

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

**September 21, 2016  
4:03 PM**

The following were present at the meeting: Dr. Richard Stepura, Board Member, Anthony L. Anzelone, Board Member; Mr. Alan I. Gould, Board Vice President; Mr. Robert L. Boyd, Board President.

Mr. Kerry Higgs was not present at the meeting.

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; Mrs. Nancy W. Driscoll, Director Curriculum & Instruction; Mrs. Paula J. Smith, Business Administrator/Board Secretary; Dr. Nancy M. Hudanich, Superintendent.

Others present: Diane Stelacio, Teacher/Tech Trainer and Lynda Zipparo, School Nurse

**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 – None**

**ADMINISTRATIVE REPORTS**

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

- A. August 16, 2016, Board Meeting
- B. August 16, 2016, Executive Session

The administrators left the meeting at 4:40 p.m.

## REVENUE & EXPENSE

On the motion of Mr. Anzelone, seconded by Dr. Stepura, the following Revenue & Expense (Items A through J) were approved by roll call vote. Mr. Boyd, Mr. Gould and Dr. Stepura abstained from vote for their travel in Item J.

- A. Board secretary's monthly certification of budgetary line item status;
- B. Financial report A-148 and A-149, July 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, July 2016;
- F. Transfers;
- G. Bids, contracts, reports, agreements:

<u>Name-Report/Contract</u>	<u>Purpose</u>	<u>Amount</u>	<u>Date/Year(s)</u>
Xtel Communications	Change local service Provider to: Granite Telecommunications, LLC	No Change	9/21/2016

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

<u>Name of Donation(s)/Grant(s)</u>	<u>Apply/Accept</u>	<u>Amount</u>	<u>Date</u>
One Simple Wish A NJ Non-Profit Corp. For: Student A.N. to attend the FFA National Corporation	Accept	\$ 500.00	8/11/2016
ExxonMobil	Accept	\$2,000.00	7/15/2016
BASF Science Education	Apply	\$5,000.00	SY2016/17
Law Office of Kathryn Laughlin For: Class of 2017	Accept	\$ 50.00	9/16/2016

- 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>
Smartboard Inventory #1004280	unknown	All components have been recycled
Furnace/heat Pump Magic Chef (2) Inventory #1000784 Inventory #1000785	unknown	Disposed in 2014
Mercury Blood Pressure Inventory #1003697	unknown	No longer functioning
Panasonic TV/VCR/DVD Inventory #1003760	unknown	Disposed of July 2016
Conference Table Inventory #1003524	unknown	Broken Legs

Textbooks

(151) History World Cultures 2001 – ISBN #0-07-821617-6	unknown	Obsolete
(26) World History 2005 – ISBN #978061818774	unknown	Obsolete
(125) Language of Literature 2002 – ISBN #0-61817040-5	unknown	Obsolete
Miscellaneous Workbooks & Teacher Resource Books	unknown	Obsolete
Gateway Monitor Inventory #1005862	unknown	Broken

Travel (Employee/Board Member)

<u>Name</u>	<u>Event</u>	<u>Location</u>	<u>Cost</u>	<u>Date(s)</u>
Robert L. Boyd	NJSBA Workshop	Atlantic City	\$350.00	10/25-27/2016
Alan I. Gould	NJSBA Workshop	Atlantic City	\$350.00	10/25-27/2016
Nancy M. Hudanich	NJSBA Workshop	Atlantic City	\$350.00	10/25-27/2016
Paula J. Smith	NJSBA Workshop	Atlantic City	\$350.00	10/25-27/2016
Dr. Richard Stepura	NJSBA Workshop	Atlantic City	\$350.00	10/25-27/2016

**COMMUNICATION**

Correspondence from

Dr. Richard Stepura, Interim Executive County Superintendent

Synopsis:

The district's comprehensive Equity Plan (CEP) for 2016-2019 has been approved.

**CURRICULUM**

On the motion of Mr. Anzelone, seconded by Mr. Gould, the following curriculum was approved by roll call vote. Dr. Stepura abstained from vote for item B only.

- A. Job cards, July 2016;
- B. Uniform State Memorandum of Agreement between Education and Law Enforcement Officials, SY2016/17;
- C. Field Trips

<u>Date</u>	<u>Destination/Purpose</u>	<u>Students/Teachers/Aide</u>		
10/21/2016	ACCC Culinary Academy Sous Vide Technology, the Art of Charcuterie, tour of ACCC culinary facility (Grade 12 & Post-Secondary)	19	2	1
11/17/2016	Rutgers University Compete in FAA Career Development Events/Skills (Grade 10-12)	12	2	

<u>Date</u>	<u>Destination/Purpose</u>	<u>Students/Teachers/Aide</u>		
12/10/2016	Rutgers University FFA Leadership Conference (Grades 9-12)	20	2	
1/28/2017	Trenton FFA State Officer Candidate School (Grades 10-12)	10	2	
3/10-11/2017	Mercer County Community College FFA Floral & Horticulture Competition (Grades 10-12)	25	2	
3/14/2017	Jacob Javits Convention Center New York International Beauty Show' (Grade 12)	3	2	
4/26/2017	Rutgers Eco-Complex Agriscience Fair FFA competition (Grades 10-12)	10	2	
4/27/2016	Rutgers Career Development & Competition Events (Grades 11-12)	12	2	
5/24-26/2017	Monmouth University FFA Convention/Competition (Grades 9-12)	30	2	
SY2016/2017	Wildwood Convention Center Hospitality/Tourism (Grades 9 – 12)	20	2	
10/19/2016	Museum of the Moving Image Astoria, NY Museum Tour, "The Living Room Candidate" Workshop (Grades 9 – 12)	25	2	
10/21/2016	Storybook Land, Egg Harbor Twp. Early Childhood Development (Grades Pre-School; 10-12)	28	2	1
10/28/2016	Rowan University, Glassboro Competition (Grades 11-12)	20		

<u>Date</u>	<u>Destination/Purpose</u>	<u>Students/Teachers/Aide</u>	
10/tbd/2016	Icona Golden Inn, Avalon Hospitality/Tourism (Grades 9-12)	20	2
12/7/2016	NBC Studios, 30 Rock, New York, NY Tour TV facility, learn state of the art media technology dissemination (Grades 10-12)	25	2
12/14/2016	Congress Hall, Cape May Hospitality/Tourism (Grades 9 – 12)	20	2
1/28/2017	Burlington County Institute of Tech Robotics Club (Grades 9 – 12)	25	1
3/4/2017	Cherry Hill Eastern High School Robotics Club (Grades 9 – 12)	28	1
3/15/2017	Philadelphia Museum of Art Art Exhibits & Architecture (Grades 11 -12)	61	4 2 Chaperones
3/22/2017	Philadelphia Museum of Art Art Exhibits & Architecture (Grades 11 – 12)	62	4 2 Chaperones
4/17-21/2017	Myrtle Beach, SC Baseball/Softball training (Grades 9 – 12)	16	2 Counselor
5/12/2016	Poe House, Citizens Bank Park Laurel Hill Tour of media room & broadcast booth at Citizens Bank Park (Grades 10 -12)	25	2
5/tbd/2017	Stockton Seaview, Galloway Twp. Hospitality/Tourism (Grades 9 -12)	20	2

## **LEGISLATION & POLICY**

On the motion of Mr. Gould, seconded by Mr. Anzelone, the following position description, policy and regulation for second reading and approval was approved by roll call vote.

- |         |  |
|---------|--|
| A. D20  | Part-Time, Teacher of ABE/HSE/ESL and ESL Civics |
| B. 3240 | Student Enrollment Fees and Tuition              |

- C. 4151/4251 Staff Attendance Regulation  
D. 4151.5/4251.5 Jury Duty

**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 was approved by roll call vote.

<b>NAME</b>	<b>POSITION</b>	<b>DESCRIPTION FUNDING PROGRAM</b>	<b>STEP AMOUNT LONGENVITY</b>	<b>EFFECTIVE DATE(S) OR # OF DAYS</b>
Harris, Jon	Asst. Coach Boys Soccer	(1 <sup>st</sup> Year)	*\$3,200.00	SY2016-17
Johnston, Robert	Security Monitor	District Security	\$16.50 p/hr.	SY2016/17
Nikolaidis, Sarantos	Security Monitor	District Security	\$16.50 p/hr.	SY2016/17
Tack, Gina	Security Monitor	District Security	\$16.50 p/hr.	SY2016/17
Miller, Judith	Sub. Teacher	High School	\$90 p/day	SY2016/17
Stelacio, Anthony	Sub. Teacher	High School	\$90 p/day	SY2016/17
Ziring, Randi	Sub. Teacher	High School	\$90 p/day	SY2016/17
Harrell, Sean	Long Term Sub. Teacher	High School	\$110 p/day	9/22/2016-10/21/2016
Tomlin, Haley	Long Term Sub. Teacher	High School	\$110 p/day	9/6/2016 – 10/21/2016
Barber, Chelsey	Instructor	Adult High School	\$20 p/hr.	SY2016/17
Andrewson, Joshua	Teacher of Agriscience & Horticulture		Step 4 BA *\$55,880.00 pro-rated 10 month	10/24/2016-6/30/2017
Weigly, Brian	Teacher of Physics	Step Level Correction	Step 5 BA *\$57,793.00 to Step 5 MA *\$59,793.00	9/1/2016 – 6/30/2017
Zappia, Justin	Evening Computer Lab Assistant (part-time)	(a total of 15.25 hours)	\$16.50 p/hr.	8/29 – 31/2016
Cowley, Nora	Teacher (part-time)	ABE/HSE/ESL/Civics Dollar General/ Perkins Post-Secondary	\$32 p/hr.	SY2016/2017
Merlin, Andrea	Teacher (part-time)	ABE/HSE/ESL/Civics Dollar General/Perkins Post-Secondary	\$32 p/hr.	SY2016/2017

Schmitz, Rachel	Re-Write Curriculum for Practical Nursing	Perkins Post-Secondary Funding	\$1,200.00	SY2016/17
Edelman, Kelly	Re-Write Curriculum for Practical Nursing	Perkins Post-Secondary Funding	\$1,200.00	SY2016/2017
Zilinek, Ann	Re-Write Curriculum for Practical Nursing	Perkins Post-Secondary Funding	\$1,200.00	SY2016/2017
McAlister, Jacqueline	Director of Post-Secondary, Evening/Continuing Education, Adult Education and Apprenticeship	(To memorialize start date)	\$105,500.00 12-month pro-rated	9/19/2016 – 6/30/2017
Employee #268		Paid Leave/FMLA		9/22/2016-10/21/2016
Employee #469		Unpaid Leave of Absence		9/1/2016
*Step/Salary, Pending Negotiations				

## BOARD MEMBER COMMENTS AND DISCUSSION ITEMS

### NEW BUSINESS

On the motion of Mr. Gould, seconded by Mr. Anzelone, an agreement with Salem County Vocational School District to provide chaperone service by Keely Weinberger-DiTizio to Cape May County Technical School District for one student at the National FFA Convention from October 18 to 22, 2016 in Indianapolis was approved by roll call vote.

### 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 4:52 p.m. to discuss the following matters in Executive Session was approved by roll call vote.

Negotiations  
Attorney Client Privilege  
HIB Report

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 connection with 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.

July 15, 2016 through August 11, 2016 (0 investigations)

Acknowledging investigations that occurred between the periods of:

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

### **ADJOURN**

On the motion of Mr. Gould, seconded by Mr. Anzelone, the meeting was adjourned at 5:29 p.m.

Respectfully submitted,



Paula J. Smith  
Board Secretary

/jmr

