

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

**August 16, 2016
1:07 p.m.**

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

Mr. Anthony Anzelone was not present at the meeting.

Also present at the meeting were: Amy L. Houck, Esquire; Mr. James R. Owens, Director of Buildings & Grounds; Mr. Steven Vitiello, Principal; Mrs. Laura Elston, Supervisor of Post-Secondary, Evening Continuing and Adult Education; Nancy Wheeler-Driscoll, Director Curriculum & Instruction; Mrs. 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 9, 2015, as prescribed by Chapter 231, laws of 1975.

PUBLIC INPUT

On the motion of Mr. Higgs, seconded by Mr. Gould, the following (Items A and B) were approved by roll call vote. Dr. Stepura abstained from Item B.

- A. Recognition of Laura Elston's service to the district in a resolution was presented by Mr. Robert Boyd, Board President.
- B. Public opportunity to comment and the district board'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 Act (ABR) for the time period of July 1, 2015 through June 30, 2016.

ADMINISTRATIVE REPORTS

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

- A. James R. 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 administrators left the meeting at 2:08 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. July 19, 2016, Board Meeting
- B. July 19, 2016, Executive Session
- C. August 4, 2016, Board Meeting
- D. August 4, 2016, Executive Session
- E. Resolution to make public release of the following Executive Session minutes with portions redacted by the Solicitor: January 2016 through June 2016.

REVENUE & EXPENSE

On the motion of Dr. Stepura, seconded by Mr. Gould, the following Revenue & Expense (Items A through K) 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, June 2016, board secretary report and treasurer’s report, pending audit;
- C. Board of education’s monthly certification of budgetary major account/fund status;
- D. Bills as presented (add DEC Electric #2 \$148,764.00);
- E. Budget Summaries, June 2016;
- F. Transfers;
- G. Bids, contracts, reports, agreements:

<u>Name – Report/Contract</u>	<u>Purpose</u>	<u>Amount</u>	<u>Date/Year(s)</u>
1. Virtual High School Inc.	Renew service	\$4,050.00	SY2016/17
2. Cape May County Technical School District Use of Facility	Update fee schedule		SY2016/17
3. ENERNOC	Demand response Program changes		8/16/2016
4. Xerox Large Capacity Printer	60 month lease cost per month cost per copy B&W cost per copy color	 \$105.60 \$.0079 \$.049	9/1/2016

- H. Grants for applying/accepting:

<u>Name of Grant</u>	<u>Apply/Accept/Decline</u>	<u>Amount</u>	<u>Date</u>
Meet the Court	Accept	\$1,000.00	SY2016/17

- I. Part-Time contracts and Hourly rates, SY2016-17 (effective July 1, 2016)

<u>Position</u>	<u>Rate</u>
Licensing/Certification; Evening/ Continuing Education Voc.	\$29 per hr.
Welding Certification; Evening/ Continuing Education Voc.	\$35 per hr.

<u>Name of Grant</u>	<u>Apply/Accept</u>	<u>Amount</u>	<u>Date</u>
Robert Hunter Doherty Memorial Scholarship Fund for college scholarships based on need	Accept	\$100,000.00	SY2016/17
Robert Hunter Doherty Memorial Funds for educational high school needs	Accept	\$ 50,000.00	SY2016/17

J. The following item(s) were previously disposed and are recommended for removal from district inventory records:

Powerpro riding mower Inventory #1003843	SSS floor machine Inventory #1003929
Craftsman riding mower Inventory #1003844	Toro Mower Inventory #1004949

K. Travel (Employee/Board Member)

<u>Name</u>	<u>Event</u>	<u>Location</u>	<u>Cost</u>	<u>Date(s)</u>
Dr. Nancy M. Hudanich	AASA Nat'l. Conf. on Education	New Orleans, LA	\$3,680.00	2/28-3/4/2017

COMMUNICATION

- A. Correspondence from:
Alyson Ackerman, M.P.A., Manager, Allied Dental Education, Commission on Dental Accreditation
Synopsis
The Commission on Dental Accreditation (CODA) has approved the Cape May County Technical School District's program and the next site visit for the program is scheduled for 2022.
- B. Correspondence from:
Girls Who Code Clubs
Synopsis
Notification that Julie Stratton passed the Technical Assessment required to facilitate a Girl Who Code Club

CURRICULUM

On the motion of Dr. Stepura, seconded by Mr. Gould, the following curriculum was approved by roll call vote. Dr. Stepura abstained from the vote for Items E & F.

- A. Job cards, June 2016
- B. Fall athletic schedules: Boys Soccer, Girls Soccer and Cross Country;
- C. District Curriculum, SY2016/2017;

- D. High School Textbooks, SY2016/2017;
- E. New Jersey Mentoring for Quality Induction: Cape May County Technical High School Mentoring Plan;
- F. District Professional Development Plan;
- G. Dental Assisting affiliation/observation sites, SY2016/2017;
- H. Practical Nursing affiliation/observation sites, SY2016/2017;
- I. Summertime Adventures for Kids Report;
- J. Nurses Standing First Aid Orders
Nurses Standing Orders
Automated External Defibrillators (AED)
Injury or Illness in School
Protecting against BBP (Bloodborne Pathogens)
Physical Examinations & Immunization Guidelines – Students
- K. School Improvement Panel (ScIP) Committee, SY2016/2017;
Gerald D’Antonio, Nancy Emmbs, Denise Procopio, John Longinetti, Steve Vitiello and Nancy Wheeler-Driscoll, Committee Chair

LEGISLATION & POLICY

On the motion of Mr. Gould, seconded by Mr. Higgs, the following position description, policy and regulation for first reading was approved by roll call vote.

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|------------------|---|
| A. D20 | Part-Time, Teacher of ABE/HSE/ESL and ESL, Civics |
| B. 4151/4251 | Staff Attendance – Regulation |
| C. 4151.5/4251.5 | Jury Duty |
| D. 3340 | Student Enrollment Fees and Tuition |

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. Mr. Kerry Higgs abstained from the vote for Richard McHale, Suzanne Sykes, Gerardo, D’Antonio, Steven DeStefano, Sally Rutherford

(See attached personnel list)

BOARD MEMBER COMMENTS AND DISCUSSION ITEMS

EXECUTIVE SESSION

On the motion of Mr. Higgs, seconded by Mr. Gould, a Resolution to Adjourn the Public Meeting and to enter into Executive Session pursuant to New Jersey Open Public Meeting Act convened at 2:25 p.m. to discuss the following matters in Executive Session was approved by roll call vote.

HIB
Negotiations Update
Board Self-Evaluation

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, 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 matters discussed in Executive Session.

RETURN TO OPEN SESSION

On the motion of Mr. Higgs, seconded by Mr. Gould, affirming the action taken by the Superintendent for Harassment, Intimidation and Bullying (HIB) investigation(s) for the following periods were approved by roll call vote. Dr. Stepura was not present.

June 17, 2016 through July 14, 2016 (0 investigations)

Acknowledging the investigations that occurred between the following periods was approved by roll call vote.

July 15, 2016 through August 11, 2016 (0 investigations)

On the motion of Mr. Higgs, seconded by Mr. Gould, the board self-evaluation was approved by roll call vote.

ADJOURN

On the motion of Mr. Higgs, seconded by Mr. Gould, the meeting was adjourned at 2:35 p.m.

Respectfully submitted,

Paula J. Smith
Board Secretary

/jmr

