

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

**November 1, 2017  
10:30 a.m.**

**CALL TO ORDER  
ROLL CALL**

The following were present at the meeting: Mr. Kerry Higgs, Board Member; Mr. Alan I. Gould, Board Vice President; Mr. Robert L. Boyd, Board President.

Dr. Richard Stepura and Mr. Anthony L. Anzelone were not present at the meeting.

Also present at the meeting were: Mrs. Paula J. Smith, Business Administrator/Board Secretary; Dr. Nancy M. Hudanich, Superintendent.

Also attending the meeting were: Sharon Lee Kustra and Diane Stelacio, teachers.

**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**

There was no public input.

**BOARD REORGANIZATION BY STATUTE**

**Election of President**

Mr. Gould nominated Mr. Boyd for President. The nomination was seconded by Mr. Higgs. Mr. Gould made a motion to close the nominations for president which was seconded by Mr. Higgs. The nomination for president was carried by roll call vote.

**Election of Vice President**

Mr. Higgs nominated Mr. Gould for the office of Vice President. The nomination was seconded by Mr. Boyd. Mr. Boyd made a motion to close the nominations for vice president which was seconded by Mr. Higgs. The nomination for vice president was carried by roll call vote.

**Election of NJSBA & Cape May County School Board Association**

Mr. Higgs nominated Mr. Gould for the New Jersey School Board Association and the Cape May County School Board Association delegate. The nomination was seconded by Mr. Boyd. The motion was carried by roll call vote.

On the motion of Mr. Gould, seconded by Mr. Higgs, the following professional services appointments for the period of November 1, 2017 to October 31, 2018 and Pay to Play Resolutions as per 18A:18A-5a(1).

- a. Cooper Levenson, Attorneys at Law, as solicitor, at the rate of \$165 per hour, paralegal services at the rate of \$75 per hour (no increase).

- b. Ford-Scott & Associates, LLC., as auditor, at an annual rate of \$24,000 (\$900 decrease)
- c. Dr. Jeffrey Aversa, as physician, at the rate of \$40 per physical exam/history and \$25 per review of student physicals, \$80 for homebound instruction reviews (no increase);

On the motion of Mr. Higgs, seconded by Mr. Gould, the following services for the period of November 1, 2017 to October 31, 2018 were approved by roll call vote.

- a. J. Byrne Insurance Agency, as insurance broker of record for property, liability and worker's compensation as per N.J.S.A. 18A:18A-5a(10)(2);
- b. Insurance Solutions, Inc. as insurance broker of record for dental and vision as per N.J.S.A. 18A:18A-5a(10)(2).
- c. The Press of Atlantic City, as official daily newspaper and the Cape May County Herald Publications, as weekly newspaper, as per N.J.S.A. 18A:18A-5a(11);
- d. Sturdy Savings Bank, as official depository of school funds as per N.J.S.A. 18A:18A-5a(2).

On the motion of Mr. Higgs, seconded by Mr. Gould, the following appointments of personnel effective November 1, 2017 to October 31, 2018 was approved by roll call vote.

- a. James Craft, as Treasurer, at an annual salary of \$8,660, (previously \$8,491);
- b. Paula J. Smith, Business Administrator/Board Secretary, as Public Agency Compliance Officer, in accordance with the N.J.A.C. 17:27-3.5;
- c. Paula J. Smith, Business Administrator/Board Secretary, as the Qualified District Purchasing Agent aligned with required training and Resolution to establish the bid threshold at \$40,000.00.
- d. Paula J. Smith, Business Administrator/Board Secretary, as the Custodian of Records;
- e. James Owens, Director of Buildings & Grounds, as the Hazard Communication Program Coordinator/RTK Coordinator & Integrated Pest Management Coordinator & Indoor Air Quality Designee, and lockout/tagout designee;
- f. Nancy Wheeler-Driscoll, Director of Curriculum & Instruction, as the Affirmative Action, 504 title IX Officer;
- g. Administrative Information Technology Committee:  
Steven Vitiello, John Castaldi, Denise Procopio, James Owens, Dr. Nancy Hudanich, Paula J. Smith, Nancy Wheeler-Driscoll, Jacqueline McAlister
- h. Advisory Committee and Advisory Council Chairperson/School Members;

- i. Curriculum & Educational Technology (C&ET) Committee;  
Nancy Wheeler-Driscoll, Candi Ditzler, John Longinetti, Sandra Pickens, Tracy Skiles, Julie Stratton, Ed Leszczynski, Debbie Valletto, Lisa Nelson, Micah Wenker, Charles Powell, Jacqueline McAlister
- j. Excellent Educators for (4) New Jersey (EE4NJ) District Evaluation Advisory (DEA) Committee;  
John Longinetti, Nancy Embs, Gerry D'Antonio, Stephen Vitiello, Denise Procopio, John Dennison, Jacqueline McAlister, Dr. Nancy M. Hudanich, Robert Boyd, Nancy Wheeler-Driscoll, Committee Chair and parent (TBD);
- k. Middle States Planning Committee:  
Steven Vitiello, Denise Procopio, Gerry D'Antonio, Nancy Wheeler-Driscoll, Committee Chair;
- l. Safety Committee:  
Dr. Nancy M. Hudanich, Jim Owens, Anne Gibboni, John Longinetti, Donna "KC" Fister, Michele Gray, Paula J. Smith, Nancy Wheeler-Driscoll, Jacqueline McAlister, Steven Vitiello, Dora Canning;
- m. Policy/Affirmative Action Committee  
Nancy Wheeler-Driscoll, John Longinetti, Ed Leszczynski, Nancy Embs, Lisa Roach, Debbie Valletto, Jacqueline McAlister;
- n. School Improvement Panel (SciP):  
Steven Vitiello, Gerry D'Antonio, Nancy Embs, Denise Procopio, John Longinetti, Nancy Wheeler-Driscoll and Jacqueline McAlister as Co-Committee;

On the motion of Mr. Gould, seconded by Mr. Higgs, the following persons being named as signatory on the following accounts effective November 1, 2017 to October 31, 2018 was approved by roll call vote.

- a. Warrant checking account(three signatures required): Juliette Traina, District Accountant; Paula J. Smith, Business Administrator/Board Secretary; Dr. Nancy M. Hudanich, Superintendent; James Craft, Treasurer; Board President and Board Vice-President;
- b. Special, foods and athletic checking accounts: Paula J. Smith, Business Administrator/Board Secretary; Dr. Nancy M. Hudanich, Superintendent; James Craft, Treasurer; Juliette Traina, District Accountant;
- c. Scholarship, Capital Reserve LRFP, Capital Reserve, Gov't Trust and Payroll & agency accounts: Paula J. Smith, Business Administrator/Board Secretary; Dr. Nancy M. Hudanich, Superintendent; James Craft, Treasurer; Board President and Board Vice President;

- d. Flexible Spending Account: Paula J. Smith, Business Administrator/Board Secretary; Dr. Nancy M. Hudanich, Superintendent; James Craft, Treasurer; Board President and Board Vice President.

On the motion of Mr. Gould, seconded by Mr. Higgs, discussion and adoption of the New Jersey School Board Member Code of Ethics and all existing by-laws and policies (policy manual presented at the board meeting) was approved by roll call vote.

On the motion of Mr. Gould, seconded by Mr. Higgs, discussion and adoption of the Board of Education meeting dates for 2017/2018 school year. Meetings will be held on the third Tuesday except where noted (\*) at the time indicated was approved by roll call vote.

*November 13, 2017	1:00 p.m.
December 19, 2017	1:00 p.m.
January 16, 2018	1:00 p.m.
February 20, 2018	1:00 p.m.
March 20, 2018	1:00 p.m.
April 17, 2018	1:00 p.m.
May 15, 2018	1:00 p.m.
June 19, 2018	1:00 p.m.
July 17, 2018	1:00 p.m.
August 21, 2018	1:00 p.m.
*September 20, 2018	4:00 p.m.
October 16, 2018	1:00 p.m.
*November 1, 2018	10:30 a.m.

Notice of all meetings will be posted at the Cape May County Freeholders Building and notice given to the Press of Atlantic City publications as prescribed in Chapter 231, laws of 1975.

On the motion Mr. Gould, seconded by Mr. Higgs, the budget calendar for SY2018/2019 was approved by roll call vote.

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

### **ADJOURN**

On the motion of Mr. Gould, seconded by Mr. Higgs, the meeting was adjourned at 10:45 a.m.

Respectfully submitted,



Paula J. Smith  
Board Secretary

/jmr