

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

October 20, 2015

1:08 p.m.

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, president.

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

Mr. Will Morey, Freeholder was also present.

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

On the motion of Mr. Gould, seconded by Mr. Anzelone, a resolution was approved and presented to Mr. Vitiello in recognition of National Principal Month.

Freeholder Morey addressed the Board regarding his initiative since 2012 of improving communication between all high schools in the county.

STAFF REPORTS

On the motion of Mr. Anzelone, seconded by Mr. Gould, the following staff reports were presented and approved by roll call vote.

- A. James Owens, Director of Buildings & Grounds
 - a. Three Year Comprehensive Plan 2014/2017
- 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

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. Mr. Anzelone abstained from the vote.

- A. September 16, 2015, Board Meeting
- B. September 16, 2015, Executive Session

REVENUE & EXPENSE

On the motion of Mr. Anzelone, seconded by Dr. Stepura, the following Revenue & Expense items (A through J) 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, August 2015, 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;
- E. Budget summaries, August 2015;
- F. Transfers;
- G. Grant/donation for accepting or applying:

<u>Name of Grant(s)</u>	<u>Apply/Accept</u>	<u>Amount</u>	<u>Date</u>
FFA: Living to Serve SY15/16 National Evaluation Cohort	Apply/Accept	\$200.00	8/2015 – 6/2016

<u>Name of Donation</u>	<u>Apply/Accept</u>	<u>Amount</u>	<u>Date</u>
Homestead Real Estate for FFA National Convention	Accept	\$500.00	9/18/2015
Crest Savings Bank for FFA National Convention	Accept	\$100.00	9/21/2015
Stone Harbor Marina for FFA National Convention	Accept	\$100.00	9/29/2015
R.B.B. Enterprises, Inc. T/A Pinsetter Bar & Bowl for FFA National Convention	Accept	\$100.00	10/6/2015

- H. Bids, contracts, reports, agreements:

<u>Name – Report – Contract</u>	<u>Purpose</u>	<u>Amount</u>	<u>Date/Year(s)</u>
a. Resolution: Declaring October 5 – 9 as the “Week of Respect” October 9 – 23 “Week of School Violence Awareness”			
b. Resolution to Participate In Sustainable New Jersey for Schools			

- I. The following item(s) to be disposed or sol on GovDeals:

<u>Name of disposal or sold item(s)</u>	<u>Value of Item(s)</u>	<u>Reason for Disposal</u>
Technology equipment (switches) Inventory#’s 1007732 1005443 1006001 1004583	Unknown	Replaced under warranty
Entertainment Production Technology Equipment Control 24, HD2 Excel System 96 io Interface (Unit) Inventory #1006012	Unknown	Trade-In
<u>Name of disposal or sold item(s)</u> Lucent Phone System Inventory #1001574	<u>Value of Item(s)</u> Unknown	<u>Reason for Disposal</u> Sell on GovDeals

<u>Pre-Engineering Equipment</u> Analyzer Structural Stress Inventory #1003734	Unknown	Sell on GovDeals
Arm Robotic Inventory #1003735	Unknown	Sell on GovDeals
<u>Dental Assisting Equipment</u> Cuspidor (sink) Inventory #1000895	Unknown	Sell on GovDeals
Capmix Amlgamator Inventory #1000864	Unknown	Sell on GovDeals
<u>Natural Science Equipment</u> Traulsen Refrigerator Inventory #1004132	Unknown	Sell on GovDeals
Traulsen Freezer Inventory #102740	Unknown	Sell on GovDeals

J. Travel (Employee/Board Member)

<u>Name</u>	<u>Event</u>	<u>Location</u>	<u>Cost</u>	<u>Date(s)</u>
Edward Leszczynski	Being Entrepreneurial in Any Classroom	Newark, DE	\$54.13	8/18/2015
Julia Martin	WISC-V & Beyond for School Psychologists	Mullica Hill	\$168.91	10/5/2015
Stacy Evans	NCTM Regional	Atlantic City	\$244.06	10/22/2015
Edward Janda	American Fisheries Society Teacher's Workshop	Cape May	\$107.87	10/29/2015
Lisa Roach	American Fisheries Society Teacher's Workshop	Cape May	\$100.00	10/29/2015
Dr. Nancy Hudanich	National School Boards Assoc.	Boston, MA	\$3,667.25	4/7/2016- 4/12/2016

On the motion of Mr. Anzelone, seconded by Dr. Stepura, the board does not need to approve purchases below \$15,000.00, any purchase above \$15,000 will require board approval was approved by roll call vote.

COMMUNICATION

- A. Correspondence from
Joseph Schmidt, Teacher of Science
Synopsis
Letter of resignation effective June 30, 2016
- B. Correspondence from
David MacDonald
Synopsis
Notification of retirement effective December 31, 2015, after serving the district for over 11 years which has been a wonderful experience.

CURRICULUM

On the motion of Mr. Gould, seconded by Mr. Higgs, the following curriculum (Items A through D) have been approved by roll call vote.

- A. Job cards, August 2015;
B. Junior/Senior Prom, April 22, 2016, at the Wildwood Convention Center; After Prom Event, April 23, 2016 12:00 a.m., Wildwood Crest Pier; chaperoned by district administration and staff volunteers (to be covered by the district's liability insurance).
C. Homebound Instruction for student M.C.
D. Field Trips:

<u>Date</u>	<u>Destination/Purpose</u>	<u>Students/Teachers</u>	
10/23/2015	FEA Conference Center, Monroe Twp. Advisors meeting/leadership conference Program: Skills USA (grades 10 – 12)	6	1
10/29/2015	Cape May County MUA data collection & tour facility Program: Environmental Science (grade 12)	20	2
10/30/2015	Rowan University, Glassboro, NJ Pumpkin Chunkin' competition Program: Pre-Engineering (grades 11-12)	14	1
11/4/2015	Widener University, Chester, PA Mousetrap Competition, tour Pre-Engineering Labs Program: Pre-Engineering (grades 10-11)	15	1
11/9/2015	University of Pennsylvania, Philadelphia, PA Multicultural learning through music/ Culture Programs: Spanish III, IV (grades 10-12)	40	3
<u>Date</u>	<u>Destination/Purpose</u>	<u>Students/Teachers</u>	
11/15/2015	Rowan University, Glassboro, NJ Vex Robotics Competition Program: Robotics Club (grades 9 – 12)	20	1
11/19/2015	Rutgers University, New Brunswick, NJ Fruits/Vegetables' Identification Competition	10	2

<u>Date</u>	<u>Destination/Purpose</u>	<u>Students/Teachers</u>	
	Program: FFA Club (grade 10 – 12)		
11/20/2015	Wildwood Convention Center Peer Leadership Conference Program: Peer Leadership Team (grades 11-12)	24	1
12/tbd/2015	Congress Hall, Cape May, NJ Marketing, tourism, event planning program: Travel & Tourism (grades 9 – 12)	20	2
12/1/2015 Rain date 12/3	Cape May Lewes Ferry senior class group photo	150	2
12/16/2015	Millville High School Millville Mind Mash Competition Program: Academic Competition Team Club (grades 9 -12)	15	2
1/20/2016	NBC Studios, New York, NY Tour state of the art recording studio Program: Communication Arts Technology (grades 10 – 12)	19	2
1/30/2016	NJ Department of Agriculture, Trenton, NJ Attend State Officer Candidates School Program: FFA Club (grades 10 – 12)	10	2
2/tbd/2016	Borgota, Atlantic City, NJ Marketing, tourism, event planning Program: Travel & Tourism (grades 9-12)	20	2
2/3/2016	Egg Harbor Twp. High School Academic Triathlon Competition Program: Academic Challenge Team Club (grades 9-12)	18	2
2/12/2016	Rutgers University, New Brunswick 212 Conference teamwork, leadership, smart goals program: FFA Club (grades 9-12)	20	2
2/18/2016	Oakcrest High School, Mays Landing Brain Brawl Competition Program: Academic Challenge Team Club (grades 9-12)	15	2
2/24/2016	Atlantic City High School Brain Blast by the Bay Competition Program: Academic Challenge Team Club (grades 9-12)	18	2
3/2/2016	Buena Regional High School	15	2

	Amazing Race Competition Program: Academic Challenge Team Club (grades 9-12)		
3/3/2016	Governor's Conference, Atlantic City Marketing, Tourism, Event Planning Program: Travel & Tourism (grades 9-12)	20	2
3/8/2016	Jacob Javits Center, New York, NY Experience all aspects of cosmetology Industry Program: H.S. Cosmetology (grades 9-12)	9	2
3/11/2016	Delaware Technical Community College Wilmington, DE Preliminary Round Youth Entrepreneurship Symposium Diamond Challenge Programs: Business/Pre-Engineering (grade12)	16	2
3/11/2016	Mercer County Community College West Windsor Township Horticulture Expo/Leadership Workshops Program: FFA Club (grades 10-12)	20	2
3/2/2026	Pick Up Plants		
3/16/2015	Franklin Institute, Philadelphia, PA Exhibit – "The Science of Pixar" film & animation Programs: Communication Arts Technology & Advertising Design & Commercial Art Technology (grades 10-12)	34	3
4/15/2016	University of Delaware, Newark, DE Final round of Youth Entrepreneurship Symposium Diamond Challenge Programs: Business/Pre-Engineering (grades 10-12)	40	2
<u>Date</u>	<u>Destination/Purpose</u>	<u>Students/Teachers</u>	
4/21/2016	Rutgers University, New Brunswick Environmental & Natural Resources & Nursery/Landscape Competition Program: FFA Club (grades 11-12)	12	2
4/27/2016	Rutgers Eco-Complex, Bordentown Agriscience Fair Competition Program: FFA Club	10	2

LEGISLATION & POLICY

On the motion of Mr. Higgs, seconded by Dr. Stepura, the following policies and regulations (Items A through C) for second reading and approval was approved by roll call vote.

- A. 4119.22 Conduct and Dress
- 4219.22
- B. 4119.22 Conduct Staff Responsibilities
- C. 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. Anzelone, seconded by Mr. Gould, the following personnel were approved by roll call vote.

Name	Position	Description Funding Program	Step Amount Longevity	Effective Date(s) or # of Days
Sykes, David	On Call Custodian	+Black Seal Buildings & Grounds	\$12 per/hr.	10/20/2015
MacDonald, David	Culinary Arts Teacher's Aide	Retirement		12/31/2015
Schmidt, Joseph	Teacher of Science	Resignation		6/30/2016
Leszczynski, Edward	Professional Development: Being Entrepreneurial in any Classroom	SY2015/16 Perkins Secondary Funded	\$100 per/diem	8/18/2015
Gina Tack	National Honor Society Advisor		\$2,050.00	SY2015/16
Doherty Bishop, Susan	Class Advisor '19		\$2,250.00	SY2015/16
Holland, Jacqueline	Skills USA Advisor		\$950.00	SY2015/16
Name	Position	Description Funding Program	Step Amount Longevity	Effective Date(s) or # of Days
Kozakowski, Jill	Head Coach Girls Swimming	Resignation		SY2015/16
Barber, Chelsey	Assistant Coach Girls Swimming	Rescind		SY2015/16
Barber, Chelsey	Head Coach Girls Swimming	(1 st year)	\$5,200.00	SY2015/16
Evans, Stacy	Assistant Coach Swimming	Resignation		SY2015/16
Wade, Warren	Assistant Coach Boys Swimming	(1 st year)	\$3,200.00	SY2015/16
Mercado, Joshua	Assistant Coach Baseball	Resignation		SY2015/16
Cascia, Joe	Assistant Coach Baseball	(1 st year)	\$3,200.00	SY2015/16
Evans, Stacy	Assistant Coach	Resignation		SY2015/16

	Softball			
Sockriter, Lori	Assistant Coach Softball	(1 st year)	\$3,200.00	SY2015/16
Taccarino, John	Detention Monitor	After School	\$25 per/hr.	SY2015/16
Roach, Lisa	Teacher Mentor for Brittany Lawyer	Traditional route funded by mentored payroll deductions	\$550.00	SY2015/16
Betz, Matthew	Substitute Teacher	High School	\$90 per/day	SY2015/16
Gerula, Jane	Substitute Teacher	High School	\$90 per/day	SY2015/16
Smith, Kylie	Substitute Teacher	High School	\$90 per/day	SY2015/16
Pruna, Carlos	Teacher	Home Bound	\$30 per/hr.	SY2015/16
Vitale, Mary Ann	Teacher	Home Bound	\$30 per/hr.	SY2015/16
Employee #649		FMLA	Without pay	10/14/15- 11/14/15

BOARD MEMBER COMMENTS AND DISCUSSION ITEMS

EXECUTIVE SESSION

On the motion of Mr. Gould, seconded by Mr. Anzelone, at 3:28 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.

HIB

Attorney client Privilege Communication 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 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.

RETURN TO OPEN SESSION

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

Acknowledge First reported Harassment, Intimidation and Bullying (HIB) for the period of September 11, 2015 through October 15, 2015 (reported 4 incidents)

Affirm action taken by the Superintendent for Harassment, Intimidation and Bullying (HIB) for the period of August 14, 2015 through September 10, 2015.

ADJOURN

On the motion of Mr. Gould, seconded by Mr. Higgs, the meeting was adjourned at 3:31 p.m.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Paula J. Smith".

Paula J. Smith
Board Secretary

/jmr