

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

**May 19, 2015
1:04 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 I. 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; Michael Adams, 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.

James R. Owens, Director of Buildings & Grounds was not present at the meeting.

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

There was no public input at the meeting.

STAFF REPORTS

On the motion of Dr. Stepura, seconded by Mr. Gould, the following staff reports (Items A through E) were approved by roll call vote.

- A. James Owens, Director of Buildings & Grounds
- B. Michael Adams, 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 Mr. Gould, seconded by Dr. Stepura, the following minutes were approved by roll call vote.

- A. April 21, 2015, board meeting
- B. April 21, 2015, Executive Session

REVENUE & EXPENSE

On the motion of Dr. Stepura, seconded by Mr. Gould, the following Revenue & Expense (Items A through I) were approved by roll call vote. Mr. Boyd abstained from vote for Item D (Travel Reimbursement) only.

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

<u>Name of Donation</u>	<u>Apply/Accept</u>	<u>Amount</u>	<u>Date</u>
Ocean Drive Run Club, Inc. For Boy's & Girl's Cross Country Teams	Accept	\$500.00	5/5/2015

<u>Name of Grant(s)</u>	<u>Apply/Accept</u>	<u>Amount</u>	<u>Date</u>
FFA Living to Serve Environmental	Apply	\$2,000.00	SY2015/16
Lockhead Martin STEM Ed.	Apply	\$5,000.00	SY2015/16

- H. Bids, contracts, reports, agreements:

<u>Name – Report/Contract</u>	<u>Purpose</u>	<u>Amount</u>	<u>Date/Year(s)</u>
Project Lead the Way (PLTW) Agreement	Pre-Engineering curriculum	\$3,000.00	SY2015/16
NJ Center for Teaching & Learning (NJCTL)	Registration fee for Prof. Dev. for Math and Science Teachers	\$1,800.00	SY2014/15
H.P. State Contract #(WSCA/NASPO) (70262)	125 Chromebox 120 Chromebox Laptops 4 laptop charging carts	\$148,123.24	5/19/2015
H.P. State Contract #(WSCA/NASPO) (70262)	12 computers for Physics Lab	\$23,053.92	5/19/2015
ProVideo Pay to Play Resolution	Upgrade security Cameras	\$23,598.00	5/19/2015
Patriot Roofing Pay to Play Resolution	Repair Greenhouse Roof	\$26,620.00	5/19/2015
Establishment of JoAnn Sopchak Memorial Scholarship	Scholarship in Agriscience Fund		5/19/2015
NJ State Interscholastic Athletic Association	Membership	\$2,150.00	SY2015/16

<u>Name – Report/Contract</u>	<u>Purpose</u>	<u>Amount</u>	<u>Date/Year(s)</u>
Pennoni Associates, Inc.	Remedial Action monitoring & reporting	\$7,000.00	SY2015/16
Shared Services Transportation Contract with Cape May County Special Services District	Transportation services	per fee schedule	SY2015/16
Establishment of Gamaliel Broadley Memorial Scholarship	Scholarship	\$1,000.00	4/29/2015
Multi-Temp Mechanical Inc. Work to be completed between the hours of 3 to 11 p.m.	Replace ductwork in Administration Building	\$74,797.00	5/14/2015

I. Travel (Employee/Board Member)

<u>Name</u>	<u>Purpose</u>	<u>Location</u>	<u>Est. Cost</u>	<u>Date(s)</u>
Paula J. Smith	ASBO Conference	Atlantic City	\$212.34	6/3 – 5/2015

COMMUNICATION

Correspondence from:
Elizabeth Verity, Secretary

Synopsis

Notification of retirement effective June 30, 2015 and proud and nice to have been a part of employment at this wonderful district.

Correspondence from:
Ruth H. Hallowell, Teacher of Practical Nursing

Synopsis

Notification regarding change of resignation date from May 22, 2015 to June 30, 2015.

Correspondence from:
Anne Corwell, Director Office of Grants Management

Synopsis

Notification that application for the County Vocational School Partnership Grant (NGO#15-VE01-G06) application was removed from award consideration.

Correspondence from:
Dr. Richard Stepura, Executive County Superintendent of Schools

Synopsis

In accordance to N.J.S.A. 18A:7-8(j) and 6A:23A-3.1 the SY 2015-16 contract for Business Administrator/Board Secretary Paula J. Smith has been review and approved.

Correspondence from:
Edward J. DePalma, President & Race Director

Synopsis

Commending efforts of Girl's and Boy's Cross Country Teams coached by Joseph Bresan and Gerard Cretian and Frank Basile and students for "Aid Station" set-up.

CURRICULUM

On the motion of Mr. Gould, seconded by Dr. Stepura, the following curriculum (Items A though G) were approved for roll call vote.

- A. Job cards, March 2015;
- B. Operate Summer School, July 6 through July 30, 2015;
- C. High School Summer School Make-Up Credit Program, 2015;
- D. Workforce Development Partnership Program (WDPP), FY2016;
- E. Summertime Adventures for Kids Program, 2015; and the following program offerings:
 - Adventure in Art Mosaics 101
 - A Strategy Games Odyssey T.V. "Behind the Scenes"
 - Automotive/Racer Model Building
 - Ceramics & Sculpture Adventure
 - Crime Scene Investigation
 - Fun with Foods
 - Fun with Sewing & Textiles
 - Marine Adventures
 - Robotics & Engineering Design

F. Textbook approval for English 12 Honors curriculum material: The Scarlet Pimperel

G. Field Trips:

<u>Date</u>	<u>Destination/Purpose</u>	<u>Students/Teachers/Aides</u>	
4/28	Avalon Country Club Cape Assist Awards Breakfast (Grades 10 -12)	7	1
5/18 or 19	Burlington County Institute of Tech State Board Practical Exam (post-secondary and high school)	24	2
5/19	Moorestown Screening and Award Ceremony (Grade 12)	9	1
5/27	Rutgers SHRP Final examinations (Grades 10 -12)	41	1
5/27	Manufacture Cluizel USA, West Berlin tour & lunch – French Core Contents (Grades 10 – 12)	25	3
6/10	Biology (two trips 8:55 a.m. and 1:10 p.m.) Ecology of Barrier Islands (Grade 9)	20	2
6/11	Biology (two trips 9:40 & 11:40 a.m.) Ecology of Barrier Islands (Grade 9)	10	2

<u>Date</u>	<u>Destination/Purpose</u>	<u>Students/Teachers/Aides</u>	
TBD	Stone Harbor (by boat) install 2 – 3 osprey nests after school (Grades 10 -12)	15	1

H. Evening/Continuing Education Course offering of the NJ Department of Environmental Protection approved 12 hour Wastewater S1 & S2 License Review Course starting May 11, 2015.

LEGISLATION & POLICY

On the motion of Mr. Gould, seconded by Mr. Higgs, the second reading and approval of the following policies were approved by roll call vote.

- A. 4115 Supervision
- B. 4123 Classroom Aides and Paraprofessionals
- C. 4222 Non-Instructional Aides
- D. 6145.1/ Intramural and Interscholastic Competition
6145.2

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 Mr. Higgs, the following Personnel were approved by roll call vote.

On the motion of Mr. Gould, seconded by Mr. Higgs, the following personnel were approved by roll call vote. The vote is as follows: Mr. Boyd, yes, Mr. Gould, yes, Dr. Stepura, yes (with exception of emergent hires). Dr. Stepura abstained from Business Administrator contract only.

Name	Position	Description Funding Program	Step Amount Longevity	Effective Date(s) or # of Days
Hallowell, Ruth	Teacher of Practical Nursing	Resignation	Change from: Change to:	5/22/2015 6/30/2015
Schmitz, Rachael	Practical Nursing Instructor	Post-Secondary Practical Nursing	\$298.97 per diem	7/1/2015- 8/31/2015 up to 30 days
Zilinek, Ann	Practical Nursing Instructor	Post-Secondary Practical Nursing	\$279.40 per diem	7/1/2015- 8/31/2015 up to 30 days
Varesio, Kelly	Practical Nursing Instructor	Post-Secondary Practical Nursing	\$289.40 per diem	7/1/2015- 8/31/2015 up to 30 days
Verity, Elizabeth	Secretary	Retirement		6/30/2015
Stelacio, Diane	Revise Bridging Curriculum & Math	NCLB	\$29 per hr. X 7 hrs. = \$210	SY2014/2015
Stratton, Julie	Revise Bridging Curriculum & Math	NCLB	\$29 per hr. X 7 hrs. = \$210	SY2014/2015
Jackson, Sarah	Planning/Assessment Substitute (Teacher of Active Physics)	High School	\$110 per/day	4/23/2015

Name	Position	Description Funding Program	Step Amount Longevity	Effective Date(s) or # of Days
Vinson, Johnnye	Planning/Assessment Substitute (Teacher of Agriscience & Horticulture)	High School	\$110 per/day	4/23/2015
Boyer, Elizabeth	Substitute Teacher	High School	\$90 per/day	SY2014/2015
Smith, Kylie	Substitute Teacher	High School	\$90 per/day	SY2014/15
Bresan, Lawrence	On Call Custodian	+Black Seal	\$12 per/hr.	2/24/2015- 5/31/2015
Dennison, Christine	On Call Custodian	+Black Seal	\$12 per/hr.	2/24/2015- 5/31/2015
McGreevy, Cieran	On Call Custodian	+Black Seal	\$12 per/hr.	2/24/2015- 5/31/2015
Bresan, Lawrence	Custodian (Evening)	Black Seal Night differential	Step 3-BS \$27,987.00 <u>+ 1,000.00</u> \$28,987.00	6/1/2015- 6/30/2015
Dennison, Christine	Custodian (Evening)	Black Seal	Step 3-BS \$27,987.00 <u>+ 1,000.00</u> \$28,987.00	6/1/2015- 6/30/2015
McGreevy, Cieran	Custodian (Evening)	Black Seal Night differential	Step 3-BS \$27,987.00 <u>+ 1,000.00</u> \$28,987.00	6/1/2015- 6/30/2015
Houston, Van	On Call Custodian		\$10 per/hr.	SY2015/16
Lackey, Alan	On Call Custodian	Black Seal	\$12 per/hr.	SY2015/16
Knoll, Bruce	On Call Custodian	Black Seal	\$12 per/hr.	SY2015/16
Meher, George	On Call Custodian		\$10 per/hr.	SY2015/16
Sykes, David	On Call Custodian		\$10 per/hr.	SY2015/16
Knoll, Bruce	Summer Painter	Buildings/Grounds	\$13 per/hr.	6/22/2015- 9/4/2015
Meher, George	Summer Painter	Buildings/Grounds	\$10 per/hr.	6/22/2015- 9/4/2015
Sykes, David	Summer Painter	Buildings/Grounds	\$10 per/hr.	6/22/2015- 9/4/2015
Jones, Christopher	Instructor	Summertime Adventures for Kids	\$29 per/hr.	7/13/2015 10 days
Marinaccio, Nicole	Instructor	Summertime Adventures for Kids	\$29 per/hr.	7/13/2015 10 days
Pleasants, Matt	Instructor	Summertime Adventures for Kids	\$29 per/hr.	7/13/2015 10 days
Pruna, Carlos	Instructor	Summertime Adv. for Kids	\$29 per/hr.	7/13/2015 5 days

Name	Position	Description Funding Program	Step Amount Longevity	Effective Date(s) or # of Days
Roach, Lisa	Instructor	Summertime Adventures for Kids	429 per/hr.	7/13/2015 10 days
Sykes, Suzanne	Instructor	Summertime Adventures for Kids	\$29 per/hr.	7/13/2015 10 days
Tack, Gina	Instructor	Summertime Adventures for Kids	\$29 per/hr.	7/13/2015 10 days
Toft, Hannah	Instructor	Summertime Adventures for Kids	\$29 per/hr.	7/13/2015 10 days
Toft, Holly	Instructor	Summertime Adventures for Kids	\$29 per/hr.	7/13/2015 10 days
Wenker, Micah	Instructor	Summertime Adventures of Kids	\$29 per/hr.	7/13/2015 5 days
Cianci, Scott	Instructor	High School Summer School	\$32 per/hr.	7/6 – 7/30/2015 19 days
Embs, Jason	Substitute Instructor	High School Summer School	\$32 per/hr.	7/76 – 7/30/2015 up to 19 days
Embs, Nancy	Instructor	High School Summer School	\$32 per/hr.	7/6 – 7/30/2015 19 days
Fissel, Nancy	Instructor	High School Summer School	\$32 per/hr.	7/6 – 7/30/2015 19 days
Halsey, Brian	Instructor	High School Summer School	\$32 per/hr.	7/6 – 7/30/2015 19 days
Kopf, Barry	Instructor	High School Summer School	\$32 per/hr.	7/6 – 7/30/2015 19 days
Lee, Young Ae	Instructor	High School Summer School	\$32 per/hr.	7/6 – 7/30/2015 19 days
Pantelione Patricia	Instructor	High School Summer School	\$32 per/hr.	7/6 – 7/30/2015 19 days
Smith, Karen	Substitute Instructor	High School Summer School	\$32 per/hr.	7/6 – 7/30/2015 up to 19 days
Sweeney, Ed	Instructor	High School Summer School	\$32 per/hr.	7/6 – 7/30/2015 19 days
Tack, Gina	Substitute Instructor	High School Summer School	\$32 per/hr.	7/6 – 7/30/2015 up to 19 days
Vilmas, Jason	Substitute Instructor	High School Summer School	\$32 per/hr.	7/6 – 7/30/2015 up to 19 days
Vilmas, Jason	Security	Summer School Security	\$16.50 per/hr.	7/6 - 7/30/2015
Zipparo, Lynda	School Nurse	Summer School	\$32 per/hr.	7/6 – 7/30/2015 19 days

Name	Position	Description Funding Program	Step Amount Longevity	Effective Date(s) or # of Days
Jurusz, Susan	Supervisor	Summer School	\$5,500.00	7/1/2015
King, Rita	Guidance Counselor	Summer employment student scheduling, preparation	Per diem	20 days
Cascia, Joseph	Gudiance Counselor	Summer employment student scheduling, preparation	Per diem	20 days
Martin, Julia	Child Study Team	Summer employment, IDEA Grant	Per diem	22 days
Zippara, Lynda	School Nurse	Summer employment, student sports/employee physicals, incoming students	Per diem	8 days
Fritz-Agostini, Jenifer	Media Specialist	Summer employment update electronic data, check-in new materials obsolete/outdated materials	Per diem	5 days
Smith, Paula J.	Business Administrator	Contract renewal	\$127,134.00	SY2015/16

BOARD MEMBER COMMENTS AND DISUCSSION ITEMS

EXECUTIVE SESSION

On the motion of Mr. Higgs, seconded by Dr. Stepura, at 2:14 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.

HIB
Legal Matter – OPRA Lawsuit Update
Personnel – Superintendent 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 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 matters discussed in executive session.

RETURN TO OPEN SESSION

On the motion of Mr. Gould, seconded by Mr. Higgs, the following items were approved by roll call vote. Dr. Stepura was not present for the vote.

Affirm Action taken by the Superintendent regarding the Harassment, Intimidation and Bullying (HIB) Incident Investigation(s) from March 14, 2015 through April 16, 2015. (0 received)

Acknowledge the Harassment, Intimidation and Bullying (HIB) incident(s) reported from April 17, 2015 through May 14, 2015. (2 received)

On the motion of Mr. Gould, seconded by Mr. Higgs, the 2014/2015 superintendent's evaluation for Dr. Nancy M. Hudanich, as agreed to in Executive Session, to be placed in her personnel file was approved by roll call vote. Dr. Stepura was not present.

ADJOURN

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

Respectfully submitted,



Paula J. Smith
Board Secretary

/jmr

