

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

**October 18, 2016
1:05 p.m.**

The following were present at the meeting: Dr. Richard Stepura, Board Member; Mr. Kerry Higgs, Board Member; 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; Mr. James R. Owens, Director of Buildings & Grounds; Mr. Steven Vitiello, Principal, Mrs. Jacqueline A. McAlister, Supervisor of Post-Secondary, Evening/Continuing and Adult Education & Apprenticeship; Mrs. Nancy W. Driscoll, Director Curriculum & Instruction; Mrs. Paula J. Smith, Business Administrator/Board Secretary; Dr. Nancy M. Hudanich, Superintendent.

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

A moment of silence was held in honor of the district's Vocational Technical Center's founding Superintendent, Mr. Robert Toft, who passed on Saturday, October 8, 2016.

Mr. Boyd presented the resolution commending the principals of Cape May County Technical School District for National Principal Month to Principal Steven Vitiello.

ADMINISTRATIVE REPORTS

On the motion of Dr. Stepura, 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

The administrators left the meeting at 2:40 p.m.

APPROVAL OF MINUTES OF PREVIOUS MEETING

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

- A. September 21, 2016, Board Meeting
- B. September 21, 2016, Executive Session

REVENUE & EXPENSE

On the motion of Mr. Gould, seconded by Mr. Anzelone, the following Revenue & Expense(Items A through I) were approved by roll call vote. Dr. Stepura abstained from vote on Item G.2.

- A. Board secretary’s monthly certification of budgetary line item status;
- B. Financial report A-148 and A-149, August 2016, 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, August 2016;
- 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 3 -7 as the “Week of Respect” October 17 – 21 as the “Week of School Violence Awareness”			
2. Joint Transportation Agreement with Lower Cape May Regional	Transportation	\$45 per/run	SY 2016/17
3. Dolan Mechanical, Inc. (part of allowance)	Change Order #1 replacement of 4 zone pumps in Greenhouse boiler Room	\$5,149.00	10/6/2016
4. Delta-T Group	Substitute School Nurse	per fee schedule	SY2016/17
5. Approve bid schedule and specifications for ROD grant window and door project, state project #0720-030-14-1001-G04 per recommendation from Spiezle Architects.			

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

<u>Name of Donation(s)</u>	<u>Accept</u>	<u>Amount</u>	<u>Date</u>
Ferguson-Dechert Real Estate, Inc.	Accept	\$100.00	10/4/2016
For: Class of 2017			

<u>Name of Grant(s)</u>	<u>Apply/Accept</u>	<u>Amount</u>	<u>Date</u>
NJ Ecological Solutions	Accept	N/A	Extension 6/30/2017
Atlantic Cape Community	Accept	\$179,780.00	SY2016/2017

College Adult Education
Basic Skills Grant

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

<u>Name of Disposal or Sold Item(s)</u>	<u>Value of Item(s)</u>	<u>Reason for Disposal</u>
Mackie, Model #SRM450 Inventory #1005388	No value	Non-Working Speaker

COMMUNICATION

- A. Correspondence from:
Julia Martin, Ed.S., School Psychologist

Synopsis

Letter of retirement effective December 31, 2016. Julia has faithfully served the district for over 29 years. She began in 1987 as a Vocational Evaluator and through perseverance of furthering her education, she became Teacher of the Handicapped and served in various capacities and then in 2010 became the district's School Psychologist and Child Study Team member.

CURRICULUM

On the motion of Mr. Higgs, seconded by Mr. Gould, the following Curriculum (Items A through C) was approved by roll call vote.

- A. Job cards, August 2016;
- B. Junior/Senior Prom, April 28, 2017, at the Wildwood Convention Center; After Prom Event, April 29, 2017, 12:00 a.m., at the Wildwood Crest Pier; chaperoned by district administration and staff volunteers (to be covered by the district's liability insurance).

C. Field Trips

<u>Date</u>	<u>Destination/Purpose</u>	<u>Students/Teachers/Aide</u>	
10/18/2016	Stockton University Junior Achievement Workshop (Grades 10-12)	60	2
10/20/2016	FEA Conference Center Skills USA Leadership (Grades 11-12)	12	2
10/28/2016	Lincoln Financial Field & Tony Luke's, Phila., PA tour behind scenes of stadium facilities with focus on sustainable energy infrastructure/lunch (Grades 11-12)	38	3
11/3/2016	Barnes Foundation, Phila., PA French Impressionist Art	30	2

(Grades 9-11)

<u>Date</u>	<u>Destination/Purpose</u>	<u>Students/Teachers/Aide</u>		
11/18/2016	Wildwood Convention Center Peer Leadership (Grades 11-12)	24	1	
2/24/2017	FFA Tech Center Student Awareness Day (Grades 10-12)	36	2	
3/14/2017	Celtic Air Shop & Job Sites Local – HVACR/SE Tour (Grades 10 -12)	22	1	
3/23/2017	Barnes Foundation, Phila., PA French Impressionist Art (Grade 9)	30	2	
5/5/2017	Princeton University Art Museum & Ground for Sculpture Photography, Art History, Architecture (Grades 10-12)	40	4	
5/19/2017	Cloisters Museum, New York & Met Museum de Rivage French Restaurant & Art (Grades 11-12)	30	2	1

LEGISLATION & POLICY

On the motion of Mr. Gould, seconded by Mr. Higgs, the following description for first reading was approved by roll call vote.

A. G5 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 Mr. Anzelone, the following personnel were approved by roll call vote.

NAME	POSITION	DESCRIPTION FUNDING PROGRAM	STEP AMOUNT LONGEVITY	EFFECTIVE DATE(S) OR # OF DAYS
Martin, Julia	School Psychologist	Retirement		12/31/2016
Matthews, Carol	Substitute	High School	\$90 per/day	SY2016/2017

	Teacher			
Viviano, Thomas	High School	High School	\$90 per/day	SY2016/2017
NAME	POSITION	DESCRIPTION FUNDING PROGRAM	STEP AMOUNT LONGEVITY	EFFECTIVE DATE(S) OR # OF DAYS
Nelson, Lisa	Teacher Mentor for Emily Dougan	Traditional route funded by mentored-payroll deductions	\$550.00	SY2016/2017
Name	Position	Description Funding Program	Step Amount Longevity	Effective Date(s) or # of Days
Stratton, Julie	Girls Who Code Club		\$950.00	SY2016/17
Tomlin, Haley	Aide/One on One Aide	High School	Step 1 *\$18,440.00 10-month Pro-rated	10/24/2016- 6/30/2017
Schaffer, Kellee	Athletic Trainer	Resignation		11/15/2016
Mercado, Joshua	Head Coach Boys Basketball	(3 rd year)	*\$5,450.00	SY2016/17
Bimbo, Joe	Asst. Coach Boys Basketball	(2 nd year)	*\$3,200.00	SY2016/17
Roma, Virginia	Head Coach Girls Basketball	(10 th year)	*\$7,200.00	SY2016/17
Waddington, Amber	Asst. Coach Girls Basketball	(8 th year)	*\$4,100.00	SY2016/17
McElroy, Matthew	Head Coach Boys Swimming	(11 th year)	*\$7,450.00	SY2016/17
Wade, Warren	Asst. Coach Boys Swimming	(2 nd year)	*\$3,200.00	SY2016/17
Barber, Chelsey	Head Coach Girls Swimming	(2 nd year)	*\$5,200.00	SY2016/17
Wuko, Amy	Asst. Coach Girls Swimming	(2 nd year)	*\$3,200.00	SY2016/17
Hentges-Moore, Kimberly	Secretary	School Based Youth Services	Step 8, Sec. I *\$27,519.00 12-month pro-rated	11/7/2016- 6/30/2017
Geller, Jill	Nurse Substitute	Evening/Cont. Ed. Voc.	\$22 per/hr.	SY2016/2017
McAlister, Jacqueline	Chief Examiner	HSE-TASC Testing Center	N/A	10/13/2016- 6/30/2017
Employee #102		Paid Leave/FMLA, pending final documentation		9/19/2016- undetermined
Employee #833		Paid Leave/FMLA, pending final		9/21/2016- 10/21/2016

		documentation		
*step/salary,pending	negotiations			

BOARD MEMBER COMMENTS AND DISCUSSION ITEMS

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 Open Public Meeting Act convened at 2:15 p.m. to discuss the following matters in Executive Session was approved by roll call vote.

- HIB Report
- Negotiations
- Student Matter
- Legal Update

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 concerning the matters discussed in Executive Session.

RETURN TO OPEN SESSION

On the motion of Mr. Gould, seconded by Mr. Anzelone, affirming action taken by the Superintendent for Harassment, Intimidation and Bullying (HIB) investigation(s) for the following periods were approved by roll call vote.

August 12, 2016 through September 15, 2016 (0 investigations)

Acknowledging investigations that occurred between the periods of:

September 16, 2016 through October 13, 2016 (0 investigations)

ADJOURN

On the motion of Mr. Higgs, seconded by Dr. Stepura the meeting was adjourned at 3:07 p.m.

Respectfully submitted,



Paula J. Smith

Board Secretary

/jmr