

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

**September 16, 2015
5:04 p.m.**

ROLL CALL

The following were present at the meeting: Dr. Richard Stepura, Board Member; Mr. Kerry Higgs, board member; Mr. Alan I. Gould, board vice president; Mr. Robert L. Boyd, president.

Mr. Anthony L. Anzelone was not present at the meeting.

Also present at the meeting were: Amy L. Houck, Esquire; James R. Owens, Director of Buildings & Grounds; Steven Vitiello, Principal; Laura Elston, Supervisor of Post-Secondary, Evening and Continuing and Adult Education; Nancy Wheeler-Driscoll, Director Curriculum & Instruction; Paula J. Smith, Business Administrator/Board Secretary; Dr. Nancy M. Hudanich, Superintendent.

FLAG SALUTE

Adequate notification of this meeting has been properly posted in the Press of Atlantic City on November 10, 2014, as prescribed by Chapter 231, laws of 1975.

PUBLIC INPUT – None – No Public Attendance

STAFF REPORT

On the motion of Mr. Gould, seconded by Dr. Stepura, the following staff reports were presented and 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. Laura Elston, Supervisor of Post-Secondary, Evening/Continuing and Adult Education
- E. Dr. Nancy M. Hudanich, Superintendent

The staff left the meeting at 5:45 p.m.

APPROVAL OF MINUTES OF PREVIOUS MEETING

On the motion of Dr. Stepura, seconded by Mr. Gould, the following minutes were approved by roll call vote.

- A. August 18, 2015, Board Meeting
- B. August 18, 2015, Executive Session

REVENUE & EXPENSE

On the motion of Dr. Stepura, seconded by Mr. Higgs, the following Revenue & Expense items were approved by roll call vote.

Dr. Stepura abstained from vote for Item H.c only.

Mr. Boyd, Mr. Gould and Dr. Stepura abstained from the vote for their individual travel request, Item J (NJSBA Workshop).

- A. Board secretary's monthly certification of budgetary line item status;
- B. Financial reports A-148 and A-149, July 2015, 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 2015;
- F. Transfers;
- G. Grant/donation for accepting or applying:

| NAME OF GRANT | APPLY/ACCEPT | AMOUNT | DATE |
|---|--------------|------------|--------------------|
| Cape May County HSE Testing Center (WIB funded) | Apply/Accept | \$5,460.00 | 8/1/2015-6/30/2016 |
| Burke Motor Group | Accept | \$ 100.00 | 8/11/2015 |
| TheGarden Greenhouse & Nursery For: FFA National Convention | Accept | \$ 500.00 | 9/3/2015 |
| Sturdy Savings Bank For: FFA National Convention | Accept | \$ 400.00 | 9/10/2015 |
| Meet the Courts For TV tapings for Communication Arts Technology Program | Accept | \$1,000.00 | SY2015/16 |

H. Bids, contracts, reports, agreements:

| <u>Name – Report/Contract</u> | <u>Purpose</u> | <u>Amount</u> | <u>Date/Year(s)</u> |
|---|--|---------------|---------------------|
| Doherty Family Charitable Foundation | Grant to be used for college scholarships based on need. (In memory of Robert Hunter Doherty) | \$100,000 | 9/16/2015 |
| Caroline Hunter Charitable Trust | Funds for educational purposes. (In memory of Robert Hunter Doherty) | \$ 50,000 | 9/16/2015 |
| Joint Transportation Agreement with Lower Cape May Regional | Transportation | \$ 45 per/hr. | SY2015/16 |

| <u>Name – Report/Contract</u> | <u>Purpose</u> | <u>Amount</u> | <u>Date/Year(s)</u> |
|-------------------------------|--|-------------------------|---------------------|
| Prime Point, LLC | Affordable healthcare Reporting requirements | | |
| | Set up fee | \$750.00 | 9/16/2015 |
| | First 100 employees | \$3.00 ea. per month | |
| | 200-400 employees | \$2.00 ea. per month | |
| | Annual Renewal Fee | \$500.00 | |

I. The following item(s) to be disposed of or sold on (GovDeals):

| <u>Name of disposal or sold item(s)</u> | <u>Value of Item(s)</u> | <u>Reason for Disposal</u> |
|---|-------------------------|---|
| Rockwell/Delta Disc Sander #082-041, inventory #1000328 | Unknown | Repair would exceed cost of new equipment |
| NSS-Wranger 27F/B Inventory #1001115 with 36V DC battery chargers | Unknown | Obsolete |

J. Travel (Employee/Board Member)

| <u>Name</u> | <u>Purpose</u> | <u>Location</u> | <u>Est. Cost</u> | <u>Dates(s)</u> |
|---------------------------------------|--|-------------------|------------------|-----------------|
| John Longinetti | Beyond Hazing: Impact of Athletics & Extra Curricular Activities on School Climate/Culture | Monroe | \$35.00 | 9/22/2015 |
| Charles Powell | Beyond Hazing: Impact of Athletics & Extra Curricular Activities on School Climate/Culture | Monroe | \$35.00 | 9/22/2015 |
| Anthony L. Anzelone (if necessary) | NJSBA Workshop | Atlantic City, NJ | \$350.00 | 10/27-10/29/15 |
| Robert L. Boyd | NJSBA Workshop | Atlantic City, NJ | \$350.00 | 10/27-10/29/15 |
| Alan I. Gould | NJSBA Workshop | Atlantic City, NJ | \$350.00 | 10/27-10/29/15 |
| Nancy M. Hudanich | NJSBA Workshop | Atlantic City, NJ | \$350.00 | 10/27-10/29/15 |
| Dr. Richard Stepura | NJSBA Workshop | Atlantic City, NJ | \$350.00 | 10/27-10/29/15 |
| Hanna Toft | Agricultural Ed. Professional Development | Rutgers | \$91.00 | 9/25/2015 |

COMMUNICATION

Correspondence from

Joslyn Bjorseth, Assistant Chief, Department of Children & Families, Office of Licensing Child Care & Youth Residential Licensing.

Synopsis

The district's Early Childhood Development Center Lab School is exempt from licensing as it is operated by the district's Board of Education.

Correspondence from

Vernon C. Walker & R. Wayne Raffety, Co. Trustee

Synopsis

Donation of \$150,000 to establish the Doherty Family Foundation Caroline Hunter Charitable Trust; \$100,000 to be an allocated grant used for college scholarships based on need and \$50,000 for educational high school needs.

CURRICULUM

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

- A. Job Cards, July 2015
- B. Revised Fall athletic schedules: Boys Soccer, Girls Soccer and Cross Country;
- C. Additional Practical Nursing affiliation/observation site for SY2015/16; Genesis Millville
- D. Field Trips:

| <u>Date</u> | <u>Destination/Purpose</u> | <u>Students/Teachers/Chaperones</u> | |
|-------------------|---|-------------------------------------|---|
| 5/25-27/2016 | Monmouth University State FFA Convention sessions, workshop & competition (Grades 9 -12) | 30 | 4 |
| 11/13/2015 | Princeton University Art museum photography, art history & sculpture, architecture (Grades 10-12) | 34 | 4 |
| 10/7/2015 | Stockton College National Academy Foundation (NAF) marketing, tourism, event Planning skills (Grades 9-12) | 20 | 2 |
| 10/16 or 22, 2015 | Storybook Land fairy tale theme study (Grades 10 -12 & Pre-School) | 36 | 3 |
| 10/27 – 31/2015 | Louisville, KY FFA National Floriculture Competition (Grade 12) | 4 | 1 |

LEGISLATION & POLICY

On the motion of Mr. Gould, seconded by Mr. Higgs, the following position descriptions/policies (Items A through G) for second reading were approved by roll call vote.

- A. D1 Principal
- B. D2 Assistant Principal/Athletic Director
- C. D2.1 Assistant Principal/Occupational Programs
- D. D5.3 Dental Assisting Instructor/Program Coordinator
- E. 5141.21 Administering Medication
- F. 9250 Reimbursement of Expenses Bylaw
- G. 9250 Reimbursement of Expenses Regulation

The following policies were approved for first reading (Items H through J):

- H. 4119.22 Conduct and Dress (to include e cigarettes and vapors)
4219.22
- I. 4119.22 Conduct Staff Responsibilities
- J. 6173 Home Instruction

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 were approved by roll call vote.

| Name | Position | Description Funding Program | Step Amount Longevity | Effective Date(s) or # of Days |
|---------------------------------|---|--|-----------------------------|--------------------------------------|
| Martin, Julia | Child Study Team | Summer Employment IDEA Grant | Per diem | Additional 8 days |
| Italiano- McGreevy, Maria | Teacher | Assigned Additional Teaching Period | \$5,400.00 | SY2015/16 |
| Masterson, David | Teacher | Assigned Additional Teaching Period | \$5,400.00 | SY2015/16 |
| Mercado, Joshua | Teacher | Assigned Additional Teaching Period | \$5,400.00 | SY2015/16 |
| Gentek, Kristi | Substitute Teacher | High School | \$90 per/day | SY2015/16 |
| Noon, Kimberly | Substitutute Teacher | High School | \$90 per/day | SY2015/16 |
| Nuss, Sheila | Substitute Teacher | High School | \$90 per/day | SY2015/16 |
| Stratton, Julie | Teacher Green Program Of Study Professional Development | SY2015/16 Perkins Secondary Grant | \$100 per/day | 2 days 7/14-15/2015 |
| | | | | |

| Name | Position | Description Funding Program | Step Amount Longevity | Effective Date(s) or # of Days |
|------------------|--|---|---|---|
| Watson, Sarah | Planning/Assessment Substitute (Teacher Computer Technology) | High School *only if needed, Pending Executive County Supt's. approval | \$110 per/day | 9/8/2015 Up to 20 days *additional 20 days |
| Kaye, Timothy | Planning/Assessment Substitute (Teacher of Active Physics) | High School *only if needed, Pending Executive County Supts. Approval | \$110 per/day | 9/8/2015 Up to 20 days *additional 20 days |
| Hatala, Patricia | Custodian | Change from: To: +black seal | Step 10 \$33,798.00 <u>prorated</u> Step 10BS \$35,798.00 prorated | 7/1-7/26/2015 7/27/2015- 6/30/2015 |
| Klott, Louis | Lead Custodian/Evening | Buildings & Grounds | \$1,500.00 pro-rated | 9/1/2015- 6/30/2016 |
| Mehrer, George | On call custodian | +black seal | \$12 per/hr. | 7/22/2015 |
| Janda, Edward | Overnight Chaperone FFA State Convention | 2 nights | \$200 per/night | 5/25, 26/2016 |
| Employee #649 | | FMLA | Paid & Unpaid | 9/2/2015 – 10/13/2015 |
| Lawyer, Brittany | Overnight Chaperone FFA State Convention | 2 nights | \$200 per/night | 5/25, 26/2016 |
| Roach, Lisa | Overnight Chaperone FFA State Convention | 2 nights | \$200 per/night | 5/25, 26/2016 |
| Toft, Hanna | Overnight Chaperone FFA Convention | 2 nights | \$200 per/night | 5/25, 26/2016 |
| Gerula, Jane | Instructor Substitute | Practical Nursing Clinical & Classroom | \$160 per/day | SY2015/16 |
| Rogers, Kim | Instructor Substitute | Practical Nursing Clinical & Classroom | \$160 per/day | SY2015/16 |

BOAD MEMBER COMMENTS AND DISCUSSION ITEMS

EXECUTIVE SESSION

On the motion of Mr. Gould, seconded by Mr. Higgs, at 6:03 p.m., a Resolution to Adjourn the Public Meeting and to Enter into Executive Session pursuant to the New Jersey Open Public Meeting Act shall now convene in executive session to discuss the following matters which may legally and appropriately be discussed in executive session was approved by roll call vote.

Personnel
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 for 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 in connection with the matter discussed in executive session.

On the motion of Mr. Gould, seconded by Mr. Higgs, the executive session was adjourned by roll call vote.

RETURN TO OPEN SESSION

On the motion of Mr. Gould, seconded by Mr. Higgs, the last chance agreement for Roberta Wallace as discussed in executive session was approved by roll call vote. Dr. Stepura abstained from the vote.

On the motion of Mr. Gould, seconded by Mr. Higgs, the acceptance of the irrevocable letter of retirement executed by Roberta Wallace to be effective June 30, 2016 was approved by roll call vote. Dr. Stepura abstained from the vote.

On the motion of Mr. Higgs, seconded by Mr. Gould, approved the following by roll call vote.

Acknowledge first time reported Harassment, Intimidation and Bullying (HIB) for the period of August 14 through September 10, 2015 (reported 0 incidents).

Affirm action taken by the Superintendent for Harassment, Intimidation and Bullying (HIB) for the period July 17, 2015 through August 13, 2015 (investigation of 0 incidents).

ADJOURN

On the motion of Mr. Gould, seconded by Dr. Stepura, the meeting was adjourned at 6:38 p.m.

Respectfully submitted,



Paula J. Smith
Board Secretary

/jmr