

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

**April 18, 2017  
1:03 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. Robert L. Boyd, Board President.

Mr. Anthony L. Anzelone, Board Member and Mr. Alan I. Gould, Board Vice President were not present at the meeting.

Also present at the meeting were: Amy L. Houck, Esquire; Steven Vitiello, Principal, Jacqueline A. McAlister, Supervisor of Post-Secondary, Evening Continuing and Adult Ed and Apprenticeship; Nancy Wheeler-Driscoll, Director Curriculum & Instruction; Paula J. Smith, Business Administrator/Board Secretary; Dr. Nancy M. Hudanich, Superintendent

James Owens, Director of Buildings & Grounds was not present at the meeting.

**FLAG SALUTE**

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

**PUBLIC INPUT**

Sharon Lee Kustra spoke on behalf of the Association with regard to negotiations.

**ADMINISTRATIVE REPORTS**

On the motion of Dr. Stepura, seconded Mr. Higgs, the following administrative reports (A-E) 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 Educator,  
Adult Education and Apprenticeship
- E. Dr. Nancy M. Hudanich, Superintendent

**APPROVAL OF MINUTES OF PREVIOUS MEETING**

On the motion of Dr. Stepura, seconded by Mr. Higgs, the following minutes (Items A-C) were approved by roll call vote.

- A. March 21, 2017, Board Meeting

- B. March 21, 2017, Executive Session
- C. March 28, 2017, Board of School Estimate

On the motion of Mr. Higgs, seconded by Dr. Stepura, the following revenue & Expense (Items A – L) were approved by roll call vote.

- A. Board secretary' s monthly certification of budgetary line item status;
- B. Financial report A-148 and A-149, February 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, February 2017;
- F. Transfers;

G. Bids, contracts, reports, agreements:

<u>Name – Report/Contract</u>	<u>Purpose</u>	<u>Amount</u>	<u>Date/Year(s)</u>
Middle Township Board of Ed Cooperative Pricing Agreement Service Contract	Participate in bid for for electrician services HVAC/refrigeration, Plumbing		SY2017/2018
Ed Data	Vocational Supplies OC Ed.	\$99,976.81	4/18/2017
Interlocal Agreement Region 4 Education Service Center	Cooperative Purchasing through National IPA		Effective 4/18/2017
Waiver of Disciplinary Hearing Agreement	Student Violation: Code of Conduct Weapons & Dangerous Instruments		3/23/2017
W.S. Goeff, Inc.	Classroom/board room Furniture		4/18/2017
State Contract #A-81721		\$27,885.60	
State Contract #A-81714		\$52,095.74	
State Contract #A-81720		\$ 6,500.00	
State Contract #A-81705		\$ 2,500.00	
State Contract #65MCESCCPS		\$19,420.00	
Smart Board Technology Products and Services Bid #ESCNJ 16/17-28	Purchase Smartboards (authorizing up to 8 boards)	Pending final quote \$48,449.00	4/18/2017
<b>TABLED FOR EXECUTIVE SESSION</b>			
Under Armour, Inc.	Athletic Agreement		7/1/2017 – 6/30/2022

<u>Name – Report/Contract</u>	<u>Purpose</u>	<u>Amount</u>	<u>Date/Year(s)</u>
DEC Electrical Contractor's Inc.	Fire Alarm Change Order No. 5 New Contract Amount	\$5,621.14  \$675,733.76	4/18/2017
ACES Electric Program	Enhanced renewal product opt-in	.00125/kWh	4/18/2017
Nimble Storage NJ NASPO Contract #A89978	Replace prior approved NetX Info System Disk Array Upgrade	\$42,298.84	4/18/2017
Shared Services Transportation Contract with Cape May County Special Services District	Transportation services	per fee schedule	SY2017/2018
Canon Financial Services, Inc. City Dugage, IL Contract #CP-002-13	60 month lease (2) Canon copiers 140,000 copies Overage cost at:	\$786.48/ month  .0043	4/18/2017

H. The following grants were approved:

<u>Name of Grant(s)</u>	<u>Apply/Accept</u>	<u>Amount</u>	<u>Date</u>
Perkins Secondary 2018	Apply	Federal \$70,398.00	7/1/2017-6/30/2018
Perkins Secondary 2018	Apply	Reserve \$23,191.00	7/1/2017-6/30/2018

I. Board of Education acknowledged the non-affiliated international trip to Costa Rica scheduled for 6/22/2017. The trip is arranged by the Cape May Surf which is not affiliated with the school district. All costs for food, travel, insurance, etc., are the responsibility of the participant (adults and students) to be paid directly to the vendor. No fundraising will be done through the district.

J. 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>
Groan Steamer Serial #10596 Inventory #1001427	Unknown	Obsolete
Router Table Serial #926254 Inventory #1003864	Unknown	Obsolete
Powermatic Planer Serial #960249 Inventory #10000902	Unknown	Obsolete

<u>Name of Item(s)</u>	<u>Value</u>	<u>Reason for Removal</u>
Rockwell Bandsaw Serial #1767791 Inventory #1000814	Unknown	Obsolete
Gateway Model PA2 MG80 Serial #0035593406 Inventory #1004195	Unknown	Obsolete
Infocus Model #CP540 Serial #AIsN45300229 Inventory #1004744	Unknown	Obsolete

Technology Equipment      SEE ATTACHED LIST

K. Part-time contacts and hourly rates, 2017-18SY (Effective July 1, 2017)

Substitute Coverage (Early Childhood Dev. Center)	\$12.86 per/hr.
Substitute Coverage Secretarial (High School)	\$11.00 per hr.
Supplemental Pay (holistic scoring of entrance exams)	\$18.00 per hr.
Supplemental Pay (proctoring for entrance exams)	\$20 .00 per hr.
Instructor Rate (ABE/HSE/ESL/Civics)	\$32.00 per hr.
Summer Painter Rates (Buildings/Grounds)	\$10.00 - \$13.00 per hr.
On-Call Custodian (Buildings/Grounds)	\$10.00 per hr.
On-Call Custodian with B.S. (Buildings/Grounds)	\$12.00 per hr.
Bus Driver Rate	\$16.50 per/hr.
Drivers Education Instructors (High School)	\$25.00 per/hr.

L. Travel (Employee/Board Member)

<u>Name</u>	<u>Event</u>	<u>Location</u>	<u>Cost</u>	<u>Date(s)</u>
Sally Rutherford	College & Career Readiness Standards Implementation	Trenton	\$194.00	4/3-5/2017

**COMMUNICATION**

Correspondence from

James Revak, Assistant Chief, Office of Public Employees' Safety  
Department of Labor & workforce Development

Synopsis

Notification that the follow-up inspection conducted on 3/16/2017 revealed that the hazards and/or violations identified on 1/3/2017 were abated.

Correspondence from:

Anne Corwell, Director, Office of Grants Management, Department of Education

Synopsis

Notification that the district's partnership grant-Cohort 3 application will remain unfunded.

Correspondence from:

Jane Paulhamus, Personnel Secretary

Synopsis

Notification of retirement effective August 31, 2017. Proud to have been a part of the process that has helped each and every staff member at the beginning of their careers at the Technical School District. Giving thanks for the opportunity to experience growth of the district during 23 years of service.

**CURRICULUM**

On the motion of Mr. Higgs, seconded by Dr. Stepura, the following curriculum (Items A-F) were approved by roll call vote.

- A. Job cards February 2017
- B. Post-Secondary Tuition Credit Assistance Program, SY2017/18
- C. SY2017/18 Calendars:
  - ABE/HSE/ESL/Civics
  - Adult High School
  - Apprenticeship
  - Evening/Continuing Education
  - High School
  - Post-Secondary Cosmetology
  - Post-Secondary Dental Assisting
  - Practical Nursing
  - 12-Month
- D. Homebound instruction for the following students:
  - B.V., 3/8/2017 through 3/31/2017
  - M.M., 4/13/2017 through 6/15/2017
- E. Homebound instruction through Educere for the following student:
  - K.C., 4/5/2017 through 5/23/2017 (Semester Course)
  - M.M., 4/13/2017 through 6/15/2017 (Semester Course)
- F. Field Trip
 

<u>Date</u>	<u>Destination/Purpose</u>	<u>Students/Teachers/Aide</u>		
5/12/2017	Cape May County Zoo Zoo, park, nature walk (Preschool & Grades 10-12)	20	2	1

<u>Date</u>	<u>Destination/Purpose</u>	<u>Students/Teachers/Aide</u>		
5/15/2017 (Revised)	Burlington County Institute of Tech State board practical Exam (post-secondary & high school – grade 12)	13	1	1

## LEGISLATION & POLICY

On the motion of Dr. Stepura, seconded by Mr. Higgs, the following policy and exhibit was approved for second reading by roll call vote.

- A. Policy 6171.4 Special Education and procedures and Exhibit
- B. Policy 6171.4 Special Education - Exhibit- Statement of Assurance

## 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).

Name	Position	Description Funding Program	Step Amount Longevity	Effective Date(s) or # of Days
Paulhamus, Jane	Personnel Secretary	Retirement		8/31/2017
Stelacio, Diane	Bridging Coordinator	Grant/Local Funds	\$2,500.00	7/1/2017
Stratton, Julie	Bridging Coordinator	Grant/Local Funds	\$2,500.00	7/1/2017
Geller, Jill	School Nurse	Credit Recovery Program	\$32.00 per hr.	7/5,7/12,8/2, 8/9/17 (4 days)
Halsey, Brian	Lab Instructor for English	Credit Recovery Program	\$32.00 per hr.	7/5, 12, 19, 26, 8/2m 8/9/17 (6 days)
Shustock, Jill	Teacher	Home Boudn	\$30.00 per hr.	SY 2016/2017
Kaufmann, Regina	Substitute Teacher planning/preparation (Exploratory Teacher)	High School	\$110.00 per/day	4/10/2017- 6/15/2017
Ulbrich, Anna	Substitute Teacher planning/preparation (Social Studies Teacher)	High School	\$110.00 per/day	3/30/2017- 6/15/2017
Piotrowski, Deneen	Aide/One on One Aide	High School	\$90.00 per/day	3/16/2017- *6/15/2017 *pending student remains in school
Employee #222		FMLA	Without Pay	3/20/2017-TBD

CMT Admin. & Supervisors Assoc.	(Personnel/Salaries attached)			SY2017/2018
CMCT High School Education Association & Non-Unit	(Personnel list attached)			SY2017/2018
*pending negotiations				

**BOARD MEMBER COMMENTS ND DISCUSSION ITEMS**

**EXECUTIVE SESSION**

On the motion of Dr. Stepura, 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 1:35 p.m. to discuss the following matters.

HIB  
Contractual Matter  
Legal Update  
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; (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 the time in connection with the matters discussed in Executive Session.

**RETURN TO OPEN SESSION**

On the motion of Mr. Higgs, seconded by Dr. Stepura, affirming, rejecting or modifying action taken by the Superintendent for Harassment, intimidation and Bullying (HIB) investigation(s) for the following period was approved by roll call vote. Dr. Stepura abstained from the vote.

February 17, 2017 through March 16, 2017 (5 investigations – 1 HIB  
And 4 Non-HIB affirmed).

Acknowledging investigation(s) that occurred between the following period was approved by roll call vote.

March 17, 2017 through April 13, 2017 (4 – investigations)

**ADJOURN**

On the motion of Dr. Stepura, seconded by Mr. Boyd, the meeting was adjourned at 2:06 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Paula J. Smith".

Paula J. Smith  
Board Secretary

/jmr