

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

July 21, 2015

**CALL TO ORDER
ROLL CALL**

The following were present at the meeting: Mr. Kerry Higgs, Board Member; Mr. Anthony L. Anzelone, Board Member; Mr. Alan L. Gould, Board Vice President; Mr. Robert L. Boyd, Board President.

Dr. Richard Stepura, Board Member was absent.

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 10, 2014, as prescribed by Chapter 231, laws of 1975.

PUBLIC INPUT

The Board held the Public Hearing for the HIB Report filed for the period January 1 through June 30, 2015. Dr. Hudanich discussed the report. There was no public comment.

On the motion of Mr. Gould, seconded by Mr. Anzelone, accepting the HIB Investigations, Trainings and Programs (HIB-ITP) Report for the time period of January 1, 2015 through June 30, 2015 was approved by roll call vote.

STAFF REPORTS

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

- A. James Owens, Director of Buildings & Grounds
- B. Michael Adams, Principal
- C. Nancy Wheeler-Driscoll, Director of Curriculum & Instruction
- D. Laura Elston, Supervisor of Post-Secondary, Evening/Continuing and Adult Education
- E. Dr. Nancy M. Hudanich, Superintendent

APPROVAL OF MINUTES OF PREVIOUS MEETING

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

- A. June 16, 2015, board meeting

- B. June 16, 2015, Executive Session
- C. Resolution to make public release of the following Executive Session minutes with portions redacted by the Solicitor: December 16, 2014 to June 16, 2015.

REVENUE & EXPENSE

On the motion of Mr. Anzelone, seconded by Mr. Gould, the following Revenue & Expense items 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 2015, 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, May 2015;
- F. Transfers;
- G. Grant/donation for accepting or applying:

NAME OF GRANT(S)	APPLY/ACCEPT	AMOUNT	DATE
Perkins Post-Secondary Grant	Apply	\$81,993.00	SY2015/16
Perkins Post-Secondary Federal Funding Allocation	Denial	\$ 1,615.00	SY2015/16
FFA Living to Serve: Natural Disaster & Emergency Preparedness Grant	Apply	\$ 2,000.00	SY2015/16
NJSBA: Building Ecological Solutions to Coast Community Hazards Grant	Apply/Accept	\$ 5,000.00	SY2015/16
Cape Ed Grant: M. Wenker “If you Build It They Will Come	Accept	\$ 500.00	SY2015/16
Cape Ed Grant: H. Toft “Ghost Busters”	Accept	\$ 500.00	SY2015/16
Cape Ed Grant: L. Roach, E. Janda “Monarch Waystation Flight	Accept	\$ 500.00	SY2015/16

H. Bids, Contracts, Reports, Agreements:

<u>Name: Reported/Contract</u>	<u>Purpose</u>	<u>Amount</u>	<u>Date/Year(s)</u>
Resolution to Participate in Building Ecological solutions to Coast Community Hazards	Promotion of Sustainability	\$5,000.00	SY2015/16 SY2016/17
IEP Direct Services for IEP Services	Renew Software (funded by SY2015/16 IDEA grant)	\$5,132.50	SY2015/16

<u>Name: Reported/Contract</u>	<u>Purpose</u>	<u>Amount</u>	<u>Date/Year(s)</u>
COMM Solutions CO. Pay to Play Resolution	Infrastructure upgrade	\$67,252.08	7/6/2015
ATI, LLC Pay to Play Resolution	NCLEX Preparation Assessments	\$21,600.00	6/22/2015
Rittenhouse Book Distributors Pay to Play Resolution	Practical Nursing Books	\$19,768.80	6/25/2015
Pearson Education/School Pay to Play Resolution	Purchase textbooks Algebra I, II & Geometry	\$21,000.00	7/23/2015
Schiller & Hersh Associates	Third party review of Energy Savings Plan	\$ 5,900.00	7/21/2015
School Meal Prices as follows:			
Reduced breakfast	No increase	\$.30	SY2015/16
Student Breakfast	No increase	\$ 2.50	SY2015/16
Staff Breakfast	No increase	\$ 3.00	SY2015/16
Reduced Lunch	No increase	\$.40	SY2015/16
Student Lunch	No increase	\$ 3.00	SY2015/16
Staff Lunch	No increase	\$ 4.50	SY2015/16
Student/staff Salad Bar	\$0.25 increase	\$ 5.50 per/lb.	SY2015/16
HealthNow Administrative Services	Renewal to administer vision Plan	\$ 4.25 EE (monthly)	9/1/2015- 6/30/2016
Minimum Bid Threshold by State Treasurer pursuant to 18A:18A-3	Increase	\$40,000.00	7/1/2015
Frontline Technologies	Veritime customer agreement for staff attendance	\$ 7,500.00	7/21/2015
Frontline Technologies	Aesop customer agreement for substitute management	\$ 6,650.00	7/21/2015

I. The following item(s) to be disposed or sold on (GovDeals)

<u>Name of disposal or sold item(s)</u>	<u>Value of Item(s)</u>	<u>Reason for Disposal</u>
25" Sharp TV/VCR combo Serial number P1222ME #AV-27 Inventory number 1001916	Unknown	Broken
Fellows Powershred 220 Inventory number 1002945	Unknown	Obsolete

<u>Name of disposal or sold item(s)</u>	<u>Value of Item(s)</u>	<u>Reason for Disposal</u>
5 Gateway Computers Tag #1003438 Tag #1003436 Tag #1003443 Tag #1003431 Tag #1004547	Unknown	Obsolete

COMMUNICATIONS

Correspondence from:

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

Synopsis

The district may advance State Project #0720-030-15-1000 upgrades to carpentry classroom #331, including review for Uniform Construction Code compliance as required to the local municipal code enforcing agency.

Correspondence from:

Michael C. Adams, Principal

Synopsis

Notification of retirement; August 31, 2015 last in district. Expressing gratitude, to the Board, colleagues, past and present, for the opportunities afforded during his past 18 years of together building a unique, exciting and nurturing school that provides our students great opportunity to succeed.

CURRICULUM

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

- A. Job cards, May 2015
- B. SY2015/16 Curriculum:
 - Textbooks for HVAC-R/Sustainable Energy:
 - R-410A Universal Safety Manual
 - Heat Pump Operation, Installation Service
 - Basic Refrigeration & Charging Procedures
 - Electrical Theory and Application for HVAC-R
 - Textbooks for Mathematics Department:
 - Algebra 1, Honors
 - Algebra II, Honors
 - Geometry, Honors
- C. Plumbing Apprenticeship Programs, SY2015/16

<u>Fall 2015</u>	<u>Winter/Spring 2016</u>
Plumbing Apprentice Year 4a	Plumbing Apprentice Year 4b (final semester)
- D. Adult High School program structure and course offerings, SY2015/16;
- E. Evening/Continuing & Adult Education Class offerings;

F. Practical Nursing clinical affiliation/observation sites, SY2015/16;

G. Post-Secondary Tuition Credit Assistance recipients (One Stop Career Center Sponsored):

1 Practical nursing students	30%	\$1,050.00
1 Practical nursing students	15%	\$ 525.00

LEGISLATION & POLICY

PERSONNEL

On the motion of Mr. Gould, seconded by Mr. Anzelone, the following personnel were approved by roll call vote. Mr. Anzelone abstained from vote for Warren Wade.

NAME	POSITION	DESCRIPTION FUNDING PROGRAM	STEP AMOUNT LONGEVITY	EFFECTIVE DATE(S) OR # OF DAYS
Fisher, Stephanie	Secretary	Step 8 (Sec. I) MOUS Cert. (Word) additional MOUS Cert. (Excel)	\$27,519.00 +\$500.00 <u>+\$500.00</u> \$28,519.00	7/1/2015
McFarlane, Patrick	Head coach boys soccer	(9 th year)	\$7,200.00	SY2015/16
Franco, Mario	Head coach girls soccer	(5 th year)	\$6,200.00	SY2015/16
Renny, John	Asst. coach boys soccer	(6 th year)	\$3,950.00	SY2015/16
Perlis, Joseph	Asst. coach girls soccer	(4 th year)	\$3,650.00	SY2015/16
Pleasants, Matthew	Head coach baseball	(12 th year)	\$7,950.00	SY2015/16
Mercado, Joshua	Asst. coach baseball	(5 th year)	\$3,800.00	SY2015/16
Vilmas, Jason	Asst. coach baseball	(3 rd year)	\$3,500.00	SY2015/16
Kopf, Barry	Head coach softball	(8 th year)	\$6,950.00	SY2015/16
Evans, Stacy	Asst. coach softball	(5 th year)	\$3,800.00	SY2015/16
Roma, Virginia	Asst. coach softball	(5 th year)	\$3,800.00	SY2015/16
Sobrinski, Jeff	Head coach golf	(14 th year)	\$8,450.00	SY2015/16
Bresan, Joseph	Head coach boys cross country	(10 th year)	\$7,450.00	SY2015/16
Cretian, Gerard	Head coach girls cross country	(8 th year)	\$6,950.00	SY2015/16
Mercado, Joshua	Head coach boys basketball	(2 nd year)	\$5,450.00	SY2015/16

NAME	POSITION	DESCRIPTION FUNDING PROGRAM	STEP AMOUNT LONGEVITY	EFFECTIVE DATE(S) OR # OF DAYS
Coleman, Christopher	Asst. coach boys basketball	(2 nd year)	\$3,350.00	SY2015/16
Roma, Virginia	Head coach girls basketball	(9 th year)	\$7,200.00	SY2015/16
Waddington, Amber	Asst. coach girls basketball	(7 th year)	\$4,100.00	SY2015/16
McElroy, Matthew	Head coach boys swimming	(10 th year)	\$7,450.00	SY2015/16
Barber, Chelsey	Asst. coach girls swimming	(2 nd year)	\$3,350.00	SY2015/16
Evans, Stacy	Asst. coach swimming	(5 th year)	\$3,800.00	SY2015/16
Kozakowski, Jill	Head coach girls swimming	(6 th year)	\$6,450.00	SY2015/16
Brasch, Danielle	Cheerleading coach	(4 th year)	\$5,950.00	SY2015/16
Leszczynski, Edward	Class Advisor 2016		\$2,250.00	SY2015/16
Sykes, Suzanne	Class Advisor 2017		\$2,250.00	SY2015/16
Wade, Warren	Class Advisor 2018		\$2,250.00	SY2015/16
Kustra, Sharon Lee	Key club international advisor		\$2,050.00	SY2015/16
Sykes, Suzanne	Yearbook advisor		\$3,050.00	SY2015/16
Lackey, Alan	Athletic Site Manager		\$6,300.00	SY2015/16
McKinley, James	Intramural Volleyball		\$1,500.00	SY2015/16
D'Antonio, Gerardo	Intramural Weightlifting		\$1,500.00	SY2015/16
Basile, Frank	Intramural Floor Hockey	(1/2 year)	\$ 750.00	SY2015/16
McKinley, James	Bowling Club		\$ 950.00	SY2015/16
Toft, Hanna	Fly Fishing Club		\$ 950.00	SY2015/16
Toft, Hanna	FFA		\$ 950.00	SY2015/16
Skiles, Tracey	HOSA		\$ 950.00	SY2015/16
Pleasants, Matthew	Mock Trial		\$ 950.00	SY2015/16
Italiano- McGreevy, Maria	Academic challenge team		\$ 950.00	SY2015/16
Ladd, William	Student government advisor		\$2,250.00	SY2015/16
Purdy, Kathy	Tennis Club		\$ 950.00	SY2015/16

NAME	POSITION	DESCRIPTION FUNDING PROGRAM	STEP AMOUNT LONGEVITY	EFFECTIVE DATE(S) OR # OF DAYS
Schmidt, Joseph	Surf Club		\$950.00	SY2015/16
Miller, Kirsten	Archery Club		\$950.00	SY2015/16
McKinley, James	Aquaculture Club		\$950.00	SY2015/16
McKinley, James	Aquaculture Supervisor	(not to exceed 115 hrs.)	\$25 per/hr.	SY2015/16
Ludwig, Andrew	High School Special Education Teacher	High School	Step 6 BA \$59,607.00	9/1/2015-6/30/2015
Lawyer, Brittany	Teacher of Agriculture and Horticulture	High School	Step 1BA \$53,880.00 10-month	9/1/2015-6/30/2016
Russo, Kathleen	Proctor	HSE-TASC Testing Center	n/a	SY2015/16
Connor, Barbara	Secretary part-time (Seasonal)	Adult & Continuing Education	\$13 per/hr.	SY2015/16
Wright, Deborah	Secretary part-time (Seasonal)	Adult & Continuing Education	\$13 per/hr.	SY2015/16
Administrators & Supervisors Association		Contracted Salaries (per attached)		SY2015/16
Adams, Michael	Principal	Retirement		8/31/2015
Doherty Bishop, Susan	High School Special Education Teacher	High School	Step 2 MA \$56,380.00 10-month	9/1/2015-6/30/2016

BOARD MEMBER COMMENTS AND DISCUSSION ITEMS

The Board discussed the annual Board Self Evaluation and agreed they would bring their completed evaluation to the August meeting for discussion.

Board members and Dr. Hudanich thanked Michael Adams for his service to the district as principal. They wished him well for his retirement which becomes effective September 1, 2015.

EXECUTIVE SESSION

On the motion of Mr. Gould, seconded by Mr. Anzelone, at 2:04 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 was approved by roll call vote.

Personnel - RW
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. (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 for 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 at that time in connection with the matters discussed in executive session.

On the motion of Mr. Gould, seconded by Mr. Higgs, the executive session was adjourned at 2:27 p.m.

RETURN TO OPEN SESSION

On the motion of Mr. Gould, seconded by Mr. Higgs, acknowledging, for first time, reported Harassment, Intimidation and Bullying (HIB) for the period of June 13, 2015 through July 16, 2015 (reported 0 incident) was approved by roll call vote.

On the motion of Mr. Gould, seconded by Mr. Higgs, affirm action taken by Superintendent for Harassment, Intimidation and Bullying (HIB) for the period of May 15, 2015 through June 12, 2015 (investigation of one incident) was approved by roll call vote.

ADJOURN

On the motion of Mr. Anzelone, seconded by Mr. Higgs, the meeting was adjourned at 2:28 p.m.

Respectfully submitted,



Paula J. Smith
Board Secretary

/jmr