

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

**June 17, 2014
1:00 p.m.
WORK SESSION**

CALL TO ORDER

Dr. Stepura was sworn in as a board member

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 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.

PUBLIC INPUT

Terry Harris reported that he recently had the opportunity to talk with a student who attends Cape May County Technical School and they shared how much they love the school!

BOARD REVIEW OF REGULAR AGENDA ITEMS

The following reports were presented to the board:

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

- E. The Business Administrator discussed the transfer amounts to be made at June 30, 2014 to Maintenance Reserve \$193,903 and Capital Reserve \$878,589. She also reviewed the New Jersey School Board Insurance Group package renewal informing the board the environmental mold coverage had been dropped from the package. A quote is being requested for this coverage from Middlesex Regional Coop.

ADJOURN

On the motion of Mr. Higgs, seconded by Dr. Stepura, the work session was adjourned at 2:00 p.m.

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

**June 17, 2014
2:04 p.m.
BOARD MEETING**

**CALL 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 Anzelone, board member, was absent from the board meeting.

Also present at the board meeting were: Amy L. Houck, Esquire; Paula J. Smith, Business Administrator/Board Secretary; Dr. Nancy M. Hudanich, Superintendent.

PUBLIC INPUT - None

APPROVAL OF MINUTES OF PREVIOUS MEETING

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

Dr. Stepura abstained from the vote.

- A. May 20, 2014, work session/board meeting
- B. May 20, 2014, Executive Session

REVENUE & EXPENSE

On the motion of Mr. Gould, seconded by Dr. Stepura, the following Revenue & Expense (Items A through K) 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, April 2014, 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, April 2014;
- F. Transfers;
- G. Grants/donations for accepting or applying;

Name of Grant	Apply/Accept	Amount	Dates
ABE/GED/ESL/Civics	Amended allocation	\$272,871	SY2013/14
ABE/GED/ESL/Civics Professional Development	Amended allocation	\$ 2,729	SY2013/14
ABE/GED/ESL/Civics	Apply/Accept	\$175,000	SY2014/15
ABE/GED/ESL/Civics Professional Development	Apply/Accept	\$ 1,750	SY2014/15
No Child Left Behind Title I A	Apply	\$ 71,156	SY2014/15
No Child Left Behind Title II A	Apply	\$ 13,552	SY2014/15
IDEA	Apply	\$102,292	SY2014/15
Perkins Secondary Federal	Apply	\$ 62,008	SY2014/15
Perkins Secondary Reserve	Apply	\$ 16,454	SY2014/15
Dollar General Literacy Foundation	Amended Allocation	\$ 10,000	5/2014 – 4/2015
Gables of Cape May County, Inc. for Communications Arts Technology Program	Accept	\$ 500	SY2013/14
No Child Left Behind	AMEND:		SY 2013/14
No Child Left Behind Title: From: II Part A To: I Part A	200-300 200-500	\$4,800	
No Child Left Behind Title: From: II Part A To: I Part A	200-500 200-500	\$1,700	
No Child Left Behind Title I Part A	From: 200-300 To: 200-500	\$2,000	
No Child Left Behind Title II Part A	From: 200-500 To: 100-600	\$ 496	
No Child Left Behind Title II Part A	From: 200-600 To: 100-600	\$ 673	
No Child Left Behind Title II Part A	From: 100-100 To: 200-100	\$400	
No Child Left Behind Title II Part A	From: 100-100 To: 100-600	\$500	

No Child Left Behind Title II Part A	From: 200-200 To: 100-600	\$ 37	
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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>
a. Comm Solutions Co. Pay to Play Resolution	Software licensing maintenance	\$13,151.84	5/21/2014
b. Adjusted grant salary Allocations			SY2013/14

The following item was tabled:

EIRC Investment Grade Audit **First step in D.I.Y. energy savings Improvement plan** **\$68,000.00 (to be rolled into E.S.I.P.)** **6/17/2014**

Authorize business Administrator yearend transfers and pay bills due and owing 6/30/2014

Transfer excess surplus to Capital Reserve for future capital projects \$878,589.00 6/30/2014

Transfer excess surplus to Maintenance Reserve to offset future maintenance projects \$193,903.00 6/30/2014

<u>Name – Report/Contract</u>	<u>Purpose</u>	<u>Amount</u>	<u>Date (Year(s))</u>
New Jersey School Boards Association Insurance Group	<u>Insurance Renewal:</u> package policy bond coverage school board legal student accident workers' compensation Total Premium (decrease over SY13/14)	\$150,765.00 \$ 963.00 \$ 14,786.00 \$ 8,232.00 <u>\$164,325.00</u> \$339,071.00 (\$ 7,366.00)	SY2014/15
CMC Special Services School District	Itinerant Service	per fee schedule	SY2014/15

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

- a. To be sold on GovDeals (see attached) Obsolete
- b. Previously disposed (see attached) Obsolete
- c. To be disposed (inventory#)
 - #11 – one mail server switch n/a Obsolete Software
 - #1004582 – smart board n/a Obsolete

J. Travel (Employee/Board Member)

<u>Name</u>	<u>Purpose</u>	<u>Location</u>	<u>Est. Cost</u>	<u>(Date(s))</u>
Diane Zimmerman	School Nurse Conf.	Phila., PA	\$ 439.00	7/9 – 10/2014
Lynda Zipparo	School Nurse Conf.	Phila., PA	\$ 439.00	7/9 – 10/2014
Paula J. Smith	2014 International ASBO Meeting/Expo	Kissimmee, FL	\$2,317.12	9/19– 22/2014

K. Part-time Contracts and hourly rates, SY2014/15 (effective July 1, 2014)

<u>Position</u>	<u>Rates</u>
Security Personnel	\$16.50 per/hr.
Substitute Coverage (ECDC)	\$12.86 per/hr.
Substitute Coverage Secretarial	\$11 per/hr.
Supplemental Pay (Holistic Scoring of scoring entrance exams)	\$18 per/hr.
Supplemental Pay (Proctoring for entrance exams)	\$20 per/hr. proctoring
Summer Painter	\$10 per/hr.
On-Call Custodian	\$10 per/hr.
On-Call Custodian with Boiler Certificate	\$12 per/hr.
Bus Driver	\$16.50 per/hr.
ABE/GED/ESL/Civics Instructor	\$32 per/hr.
Job Skills Training Instructor	\$32 per/hr.
WIB Summer Youth Program Instructor	\$29 per/hr.

COMMUNICATION

A. Correspondence from:

Crystal L. Leavey, Licensed Site Remediation Professional #590956, Pennoni Associates, Inc.

Synopsis:

Amendment to the scope of remediation/area of concern that was issued on April 22, 2014.

B. Correspondence from:

Pam Castellanos, State of New Jersey, QSAC Coordinator

Synopsis:

Congratulating the Cape May County Technical School District on the recent Quality Single Accountability Continuum (QSAC) district performance review in which the State designated the Tech as “high performing “. The next QSAC evaluation will be conducted three years from the initial evaluation or until the next full QSAC review as required by statute.

CURRICULUM

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

- A. Job cards, April 2014;
- B. Flextime – June 23 through August 29, 2014
Workday reduced ½ hour per day, all offices will be begin 8 a.m. to 3 p.m.;
- C. Operate the HSE (High School Equivalency) Testing Center, July 1, 2014, through December 31, 2014;
- D. Partner with Atlantic Cape May Workforce Investment Board (WIB) in the Comprehensive Youth Symposium Program, October 2014;
- E. Homebound Instruction for:
Student H.D., 2/4/2014-6/30/2014
Student A.A., 3/17/2014-4/17/2014
Student T.M., 3/7/2014-6/30/2014
Student N.S., 5/14/2014-6/20/2014
- F. Field Trips:

<u>Date</u>	<u>Destination/Purpose</u>	<u>Students/Coaches</u>	
12/26 – 31/ 2014	Orlando, FL KSA Basketball Tournament (grades 10 – 12)	25	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).

Name	Position	Description Funding Program	Step Amount Longevity	Effective Date(s) or # of Days
Employee #109		FMLA	Without pay	5/29/2014 to 6/30/2014
Employee #801		Leave of Absence	Without pay	6/12/2014 to 6/30/2014
David Billig	Teacher of Exploratory	High School	Step 1 *\$51,285.00 10 month	9/1/2014 to 6/30/2015
Day, Phyllis	Bus Driver		\$16.50 per/hr.	SY2014/15
McKinley, Jim	Bus Driver	(after regular school hours only)	\$16.50 per/hr.	SY2014/15
Tascone, Paula	Secretary (part-time)	Admissions (not to exceed 24 hrs./wk.)	\$13 per/hr.	SY2014/15
Myers, Daniel	Evening Computer Lab Assistant (part-time)	(not to exceed 20 hrs./wk.)	\$16.50 per hr.	SY2014/15
Arnold, Alicia	Post-Secondary, Evening/Continuing and Adult Ed Asst.	Additional responsibilities annual adjustment to base	\$5,500.00	SY2014/15

Taccarino, John	Administrative Aide	Additional security responsibilities annual adjustment to base	\$5,900.00	SY 2014/15
Knoll, Bruce	Summer Painter		\$13 per/hr.	20+ days
Knoll, Bruce	On Call Custodian	Boiler License	\$12 per/hr.	SY2014/15
Krips, David	On Call Custodian	Boiler License	\$12 per/hr.	SY2014/15
Lackey, Alan	On Call Custodian	Boiler License	\$12 per/hr.	SY2014/15
Sykes, David	Summer Painter		\$10 per/hr.	20+ Days
Sykes, David	On Call Custodian		\$10 per/hr.	SY2014/15
Jarosz, Steven	Summer Painter		\$10 per/hr.	20+ Days
Jarosz, Steven	On Call Custodian		\$10 per/hr.	SY2014/15
Dix, Barbara	School Nurse Sub.	Summer School	\$32 per/hr.	7/7/2014 Up to 19 days
Pantelione, Patricia	Instructor	Summer School	\$32 per/hr.	7/7/2014 19 days
Arnold, Alicia	Examiner	HSE-TASC Testing Ctr.	\$29 per/hr.	SY2014/15
Crean, Jean	Examiner	HSE-TASC Testing Ctr.	\$29 per/hr.	SY2014/15
Embs, Jason	Examiner	HSE-TASC Testing Ctr.	\$29 per/hr.	SY2014/15
Martin, Julia	Examiner	HSE-TASC Testing Ctr.	\$29 per/hr.	SY2014/15
Roach, Lisa	Examiner	HSE-TASC Testing Ctr.	\$29 per/hr.	SY2014/15
Smith, Karen	Examiner	HSE-TASC Testing Ctr.	\$29 per/hr.	SY2014/15
Stelacio, Diane	Examiner	HSE-TASC Testing Ctr.	\$29 per/hr.	SY2014/15
Elston, Laura	Chief Examiner	HSE-TASC Testing Ctr.	N/A	SY2014/15
Long, MaryAnn	HSE-TASC Testing Ctr., Proctor/Secretary	**WIB grant/local	\$18,000 pro-rated	7/1/2014 to 12/31/2014
Braunwell, Lisa	LPN Instructor Sub.	Post-Secondary Practical Nursing	\$160 per day	SY2014/15
Hallowell, Ruth	LPN Instructor	Post-Secondary Practical Nursing	Per diem	7/1/14 up to 30 days
Leek, Valerie	LPN Instructor	Post-Secondary Practical Nursing	Per diem	7/1/2014 up to 30 days
McLaughlin, Julia	LPN Instructor	Post-Secondary Practical Nursing	Per diem	7/1/14 up to 30 days

McLaughlin, Julia	LPN Instructor	Post-Secondary Practical Nursing	Per Contract	SY2014/15
Shaw, Carol	LPN Instructor Sub.	Post-Secondary Practical Nursing	\$160 per day	SY2014/15
Vilimas, Jason	Security	Summer School	\$16.50 per/hr.	7/7/14 to 7/31/2014
Embs, Nancy	Bridging Mentor	Grant/Local	\$29 per/hr.	7/16-8/19/14
Fissel, Nancy	Bridging Mentor	Grant/Local	\$29 per/hr.	7/16-8/19/14
Janda, Ed	Bridging Mentor	Grant/Local	\$29 per/hr.	7/16-8/19/14
Pleasants, Matt	Bridging Mentor	Grant/Local	\$29 per/hr.	7/16-8/19/14
Roach, Lisa	Bridging Mentor	Grant/Local	\$29 per/hr.	7/16-8/19/14
Tack, Gina	Bridging Mentor	Grant/Local	\$29 per/hr.	7/16-8/19/14
Vilimas, Jason	Bridging Mentor	Grant/Local	\$29 per/hr.	7/16-8/19/14
Stelacio, Diane	Bridging Coord.	Grant/Local	\$2,500.00	7/16-8/19/14
Stratton, Julie	Bridging Coord.	Grant/Local	\$2,500.00	7/16-8/19/14
Migliaccio, Craig	Green Prog. of Study	Green Grant Yr. 4	\$100 per diem	7/2/14 not to exceed 1 day
Borkowski, Sandra	Teacher (Part-Time)	**ABE/GED/ESL/Civics	\$32 per/hr.	SY2014/15
Bravo, Janet	Teacher (Part-Time)	**ABE/GED/ESL/Civics	\$32 per/hr.	SY2014/15
Embs, Jason	Teacher (Part-Time)	**ABE/GED/ESL/Civics	\$32 per/hr.	SY2014/15
Embs, Nancy	Teacher (Part-Time)	**ABE/GED/ESL/Civics	\$32 per/hr.	SY2014/15
Feketics, Barbara	Teacher (Part-Time)	**ABE/GED/ESL/Civics	\$32 per/hr.	SY2014/15
Rutherford, Sarah	Teacher (Part-Time)	**ABE/GED/ESL/Civics	\$32 per/hr.	SY2014/15
Sangillo, Robert	Teacher (Part-Time)	**ABE/GED/ESL/Civics	\$32 per/hr.	SY2014/15
Van Trieste, Elizabeth	Teacher (Part-Time)	**ABE/GED/ESL/Civics	\$32 per/hr.	SY2014/15
Waddell, Mary Ellen	Teacher (Part-Time)	**ABE/GED/ESL/Civics	\$32 per/hr.	SY2014/15

Satterfield, Elizabeth	Teacher (Part-Time) Substitute	**ABE/GED/ESL/Civics	\$32 per/hr.	SY2014/15
Satterfield, Elizabeth	Test Support Specialist	**ABE/GED/ESL/Civics/Perkins PS/JST/WIB Summer Youth	*\$35,828.00 12 month	SY2014/15
Waddell, Mary Ellen	Teacher (Full-Time)	**ABE/GED/ESL/Civics JST/WIB/Summer Youth	*\$49,419.00 12 month	Sy2014/15
Satterfield, Elizabeth	Laces Input Coordinator	**ABE/GED/ESL/Civics	*\$4,920.00	SY2014/15
Susan Jurusz	Grant Implementation	**ABE/GED/ESL/Civics/Perkins PS/JST/WIB/Summer Youth	\$7,000.00	SY2014/15

*pending negotiations

**pending grant approval

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, July 2014

ADMINISTRATIVE REPORTS

- A. Principal's Report
- B. Director of Curriculum & Instruction Report
- C. Supervisor of Post-Secondary, Evening/Continuing Education
- D. Superintendent Report
 - Dr. Hudanich shared a proclamation and plaque received from Chamber of Commerce commemorating the district as a 50 year member. She reported on the GED – High School graduation ceremony and School Based Youth Services Student Recognition luncheon and commended Cape Counseling for their service to the district.

BOARD MEMBER COMMENTS AND DISCUSSION ITEMS

EXECUTIVE SESSION

On the motion of Mr. Gould, seconded by Dr. Stepura, at 2:25 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.

HIB
Superintendent Evaluation
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. 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 2:58 p.m.

RETURN TO OPEN SESSION

On the motion of Mr. Gould, seconded by Mr. Higgs, the following item was approved by roll call vote. Dr. Stepura abstained from the vote.

Acknowledge Harassment, Intimidation and Bullying (HIB) Incidents Report: from May 16, 2014 to June 13, 2014. One incident was reported and investigated.

On the motion of Dr. Stepura, seconded by Mr. Gould, the salary increases for the non-unit staff for the 2014/2015SY as presented in Executive Session and attached were approved by roll call vote.

On the motion of Mr. Gould, seconded by Mr. Boyd, the superintendent's evaluation for Dr. Nancy M. Hudanich for the 2013/14 school year for placement in her personnel file was approved by roll call vote.

ADJOURN

On the motion of Mr. Gould, seconded by Dr. Stepura, the meeting was adjourned at 3:02 p.m.

Respectfully submitted,

A handwritten signature in purple ink, appearing to read "Paula J. Smith".

Paula J. Smith
Board Secretary

/jmr