

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

**October 17, 2017
1:02 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 and Mr. Robert L. Boyd, board president.

Also present at the meeting were: Amy L. Houck Elco, 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 and Instruction; Paula J. Smith, Business Administrator/Board Secretary; Dr. Nancy M. Hudanich, Superintendent.

FLAG SALUTE

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

PUBLIC INPUT

Carol Kiniry and Leon Costello from Ford-Scott & Associates, L.L.C. presented the June 30, 2017 Auditor's Management Report to the Board of Education.

On the motion of Mr. Gould, seconded by Dr. Stepura, the Board of Education reviewed, discussed and accepted the June 30, 2017 audit report. No corrective action required; no findings.

President Boyd read and presented a proclamation to Steven Vitiello in recognition of National Principal's Month.

ADMINISTRATIVE REPORTS

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

- A. September 27, 2017, Board Meeting
- B. September 27, 2017, Executive Session

REVENUE & EXPENSE

On the motion of Dr. Stepura, seconded by Mr. Gould, the following Revenue & Expense (Items A through K) were approved by roll call vote. Dr. Stepura abstained from Item K.

- A. Board secretary’s monthly certification of budgetary line item status;
- B. Financial report A-148 and A-149, August 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, August 2017;
- F. Transfers;
- G. Bids, contracts, reports, agreements:

<u>Name – Report/Contract</u>	<u>Purpose</u>	<u>Amount</u>	<u>Date/Year(s)</u>
1. Resolution: Declaring October 2 – 6 as the “Week of Respect” October 16 – 20 as the “Week of School Safety Awareness”			
2. Pittsgrove Twp. School District Natural Gas Jointure	Participation in natural gas buying jointure		1/1/2018 – 12/31/2020
3. 2000 Dodge Durango Donated in Aug. 2002 obtain title & registration for road use	Change use from Auto Shop to Natural Science for trailering boat		10/17/2017

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

<u>DONATION(s)</u>	<u>ACCEPT</u>	<u>AMOUNT</u>	<u>DATE</u>
Singer Industrial Sewing Machine for Evening Upholstery classes	Accept	Unknown	10/17/2017

<u>GRANT(S)</u>	<u>APPLY/ACCEPT</u>	<u>AMOUNT</u>	<u>DATE</u>
FFA Living to Serve: Osprey	Accept	\$1,200.00	9/15/2017-1/15/2018
Samsung Solve for Tomorrow Education Challenge	Apply	\$25,000 in technology & kit	Announced 12/13/2017-2/13/2018

I. 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>
Desk double pedestal wood Inventory #1003682	Unknown	Trash
Microscope American Optical 41 Inventory #1003949	Unknown	Sale to local vendor for scrap
Scale Ohaus D510L Inventory #1003950	Unknown	Sale to local vendor for scrap
Shellymatic Platewarmer Inventory #1003807	Unknown	Obsolete
2007 International Bus #3 VIN 4DRBUAAM86B261423	Unknown	Extensive rust under carriage
1996 Chevy Bus #1 VIN 1GBKH31KOT3303371	Unknown	No longer road worthy
Textbooks – Dental (see attached list)	Unknown	Obsolete

J. Travel (Employee/Board Member)

<u>Name</u>	<u>Event</u>	<u>Location</u>	<u>Cost</u>	<u>Date(s)</u>
Stacy Evans	Development Workshop for STEM Teachers	Rowan Univ.	\$185.00	12/13/2017

K. Three-Year Comprehensive Maintenance Program, 2016/2019;

COMMUNICATION

- A. Correspondence from:
Diane Stelacio, Teacher/Tech Trainer
Synopsis:
Letter of resignation effective November 30, 2017
- B. Correspondence from:
Thomas DePaul, Directory, Cape May County Department of Public Safety Training
Center Police Academy
Synopsis:
Letter of gratitude for all who were involved with the scenario filming for the MILO
firearms simulator and use of district's facility.

CURRICULUM

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

- A. Job cards, August, 2017;

- B. Junior/Senior Prom, April 27, 2018, at the Wildwood Convention Center; After Prom Event, April 28, 2018, 12:00 a.m. Wildwood Crest Pier; chaperoned by district administration and staff volunteers (to be covered by the district's liability insurance);
- C. New text: Supervision in the Hospitality Industry;
- D. Law & Safety Curriculum: Cadet Firefighter Training Program Schedule;
- E. Post-Secondary Tuition Credit Assistance recipients:
 - 5 Practical Nursing 15% of tuition balance \$405.00 each
 - 3 Practical Nursing 30% of tuition balance \$2,760.00 each
 - 1 Cosmetology 30% of tuition balance \$ 700.00
 - 2 Cosmetology 30% of tuition balance \$1,425.00 each

F. Field Trips

<u>Date</u>	<u>Destination/Purpose</u>	<u>Students/Teachers/Aide</u>		
10/18/2017	Sea Wall, N. Wildwood Picture of Class of 2018 (Grade 12)	150	2	
10/26/2017	Atlantic Cape Com. College Culinary Academy Tour & Workshops (Grade 12)	11	1	1
10/27/2017	U.S. Coast Guard Training Center – tour fast response cutter, small boat station (Grades 11 -12)	18	1	
11/1/2017	Beach Plum Farm, Cape May 20 Farm/Facility Tour (Grades 10 - 12)		1	
11/2/2017	Barnes Foundation, Phila., PA 30 French Impressionist Art (Grade 9)		1	
11/3/2017	Camden County College, Blackwood, NJ (Grades 11 – 12)	20	2	
11/17/2017	Wildwood Convention Ctr. Peer Leadership (Grades 11 – 12)	24	1	
11/17/2017	Lincoln Financial Field stadium tour of sustainable energy infrastructure (Grade 11 -12)	38	2	
12/tbd/2017	Congress Hall, Cape May Hospitality/Tourism/Marketing (Grades 10 -12)	23	2	

<u>Date</u>	<u>Destination/Purpose</u>	<u>Students/Teachers/Aide</u>		
12/9/2017	Rutgers, New Brunswick FFA Leadership Conference (Grades 9 – 12)	20	2	
1/27/2018	Location (tbd) by State of NJ State Officer Candidate School/ Workshops (Grades 10-12)	10	2	
2/7/2018	Egg Harbor Twp. High School Academic Triathlon (Grades 9 -12)	15	2	
2/22/2018	Oakcrest High School Brain Brawl Academic Competition (Grades 9 -12)	15	2	
3/tbd/2018	Resorts Casino Hospitality/Tourism/Marketing (Grades 10 – 12)	23	2	
3/6/2018	Jacob Javits Center, NY International Beauty Show (Post-Secondary)	9	1	1
3/7/2018	Celtic Air Shop & Local job sites tour shop & sites, HVACR/SE (Grades 10 -12)	20	1	
3/7/2018	Barnes Foundation, Phila., PA, French Impressionist Art (Grade 10)	30	1	
3/7/2018	Buena Regional H.S. Amazing Race Competition (Grades 9 -12)	15	2	
3/9,10/2018	Mercer County Com. College Floral Design/Horticulture Competition & Workshops (Grades 9 -12)	25	2	
3/16/2018	Channel 6, Phila., PA Tour station & noon Newscast audience (Grade 12)	8	1	

<u>Date</u>	<u>Destination/Purpose</u>	<u>Students/Teachers/Aide</u>	
3/21/2018	Richard Stockton University Tour farm & associated college courses	50	2
4/19/2018	Rutgers, New Brunswick FFA Environ/Nat. Resource Competition (Grades 11 - 12)	12	2
4/25/2018	Rutgers Eco Complex, Bordentown FFA Agriscience Fair/competition (Grades 10 -12)	10	2
5/10/2018	Stockton College, Galloway Hospitality/Tourism/Marketing (Grades 10 – 12)	23	2
5/23-25/18	Monmouth Univ., W. Long FFA Convention, workshops, events (Grades 9 – 12)	30	2

LEGISLATION & POLICY

On the motion of Mr. Anzelone, seconded by Mr. Gould, the following position descriptions for second reading and approval by roll call vote.

G1	Teacher Aide
G2	Cafeteria Aide
G3	Classroom Aide or One-On-One Instructional Aide
G6	One-On-One Aide

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. Mr. Higgs abstained from the vote for Andrew Ridgway.

NAME	POSITION	DESCRIPTION FUNDING PROGRAM	STEP AMOUNT LONGEVITY	EFFECTIVE DATE(S) OR # OF DAYS
Stelacio, Diane	Teacher/Tech Trainer	Retirement		11/30/2017
Glick, Deborah	Practical Nursing Instructor including Clinical	Post-Secondary	Step 3BA \$55,130.00 10-month Pro-rated	10/10/2017- 6/30/2018

Saddler, Blanchieleen	One-On-One Aide	High School 5.83 hrs. during reg. school day	\$12.50 per/hr.	10/10/2017
Andreula-Porta, Lisa	Substitute Teacher	High School	\$90 per day	SY2017/2018
Mercado, Joshua	Head coach boys basketball	(4 th year)	*\$4,450.00	SY2017/2018
Bimbo, Joseph	Asst. coach Boys basketball	(3 rd year)	*\$3,200.00	SY2017/2018
Ridgway, Andrew	Asst. coach boys basketball	(6 th year)	*\$3,650.00	SY2017/2018
Roma, Virginia	Head coach girls basketball	(11 th year)	*\$7,200.00	SY2017/2018
Waddington, Amber	Asst. coach girls Basketball	(9 th year)	*\$4,100.00	SY2017/2018
McElroy, Matthew	Head coach boys swimming	(12 th year)	*\$7,450.00	SY2017/2018
Wade, Warren	Asst. coach boys swimming	(3 rd year)	*\$3,200.00	SY2017/2018
Barber, Chelsey	Head coach girls swimming	(3 rd year)	*\$5,200.00	SY2017/2018
Wuka, Amy	Asst. coach girls swimming	(3 rd year)	*\$3,200.00	SY2017/2018
Brasch, Danielle	Cheerleading Coach	(6 th year)	*\$5,950.00	SY2017/2018
Myers, Daniel	Technology Systems Tech.	Adjust salary from: to:	\$34,000.00 \$36,516.00 12 month	7/1/2017 – 6/30/2018
Dudley, Brian	Security Monitor	District Security	\$16.50 per/hr.	SY2017/2018
Harris, Jon	Detention Monitor	After School	\$25.00 per/hr.	SY2017/2018
Ladd, William	Student Government Advisor	(1/2 stipend) Co-Advisor	\$1,125.00	SY2017/2018
Dudley, Brian	Class Advisor 2021	High School	\$2,250.00	SY2017/2018
Geller, Jill	Instructor Substitute	Practical Nursing	\$160 per/day	SY2017/2018
*Salary/Stipend, pending negotiations				

Dr. Stepura left the meeting.

BOARD MEMBER COMMENTS AND DISCUSSION ITEMS

EXECUTIVE SESSION

On the motion of Mr. Anzelone, seconded by Mr. Gould, a Resolution to Adjourn the Public Meeting and to enter into Executive Session pursuant to New Jersey Public Meeting Act convened at 2:58 p.m. to discuss the following matters.

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 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 the Executive Session, it is anticipated that the Board will take action in connection with the matter 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 August 11, 2017 through September 21, 2017 (2 non-HIB, 1 HIB investigation)

Acknowledging investigation(s) that occurred between the period of September 22, 2017 through October 12 2017. (4 investigations)

ADJOURN

On the motion of Mr. Gould, seconded by Mr. Higgs, the meeting was adjourned at 3:03 p.m.

Respectfully submitted,



Paula J. Smith
Board Secretary

/jmr

