

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

**November 1, 2016**

**10:33 a.m.**

**CALL TO ORDER**

**ROLL CALL**

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

Mr. James R. Owens, Director of Buildings & Grounds was absent from 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.

Reappointed Board Member, Robert L. Boyd was sworn in by the Business Administrator.

**BOARD REORGANIZATION BY STATUTE**

**Election of President**

The Business Administrator opened nominations for the office of President of the Board of Education for the period of November 1, 2016 through October 31, 2017.

Mr. Gould nominated Mr. Boyd for President. The nomination was seconded by Mr. Anzelone.

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

The vote for Mr. Boyd was as follows: Dr. Stepura, yes; Mr. Higgs, yea; Mr. Anzelone, yes; Mr. Gould, yes; Mr. Boyd, yes.

Mr. Boyd was named President.

**Election of Vice President**

Board President Boyd opened nominations for the office of Vice President of the Board of Education for the period of November 1, 2016 through October 31, 2017.

Mr. Anzelone nominated Mr. Gould for Vice President. The nomination was seconded by Dr. Stepura.

Mr. Anzelone made a motion to close the nominations for Vice President which was seconded by Dr. Stepura. The nomination for Vice President was carried by roll call vote.

The vote for Mr. Gould was as follows: Dr. Stepura, yes; Mr. Higgs, yes; Mr. Anzeleone, yes; Mr. Gould, yes; Mr. Boyd, yes.

Mr. Gould was named Vice President.

## **PUBLIC INPUT**

An overview of the model for the Building Ecological Solutions to Coastal Community Hazards was presented by Teacher/Tech Trainer, Julie Stratton, Teacher of Natural Science, Hanna Toft and Teacher of Pre-Engineering, Micah Wenker. The presentation was presented previously at the NJSBA Workshop.

## **STAFF REPORTS**

On the motion of Mr. Higgs, seconded by Mr. Anzelone, the following staff reports (Items A through E) were presented and approved by roll call vote.

- A. James Owens, Director of Buildings & Grounds;  
2015-2018 Three Year Comprehensive Report
- 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

Administrators left the meeting at 11:35 a.m.

## **Election of NJSBA and Cape May County School Board Association Delegate**

Mr. Anzelone nominated Mr. Gould for the New Jersey School Board Association and the Cape May County School Board Association Delegate. The motion was seconded by Dr. Stepura.

The nomination approving Mr. Gould for the New Jersey School Board Association and the Cape May County Board Association Delegate 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, 2016 to October 31, 2017 and Pay to Play Resolution as per 18A:18A-5a(1) were approved by roll call vote.

Mr. Anzelone abstained from the vote for item b. (Ford Scott & Associates, LLC)

- a. Cooper Levenson, Attorneys at Law, as solicitor, at the rate of \$165 per hour, paralegal services at the rate of \$75 per hour (\$5 increase on each);
- b. Ford Scott & Associates, LLC., as auditor, at an annual rate of \$24,900 (no increase);
- 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 Dr. Stepura, seconded by Mr. Anzelone, the following services for the period of November 1, 2016 to October 31, 2017 were approved by roll call vote. Mr. Anzelone abstained from item c.

- a. J. Byrne Insurance Agency, as insurance broker of record for property, liability and worker's compensation as per N.J.S.A. 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(2a)

On the motion of Mr. Anzelone, seconded by Mr. Higgs, the following appointment of personnel effective November 1, 2016 to October 31, 2017 were approved by roll call vote.

- a. James Craft, as Treasurer, at an annual salary of \$8,491, (previously \$8,325);
- 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 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, Rachel Schmitz, Tracey Skiles, Diane Stelacio, Julie Stratton, Ed Leszczynski, Debbie Valetto, Lisa Nelson, Micah Wenker, Charles Powell.

- j. Excellent Educators for (4) New Jersey (EE4NJ) District Evaluation Advisory (DEA) Committee: John Longinetti, Nancy Embs, Gerry D'Antonio, Steven Vitiello, Denise Procopio, John Dennison, Dr. Nancy Hudanich, Robert Boyd, Nancy Wheeler Driscoll, Committee Chair;
- k. Middle States Planning Committee: Steven Vitiello, Denise Procopio, Gerry D'Antonio, Nancy Wheeler Driscoll, Committee Chair;
- l. Safety Committee:  
Dr. Nancy Hudanich, James Owens, Anne Gibboni, John Longinetti, Donna "KC" Fister, Michelle Gray, Paula Smith, Nancy Wheeler Driscoll, Jacqueline McAlister.
- m. Policy/Affirmative Action Committee:  
Nancy Wheeler Driscoll, John Longinetti, Ed Leszczynski, Nancy Embs, Lisa Roach, Debbie Valletto, Diane Stelacio;
- n. School Improvement Panel (ScIP):  
Steven Vitiello, Gerry D'Antonio, Nancy Embs, Denise Procopio, John Longinetti, Nancy Wheeler Driscoll, Committee Chair.

On the motion of Mr. Anzelone, seconded by Mr. Gould, the following persons being named as signatory on the following accounts effective November 1, 2016 to October 31, 2017 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 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 and 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 Administrative/Board Secretary; Dr. Nancy M. Hudanich, Superintendent; James Craft, Treasurer; Board President and Board Vice President.

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

On the motion of Mr. Anzelone, seconded by Mr. Higgs, discussion and adoption of Board of Education meeting dates for 2016-2017 school year were approved by roll call vote. Meetings will be held on the third Tuesday except where noted (\*) at the time indicated.

December 20, 2016	1:00 p.m.
January 17, 2017	1:00 p.m.
February 21, 2017	1:00 p.m.
March 21, 2017	1:00 p.m.
April 18, 2017	1:00 p.m.
May 16, 2017	1:00 p.m.
June 20, 2017	1:00 p.m.
July 18, 2017	1:00 p.m.
August 15, 2017	1:00 p.m.
*September 27, 2017	4:00 p.m.
October 17, 2017	1:00 p.m.
*November1, 2017	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 of Mr. Gould, seconded by Mr. Anzelone , the budget calendar for SY2017-18 was approved by roll call vote.

### **APPROVAL OF MINUTES OF PREVIOUS MEETING**

On the motion of Mr. Higgs, seconded by Mr. Anzeone, the following minutes (Items A and B) were approved by roll call vote.

- A. October 18, 2016, board meeting
- B. October 18, 2016, executive session

### **REVENUE & EXPENSE**

On the motion of Mr. Gould, seconded by Mr. Anzelone, the following Revenue & Expense (Items A through E) were approved by roll call vote.

- A. Board of education monthly certification of budgetary major account/fund status;
- B. Bills as presented. Approval to pay all bills due and owing on November 15, 2016. (Bill list to be provided at the December board meeting).
- C. Bids, contracts, reports, agreements:

<u>Name-Report/Contract</u>	<u>Purpose</u>	<u>Amount</u>	<u>Date/Year(s)</u>
Gloucester County Special Services School District & Cape May County Technical School District	Computer software licensing for accounting and personnel systems	\$15,500.00	SY2016/2017

D. Reviewed, discussed and accepted the Ford Scott & Associates, L.L.C., Auditor's Management Report and Comprehensive Annual Financial Report.  
No corrective action plan required – no findings.

E. Donation(s)/Grants for applying /accepting:

<b>Name of Donor/Donations(s)</b>	<b>Accept</b>	<b>Amount</b>	<b>Date</b>
Parkway Veterinary Hospital, Cape May Court House, NJ for: Class of 2017	Accept	\$100.00	10/13/2016
Philadelphia Wholesale Produce Market, Philadelphia, PA for: Class of 2017	Accept	\$400.00	10/17/2016
The Garden Greenhouse & Nursery, Inc. Cape May Court House, NJ	Accept	\$200.00	10/18/2016
Court House Plumbing & Heating, Inc. Cape May Court House, NJ	Accept	\$100.00	10/17/2016
Calvary Chapel of Cape May	Accept	Unknown	10/26/2016
Life Touch Photography, Bensalem, PA New Canon EOS Rebel T5 digital SLR camera and premium kit, Promaster ET60 & EW60C lens hoods, 2 Hoya Alpha UV filters, 2 Transcend Premium 200 X Premium 16GB digital memory cards for: Communication Arts Technology and Advertising, Design and Commercial Arts Technology Programs	Accept	Unknown	10/26/2016

## COMMUNICATIONS

- A. Correspondence from  
Elizabeth Bozzelli, Clerk of the Board of Chosen Freeholders

Synopsis

Resolution reappointing Board Member, Robert L. Boyd for a four year term, expiring on November 1, 2020.

## CURRICULUM

On the motion of Mr. Gould, seconded by Dr. Stepura, the following curriculum (Item A through B) was approved by roll call vote. Dr. Stepura abstained from the vote on Item A.

- A. NJQCAC District Performance review and Statement of Assurance, SY2016/2017;  
B. Field Trips:

<u>Date</u>	<u>Destination/Purpose</u>	<u>Students/Teachers</u>		
11/21	ACCC, Mays Landing Crozer Chester Burn Care Seminar (Practical Nursing)	27	3	
12/tbd	Crest Haven Nursing Home Cape May Court House, NJ Annual Holiday Caroling/ Community Service (Post-Secondary Students)	54	6	1 aide 1 admin./1 secretary
2/8/2017	Egg Harbor Township High School Academic Triathlon (Grades 9 -12)	15	2	
2/23/2017	Oakcrest High School Brain Bowl Academic Competition (Grades 9 -12)	15	2	
3/1/2017	Buena Regional High School The Amazing Race Academic Competition (Grades 9 -12)	15	2	
3/3/2017	Benjamin's Desk, Philadelphia, PA University of Delaware Challenge Competition (Grades 10 -12)	18	1	

## LEGISLATION & POLICY

On the motion of Mr. Anzelone, seconded by Dr. Stepura, the following position description for second reading and approval 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 Dr. Stepura, seconded by Mr. Gould, the following personnel for SY2016/2017 were approved by roll call vote. Mr. Higgs abstained from the vote for Edward Harshaw and Andy Ridgway.

<b>Name</b>	<b>Position</b>	<b>Description Funding Program</b>	<b>Step Amount Longevity</b>	<b>Effective Date(s) or # of Days</b>
Russo, Kathleen	Security Monitor	District Security	\$16.50 per/hr.	SY 2016/17
Kashuda, Diane	Class Advisory '20	High School	\$2,250.00	11/1/2016
Amaral, Felicia	Part-Time Athletic Trainer	Fall/Spring & Winter for High School	\$30 per/hr. \$35 per/hr.	11/14/2016
Chretien, Gerry	Athletic Game Staff	High School	\$30 per/game	SY 2016/2017
Harshaw, Edward	Athletic Game Staff	High School	\$30 per/game	SY 2016/2017
Seigel, Michele	Athletic Game Staff (Sub)	High School	\$30 per/game	SY2016/2017
Russo, Kathleen	Athletic Game Staff (Sub)	High School	\$30 per/game	SY2016/2017
Ulbrich, Anna	Substitute Teacher	High School	\$90 per/day	SY2016/2017
Vilimas, Jason	Head Coach Baseball	(1 <sup>st</sup> Year)	*\$5,200.00	SY2016/2017
Cascia, Joseph	Asst. Coach Baseball	(2 <sup>nd</sup> Year)	*\$3,200.00	SY2016/2017
Wade, Warren	Asst. Coach Baseball	(1 <sup>st</sup> Year)	*\$3,200.00	SY2016/2017
Kopf, Barry	Head Coach Softball	(9 <sup>th</sup> Year)	*\$6,950.00	SY2016/2017
Sobrinski, Jeff	Head Coach Golf	(15 <sup>th</sup> Year)	*\$8,450.00	SY2016/2017
Ridgway, Andy	Assistant Coach Boys Basketball	(5 <sup>th</sup> Year)	*\$3,650.00	11/1/2016
Fissel, Nancy	Teacher of English	Verbal notice of retirement the week of 9/12/2016 to Superintendent Dr. Nancy Hudanich		12/31/2016



Shustock, Jill	Special Education Teacher	High School	Step 11MA *\$69,607.00 Pro-rated 10 month	TBD
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\*pending negotiations

## BOARD MEMBER COMMENTS AND DISCUSSION ITEMS

### EXECUTIVE SESSION

On the motion of Mr. Higgs, 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 12:30 p.m. to discuss the following matters in Executive Session was approved by roll call vote.

HIB Report  
Legal Update  
Negotiations

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, that 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 for the following period were approved by roll call vote.

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

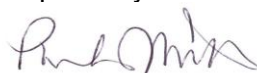
Acknowledging investigations that occurred between the period of October 14, 2016 through October 27, 2016 was approved by roll call vote.

October 14, 2016 through October 27, 2016 (1 investigation)

### ADJOURN

On the motion of Dr. Stepura, seconded by Mr. Gould, the meeting was adjourned at 12:05 p.m.

Respectfully submitted,



Paula J. Smith  
Board Secretary

/jmr