

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

**February 25, 2014  
1:05 p.m.  
WORK SESSION**

**CALL TO ORDER**

The following were present at the meeting: Kerry Higgs, board member; Anthony L. Anzelone, board member; Alan I. Gould, board vice president; Robert L. Boyd, board president.

Dr. Richard Stepura, board member, was absent from work session.

Also present at the work session 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.

Judith Thompson and Monica Mack of the Curriculum & Instruction Office and two members of the public were present.

**FLAG SALUTE**

Adequate notification of this meeting has been properly posted in the Press of Atlantic City on January 31, 2014, as prescribed by Chapter 231, laws of 1975.

**PUBLIC INPUT**

Dr. Hudanich recognized Ms. Thompson for her years of service in the district. Ms. Thompson is retiring as of February 28, 2014. Ms. Driscoll presented Ms. Thompson a plaque in recognition of her service to the district since 1999.

**BOARD REVIEW OF REGULAR AGENDA ITEMS**

Mr. Anzelone informed the board that he will be attending more meetings with the Administrative Staff. The board discussed this and agreed the solicitor should research to see if this is permissible. Mr. Anzelone is requesting these meetings to help him better understand the items being presented at the board meeting. He stated that, in the absence of Board Committees, he finds that he does not have enough time to process the information presented in the board packets prior to voting on the matter at the meeting. The Board discussed the concern of micromanaging district officials. The solicitor will forward her findings to the Board and superintendent within 30 days. There were no other questions from the Board.

**ADJOURN**

On the motion of Mr. Gould, seconded by Mr. Anzelone, the work session was adjourned at 1:36 p.m.

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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 and Terrance Harris, Cape May County Herald Newspaper.

Adequate notification of this meeting has been properly posted in the Press of Atlantic City on January 31, 2014, as prescribed by Chapter 231, laws of 1975.

**PUBLIC INPUT**

There was no public input.

**APPROVAL OF MINUTES OF PREVIOUS MEETING**

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

- A. January 27, 2014, board meeting
- B. January 27, 2014, executive session

**EXPENSE & REVENUE**

On the motion of Mr. Gould, seconded by Mr. Anzelone, the following Revenue & Expense (Items A through M) 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, December 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, December 2013;
- F. Transfers;
- G. Grants/donations for accepting or applying:

<u>Name of Grants/Donations</u>	<u>Apply/Accept</u>	<u>Amount</u>	<u>Year</u>
<u>Grants:</u>			
Dollar General Adult Literacy	Apply/Accept	\$15,000.00	5/2014-4/2015
<u>Name of Grants/Donations</u>	<u>Apply/Accept</u>	<u>Amount</u>	<u>Year</u>
Green Program of Study Yr. 4	Accept	\$ 6,000.00	2/1/2014-1/31/15

Interlocal/Shared Services Atlantic Cape May Workforce Investment Board Summer Youth Employment Academic Program	Apply/Accept	\$13,086.97	June 23-27, 2014 July 21-25, 2014 August 18-22, 2014 Fiscal 6/1/2014 through 9/30/2014
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Donations:

Stackable washer/dryer for Early Childhood Development Program	Accept	2014
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12 Hoogendorn Holly and 2 Spartelberry for Agriculture/Horticulture Program	Accept	2014
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H. Bids, contracts, reports, agreements:

<u>Name – Report/Contract</u>	<u>Purpose</u>	<u>Amount</u>	<u>Date/Year(s)</u>
Special Education Medicaid Initiative (SEMI) Program	Waiver of Requirements		SY2014/15

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>
Phillips TV Serial #13968978, 1999 #100002491 or 1000398	Unknown	Obsolete
Zenith TV #1002247	Unknown	Obsolete

J. Appointment of President Robert L. Boyd and Vice President Alan I. Gould and Board Member Anthony L. Anzelone, as alternate, to represent the Cape May County Technical School District at the Board of School Estimate meeting on March 25, 2014 at 3:00 p.m.

K. Tuition rates for the 2014/2015SY (2 percent increase over SY2013/14)

Full-Time:	\$ 7,798.00	(2013/14 \$ 7,646.00)
Shared-Time:	\$ 3,899.00	(2013/14 \$ 3,823.00)
Full-Time Special:	\$ 11,450.00	(2013/14 \$11,226.00)
Shared-Time Special:	\$ 5,725.00	(2013/14 \$ 5,613.00)

L. Draft 2014/15 Budget Resolution. Pending receipt of state aid figures.

M. Travel ( Employee/Board Member)

<u>Name</u>	<u>Purpose</u>	<u>Location</u>	<u>Est. Cost</u>	<u>Date(s)</u>
Ed Leszczynski	National Academy Finance	Timonium, MD	\$237.50	3/13-14/2014
Steven Vitiello	DAANJ State Conf.	Atlantic City	\$350.00	3/26-28/2014
Katy deNavas	Enhancing Spanish Language Instruction	Cherry Hill	\$246.10	4/2/2014

## COMMUNICATION

Correspondence from:

- A. Bernard E. Piaia, Jr., Director, Office of School Facilities, State of New Jersey  
Synopsis  
 State Project #0720-030-14-1001-G04 for window, door, fire alarm and HVAC has determined a final eligible maximum cost/grant approval pending proportional local appropriation.
- B. Marie Barry, Director, Office of Career and Technical Education  
Synopsis  
 District has been approved for funding for Year 4 of the New Jersey Four-Year Green Program of Study Pilot Program.
- C. Herbert Siefken, Teacher of Exploratory  
Synopsis  
 Giving notice of retirement effective July 1, 2014, and his expression of gratitude to the Board of Education and school administration, staff and students. "I have enjoyed working at the Cape May County Technical High School and with the many staff and students over the past 38 years."
- D. John Ord, Assistant Principal of Occupational Programs  
Synopsis  
 Giving notice of retirement effective July 1, 2014, and thanking Dr. Hudanich, Mr. Kistler, Mr. Desmond and Mr. Matthies for making the final of 30 years in vocational-technical education so enjoyable and fulfilling; and wishes Dr. Hudanich and the Board of Education the best in continued great job.

## CURRICULUM

On the motion of Mr. Gould, seconded by Mr. Anzelone, the following curriculum, SY2013/14 Items A through C) were approved by roll call vote.

- A. Job cards, December 2013;
- B. 2013/14 Calendars, reflecting adjustment of days due to snow days;
- C. Field Trips:

<u>Date</u>	<u>Destination/Purpose</u>	<u>Students/Teachers</u>	
3/11/2014	Brick Mason Institute, Bordentown Skills USA Contest (Grades 11 – 12)	3	1

Date  
3/20/2014

Destination/Purpose  
Rowan University  
Project Lead the Way  
Engineering Design Competition  
(Grade 10)

Students/Teachers  
7 1

### LEGISLATION & POLICY

On the motion of Mr. Higgs, seconded by Mr. Gould, the following policies/regulations/job descriptions:

- A. 2130.1 Principal Evaluation
- B. 2130.1 Principal Evaluation Regulation
- C. 4116 Evaluation of Teaching Staff Members
- D. 4116 Evaluation of Teaching Staff Members Regulation
- E. Job Descriptions – aligned with NJSBA clauses

### 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. Anzelone, seconded by Mr. Gould, the following personnel was approved by roll call vote.

NAME	POSITION	DESCRIPTION FUNDING PROGRAM	STEP AMOUNT LONGEVITY	EFFECTIVE DATE(S) OR # OF DAYS
Sangillo, Robert	Part-Time Teacher	ABE/ESL/Civics/AHE (GED) ABE Grant	\$32 per/hr.	1/28/2014
Elston, Laura	Chief TASC(Test Assessing Secondary Completion) Examiner	HSE (High School Equivalency) Testing	N/A	1/1/14-6/30/14
Arnold, Alicia	TASC Examiner	HSE (High School Equivalency) Testing	\$29 per/hr.	1/1/14-6/30/14
Crean, Jean	TASC Examiner	HSE (High School Equivalency) Testing	\$29 per/hr.	1/1/14-6/30/14
Martin, Julia	TASC Examiner	HSE (High School Equivalency) Testing	\$29 per/hr.	1/1/14-6/30/14
Roach, Lisa	TASC Examiner	HSE (High School Equivalency) Testing	\$29 per/hr.	1/1/14-6/30/14
Smith, Karen	TASC Examiner	HSE (High School Equivalency) Testing	\$29 per/hr.	1/1/14-6/30/14
Stelacio, Diane	TASC Examiner	HSE (High School Equivalency) Testing	\$29 per/hr.	1/1/14-6/30/14
Siefken, Herbert	Teacher of Exploratory	Retirement		6/30/2014
Ord, John	Assistant Principal of Occupational Programs	Retirement		6/30/2014

## **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, March 2014, was presented to the board by James Owens, Buildings, Grounds & Equipment;

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

- A. Principal's Report was presented to the board by Michael Adams, Principal;
- B. Director of Curriculum & Instruction Report was presented to the board by Nancy Wheeler-Driscoll, Director of Curriculum & Instruction;
- C. 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 report;
- D. Superintendent's Report was presented to the board by Dr. Nancy Hudanich, Superintendent.

Dr. Hudanich discussed the budget timelines. The board agreed it was not necessary to hold a special meeting prior to submitting the budget to the County Office on March 10, 2014. Any changes resulting from state aid would be presented at the March meeting prior to submission to the Board of School Estimate on March 25, 2014. Dr. Hudanich also recommended that the tuition rate be held flat rather than the 2% increase currently recommended if state aid is not cut as much as anticipated. The board was in agreement with this recommendation.

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

### **EXECUTIVE SESSION**

At 2:25 p.m., on the motion of Mr. Gould, seconded by Mr. Higgs, 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.

Negotiations Update  
HIB Report

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 2:38 p.m.

## **RETURN TO OPEN SESSION**

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

Affirm Action taken by the Superintendent regarding HIB Investigations: from December 13, 2013 to January 17, 2014 (0 received).

Acknowledge Harassment, Intimidation and Bullying (HIB) Incident Reports: from January 17, 2014 to February 21, 2014.

## **ADJOURN**

On the motion of Mr. Gould, seconded by Mr. Anzelone, the meeting was adjourned at 2:39 p.m.

Respectfully submitted,

Paula J. Smith  
Board Secretary

/jmr