

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

**March 15, 2016  
1:07 p.m.**

**CALL TO ORDER  
ROLL CALL**

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

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. Anthony L. Anzelone, Board Member and Mr. James R. Owens, Director of Buildings & Grounds were 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**

There was no input from the public.

**ADMINISTRATIVE REPORTS**

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

- A. Jim Owens, Director of Buildings & Grounds (Paula Smith reported in Jim's absence)
- B. Steven Vitiello, Principal
- C. Nancy Wheeler Driscoll, Director of Curriculum and instruction
- D. Laura Elston, Supevisor of Post-Secondary, Evening/Continuing and Adult Education
- E. Dr. Nancy M. Hudanich, Superintendent

Administrators left the meeting at 1:52 p.m.

**APPROVAL OF MINUTES OF PREVIOUS MEETING**

On the motion of Mr. Dr. Stepura, seconded by Mr. Higgs, the following minutes were approved by roll call vote. Dr. Stepura abstained from the vote for March 2, 2016 meeting.

- A. February 16, 2016, Board Meeting
- B. February 16, 2016, Executive Session
- C. March 2, 2016, Special Board Meeting

**REVENUE & EXPENSE**

On the motion of Mr. Gould, seconded by Mr. Higgs, the following Revenue & Expenses items 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, January 2016, 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, January 2016;
- F. Transfers;
- G. Bids, contracts, reports, agreements;

<u>Name-Report/Contract</u>	<u>Purpose</u>	<u>Amount</u>	<u>Date/Year(s)</u>
a. Grant Salary Allocations		(attached)	SY2015/16
b. Educational Data Systems	Purchase Instructional Supplies	\$ 54,845.01	3/15/2016
c. Painting by Pearce	Paint walls/ceiling	\$ 12,800.00	3/15/2016
d. Resolution	Authorizing financing of ESIP Project	\$1,827,000.00 (Not to Exceed)	3/15/2016
H. Donation for accepting:			
	<u>Name of Donation</u>	<u>Accept</u>	<u>Date</u>
	Keen Compressed Gas Company	Accept	3/15/2016
	Welding supplies and safety devices for the Career & Technical Education Welding Program		
I. Travel (Employee/Board Member)			

<u>Name</u>	<u>Event</u>	<u>Location</u>	<u>Cost</u>	<u>Date(s)</u>
Paula J. Smith	NJASBO Conference	Atlantic City, NJ	\$123.26	6/9/2016

**COMMUNICATION**

- A. Correspondence from  
Dr. Richard Stepura, Executive County Superintendent  
Synopsis  
Approval for district’s waiver from participation in the Special Education Medicaid-Initiative (SEMI) for SY2016/17.
- B. Correspondence from  
Justin Warren, Technology Systems Technician  
Synopsis  
Letter of resignation effective March 18, 2016

## CURRICULUM

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

- A. Job cards, January 2016
- B. Additional Practical Nursing affiliation/observation site for SY2015/16;  
Volunteers in Medicine (VIM) Cape May Court House, NJ
- C. SY2016/17 Calendars:
  - ABE/HSE/ ESL/Civics
  - Adult High School
  - Apprenticeship
  - Evening/Continuing Education
  - High School
  - Post-Secondary Cosmetology
  - Post-Secondary Dental Assisting
  - Practical Nursing
  - 12 Month
- D. New high school electives for SY2016/17: Exploring Information Using Online Technologies, Public Speaking and Marketing
- E. Three-year Equity Plan, SY2016/17, SY2017/18 and SY2018/19;  
Nancy Wheeler-Driscoll as Affirmative Action Officer for SY2016/17.
- F. Field Trip

<u>Date</u>	<u>Destination/Purpose</u>	<u>Students/Teachers/Aide</u>	
2/9/2016	Cape May County Police Academy SWAT demonstration (grades 9 – 12)	25	3
2/25/2016	Gloucester County Institute of Tech Skills USA competition (grades 9 – 12)	8	2
3/4/2016	Mercer County Tech Skills USA competition (grades 9 – 12)	5	1
3/12/2016	Gloucester County Institute of Tech Skills USA competition (grades 9 – 12)	16	4
4/9/2016	Sussex County Tech Skills USA competition (grades 9 – 12)	6	1

<u>Date</u>	<u>Destination/Purpose</u>	<u>Students/Teachers/Aide</u>		
4/16/2016	Garden State Exhibit Center Skills USA competition (grades 9 -12)	33	10	1 Adm.
4/27/2016	ACCC Culinary Academy Participate in low heat (sons vide) Cooking method (grade 12)	8	2	1

G. Spring 2016 baseball, softball and golf team schedules.

H. Agreement with Atlantic Cape Community College for a student technology intern:  
Justin Zappia.

### LEGISLATION & POLCY

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

- |                  |                        |
|------------------|------------------------|
| A. 4112.8/4212.8 | Nepotism               |
| B. 5141.22       | Medical Marijuana      |
| C. 5141.22       | Parent Consent Exhibit |

### 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 were approved by roll call vote. Mr. Higgs abstained from vote for Edward Harshaw and Joseph Bimbo.

<b>NAME</b>	<b>POSITION</b>	<b>DESCRIPTION FUNDING PROGRAM</b>	<b>STEP AMOUNT LONGEVITY</b>	<b>EFFECTIVE DATE(S) OR # OF DAYS</b>
Brussell, Kourtney	Substitute Teacher	High School	\$90 per/day	SY2015/16
Wolff, Michele	Substitute Teacher	High School	\$90 per/day	SY2015/16
Gray, Jaclyn	Homebound Instructor		\$30 per/hr.	As needed SY2015/16
Harrell, Sean	Homebound Instructor		\$30 per/hr.	As needed SY2015/16
Kaye, Timothy	Homebound Instructor		\$30 per/hr.	As needed SY2015/16
Billig, David	Tutoring Teacher	NCLB	\$29 per/hr.	SY2015/16
Brown, Hugh	Tutoring Teacher	NCLB	\$29 per/hr.	SY2015/16
Wade, Warren	Tutoring Teacher	NCLB	\$29 per/hr.	SY2015/16
Wenker, Micah	Tutoring Teacher	NCLB	\$29 per/hr.	SY2015/16
Leszczynski, Ed	Tutoring Teacher	NCLB	\$29 per/hr.	SY2015/16
Ditzler, Candida	Dental Asst.Rev.	Perkins Post-Sec	\$600.00	SY2015/16

NAME	POSITION	DESCRIPTION FUNDING PROGRAM	STEP AMOUNT LONGEVITY	EFFECTIVE DATE(S) OR # OF DAYS
Bimbo, Joseph	Asst. Coach Boys Basketball	(1 <sup>st</sup> year)	\$3,200.00	SY2015/16
Chretien, Gerry	Athletic Game Staff	High School	\$30 per/game	SY2015/16
Harshaw, Edward	Athletic Game Staff	High School	\$30 per/game	SY2015/16
Ladd, William	Athletic Game Staff	High School	\$30 per/game	SY2015/16
Employee #469		FMLA	Workers Comp.	9/2/2015 – 2/9/2016
Warren Justin	Technology Systems Technician	Resignation		3/18/2016
Sarantos, Nikolaidis	Security Monitor	District Security	\$16.50 per/hr.	SY2015/16

#### BOARD MEMBER COMMENTS AND DISCUSSION ITEMS

Mr. Gould and Dr. Stepura commented on the positive tone of the meeting and the administrator's reports.

#### EXECUTIVE SESSION – NA

On the motion of Mr. Gould, seconded by Mr. Higgs, affirming action taken by the Superintendent for Harassment, Intimidation and Bullying (HIB) investigation(s) for the period of January 15, 2016 through February 11, 2016 (investigation of 2 incidents – affirmed not HIB).

Acknowledgement of 0 investigations for the period of February 12, 2016 through March 10, 2016 was approved by roll call vote.

#### ADJOURN

On the motion of Dr. Stepura, seconded by Mr. Gould, the meeting was adjourned at 2:08 p.m.

Respectfully submitted,



Paula J. Smith  
Board Secretary

/jmr