

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

**September 27, 2017  
4:03 p.m.**

**CALL TO ORDER  
ROLL CALL**

The following were present at the meeting: 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.

Dr. Richard Stepura was not present at the meeting.

Also present at the meeting were: Amy L. Houck Elco, Esquire; James R. Owens, Director of Buildings and 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.

Other members of the staff and public were also present.

**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**

Christine Albrecht – FFA Chapter President – thanked the Board of Education for their support of FFA.

Hanna Wilcoxon – Secretary of FFA – reported to the Board regarding her placing 1<sup>st</sup> in the State Competition for Public Speaking, and will be competing at the National Convention in October.

Skyler Davis, Chapter reporter, Kayla Rhinesmith, Treasurer, Gabriel Eppright, Chapter Sentinel and Leah Satterfield, Chapter Student Advisor all introduced themselves and gave a brief description of their job duties to the Board of Education.

President Boyd commended the students on the way they presented themselves and their school.

Jackie Holland – commented as the Skills USA Advisor and the positive experience for students at the state competition this past spring.

Taylor Knecht – addressed the board regarding the reduction in the number of competitions the team could participate in from 5 to 3.

George Rementer - Ballroom Dance Instructor - addressed the board regarding the change to on line registration for evening classes.

Meghan Courtney – addressed the board regarding the reduction of ACT competitions from 5 to 3.

Abigail Zilinek – addressed the board regarding the reduction of ACT competitions from 5 to 3.

Diane Stelacio - notified the Board that she has submitted her letter of retirement effective December 1, 2017.

Dr. Hudanich reported to the board regarding the district's review of the School Self-Assessment of the core elements (1-8) utilized to determine a school grade under the Anti-Bullying Bill of Rights (ABR) for the time period July 1, 2016 through June 30, 2017. She reported that the district score was 76 out of 78. The district lost 2 points due to the score not being posted on the website.

President board opened the floor for public comment on the assessment. There was none.

On the motion of Mr. Anzelone, seconded by Mr. Gould, the report was approved by roll call vote.

#### **ADMINISTRATIVE REPORTS**

On the motion of Mr. Anzelone, seconded by Mr. Gould, the following administrative reports were approved by roll call vote.

- A. James Owens, Director of Buildings & Grounds
- B. Stevem 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
- F.

Mr. Anzelone commended Mr. Owens and his staff for the excellent condition of the building for the start of school. Mr. Anzelone requested the board be provided with the numbers for Evening School classes in light of the new on-line registration process.

Administrators left at 5:00 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. Anzelone abstained from the vote.

- A. August 15, 2017, Board Meeting
- B. August 15, 2017, Executive Session

**REVENUE & EXPENSE**

On the motion of Mr. Anzelone, seconded by Mr. Gould, the following Revenue & Expense (Items A through J) were approved by roll call vote. Board members abstained from their travel requests.

- A. Board secretary’s monthly certification of budgetary line item status;
- B. Financial report A-148 and A-149, July 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, July 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. Snap-On Industrial Pay to Play Resolution	Fleet Pro Master Tool Set	\$21,049.00	9/27/2017
2. Joint Transportation Agreement with Lower Cape May Regional	Transportation	\$45 per/run	SY2017/2018
3. Spiegle Architectural Group ROD Grant State Project No. 0720-030-14-1001	Change Order additional engineering costs Revised Contract: \$183,095.92	\$5,075.00	9/27/2017
4. Resolution	Request NJ Dept. of Agriculture to reconsider plans to require fixed pricing for food service contract		9/27/2017

H. Donation(s)/Grants(s) for applying/accepting;

<u>Donation(s)</u>	<u>Accept</u>	<u>Amount</u>	<u>Date</u>
From: Steve Patrick Plumbing & Heating, Inc. various tankless hot water heaters & miscellaneous supplies	Accept	Unknown	6/22/2017
Robert Hunter Doherty College Scholarships based on need: Education high school needs	Accept	\$100,000 \$ 75,000	8/22/2017
From: The Garden Greenhouse & Nursery, Inc.	Accept	\$500	9/7/2017

PBS Student Reporting Lab STEM Project	Accept	\$1,000	2017
Exxon Mobile Easy Match Volunteer Involvement Program (VIP)	Apply	Rolling cash donations up to \$5,000 per calendar year for individual contributor; up to \$10,000 per calendar year for team contributors.	SY2017/18

I. The following item(s) to be disposed, used by lab school or sold on (GovDeals):

<u>Name of Item(s)</u>	<u>Value</u>	<u>Reason for Removal</u>
Teacher's Desk	Unknown	Trash

J. Travel (Employee/Board Member)

<u>Name</u>	<u>Event</u>	<u>Location</u>	<u>Cost</u>	<u>Date(s)</u>
Nancy M. Hudanich	Supt.'s Summit	Bonita Springs, FL	\$1,831	10/3-7/2017
	Expenses covered by Summit:		-\$1,180	
	Actual cost to district:		\$ 651	
Jacequeline McAlister	GSFTA Conf.	Atlantic City	\$ 275	10/4, 5/2017
Robert L. Boyd	NJSBA Workshop	Atlantic City	\$ 350	10/23-26/17
Alan I. Gould	NJSBA Workshop	Atlantic City	\$ 350	10/23-26/17
Kerry Higgs	NJSBA Workshop	Atlantic City	\$ 350	10/23-26/17
Nancy M. Hudanich	NJSBA Workshop	Atlantic City	\$ 350	10/23-26/17
Paula J. Smith	NJSBA Workshop	Atlantic City	\$ 350	10/23-26/17
Richard Stepura	NJSBA Workshop	Atlantic City	\$ 350	10/23-25/17
Nancy M. Hudanich	AASA Nat'l. Conv.	Nashville, TN	\$3,900	2/14-18/2018

## COMMUNICATION

- A. Correspondence from:  
Dr. Richard Stepura, Executive Superintendent of Schools

### Synopsis:

In accordance to N.J.A.C. 6A:9B-6.5(n), Gwen Raring and Michael Palombo have been approved to extend their services as a substitute teacher in the same classroom for a total of up to 40 days.

## CURRICULUM

On the motion of Mr. Gould, seconded by Mr. Anzelone, the following curriculum has been approved by roll call vote.

- A. Job cards, July, 2017;
- B. Nurses Standing First Aid Orders;  
Automated External Defibrillators (AED)  
Injury or Illness in School  
First Aid Guidelines for Staff

- Protecting against Bloodborne Pathogens (BBP)
- Procedures of Life Threatening Emergency
- First Aid for Seizures
- Standing orders for the emergency treatment of thermal burns-Welding Instructor
- Procedure for Post Sec. Cosmetology Students Clearance for Physicals/License
- Physical Examinations & Immunization Guidelines
- C. New Text: Managing Hospitality Human Resources;
- D. Field Trips

<u>Date</u>	<u>Destination/Purpose</u>	<u>Students/Teachers/Aide</u>		
10/24-28/17	Indianapolis, Indiana National FFA Convention (Grade 12)	1	1	
10/27/2017	Rowan University Competition & college tour (Grades 11 & 12)	30	1	
11/16/2017	Rutgers, New Brunswick Land judging/fruit/veg competition (Grades 10 – 12)	15	2	
11/17/2017	Metropolitan Museum of Art, NY Study cultural art/design (Grades 10-12)	42	4	
12/1/2017	Franklin Institute, Phila., PA Virtual reality exhibit (Grades 10-12)	35	2	
3/6/2017	Jacob Javitz Con. Ctr., NY International Beauty Show (Grade 12)	10	1	1
3/30-4/5/18	Myrtle Beach, SC Baseball Training/games (Grades 9-12)	34	5	
10/12/2017	Wildwood Convention Center Hospitality Curriculum Grade (10 – 12)	23	2	

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

- A.2224 Nondiscrimination/Affirmative Action
- B.3542.2 School Meal Program Arrears
- C.5141.3 Health Examinations and Immunizations
- D.5141.3 Health Examinations and Immunizations – Regulation
- E.6114 Emergency and Disaster Preparedness
- F.6114 Emergency and Disaster Preparedness - Regulation
- G.6121 Nondiscrimination/Affirmative Action

H.6121 Nondiscrimination/Affirmative Action – Regulation  
 I.6142.10 Internet Safety and Technology  
 J.6142.10 Internet Safety and Technology – Regulation

On the motion of Mr. Gould, seconded by Mr. Anzelone, the following position descriptions for first reading were approved 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 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
Employee #649		FMLA	paid/unpaid	8/30/2017-10/16/2017
Employee #502		FMLA	Unpaid	11/13/2017-2/9/2018
Cooper, Stacie	Substitute Nurse's Aide	High School	\$18 per/hr.	SY2017/2018
Robinson, William	Substitute Teacher	High School	\$90 per/day	SY2017/2018
Krautler, Andrea	Teacher of Military Science	High School **two periods per/day during regular school hours	Step 3 MA **\$19,043.00 10-month	9/1/2017-6/30/2017
Palombo, Michael	Substitute Teacher Planning/Preparation (Teacher of Computer Sciences)	High School	\$100 per/day	9/5/2017-10/16/2017 (29 of 40 days used)
Waring, Gwen	Substitute Teacher Planning/Preparation (Teacher of Exploratory)	High School	\$110 per/day	9/5/2017-10/31/2017 (40 of 40 days used)
Masterson, Dave	Teacher (Part-Time)	ABE/HSE/ESL/Civics/Dollar General	\$32 per/hr.	SY2017/18
Pleasants, Matthew	Re-write curriculum for Law & Public Safety	Perkins Secondary Funding	\$1,200.00	SY2017/18
Wenker, Micah	Re-write curriculum for Pre-Engineering	Perkins Secondary Funding	\$1,200.00	SY2017/18

Dudley, Brian	Asst. Coach Girls Soccer	(1 <sup>st</sup> year)	*\$3,200.00	SY2017/18
Lyman, Rita Lynn	Instructor	Evening/Continuing Ed. Avoc.	\$22 per/hr.	SY2017/18
Richards, Kathleen	Secretary Substitute	Evening/Continuing Ed.	\$14 per/hr.	SY2017/18
Tascone, Paula	Secretary Substitute	Evening/Continuing Ed.	\$12 per/hr.	SY2017/18
<b>Rescind</b> Italiano-McGreevy	Teacher	Assigned additional teacher period	\$5,400.00	SY2017/18
Rescind DeRose, Julie	Practical Nursing Instructor including clinical	Post-Secondary	Step 4BA *\$55,880.00 10-month	9/1/2017-6/30/2018
*Salary/ Stipend	Pending negotiations			

### **BOARD MEMBER COMMENTS AND DISCUSSION ITEMS**

Mr. Anzelone asked for further consideration for the reduction of ACT competitions. Dr. Hudanich explained the reason was due to the overlap of Skills USA which is mandated by the state and loss of instructional time. Dr. Hudanich will provide data used in determining the reduction.

### **EXECUTIVE SESSION**

On motion of Mr. Gould, 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 5:13 p.m. to discuss the following matters

HIB  
Negotiations 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 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 July 14, 2017 through August 10, 2017. (0 investigations)

Acknowledge investigation(s) that occurred between the period of August 11, 2017 through September 21, 2017. (3 investigations)

**ADJOURN**

On the motion of Mr. Anzelone, seconded by Mr. Higgs, the meeting was adjourned at 5:45 p.m.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Paula J. Smith".

Paula J. Smith  
Board Secretary

/jmr