purdy, Kathy		CPR/AED, Safety, First Aid Recertification	\$45 per/hr.	SY2015/16

Name	Position	Description Funding Program	Step Amount Longevity	Effective Date(s) or # of Days
Fisher, Stephanie	Secretary	Step 8 (Sec I)+2 MOUS PowerPoint Access (2 add'l MOUS certs)	\$28,519.00 + 500.00 <u>+ 500.00</u> \$29,519.00	11/15/2015

Mr. Anzelone left the meeting at 11:43 a.m.

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

On the motion of Dr. Stepura, seconded by Mr. Higgs, at 11:48 a.m., 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 in Executive Session was approved by roll call vote.

Legal Update  
HIB

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 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. Dr. Stepura abstained from the vote.

Acknowledge first time reported Harassment, Intimidation and Bullying (HIB) for the period of October 16, 2015 through October 29, 2015 (reported 0 incidents).

Affirm action taken by the Superintendent for Harassment, Intimidation and Bullying (HIB) for the period of September 11, 2015 through October 15, 2015 (investigation of 4 incidents).

**ADJOURN**

On the motion of Mr. Gould, seconded by Mr. Higgs, the meeting was adjourned at 11:56 a.m.

Respectfully submitted,



Paula J. Smith  
Board Secretary

/jmr