

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

**December 15, 2015  
1:06 p.m.**

**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.

Mr. Anthony L. Anzelone and Dr. Richard Stepura, Board Members were absent from the meeting.

Also present at the meeting were: Amy L. Houck, Esquire; Steven Vitiello, Principal; Laura Elston, Supervisor of 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. 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 9, 2015, as prescribed by Chapter 231, laws of 1975.

**PUBLIC INPUT**

Recognition of Ashley Keefe, class of 2017, Graphic Arts Technology student, for the 2015 holiday card design. Neither Ashley or her parents could attend the board meeting presentation.

The board reviewed and discussed the Ford Scott & Associates, L.L.C. Auditor's Management Report and the Comprehensive Annual Financial Report. The Business Administrator reviewed current surplus and GASB68 changes. No corrective action plan required – no findings.

On the motion of Mr. Gould, seconded by Mr. Higgs, the board accepted the June 30, 2015 audit and management report (attached).

**ADMINISTRATIVE REPORTS**

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

- A. James Owens, Director of Buildings & Grounds (was not present)
- 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 MINUTES**

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

- A. November 2, 2015, Board Meeting
- B. November 2, 2015, Executive Session

**REVENUE & EXPENSE**

On the motion of Mr. Higgs, seconded by Mr. Gould, the following Revenue & Expense (Items A through M) 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 September and October 2015, board secretary report, pending audit.
- C. Board of Education’s monthly certification of budgetary major account/fund status;
- D. Bills as presented;
- E. Budget summaries, September and October 2015;
- F. Transfers;
- G. Grant/donation for accepting or applying;

Name of Donation(s)	Apply/Accept	Amount	Date
From: Stacy Evans 14 plants/30 pots and planters	Accept		11/11/2015

H. Bids, Contracts, Reports, Agreements:

Name- Report/Contract and Agreements	Purpose	Amount	Date/Year(s)
Asbury Park Press as official newspaper for Ed Data Supply Order Bid Advertising	Designation of Asbury Park Press		
Delta Dental Inc. including Option 1 & 2 (per attached)	2 year renewal (no increases) One party Two party Three party	\$ 48.10 \$ 78.10 \$133.90	1/1/2016-12/31/2017
School Based Youth Services Donor Agreement	Counseling Services	\$108,053	1/1/2016-12/31/2017
Stewart Business Systems	Print Management Renewal	\$1004 per/month	11/25/2015-11/24/2016
Cape May County Technical School District & Cape May County Special Serv.	District Boys Basketball team to use CMCSS’s gym for practice	N/A	11/30/2015-2/26/2016

- I. Recommend approval to change financing of unemployment costs under the reimbursable method in lieu of the contributory method as of January 1, 2016. The approximate anticipated district savings projection is \$9,000 per year due to the increase in contributory rate to .007 from .004 (over a 10 year span).
- J. Recommend approval of the submission of the Energy Savings Improvement Project (DOE #09-0720-70-16-1000) to the New Jersey Department of Education as an Other Capital Project for review and approval and hereby approves amendment of the District's Long Range Facility Project to be consistent with the Project.
- K. Recommend approval of the submission of the Energy Savings Plan and third party review to the BPU CONDITIONAL upon receipt of an acceptable third party review letter. Acceptable defined as no charge to the ECM's that are currently in the plan, a paycheck that remains comfortably within the 15 year requirement, and position cash flow for each of the 15 years as required.
- L. The following item(s) to be disposed or sold on (GovDeals):

Name of disposal or sold item(s)	Value of (Item(s)	Reason for Disposal
Heart Start Defibrillator Model #AEDM5066A Serial #A10L-01133 Inventory #1006828		Warranty Replacement
English books HSPA workbooks Health books		Outdated/obsolete

M. Travel (Employee/Board Member)

Name	Event	Location	Cost	Date(s)
Dr. Nancy Hudanich	NJ Association of School Administrators 2016 Techspo Conf.	Atlantic City, NJ	\$502.00	1/28 & 1/29, 2016

**COMMUNICATION**

Correspondence from:  
Gregg and Shirley Taylor

Synopsis  
Letter of commendation regarding the caring professionalism of staff members Joseph Cascia, Rita King and Steven Vitiello during their son's hospitalization.

Correspondence from:  
Freeholder Will Morey

Synopsis

Thanking Dr. Hudanich for her significant contribution to the UAS Symposium and Drone Camp.

**CURRICULUM**

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

- A. Job cards, September and October 2015;
- B. Winter athletic schedules: Boys Basketball, Girls Basketball, Boys Swimming and Girls Swimming;
- C. Winter/Spring 2016 Evening & Continuing Education semester course offerings;
- D. Practical Nursing Clinical Affiliation/Observation sites for SY2015/2016;
  - Dennis Township School District
  - Middle Township School District
  - Upper Township School District
  - Seabrook House

E. Field Trips:

<u>Date</u>	<u>Destination/Purpose</u>	<u>Students/Teachers/Aide</u>		
12/15/15	Oceana Nursing Home Holiday caroling/community service (Grades 9 -12)	25	3	
12/17/15	Elaine's, Cape May Scrooge: The Musical (Grades 11 – 12)	50	3	
3/8/2016	Jacob Javits Center, New York International Beauty Show (Post-Secondary Cosmetology)	10	1	1
3/14/2016	Barnes Foundation, Philadelphia, PA French Impressionism (Grades 9-12)	30	3	

**LEGISLATION & POLICY**

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

G-3 Administrative 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 Mr. Higgs, 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
Leonetti, John	On Call Custodian	Buildings & Grounds	\$10 per/hr.	SY2015/16
Evans, Stacy	Tutoring Teacher	NCLB	\$29 per/hr.	SY2015/16
Stratton, Julie	Tutoring Teacher	NCLB	\$29 per/hr.	SY2015/16
Capone, Stephanie	Substitute Teacher	High School	\$90 per/day	SY2015/16
Carusi-McCoy, Coleen	Substitute Teacher	High School	\$90 per/day	SY2015/16
Watson, David	Substitute Teacher	High School	\$90 per/day	SY2015/16
Mc Hale, Richard	Administrative Aide	High School	\$48,000.00 pro- rated 10 month	1/1/2016 – 6/30/2016
Russo, Kathleen	Secretary	Change of Position: From: Secretary, Evening/Continuing Education To: Secretary Receptionist, High School	Step 1 – Sec. 1 \$24,919.00 12 months	7/1/2015- 12/31/2015  1/1/2016 – 6/30/2016
Seigel, Michele	Secretary to High School Principal	Change of Position: From: Secretary Receptionist, High School To: Secretary to High School Principal	Step 10-Sec 1 \$30,469.00 pro- rated 12-month To: Step 10-Sec II \$31,291.00 prorated	7/1/2015 – 12/31/2015  1/1/2016- 6/30/2016
Employee #469		FMLA	Workers Comp.	9/2/2015- 1/26/2016 (estimated) (50 days)
Employee #508		FMLA	With pay; Without pay	12/4/2015 – 1/11/2016 (estimated)
Employee #825		FMLA	Without pay	1/11/2016- 3/23/2016 (estimated)

Name	Position	Description Funding Program	Step Amount Longevity	Effective Date(s) or # of Days
DeMario, Jennifer	Instructor	Evening/Continuing Ed Avoc	\$22 per/hr.	SY2015/16
Harris, Terence	Instructor	Evening/Continuing Ed Avoc	\$22 per/hr.	SY2015/16
Herron, Emmitt	Instructor	Evening/Continuing Ed Avoc	\$22 per/hr.	SY2015/16
Jackson, Robert	Instructor	Evening/Continuing Ed Avoc	\$22 per/hr.	SY2015/16
Jones, Joseph	Instructor	Evening/Continuing Ed Avoc	\$22 per/hr.	SY2015/16
McNulty, Heather	Instructor	Evening/Continuing Ed Avoc	\$22 per/hr.	SY2015/16
Meehan, Christine	Instructor	Evening/Continuing Ed Avoc	\$22 per/hr.	SY2015/16
Miller, Jessica	Instructor	Evening/Continuing Ed Avoc	\$22 per/hr.	SY2015/16
O'Hala, Elizabeth	Instructor	Evening/Continuing Ed Avoc	\$22 per/hr.	SY2015/16
Smith, Amy Sue	Instructor	Evening/Continuing Ed Avoc	\$22 per/hr.	SY2015/16
Gerula, Jane	Nurse Substitute	Evening/Continuing Ed Avoc	\$22 per/hr.	SY2015/16

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

### **EXECUTIVE SESSION**

On the motion of Mr. Gould, seconded by Mr. Higgs, at 2:15 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 as approved by roll call vote.

Legal Update Attorney/Client Privilege  
Personnel

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 matter discussed in Executive Session.

### **RETURN TO OPEN SESSION**

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

Acknowledge report Harassment, Intimidation and Bullying (HIB) investigations for the period of October 30, 2014 through December 10, 2015 (reported 3 incidents).

Affirm action taken by the Superintendent for Harassment, Intimidation and Bullying (HIB) for the period of October 16, 2015 through October 29, 2015 (investigation of 0 incidents).

**ADJOURN**

On the motion of Mr. Gould, seconded by Mr. Higgs, the meeting was adjourned at 2:25 p.m.

Respectfully submitted,

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

Paula J. Smith  
Board Secretary

/jmr