

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

**April 23, 2013
1:04 p.m.**

The following were present at the meeting: Dr. Richard Stepura, board member; Mr. Alan I. Gould, board vice president; Mr. Robert L. Boyd, board president.

Mr. Anthony L. Anzelone, board member was not present at the meeting.

Also present at the meeting were: Amy L. Houck, Esquire; Michael Adams, Principal; 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 and Rusty Miller, Director of Evening & Continuing Education were not present at the meeting.

FLAG SALUTE

Adequate notification of this meeting has been properly posted in the Press of Atlantic City on November 9, 2012, as prescribed by Chapter 231, laws of 1975.

PUBLIC INPUT

There was not public input.

APPROVAL OF MINUTES OF PREVIOUS MINUTES

On the motion of Mr. Gould, seconded by Dr. Stepura, the following minutes were approved by roll call vote. Dr. Stepura voted yes that the board received a copy of the minutes. He was not present for the meetings.

- A. March 19, 2013, board meeting
- B. March 19, 2013, Executive Session
- C. March 26, 2013, Board of School Estimate

REVENUE & EXPENSE

On the motion of Mr. Gould, seconded by Dr. Stepura, the following Revenue & Expense Items A through K 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 2013, 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, February 2013;
- F. Transfers;

G. Grants/donation for accepting or applying:

<u>Name of Grant/Donation</u>	<u>Apply/Accept</u>	<u>Amount</u>	<u>Year</u>
America Honda Foundation for STEM projects	Apply	up to \$75,000.00	SY13

H. Bids, contracts, reports, agreements:

<u>Name Report/Contract</u>	<u>Purpose</u>	<u>Amount</u>	<u>Date/Year</u>
Middle Twp. Board of Ed. Cooperative Pricing Agreement service contract	Electrician Services		SY2013/14
Educational Data Services	Vocational/OC-ED	\$31,465.86	5/1/2013
MRESC 12/13-65 Co-op Bid Hillyard Inc.	Custodial supplies	\$25,594.54	4/15/2013

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

<u>Name of Disposal Item(s)</u>	<u>Value of Item(s)</u>	<u>Reason for Disposal</u>
<u>To be disposed or sold</u>		
Cash register Inventory #1003954/1360	Unknown	Broken/Obsolete

J. Travel (Employee/Board Member)

<u>Name</u>	<u>Purpose</u>	<u>Location</u>	<u>Est. Cost</u>	<u>Date(s)</u>
Paula J. Smith	NJASBO Conference	Atlantic City, NJ	\$ 223.08	6/5-7/2013

THE FOLLOWING ITEMS WERE REMOVED FROM THE AGENDA

Lynda Zipparo	Advances in School Philadelphia, PA Nursing Conference	\$ 598.35	7/10-12/2013
Diane Zimmerman	Advances in School Philadelphia, PA Nursing Conference	\$1,018.95	7/10-12/2013

K. Part-time contracts and hourly rates, 2013/14SY (effective July 1, 2013):

<u>Position</u>	<u>Rates</u>
Summer School Teacher	\$32 per/hr.
Summertime Adventures for Kids Teacher	\$29 per/hr.
GED Testing Examiner	\$29 per/hr.
Adult High School Teacher	\$29 per/hr.
Apprenticeship Instructor	\$29 per/hr.
Security Personnel	\$16.50 per/hr.
Evening/Continuing Education Assistant	\$24 per/hr.
Evening/Continuing Instructor	\$22 per/hr.
Evening/Continuing Secretary	\$9 - \$13 per/hr.
Evening/Continuing Cashier	\$7.50 - \$8.50 per/hr.
Substitute Coverage (ECDC)	\$12.86 per/hr.
Substitute Coverage Secretarial	\$11 per/hr.
Supplemental pay (holistic scoring of entrance exams)	\$18 per/hr. scoring
Supplemental pay (proctoring for entrance exams)	\$20 per/hr. proctoring

COMMUNICATION

Correspondence from

Ray Pinney, Director
Member Training
NJ School Boards Assoc.

George (Rusty) Miller

Board of Chosen Freeholders

A/Captain Ronald Kirby
NJ State Police Marine
Services Bureau Chief

Gina Tack

Subject

Board of Education Vice President Alan I. Gould has completed mandated Governance III training.

Notification of retirement effective July 1, 2013 and giving thanks to the Board of Education for their support of the district's Evening and Continuing Education Division which he has served for 27 years.

Resolution No. 301-13 Interlocal/Shared Services Agreement between Atlantic Cape May Workforce Investment Board and the Cape May County Technical School to offer the Summer Youth Employment/Academic Program the weeks of June 24 – 28, July 22 – 26 and August 19 – 23.

The district's "Boat New Jersey" boating safety course and Boat Safety instructor, Hanna Toft have been certified and approval will expire on March 31, 2016.

Thanking Dr. Hudanich, board members and administration for thoughts and prayers Gina's recovery.

CURRICULUM

On the motion of Mr. Gould, seconded by Dr. Stepura, the following Curriculum (Items A through H) were approved by roll call vote. Dr. Stepura's vote is contingent upon County Office review for Three Year Technology Plan.

- A. Job cards, February 2013;
- B. District Calendars, SY2013/14:
10 – Month
12 – Month
- C. Post-Secondary and Evening/Continuing Education Tuition Fees, SY2013/14;
- D. Post-Secondary Tuition Credit Assistance Program, SY2013-2014;
- E. Homebound instruction for J.A., Princeton House Behavioral Health Services; Professional Education Services, Inc., 3/19-4/1/2013, at the rate of \$30.00 per hour, total \$600.00;
- F. Homebound instruction for J.A., Bergen County Special Services School District 4/2 – 6/128/2013, at the rate of \$60.00 per hour, total to be determined;
- G. Three Year Technology Plan, 2013 – 2016;
- H. Field Trips:

<u>Date</u>	<u>Destination/Purpose</u>	<u>Students/Teachers/Chaperone(s)</u>	
4/10	Stiles Farm & Nursery Plant base-root & graft fruit trees (Grades 10-12)	14	1

<u>Date</u>	<u>Destination/Purpose</u>	<u>Students/Teachers/Chaperone(s)</u>		
4/12	Avalon Golf Club Award recognition for: Anti-underage drinking public service (Grades 10-12)	18	1	
4/26	Wildwood Convention Center Set up for prom (Grade 12)	12	3	
5/7	Holy Redeemer Community service in a "wellness day" for staff (post-secondary)	21	1	1
5/10	Local Salons tour various salons (post-secondary)	23	1	1
5/13	Storybook Land Egg Harbor Township Nursery Rhymes Theme Park (Pre-School, Grades 10-12)	44	2	1
5/15	Congress Hall/Morey's Pier NAF – Marketing, Hospitality Seminar (Grades 10 – 11)	15	2	
5/22	Museum of Modern Art New York City (Grades 9 – 12)	38	4	
5/21 – 23	Rutgers University FFA Convention (Grades 9 – 12)	30	2	1
5/23	University of Medicine & Dentistry of New Jersey Union County Vo-Tech Scotch Plains final examination for Credits (Grade 12)	34	2	
5/29	Avalon Barrier Islands Ecology, Geology & Economy (Grades 9 -10)	20	1	

<u>Date</u>	<u>Destination/Purpose</u>	<u>Students/Teachers/Chaperone(s)</u>	
5/29	Avalon Barrier Islands Ecology, geology & economy (Grades 9 – 10)	22	1
5/30	Avalon Barrier Islands Ecology, geology & economy (Grades 9 – 10)	24	1
5/30	Avalon Barrier Islands Ecology, geology & economy (Grades 9 – 10)	24	1

LEGISLATION & POLICY

On the motion of Mr. Gould, seconded by Dr. Stepura, the following policies/regulations (Items a through D) were approved by roll call vote.

- A. 3541.31 Privately Owned Vehicles
- B. 3541.31 Privately Owned Vehicles Regulation
- C. 3541.31-R Privately Owned Vehicles – Volunteer Private Driver Form – Regulation
- D. 6153 Field Trip Regulation

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). The following personnel were approved by roll call vote.

On the motion of Dr. Stepura, seconded by Mr. Gould, the following items were approved by roll call vote.

<u>Name</u>	<u>Position</u>	<u>Description Funding Program</u>	<u>Step Amount Longevity</u>	<u>Effective Date(s) or # of Days</u>
George Miller	Director, Evening/ Continuing Education	Retirement (with regret and best wishes)		7/1/2013
Employee #271		Medical Leave		1/24/2013- (to be determined)
Michael McBride	On-Call Custodian	Rate Change From: To: For Boiler License	\$10.00 p/hr. \$12.00 p/hr.	3/1/2013 – 6/30/2013
Virginia Roma	Head Coach Girl's Basketball	6 th Year	\$6,450.0	SY2012/13
Young Ae Lee	Teacher (Algebra I CP)	H.B. Instr. (M.L.)	\$30 per/hr.	2 hrs./p/wk. 4/10/2013 to 5/9/2013

<u>Name</u>	<u>Position</u>	<u>Description Funding Program</u>	<u>Step Amount Longevity</u>	<u>Effective Date(s) or # of Days</u>
William Ladd	Teacher (English 9 Honors)	H.B. Instr. (M.L.)	\$30 per/hr.	2 hrs./p/wk. 4/10/2013 to 5/9/2013
Brian Halsey	Teacher (US History I CP)	H.B. Instr. (M.L.)	\$30 per/hr.	2 hrs./p/wk. 4/10/2013 to 5/9/2013
Margaret Hosford	Teacher (Biology I Honors)	H.B. Instr. (M.L.)	\$30 per/hr.	2 hrs./p/wk. 4/10/2013 to 5/9/2013
Margaret Hosford	Teacher (Spanish I)	H.B. Instr. (M.L.)	\$30 per/hr.	2 hrs./p/wk. 4/10/2013 to 5/9/2013
Kathy Purdy	CPR/AED, Safety, First Aid, CPR Re-Certifications		\$45 per/hr.	SY2012/13
Maryann Fee	School Nurse (Substitute)	High School	\$134 p/day	SY2012/13
Personnel/position renewals			Salary pending negotiations	2013/2014

BUILDINGS, GROUNDS & EQUIPMENT ADMINISTRATIVE REPORTS

Director of Guidance, Margaretta Houston reported to the board regarding the district's HESPA testing results. Dr. Hudanich thanked Ms. Houston for her service to the district in light of her retirement effective June 30, 2013.

On the motion of Dr. Stepura, seconded by Mr. Gould, the following Buildings, Grounds & Equipment and Administrative Reports were approved by roll call vote.

- A. Director, Buildings, Grounds and Equipment Report, presented by James R. Owens, Director of Buildings, Grounds and Equipment was presented to the board.
- B. Use of School Facilities, May 2013, presented by James R. Owens, Director of Buildings, Grounds and Equipment was presented to the board.

ADMINISTRATIVE REPORTS

- A. Principal's Report was presented by Michael Adams, Principal;
- B. Director, Curriculum & Instruction Report was presented by Nancy Wheeler-Driscoll;
- C. Director, Evening & Continuation Education Report was presented by Rusty Miller;
- D. Superintendent's Report was presented by the Dr. Nancy M. Hudanich.

**BOARD MEMBER COMMENTS AND DISCUSSION ITEMS
EXECUTIVE SESSION**

On the motion of Dr. Stepura, seconded by Mr. Gould, at 1:47 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 Report
Negotiations - Update
Personnel
Superintendent Evaluation
Legal Matters – 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. Upon conclusion of the executive session, the Board will reconvene in open session. It is anticipated that the Board will take action at that time in connection with the matters discussed in executive session. The executive session was adjourned at 3:00 p.m.

RETURN TO OPEN SESSION

On the motion of Mr. Gould, seconded by Dr. Stepura, the following items were approved by roll call vote.

Affirm Action taken by the Superintendent regarding HIB Investigations: from February 13, 2013 to March 12, 2013 (0 received).

Acknowledge Harassment, Intimidation and Bullying (HIB) Incidents Report: from March 13, 2013 to April 12, 2013 (2 received).

On the motion of Mr. Gould, seconded by Dr. Stepura, that the Board approve the superintendent evaluation for Dr. Nancy M. Hudanich for placement in her personnel file was approved by roll call vote.

ADJOURN

On the motion of Mr. Gould, seconded by Dr. Stepura, the meeting was adjourned at 3:02 p.m.

Respectfully submitted,



Paula J. Smith
Board Secretary