

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

**January 27, 2014
11:08 a.m.
WORK SESSION**

CALL TO ORDER

The following were present at the meeting: Mr. Kerry Higgs, board member; Mr. Alan I. Gould, Board Vice President; Mr. Robert L. Boyd, Board President.

Mr. Anthony L. Anzelone, board member and Dr. Richard Stepura, board member were both absent from the work session.

Also present at the work session 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.

FLAG SALUTE

Adequate notification of this meeting has been properly posted in the Press of Atlantic City on January 21, 2014, as prescribed by Chapter 231, laws of 1975.

BOARD REVIEW OF REGULAR AGENDA ITEMS

Mr. Higgs asked who determines what newspaper is used for the advertising of bids. He was informed the board approves an official newspaper at the annual reorganization meeting.

Mr. Higgs asked if the communication from Remington & Vernick in the minutes from the December 17, 2013 meeting was in regard to the ROD Grant. He was informed it was not.

PUBLIC INPUT

There was no public input.

ADJOURN

On the motion of Mr. Gould, seconded by Mr. Higgs the work session was adjourned at 11:17 a.m.

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

**January 27, 2014
1:05 p.m.**

CALL TO ORDER

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

Mr. Anthony L. Anzelone, board member and Dr. Richard Stepura, board member were both absent from the meeting.

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.

Adequate notification of this meeting has been properly posted in the Press of Atlantic City on January 21, 2014, as prescribed by Chapter 231, laws of 1975.

PUBLIC INPUT

There was no public input.

APPROVAL OF MINUTES OF PREVIOUS MINUTES

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

- A. December 17, 2013, board meeting
- B. December 17, 2013, executive session

REVENUE & EXPENSE

On the motion of Mr. Gould, seconded by Mr. Higgs, 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 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, November 2013;
- F. Transfers:

<u>From</u>	<u>To</u>	<u>Amount</u>
11-000-240-610-30	11-000-240-890-30	\$106.11
Reason: Advertise open house		
<u>From</u>	<u>To</u>	<u>Amount</u>

13-629-240-580-50 13-601-240-580-50 \$75.00
Reason: Adult High School travel

G. Grants/donation for accepting or applying:

<u>Name of Grant</u>	<u>Apply/Accept</u>	<u>Amount</u>	<u>Year</u>
Green Program of Study, Yr. 4	Apply	\$ 6,000.00	2/1/2014-1/31/2015
NJ Department of Labor & Workforce Development Literacy Innovations	Apply	\$150.00.00	2014
CAIP Safety Grant	Apply	\$17,367.85	2014/2015

H. Bids, contracts, reports, agreements:

<u>Name – Report/Contract</u>	<u>Purpose</u>	<u>Amount</u>	<u>Date/Year</u>
Dr. Jeffrey Aversa School Physician	Review student physicals	From \$20 p/physical To \$25 p/physical	11/1/2013
Merchant ACH	Application for parents on-line payment for students' lunches	\$100 annual fee	1/2014
Transfirst, LLC	Credit card on-line payments for students' lunches	\$100 annual fee	1/2014
Gaudelli Brothers	Change Order No. 1 - Final	(\$33,289.59)	1/13/2014

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> Computers and Monitors (per attached list)		Obsolete
3 Inuacae Hospital Beds Inventory Numbers: 1003673 1003674 1003675	Unknown	Outdated and unsafe

J. Travel (Employee/Board Member)

<u>Name</u>	<u>Purpose</u>	<u>Location</u>	<u>Est. Cost</u>	<u>Date(s)</u>
John Castaldi	Technology Conference	Princeton	\$150.00	2/21/2014

COMMUNICATION

A. Correspondence from Freeholder E. Marie Hayes

Synopsis

Thanking Superintendent Dr. Nancy Hudanich, staff and students from the Pastry and Hospitality Programs for their participation and contribution in the 40th anniversary of Fare Free

Transportation event in which they beautifully set up and decorated the facility, prepared and served delicious cake and cleaned up.

- B. Correspondence from Judith V. Thompson, Secretary, Department of Curriculum and Instruction

Synopsis

Giving thanks to Nancy Wheeler-Driscoll, Director of Curriculum and Instruction, the Board of Education and Superintendent Nancy M. Hudanich for the opportunities she experienced while working at the district and has genuinely enjoyed her employment as “secretary in the Office of Curriculum and Instruction” (formerly under the directive of Dr. Hudanich and currently Nancy Wheeler Driscoll.) Judy stated, “I could not have asked for a better career or a better place to say farewell. Thank you for all you have given me.”

- C. Correspondence from Elizabeth Bozzelli, Clerk of the Board of Chosen Freeholders

Synopsis

Resolution No. 14-14 appointing Freeholder Director Gerald M. Thornton, Freeholder E. Marie Hayes and Freeholder Will Morey to the Board of School Estimate for the Cape May County Technical School District for 2014.

- D. Correspondence from Wayne C. Howitz, Assistant Director, Remediation Oversight Element

Synopsis

State of New Jersey, Department of Environmental Protection issuing a Ground Water Remedial Action Permit to the district.

- E. Richard Stepura, Ed.D.
Executive County Superintendent

Synopsis

In accordance to code 6A:23A-5.9(c) approval has been granted for Superintendent Nancy M. Hudanich, Ed.D., and Board President Robert L. Boyd to attend the National School Boards Association Conference.

CURRICULUM

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

- A. Job Cards, November 2013;
- B. Post-Secondary Cosmetology Program Beauty Salon clinical experience and associated patron fees;
- C. Post-Secondary Tuition Fees for SY2014/15;

LEGISLATION & POLICY

On the motion of Mr. Gould, seconded by Mr. Higgs, the following policy/regulation (Items A and B) were approved by roll call vote.

- A. 4119.23/4219.23 Employee Substance Abuse
- B. 4119.23/4219.23 Employee Substance Abuse Procedure

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 Mr. Higgs, the following personnel were approved by roll call vote.

NAME	POSITION	DESCRIPTION FUNDING PROGRAM	STEP AMOUNT LONGEVITY	EFFECTIVE DATE(S) OR # OF DAYS
Toft, Holly	Substitute Teacher	High School	\$90 per/day	SY2013/14
Jarosz, Steven	On Call Custodian		\$10 per/hr.	1/21/2014
Sykes, David	On Call Custodian		\$10 per/hr.	1/21/2014
Thompson, Judith	Secretary	Retirement		2/28/2014
Ladd, William	Teacher (U.S. History I)	H.B. Instr.(H.D.)	\$30 per/hr.	½ - 1/30/2014 2 hrs./per/wk.
Hosford, Margaret	Teacher (Spanish I)	H.B. Instr.(H.D.)	\$30 per/hr.	1/2- 1/30/2014 2 hrs./per/wk.
Hosford, Margaret	Teacher (Biology CP)	H.B. Instr.(H.D.)	\$30 per/hr.	½-1/30/2014 2 hrs./per/wk.
Loyd, Margaret	Teacher (English 9CP)	H.B. Instr.(H.D.)	\$30 per/hr.	½ - /1/30/2014 2 hrs./per/wk.
Fishman, Mikhail	Teacher (Algebra ICP)	H.B. Instr.(H.D.)	\$30 per/hr.	½ - 1/30/2014 2 hrs./per/wk.
Roach, Lisa	Chaperone FFA Field Trip	Saturday 14 hr. supervision	\$200.00	12/7/2013
Employee #260	FMLA		Without Pay	12/10/2013- 3/10/2014
Stelacio, Diane	Tutor	NCLB	\$29 per/hr.	1/5/2014
Janda, Edward	Tutor	NCLB	\$29 per/hr.	1/5/2014

**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, February 2014, was presented to the board by James Owens, Buildings, Grounds & Equipment.

On the motion of Mr. Gould, seconded by Mr. Higgs, the following items 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.

D. Superintendent's Report was presented to the board by Dr. Nancy M. Hudanich, Superintendent.

Dr. Hudanich presented each board member with a proclamation from the Governor and a certificate from the district in recognition of board member appreciation month.

On the motion of Mr. Boyd, seconded by Mr. Gould, changing the date for the February 2014 meeting from February 18, 2014 to February 25, 2014 was approved by roll call vote.

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

At 12:00 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.

HIB Report
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 12:13 p.m.

RETURN TO OPEN SESSION

On the motion of Mr. Gould, seconded by Mr. Higgs, the meeting was returned to open session and the following items were approved by roll call vote.

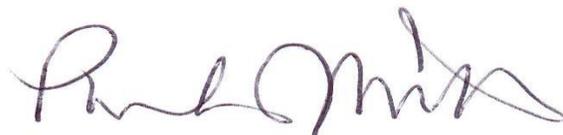
Affirm Action taken by the Superintendent regarding HIB Investigations:
From November 1, 2013 to December 13, 2013 (0 received)

Acknowledge Harassment, Intimidation and Bullying (HIB) Incidents Reports:
From December 13, 2013 to January 17, 2014 (0 received)

ADJOURN

On the motion of Mr. Gould, seconded by Mr. Higgs, the meeting was adjourned at 12:14 p.m.

Respectfully submitted,



Paula J. Smith
Business Administrator/Board Secretary

/jmr