

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

**July 15, 2014
1:00 p.m.
WORK SESSION**

CALL TO ORDER

ROLL CALL

The following were present at the work session: 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 absent from the 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 of 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.

BOARD REVIEW OF REGULAR AGENDA ITEMS

The following reports were presented to the board:

- A. Director of Buildings & Grounds was presented by Mr. James Owens, Director of Buildings, Grounds and Equipment;
- B. Principal's Report was presented by Michael Adams, Principal;
- C. Director of Curriculum and Instruction Report was presented by Nancy Wheeler-Driscoll, Director;
- D. Supervisor of Post-Secondary, Evening/Continuing and Adult Education Report was presented by Laura Elston, Supervisor;
- E. Superintendent's Report was presented by Dr. Nancy M. Hudanich, Superintendent;
- F. Agenda items for discussion/questions

PUBLIC INPUT

ADJOURN

On the motion of Dr. Stepura, seconded by Mr. Higgs, the work session was adjourned at 1:38 p.m.

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

**July 15, 2014
1:39 p.m.
BOARD MEETING**

CALL TO ORDER

President Robert L. Boyd called the meeting to order.

ROLL CALL

The following were present at the board 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 absent from the board meeting.

Also present at the meeting were: Amy L. Houck, Esquire; 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 November 8, 2013, as prescribed by Chapter 231, laws of 1975.

PUBLIC INPUT

The public opportunity to comment and the district board's review of the School Self-Assessment of the core elements (1-8) utilized to determine a school grade under the Anti-Bullying Bill of Rights Act (ABR) for the time period of January 1, 2014 through June 30, 2014 was held.

There was no Public Comment.

APPROVAL OF MINUTES OF PREVIOUS MEETING

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

- A. June 17, 2014, Work Session/Board Meeting
- B. June 17, 2014, Executive Session

REVENUE & EXPENSE

On the motion of Mr. Higgs, seconded by Mr. Gould, the following Revenue & Expense (A through I) 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, May 2014, board secretary and treasurer's reports, pending audit;
- C. Board of education's monthly certification of budgetary major account/fund status;
- D. Bills as presented;
- E. Budget summaries, May 2014;
- F. Transfers;
- G. Grant/Donations for accepting or applying;

<u>Name of Donation</u>	<u>Apply/Accept</u>	<u>Amount</u>	<u>Date</u>
24 stone flower pots for horticulture program	Accept	Unknown	5/20/14
Sturdy Savings Bank for FFA 2014 convention	Accept	\$400.00	6/27/2014
Perkins Post Secondary	Accept	\$84,430.00	FY2015
Perkins Post Secondary Federal Funding Allocation	Denial	\$ 1,954.00	FY2015

- H. Bids, contracts, reports, agreements:

<u>Name – Report/Contract</u>	<u>Purpose</u>	<u>Amount</u>	<u>Date/Year(s)</u>
Tabled from 6/17/2014 board of education meeting:			
a. EIRC Investment Grade Energy Audit	First step in Do It Yourself Energy Savings Improvement Plan (ESIP)	\$68,750.00	7/17/2014
b. Energy Solve LLC	Energy tracking System	\$ 6.30/per account	7/17/2014
c. Petty Cash/Change Fund	Annual Establishment	per attached	SY2014/15
d. ATI, LLC Pay to Plan Resolution	NCLEX preparation	\$25,500.00	7/1/2014
e. Rittenhouse Book Distributors Resolution	Practical Nursing Books	\$21,324.00	7/1/2014
f. McGraw-Hill School Education, LLC Pay to Play Resolution	History Books	\$32,657.94	7/1/2014
g. Reduced Breakfast Price	No Increase	\$0.30	SY2014/15
Student Breakfast Price	No Increase	\$2.50	SY2014/15
Staff Breakfast Price	No Increase	\$3.00	SY2014/15
Reduced Lunch Price	No Increase	\$0.40	SY2014/15
Student Lunch Price	\$0.25 Increase	\$3.00	SY2014/15
Staff Lunch Price	\$0.25 Increase	\$4.50	SY2014/15

Staff Salad Bar	\$0.25 Increase	\$4.50	SY2014/15
Student Salad Bar	No Increase	\$3.00	SY2014/15
h. AIG Insurance	Pollution legal Liability Select	\$7,500.00	7/1/2014

I. Travel (Employee/Board Member)

<u>Name</u>	<u>Purpose</u>	<u>Location</u>	<u>Est. Cost</u>	<u>Date(s)</u>
Julie Stratton	Yr. 4 Green Grant professional development for sustainability course	Trenton	\$173.42	8/6,8/13, 8/27/2014

COMMUNICATION

Correspondence from

Ruth Jacobson, Media Specialist

Synopsis:

Notification of retirement effective June 30, 2014

Correspondence from

Bernie Blanks, President, Concerned Citizens of Whitesboro, Inc.

Synopsis:

Thanking Dr. Hudanich for accepting and a special thanks to Christopher Jones and the staff/students that assisted him in the project of taping, interviewing and editing to generate a video of Whitesboro's Afterschool Homework Institute and Summer Camp Unity.

CURRICULUM

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

A. Job cards, May 2014;

B. Field Trips:

<u>Date</u>	<u>Destination/Purpose</u>	<u>Students/Coaches/Teachers</u>		
4/2/15-4/8/15	Myrtle Beach, SC baseball/softball training (Grades 10-12)	31	3	2

C. SY2014/15 Curriculum:

New Text:

United States History & Geography 2014
Literature 2012 Grade 9 Student Edition

English paper books (5 replacements of each paper book):

Aeneid
Hamlet
The Inferno
Medea
Mythology
Siddhartha

D. Plumbing and Electrical Apprenticeship Programs, SY2014/15:

Fall 2014 Semester
Plumbing Apprentice Year 3a

Winter/Spring 2015 Semester
Plumbing Apprentice Year 3b
Electrical Apprentice Year 1a
HVAC Apprentice Year 1a

- E. Adult High School program structure and course offerings, SY2014/15;
- F. Evening/Continuing Education class offerings, SY2014/15;
- G. Practical Nursing clinical affiliation/observation sites, SY2014/15

LEGISLATION & POLICY

On the motion of Dr. Stepura, seconded by Mr. Gould, the following policies and regulations was approved by roll call vote.

- A. 3515 Smoking Prohibition
- B. 5131 Conduct Discipline
- C. 5131 Conduct Discipline Code of Student Conduct Regulation
- D. 5131.6 Substance Abuse
- E. 5131.6 Substance Abuse 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).

Name	Position	Description Funding Program	Step Amount Longevity	Effective Date(s) or # of Days
Wade, Warren	Teacher of Foods Production	High School	10 month *Step 1MA \$53,285.00	9/1/2014-6/30/15
Jacobson, Ruth	Media Specialist	Retirement		6/30/2014
Kane, Christopher	Teacher of Masonry	Resignation		6/30/2014
Fritz-Agostini, Jenifer	Media Specialist	Change of Position: From Teacher of English to: Media Specialist	10 month *Step 11 MA *68,085.00	9/1/2014-6/30/15
Jackson, Deborah	Secretary to Director of Buildings & Grounds	Change of Position: From: Secretary to: Secretary, Director of Buildings & Grounds	12 month *Step 5 – Sec. 2 \$26,339.00	7/1/2014-6/30/15
Sheppard, Pamela	Secretary	Change of Position: From: Secretary Office of Curriculum & Instruction to Secretary High School	12 month *Step 7 – Sec. 2 \$28,204.00 prorated	7/16/2014- 6/30/2015

Name	Position	Description Funding Program	Step Amount Longevity	Effective Date(s) or # of Days
McKinley, James	Aquaculture Supervisor	(not to exceed 100 hrs.)	\$25 per/hr.	SY2014/2015
Sopchak, JoAnn	Greenhouse Supervisor	(not to exceed 100 hrs.)	\$25 per/hr.	SY2014/15
Basile, Frank	Instructor, Behind the Wheel		\$25 per/hr.	SY2014/15
Ridgway, Robert	Instructor, Behind the Wheel		\$25 per/hr.	SY2014/15
Roma, Virginia	Instructor, Behind the Wheel		\$25 per/hr.	SY2014/15
Houston, Van	On Call Custodian		\$10 per/hr.	SY2014/15
Sanchez, Steve	On Call Custodian		\$10 per/hr.	SY2014/15
Cucunato, Joe	On Call Custodian	Black Seal	\$12 per/hr.	SY2014/15
Smith, Karen	Bridging Mentor	Grant/Local Funds	\$29 per/hr.	7/16/2014 – 8/19/2014
Stratton, Julie	Prof. Development for Sustainability Course	Green Grant Yr. 4	\$100 per/day	8/6, 13, 27, 2014 not to exceed 3 days
Connor, Barbara	Secretary Part Time	Adult & Continuing Education	\$13 per/hr.	SY 2014/15
Wright, Deborah	Secretary Part Time	Adult & Continuing Education	\$13 per/hr.	SY 2014/15
Sangillo, Robert	Instructor Substitute	WIB Summer Youth Program	\$29 per/hr.	SY 2014/15 SY 2013/14
Martin, Julia	Child Study Team	Additional days for a total of 30 days	Per diem	8 days

**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 & Equipment Report
- B. Use of School Facilities, August 2014

ADMINISTRATIVE REPORTS

- A. Principal's Report
- B. Director of Curriculum & Instruction Report
- C. Supervisor of Post-Secondary, Evening/Continuing Education
- D. Superintendent's Report

BOARD MEMBER COMMENTS AND DISCUSSION ITEMS

EXECUTIVE SESSION

On the motion of Mr. Higgs, seconded by Dr. Stepura, at 1:50 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.

Personnel
Negotiations
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 of 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 discussion in executive session. The executive session was adjourned at 2:32 p.m.

RETURN TO OPEN SESSION

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

Acknowledge Harassment, Intimidation and Bullying (HIB) Incidents Report: from June 13, 2014 through July 11, 2014. No incident was reported and investigated.

On the motion of Mr. Gould, seconded by Mr. Boyd, the Memorandum of Agreement between the Cape May County Technical High School Education Association and the Cape May County Technical Board of Education for the contract years July 1, 2012 through June 30, 2016 was approved by roll call vote.

On the motion of Dr. Stepura, seconded by Mr. Gould, the meeting was adjourned at 2:32 p.m.

Respectfully submitted,



Paula J. Smith
Business Administrator