

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

**December 17, 2013**

**1:05 p.m.**

**WORK SESSION**

**CALL TO ORDER**

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 L. Anzelone, board member, was not present at the work session.

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 8, 2013, as prescribed by Chapter 231, laws of 1975.

**PUBLIC INPUT**

There was no public input.

**BOARD REVIEW OF REGULAR AGENDA ITEMS**

The Board discussed the correspondence received from Remington and Vernick regarding solar power facilities on district property. This was a follow-up from the energy analysis work completed by Remington and Vernick Engineers.

There were no other questions on agenda items.

**ADJOURNMENT OF WORK SESSION**

On the motion of Dr. Stepura, seconded by Mr. Gould, the Work Session was adjourned at 1:10 p.m.

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Also present at the meeting were: Amy L. Houck, Esquire; James R. Owens, Director, Building and Grounds; Mr. 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.

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

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**PUBLIC INPUT**

Mr. Boyd recognized Kristina Given, class of 2014, Graphic Arts Technology student, for the 2013 holiday card design.

Dr. Hudanich introduced and extended best wishes to School Based Youth Services employee, Matt Jacobs, who will be leaving the district to accept a new position. She also introduced his replacement, Chris Coleman, who will be transitioning into Matt's position to the Board of Education. Dr. Hudanich thanked Matt for his dedication to the district.

Dr. Hudanich conducted the mandatory Public Hearing of all acts of violence and vandalism, substance abuse, harassment, intimidation and bullying incidents occurring from January 2013 – August 2013 in accordance with P.L. 2010, c122. She reported the following incidents:

- 3 Substance Abuse (3 students)
- 2 Violence (4 students)
- 2 Special Ed. Offender (2 students)
- 1 Vandalism (1 student)
- 1 Weapon (1 student)
- 0 Bullying
- 9 Total Incidents (11 Students)

Mr. Higgs inquired about the weapon incident. Mr. Adams reported that a student mistakenly had his grandfather's antique knife collection in his car. This was discovered on school grounds without incident.

Dr. Hudanich asked for public comment. There was none. Moved by Mr. Gould and seconded by Mr. Higgs to close the public hearing for acts of violence and vandalism, substance abuse, harassment, intimidation and bullying.

Ms. Laura Elston introduced Elizabeth Sanchez a high school cosmetology student who was the recipient of the Donna Wise Kelleher Scholarship in the amount of \$300.00 towards her kit for the program.

**APPROVAL OF MINUTES OF PREVIOUS MEETING**

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

- A. November 1, 2013, board meeting
- B. November 1, 2013, executive session

**REVENUE AND 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.

Dr. Stepura abstained from vote on Item H.b. only.

- A. Board secretary’s monthly certification of budgetary line item status;
- B. Financial report A-148 and A-149, October 2013, 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, October 2013;
- F. Transfers;
- G. Grants/donations for accepting or applying:

<u>Name of Donation</u>	<u>Apply/Accept</u>	<u>Amount</u>	<u>Year</u>
Perennial ryegrass seed, Tuckahoe Turf blend sod for agriculture students to learn application	Accept		2013
3 thread Serger industrial sewing machine for Evening/Continuing Ed Upholstery Program	Accept		2013
12 four-cell batteries for green engineering projects and HVAC/sustainable energies	Accept		2013
2002 Lexus-RX300 SUV for auto and diesel technology	Accept		2013
<u>Name of Grant</u>	<u>Apply/Accept</u>	<u>Amount</u>	<u>Year</u>
Federal Youth Career Connect Program of Study/Secondary Education CTE in Partnership with ACCC	Apply	Varies	SY2014/15

H. Bids, contracts, reports, agreements:

<u>Name – Report/Contract</u>	<u>Purpose</u>	<u>Amount</u>	<u>Date/Year(s)</u>
NJSBA Internet Policy Services & License	online policy manual services	\$2,500.00	Dec. 2013/14

<u>Name – Report/Contract</u>	<u>Purpose</u>	<u>Amount</u>	<u>Date/Year(s)</u>
Regular Operating District State Project #0720-030-14-1001-604	Accept PEC letter as final eligible cost and accept “grant” state funding source	\$960,000.00	12/17/2013

Smart Start Lighting Incentive program	Upgrade 100 light fixtures	\$5,000.00 (\$50 each)	12/17/2013
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Billows Electric Supply	Purchase Rab 2x2 34 LED Layin Lights	\$14,300.00	SY2013/14
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Competitive Quotes:

Colonial Electric Supply	\$14,835.00
Fairlite Electric Supply	\$15,625.00

Food Service Management for SY2014/15	Advertise for proposals	2/6/2014
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Delta Dental Employee Insurance	Two year renewal 0% increase	1/1/2014 to 12/31/2015
	Single \$ 48.14	
	Two Party \$ 78.10	
	Three Party \$133.90	

Resolution to support school funding formula based upon enrollment not attendance		12/17/2013
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Project Lead The Way (PLTW)	\$ 3,000.00	SY2013-14
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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> Biology, Child Care, HS Cosmo various textbooks	Unknown	Outdated
Hoover Vacuum Model CH50100 Inventory #1007450	Unknown	Remove from inventory. Vacuum was replaced from vendor with new vacuum instead of

Smart Sympodium  
Model DT770  
Inventory #1004906

Unknown

making repairs.

Remove from  
inventory. Unit was  
deemed unrepairable.

Name of Disposal Item(s)  
To be disposed or sold  
Gateway Computers (3)  
Model #450E  
Inventory #1004153,  
1004154, 1004157

Value of Iteml(s)

Reason for Disposal

Unknown

Remove from  
inventory. Units were  
stripped of all usable  
parts.

Communication Arts  
Technology Fixed Asset  
Report

Unknown

Remove from  
inventory. Items  
removed from district  
during previous shop  
upgrades.

J. Travel (Employee/Board Member)

<u>Name</u>	<u>Purpose</u>	<u>Location</u>	<u>Est. Cost</u>	<u>Date(s)</u>
Gina Tack	Collaboration & Complicity Seminar	Newark	\$445.49	1/18-20/2014
Dr. Nancy Hudanich	Nat'l. Conference on Education	Nashville, TN	\$2,654.75	2/11-16/2014

**COMMUNICATION**

Correspondence from

- A. Michael Kolakowski, Coordinator of Volunteers and Community Partners, Family Success Center of Cape May

Synopsis

Giving thanks for Tech's and School Based Youth Service (SBYS) collaborative effort in collecting numerous boxes and bags of food by the senior class at Tech's Got Talent Show, coordinated by Senior Class Advisor Gina Tack. The food was delivered to the Family Success Center of Cape May County where it was sorted and shelved by students participating in the SYBS Volunteer Club Rebekah Oakley, Lizzy Powers, Nicholas Seliger and Ajahla Cathie with the guidance of SBYS Volunteer Club's Sponser – Coordinator Laurie Emhe and leadership of Program Manager Noel Hires, as well as, Rachael Cresse, an intern from Rutgers-Camden.

Correspondence from

- B. Remington & Vernick

Synopsis

Proposal to prepare and submit an interconnection request to Atlantic City Electric, shading analysis, structural evaluation of the roof and financial analysis for net energy metering related to the installation of solar power facilities at the Technical School's site.

Correspondence from

C. Bernard E. Piaia, Jr., Director, Office of Facilities, State of New Jersey

Synopsis

The State has determined that the district qualifies as a priority Level 1 for the State Project #0720-030-14-1001-G04 window, door, fire alarm and HVAC.

**CURRICULUM**

On the motion of Mr. Gould, seconded by Dr. Stepura, the following curriculum, SY2013/14 (Item A through G) was approved by roll call vote.

- A. Job cards, October 2013;
- B. Winter athletic schedules: Boys Basketball, Girls Basketball, Boys Swimming and Girls Swimming;
- C. Post-Secondary Tuition Credit Assistance recipient:  
Cosmetology Student            15% = \$566.25
- D. Evening & Continuing Education additional course offerings, winter/spring 2014:  
Chair Yoga with Meditation  
Group Guitar  
Haiku Poetry  
Needle & Thread Bead Stitching  
Saltwater Fishing Series  
Russian for Beginners  
Wastewater Collection Systems  
Wellness Seminar Series
- E. Literacy Volunteers of America Use of Facility request at a no charge status;
- F. Request approval to apply as a McGraw-Hill TASC (Test Assessing Secondary Completion) Testing Center (State approved vendor for the New Jersey State-issued High School Diploma) from January 1, 2014 to December 31, 2014.
- G. Field Trips:

<u>Date</u>	<u>Destination/Purpose</u>	<u>Students/Teachers/Assist.</u>		
12/3/2013	Morey's Pier, Wildwood Senior Yearbook Portrait (Grade 12)	134	5	
12/18/2013	Avalon Move oysters to deep water site (Grades 9 – 12)	16	1	
3/11/2014	Jacob Javits Center, New York International Beauty Show (Post-Secondary, Grade 12)	22	3	2
5/21-23/2014	Monmouth University, W. Long Branch FFA State Convention	30	3	

(Grades 9 -12)

**LEGISLATION & POLICY  
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 Dr. Stepura, the following personnel were approved by roll call vote.

<b>Name</b>	<b>Position</b>	<b>Description Funding Program</b>	<b>Step Amount Longevity</b>	<b>Effective Date(s) or # of Days</b>
Juni, Pamela	Substitute Teacher	High School	\$90 per/day	SY2013/14
Poulopoulos, David	Substitute Teacher	High School	\$90 per/day	SY2013/14
Santoro, Kathleen	Substitute Teacher	High School	\$90 per/day	SY2013/14
Smilyk, Cynthia	Substitutue Teacher	High School	\$90 per/day	SY2013/14
Bravo, Janet	Write Curriculum	Job Skills Training Grant	\$1,200.00	12/17/2013
Alburger, David	Instructor	Evening/Continuing Education	\$22 per/hr.	12/17/2013
Becica, Kimberly	Instructor Sub.	Evening/Continuing Education	\$22 per/hr.	12/17/2013
Hamann, Ekaterina	Instructor	Evening/Continuing Education	\$22 per/hr.	12/17/2013
Hornbeck, James	Instructor	Evening/Continuing Education	\$22 per/hr.	12/17/2013
Martin, Naho	Instructor	Evening/Continuing Education	\$22 per/hr.	12/17/2013
Smith, Amy Sue	Instructor	Evening/Continuing Education	\$22 per/hr.	12/17/2013
Trebilcock, Julia	Instructor Sub.	Evening/Continuing Education	\$22 per/hr.	12/17/2013
White, Chanelle	Instructor	Evening/Continuing Education	\$22 per/hr.	12/17/2013
Halsey, Brian	Teacher (English 10H)	H.B. Instruction (M.L.)	\$30 per/hr.	12/9 – 12/20/13 2hrs./per/wk.
Nelson, Lisa	Teacher	H.B. Instruction (M.L.)	\$30 per/hr.	12/9 – 12/20/13 2 hrs./per/wk.
Pruna, Carlos	Teacher (Geometry CP)	H.B. Instruction (M.L.)	\$30 per/hr.	12/9 – 12/20/13 2 hrs./per/wk.
Kopf, Barry	Teacher (U.S. History II)	H.B. Instruction (M.L.)	\$30 per/hr.	12/9-12/20/2013 2 hrs./per/wk.

Hosford, Margaret	Teacher (Spanish II)	H.B. Instruction (M.L.)	\$30 per/hr.	12/9-12/20/2013 2 hrs./per/wk.
Ladd, William	Teacher (U.S. History I)	H.B. Instruction (H.D.)	\$30 per/hr.	12/4 – 12/31/2013 2 hrs./per/wk.
Hosford, Margaret	Teacher (Spanish I)	H.B. Instruction (H.D.)	\$30 per/hr.	12/4 – 12/31/2013 2 hrs./per/wk.
Hosford, Margaret	Teacher (Biology CP)	H.B. Instruction (H.D.)	\$30 per/hr.	12/4 – 12/31/2013 2 hrs. per/wk.
Halsey, Brian	Teacher (English 9 CP)	H.B. Instruction (H.D.)	\$30 per/hr.	12/4-12/31/2013 2 hrs./per/wk.
Fishman, Mikhail	Teacher (Algebra ICP)	H.B. Instruction (H.D.)	\$30 per/hr.	12/4-12/31/2013 2 hrs./per/wk.
Ladd, William	Teacher (Sociology)	H.B. Instruction (A.A.)	\$30 per/hr.	12/9-12/20/2013 2 hrs/per/wk.
Ladd, William	Teacher (World Cultures)	H.B. Instruction (A.A.)	\$30 per/hr.	12/9-12/20/2013 2 hrs./per/wk.
Fishman, Mikhail	Teacher (Algebra II)	H.B. Instruction (A.A.)	\$30 per/hr.	12/9-12/20/2013 2 hrs./ per/wk.
Halsey, Brian	Teacher (English 11 CP)	H.B. Instruction (A.A.)	\$30 per/hr.	12/9-12/20/2013 2 hrs./per/wk.
Kopf, Barry	Teacher (U.S. History II H)	H.B. Instruction (T.M.)	\$30 per/hr.	12/5-1/31/2014 2 hrs./ per/wk.
Nelson, Lisa	Teacher (Chemistry H)	H.B. Instruction (T.M.)	\$30 per/hr.	12/5-1/31/2014 2 hrs./per/wk.
Lee, Young Ae	Teacher (Pre-Calculus)	H.B. Instruction (T.M.)	\$30 per/hr.	12/5-1/31/14 2 hrs./per wk.
Halsey, Brian	Teacher (English 11 CP)	H.B. Instruction (T.M.)	\$30 per/hr.	12/5-1/31/2014 2 hrs./per/wk.
Tack, Gina	Teacher (Art History)	H.B. Instruction (T. M.)	\$30 per/hr.	12/5-1/31/14 2 hrs./per/wk.
Takayama, Daniel	Teacher (Chemistry CP)	H.B. Instruction (N.S.)	\$30 per/hr.	12/4-1/1/2014 2 hrs./per/wk.
Kopf, Barry	Teacher (US History II CP)	H.B. Instruction (N.S.)	\$30 per/hr.	12/4-1/1/2014 2 hrs./per/wk.
Lee, Young Ae	Teacher (Alegbra II H)	H.B. Instruction (N.S.)	\$30 per/hr.	12/4 – 1/1/2014 2 hrs./per/wk.
Hosford, Margaret	Teacher (English 10 H)	H.B. Instruction (N.S.)	\$30 per/hr.	12/4 – 1/1/2014 2 hrs./per/wk.
Hosford, Margaret	Teacher (French II)	H.B. Instruction (N.S.)	\$30 per/hr.	12/4 – 1/1/2014 2 hrs./per/wk.
Lang, Mary Ann	Proctor/Secretary TASC	Local (reduced grant funds)	\$18,000/yr. prorated	1/1/14 – 6/30/14

Dr. Stepura left the meeting 1:30 p.m. and returned to the meeting 1:38 p.m.

## ADMINISTRATIVE REPORTS

## **BUILDINGS, GROUNDS & EQUIPMENT**

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

- a. Director, Buildings & Grounds Report was presented to the board by James Owens, Director, Buildings, Grounds & Equipment.
- b. Use of School Facilities Report, January 2014, was presented to the board by James Owens, Director, Buildings, Grounds & Equipment.

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

- c. Principal's Report was presented to the board by Michael Adams, Principal.
- d. Director of Curriculum & Instruction Report was presented to the board by Nancy Wheeler-Driscoll, Director of Curriculum & Instruction.
- e. Supervisor of Post-Secondary, Evening/Continuing Education & Adult Education Report was presented to the board by Laura Elston, Supervisor of Post-Secondary, Evening/Continuing & Adult Education.
- f. Superintendent's Report was presented to the board by Dr. Nancy M. Hudanich, Superintendent.

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

### **EXECUTIVE SESSION**

At 1:05 p.m., on the motion of Mr. Gould, seconded by Dr. Stepura, 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 be legally and appropriately be discussed in Executive Session.

HIB Report  
Legal Matter Update – HVAC Litigation  
Contractual Matter  
Negotiations 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. It is anticipated that the board will take action at this time in connection with the matters discussed in executive session. The executive session was adjourned at 1:09 p.m.

### **RETURN TO OPEN SESSION**

Mrs. Laura Elston, Supervisor of Post-Secondary, Evening And Continuing and Adult Education, acknowledged MacKenzie McCorkel, the post-secondary recipient of the Donna Wise Kelleher Memorial Scholarship in the amount of \$800.00 toward her cosmetology tuition.

### **RECONVENE TO EXECUTIVE SESSION**

On the motion of Mr. Gould, seconded by Dr. Stepura, reconvening to Executive Session at 1:15 p.m. was approved by roll call vote.

**RETURN TO OPEN SESSION**

Affirm Action taken by the Superintendent regarding HIB Investigations:  
from October 11, 2013 to November 1, 2013 (0 received)

Acknowledge Harassment, Intimidation and Bullying (HIB) Incidents Report:  
From October 25, 2013 to December 13, 2013 (0 received)

On the motion of Mr. Gould, seconded by Dr. Stepura, the Settlement Agreement, as discussed  
in Executive Session was approved by roll call vote.

**ADJOURN**

On the motion of Dr. Stepura, seconded by Mr. Gould, the meeting was adjourned at 2:40 p.m.

Respectfully submitted,

A handwritten signature in dark ink, appearing to read "Paula J. Smith". The signature is fluid and cursive, with the first name "Paula" being more prominent than the last name "Smith".

Paula J. Smith  
Board Secretary

/jmr

