

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

**April 21, 2015  
1:08 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. Anthony Anzelone, Board Member; Mr. Alan I. Gould, Board Vice President; Mr. Robert L. Boyd, Board President.

Also present at the meeting were: Amy L. Houck, Esquire; James R. Owens, Director of Buildings & Grounds; 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.

**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.

Board President Boyd requested a moment of silence for the loss of our staff member Joann Sopchak.

**PUBLIC INPUT**

There was no public input at the meeting.

**STAFF REPORTS**

On the motion of Dr. Stepura, seconded by Mr. Anzelone, 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 & Instruction
- D. Laura Elston, Supervisor of Post-Secondary, Evening/Continuing and Adult Education
- E. Dr. Nancy M. Hudanich, Superintendent

The staff members left the meeting at 2:14 p.m.

**APPROVAL OF MINUTES OF PREVIOUS MEETING**

On the motion of Mr. Gould, seconded by Mr. Anzelone, the following minutes (Items A through C) were approved by roll call vote.

- A. March 17, 2015, board meeting
- B. March 17, 2015, Executive Session
- C. March 24, 2015, Board of School Estimate Meeting

## REVENUE & EXPENSE

On the motion of Mr. Gould, 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, February 2015, board secretary report and treasurer's report, pending audit;
- C. Board of education's monthly certification of budgetary major account/fund status;
- D. Bill as presented;
- E. Budget summary, February 2015;
- F. Transfers;
- G. Grant/donation for accepting or applying;

<u>Name of Grant/Donation</u>	<u>Apply/Accept</u>	<u>Account</u>	<u>Date</u>
Cooperative Agreement with Department of Ed.	apply/accept	\$2,600.00 ETTC	4/15- 9/30/15

- H. Bids, contracts, reports, agreements:

<u>Name – Report/Contract</u>	<u>Purpose</u>	<u>Amount</u>	<u>Date/Year(s)</u>
McManimon, Scotland & Baumann, LLC	Special counsel to assist district with financing Energy Savings Improvement Program (ESIP)	not to exceed \$15,000.00	4/21/2015
Phoenix Advisors, LLC	Financial Management Services of ESIP	\$7,500.00	4/21/2015
Middle Twp. Board of Ed. Cooperative Pricing Agreement Service Contract	Participate in bid for electrician services		SY2015/16
Memorandum of Understanding between NJ Office of Emergency Management and Cape May County Technical School District	FEMA grant funding		4/21/2015
Educational Data Services	Vocational/OC Ed Supplies	\$49,870.00 (approximately)	4/21/2015
Keyboard Consultants Middlesex Cooperative	Purchase Smartboards Bid #26-EDCP	\$24,401.00	4/21/2015

<u>Name – Report/Contract</u>	<u>Purpose</u>	<u>Amount</u>	<u>Date/Year(s)</u>
Authorize Spieze Architectural Group	To amend the Long Range Facilities Plan to include upgrade to the classroom/shop for the Facility Management Program	Other Capital Projects Local Funding No State Funding	4/21/2015

I. Recommend that the Board of Education acknowledge the non-affiliated international trip to Costa Rica scheduled for June 23, 2015 to June 30, 2015. The trip is arranged by the Cape May Surf Club which is not affiliated with the school district. All costs for food, travel, insurance, etc., are the responsibility of the participant (adults and students) to be paid directly to the vendor. No fundraising will be done through the district.

J. Part-time contracts and hourly rates, 2015-16 SY (effective July 1, 2015):

<u>Position</u>	<u>Rates</u>
Summer School Teacher	\$32 per/hr.
Summertime Adventures for Kids Teacher	\$29 per/hr.
HSE Testing Examiner	\$29 per/hr.
Adult High School Teacher	\$29 per/hr.
Apprenticeship & Pre-Apprentice Instructor	\$29 per/hr.
E/C Education Assistant	\$24 per/hr.
E/C Education Instructor	\$22 per/hr.
E/C Education Secretary	\$9 – 13 per/hr.
E/C Education Cashier	\$8.50 per/hr.

## **COMMUNICATION**

A. Correspondence from

Ruth H. Hallowell, Teacher of Practical Nursing

Synopsis

Notification of resignation effective May 22, 2015 and enjoyed the years of teaching and the privilege of working with the nursing students.

B. Correspondence from

Mary Ann Lang, Secretary

Synopsis

Notification of resignation effective June 30, 2015 and proud and fortunate to have worked in such an outstanding division (Evening Continuing Education/HSE Program) with first rate, hard-working co-workers and two superb and exceptional supervisors.

C. Correspondence from

Freeholder E. Marie Hayes, Cape May County Board of Chosen Freeholders

Synopsis

Complimenting Board of School Estimate presentation given by Superintendent Dr. Nancy M. Hudanich. On behalf of the entire Freeholder Board giving thanks for the wonderful job executed by the Superintendent.

- D. Correspondence from  
 Marie Barry, Director, Office of Career and Technical Education  
 State of New Jersey, Department of Education  
Synopsis  
 Regarding County Vocational School Partnership Grant (NGO#15-VE01-G06)  
 application and recommendations.
- E. Correspondence from  
 Dr. Lawrence S. Feinsod, Executive Director  
 New Jersey School Boards Association  
Synopsis  
 Correspondence received from New Jersey School Boards Association indicating the  
 Dr. Stepura earned sufficient credits under the Board Member Academy to receive  
 the Certificated Board Member award.

## CURRICULUM

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

- A. Job cards, February 2015
- B. Post-Secondary and Evening/Continuing Tuition Fees, SY2015/16
- C. Post-Secondary Tuition Credit Assistance Program, SY2015/16
- D. SY2015/16 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
- E. Homebound Instruction for student T.M.
- F. Field Trips:

<u>Date</u>	<u>Destination/Purpose</u>	<u>Students/Teachers/Aides</u>	
4/21/2015	Avalon Assist with horticultural project (Grades 10-12)	28	1
4/22/2015	Sunset Flower Farm, Belleplain Assist with 7,000 Peonies (Grades 10-12)	28	1
5/2/2015	Garden State Exhibit Center Skills USA Leadership & Championship second round of Competition (Grades 10-12)	66	11+ (Asst. Principal)

<u>Date</u>	<u>Destination/Purpose</u>	<u>Students/Teachers/Aides</u>	
5/8/2015	Caesar's, Atlantic City N.J. Association of Counties Cook Off Challenge	6	2

**LEGISLATION & POLICY**

On the motion of Mr. Gould, seconded by Mr. Anzelone, the following policies (A through D) for first reading 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

On the motion of Mr. Anzelone, seconded by Mr. Gould, the following policy for second reading and approval was approved by roll call vote.

- E. 5141.8 Concussion and Sports Related Head Injury

On the motion of Mr. Anzelone, seconded by Mr. Gould, the following policy for second reading and approval was approved by roll call vote.

The vote was as follows: Mr. Boyd, yes; Mr. Gould, yes; Mr. Anzelone, yes; Dr. Stepura, yes; Mr. Higgs, no.

- F. 6114 Emergencies and Disaster Preparedness

**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. Anzelone, the following personnel were approved by roll call vote. The vote was as follows: Mr. Boyd, yes; Mr. Gould, yes; Mr. Anzelone, yes, Stepura, yes (with exception of emergent hires); Mr. Higgs, yes.

Name	Position	Description Funding Program	Step Amount Longevity	Effective Date(s) or # of Days
Hallowell, Ruth	Teacher of Practical Nursing	Resignation		5/22/2015
Lang, Mary Ann	Secretary	Resignation		6/30/2015
Fynan, Fredrick	Substitute Teacher	High School	\$90 per/day	SY2014/15
Kelley, Linda	Substitute Teacher	High School	\$90 per/day	SY2014/15
Raring, Gwen	Substitute Teacher	High School	\$90 per/day	SY2014/15

Rodia, Kaitlin	Substitute Teacher	High School	\$90 per/day	SY2014/15
Siefkin, Herb	Substitute Teacher	High School	\$90 per/day	4/22/2015
Valerio, Bryan	Substitute Teacher	High School	\$90 per/day	SY2014/15
Lloyd, Margaret	Teacher	Home Bound	\$30 per/hr.	SY2014/15
Varesio, Kelly	Instructor Substitute	Practical Nursing Clinical & Classroom	\$160 per/day	SY2014/15
Stelacio, Diane	Bridging Coordinator	Grant/Local Funds	\$2,500.00	7/1/2015-8/31/2015
Stratton, Julie	Bridging Coordinator	Grant/Local Funds	\$2,500.00	7/1/2015-8/3/10215
Contracted Salaries	(attached list)	As per ratified agreement		SY2015/16

**BOARD MEMBER COMMENTS AND DISCUSSION ITEMS**

**EXECUTIVE SESSION**

On the motion of Mr. Gould, seconded by ,Mr. Anzelone at 2:31 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

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 the 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. Anzelone, the following items were approved by roll call vote. Dr. Stepura abstained from vote.

Affirm Action taken by the Superintendent regarding the Harassment, Intimidation and Bullying (HIB) Incident Investigation(s) from February 14, 2015 through March 13, 2015. (2 received – this includes an incident which occurred on March 13 and therefore not previously acknowledged.)

Acknowledge the Harassment, Intimidation and Bullying (HIB) Incident Report(s) from March 14, 2015 through April 16, 2015. (1 received).

**ADJOURN**

On the motion of Mr. Anzelone, seconded by Dr. Stepura, the meeting was adjourned at 2:44 p.m.

Respectfully submitted,

Paula J. Smith  
Board Secretary

/jmr