

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

**JANUARY 15, 2013  
1:00 p.m.**

The following were present at the meeting: Dr. Richard Stepura, Board Member; Mr. Anthony L. Anzelone, board member; Mr. Alan I. Gould, Board Vice President; Mr. Robert L. Boyd, Board President.

Mr. James R. Washington II, Board Member, was absent from the meeting.

Also present at the meeting were: Amy L. Houck, Esquire; Mr. James L. Owens, Director of Buildings and Grounds; Mr. Rusty Miller, Director of Evening & Continuing Education; Michael Adams, Principal; 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 9, 2012, as prescribed by Chapter 231, laws of 1975.

**PUBLIC INPUT**

Safety Award presentation by Loss Control Representative, Sameer Sarfraz from New Jersey School Boards Association Insurance Group, in recognition of the safety committee's efforts in changing safety awareness and culture in the district.

Dr. Hudanich presented each of the board members with certificates of appreciation as part of Board Member appreciation month.

**APPROVAL OF MINUTES OF PREVIOUS MEETING**

On the motion of Mr. Gould, seconded by Dr. Stepura, the following minutes of the following board meetings were approved.

- A. December 18, 2012, board meeting
- B. December 18, 2012, executive session

**REVENUE & EXPENSE**

On the motion of Mr. Gould, seconded by Mr. Anzelone, 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, November 2012, 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, November 2012;
- F. Transfers;
- G. Grants/donation for accepting or applying;

G. <u>Name of Grant/Donation</u>	<u>Apply/Accept</u>	<u>Amount</u>	<u>Year</u>
<u>Donation:</u>			
Green Program of Study, Yr. 3	Apply	\$6,000.00	2/1/2013 3/31/2014

H. Bids, contracts, reports, agreements:			
<u>Name - Report/Contract</u>	<u>Purpose</u>	<u>Amount</u>	<u>Date/Year(s)</u>

I. The following item(s) to be disbursed or sold on (GovDeal):

<u>Name of disposal item(s)</u>	<u>Value of Item(s)</u>	<u>Reason for Disposal</u>
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To be disposed or sold

Textbooks, equipment (See attached lists)	Unknown	Obsolete
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Vidicode Octo call recorder Serial #28908 Inventory #1004748	Unknown	Obsolete
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Transmissions Inventory #'s 1002688, 1002690, 1002689, 1003989	Unknown	Obsolete
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Previously disposed:

Enlarger-Kopykake K5000 Serial #C71068124 Inventory #1004303	Unknown	Obsolete
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Prolab Model #866 Inventory #1004302	Unknown	Obsolete
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2 File Print/Plan 5 Drawers Inventory #'s 1004295, 1004297	Unknown	Obsolete
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Photocopier – RICOH Model VT6000 Inventory #1002415	Unknown	Obsolete
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Welding, Misc. Items Inventory #'s (see attached list)	Unknown	Obsolete
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Auto Shop, Misc. Items Inventory #'s (see attached list)	Unknown	Obsolete
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J. Travel (Employee/Board Member)

<u>Name</u>	<u>Purpose</u>	<u>Location</u>	<u>Est. Cost</u>	<u>Date(s)</u>
Steve Vitiello	Directors of Athletics Assoc.	Atlantic City	\$350.00	3/18-21/2013

## COMMUNICATION

## CURRICULUM

On the motion of Dr. Stepura, seconded by Mr. Gould, the following curriculum, SY2012/13 (Item A through E) was approved by roll call vote.

- A. Job Cards, November 2012;
- B. Post-Secondary Cosmetology Program Beauty Salon clinical experience schedule and associated fees;
- C. Practical Nursing clinical observation site: AtlanticCare Health Services, Egg Harbor Township;
- D. School Improvement Panel (SIP) Committee: Nancy Wheeler-Driscoll, Chair; Michael Adams, Gerry D'Antonio, Laura Elston, Nancy Embs, Margretta Houston, John Longinetti, Stephen Vitiello.

E. Field Trips:

<u>Date</u>	<u>Destination/Purpose</u>	<u>Students/Teachers/Chaperone(s)</u>		
2/13/13	Richard Stockton College NAF – Marketing/Hospitality (Grades 9, 10, 12)	12	2	
2/26/13	Channel 6 ABC TV news & other electronic Communication (Grades 10 -12)	18	2	
3/5/13	Philadelphia Flower Show Curriculum-landscape/design (Grades 10 – 12)	14	1	
3/6/13	Gardening-By-The-Sea Garden Club, N. Cape May Student presentation (Grades 11 – 12)	4	1	
3/14/13	Barnes Foundation, Philadelphia, PA 30 French I, Core Curriculum Standards (Grade 9)		3	
4/18/13	Barnes Foundation, Philadelphia, PA30 French II, Core Curriculum Standards (Grade 10)		3	
4/16/13	New York, NY International Beauty Show (Grades 11 – 12, Post-Secondary Students) 10 Advisory Council Members (Potential)	28	3	1
5/1/13	New York, NY The Cloisters, Le Rivage, Metropolitan Museum of Art (Grades 11 and 12)	30	3	

## 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).

<u>Name</u>	<u>Position</u>	<u>Description Funding Program</u>	<u>Step Amount Longevity</u>	<u>Effective Date(s) or # of Days</u>
Alicia Arnold	District Security		\$16.50 per/hr.	SY2012/13
Jenifer Fritz-Agostini	Teacher (English 9 Hon.)	H.B. Instr. (N.S.)	\$30 per/hr.	2hrs/per/wk. 1/2/13-2/18/13
Mary Anne Vitale	Teacher (Geometry I CP)	H.B. Instr. (N.S.)	\$30 per/hr.	2hrs/per/wk. 1/2/13-2/18/13
Roberta Wallace	Teacher (Biology I CP)	H.B. Instr. (N.S.)	\$30 per/hr.	2 hrs/per/wk. 1/2/13-2/18/13
Margaret Hosford	Teacher (Acquaculture)	H.B. Instr. (K.F.)	\$30 per/hr.	2 hrs./per/wk. 11/16/12 to 12/30/12
Mikail Fishman	Teacher (Applied Math 12)	H.B. Instr. (K.F.)	\$30 per/hr.	2 hrs./per/wk. 12/31/12 to 1/31/13
William Ladd	Teacher (Anthropology/Archeology)	H.B. Instr. (K.F.)	\$30 per/hr.	2 hrs./per/wk 12/31/2012 to 1/31/13
Brian Halsey	Teacher (Creative Writing)	H.B. Instr. (K.F.)	\$30 per/hr.	2 hrs./per/wk. 12/31/12 to 1/31/13
Margaret Hosford	Teacher (English 12 CP)	H.B. Instr. (K.F.)	\$30 per/hr.	2 hrs./per/wk. 12/31/12 to 1/31/13
Margaret Hosford	Teacher (Aquatics)	H.B. Instr. (K.F.)	\$30 per/hr.	2 hrs./per/wk. 12/31/12 to 1/31/13
Brian Halsey	Teacher (English CP 12)	H.B. Instr. (A.K.)	\$30 per/hr.	2 hrs./per/wk. 12/22/12 to 1/31/13
Gina Tack	Teacher (Art History)	H.B. Instr. (A.K.)	\$30 per/hr.	2 hrs./per/wk. 12/22/12 to 1/31/13

<u>Name</u>	<u>Position</u>	<u>Description Funding Program</u>	<u>Step Amount Longevity</u>	<u>Effective Date(s) or # of Days</u>
Gina Tack	Teacher Sociology	H.B. Instr. (A.K.)	\$30 per/hr.	2 hrs./per/wk. 12/22/12 to 1/31/31
Lisa Roach	Mentor for Hanna Toft	Alternate Route	\$1,000.00	SY2012/13
(Rescind – 11/18/12 approval)				
Lisa Roach	Mentor for Hanna Toft	Traditional Route	\$ 500.00	SY2012/13
Lisa Nelson	Key Club International Advisor		\$ 600.00	9/1-11/30/12
Sharon Lee Kustra	Key Club International Advisor		\$1,400.00	12/1-6/30/12
(Rescind – 7/17/2012 approval)				
Sharon Lee Kustra	Key Club International Advisor		\$2,000.00	SY2012/13

## **BUILDINGS, GROUNDS & EQUIPMENT ADMINISTRATIVE REPORTS**

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

- A. Director, Buildings & Grounds Report;
- B. Use of School Facilities, February 2013;

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

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

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

### **EXECUTIVE SESSION**

On the motion of Mr. Gould, seconded by Dr. Stepura, at 1:40 p.m. a "Resolution to Adjourn the 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:

Legal Matters  
Negotiations

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 of 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 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.

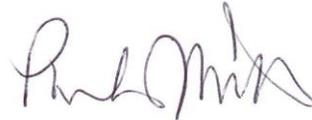
Affirm Action taken by the Superintendent regarding HIB Investigations from November 1, 2012 to December 11, 2012 (0 received).

Acknowledge Harassment, Intimidation and Bullying (HIB) Incidents Report from December 12, 2012 to January 8, 2013 (0 received).

#### **ADJOURN**

On the motion of Dr. Stepura, seconded by Mr. Anzelone, the meeting was adjourned by 2:20 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Paula J. Smith". The signature is fluid and cursive, with a large initial "P" and "S".

Paula J. Smith  
Business Administrator/Board Secretary

/jmr