

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

**March 17, 2015  
1:10 p.m.**

**CALL TO ORDER**

**ROLL CALL**

The following were present at the 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 not present at the meeting.

Also present at the meeting were: Amy L. Houck, Esquire; Michael Adams, Principal; Laura Elston, Supervisor of Post-Secondary; Evening and Continuing Education; Nancy Wheeler-Driscoll, Director Curriculum & Instruction; Paula J. Smith, Business Administrator/Board Secretary; Dr. Nancy M. Hudanich, Superintendent.

James R. Owens, Director of Buildings & Grounds was absent from the meeting.

**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**

There was no public input at the meeting.

**BUILDINGS, GROUNDS & EQUIPMENT**

On the motion of Mr. Gould, seconded by Mr. Higgs, the following buildings, grounds & equipment (Items A through B) and Administrative Reports (Items A through D) were approved by roll call vote.

- A. Director of Buildings & Grounds Report
- B. Use of School Facilities, April 2015

**ADMINISTRATIVE REPORTS**

- A. Principal's Report – Mike Adams
- B. Director of Curriculum and Instruction Report – Nancy Wheeler Driscoll
- C. Supervisor of Post-Secondary, Evening/Continuing and Adult Education Report – Laura Elston
- D. Superintendent Report – Dr. Nancy M. Hudanich

The administrators left the meeting at 1:45 p.m.

## APPROVAL OF MINUTES OF PREVIOUS MINUTES

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

- A. February 17, 2015 board meeting, (amended that Amy L. Houck, Esquire was not in attendance)
- B. February 17, 2015 Executive Session, (amended that Amy L. Houck, Esquire was not in attendance)

## REVENUE & EXPENSE

On the motion of Dr. Stepura, seconded by Mr. Gould, the following Revenue & Expense (Items A through J) were approved by roll call vote. Dr. Stepura abstained from the vote for Item I only.

- A. Board secretary's monthly certification of budgetary line item status;
- B. Financial report A-148 and A-149, January 2015, board secretary report and treasurers report, pending audit;
- C. Board of education's monthly certification of budgetary major account/fund status;
- D. Bills as presented;
- E. Budget summaries, January 2015;
- F. Transfers;
- G. Grant/donation for accepting or applying;

<u>Name of Grant</u>	<u>Apply/Accept</u>	<u>Amount</u>	<u>Date</u>
Cape Educational Foundation	Apply (each application)	\$500.00	SY2015/16
State Farm Neighborhood Assist (Adult Literacy)	Apply	\$25,000.00	SY2015/16
WIB Job Skills Training	Accept	\$45,999.95	SY2014/15
	From: 100-101	\$ (5,760.00)	
	From: 100-600	\$ (2,077.31)	
	From: 200-202	\$ ( 440.64)	
	From: 200-580E	\$ ( 920.00)	
	From: 200-800	\$ ( 806.00)	
	Grant Funding Reduction	<u>\$10,003.95</u>	
		\$35,996.00	
Grant Salary Allocations		(attached)	SY2014/2015
<u>Name of Donation</u>	<u>Apply/Accept</u>	<u>Amount</u>	<u>Date</u>
Living to Serve FFA Grant (to build osprey nest)	Accept	\$500.00	SY2014/15
Thomas W. Stewart (for 2015 prom funds)	Accept	\$ 50.00	3/10/2015

H. Bids, contracts, reports, agreements:

<u>Name – Report/Contract</u>	<u>Purpose</u>	<u>Amount</u>	<u>Date/Year(s)</u>
Nutri-Serve Food Management Year 2 of 5 on the bottom line of the Nutri-Service Food Management financial report up to 100% of management fee.	Award non-fair & open contract	*\$20,807.50 *with guaranteed breakeven	SY2015/16
Educational Data Services, Inc.	Purchase instructional Supplies	\$53,606.00	3/9/2015

I. 2015-16 Budget Resolution after receipt of state aid figures. Including separate non-permanent tax increase of \$250,000.

J. Travel (Employee/Board Member)

<u>Name</u>	<u>Purpose</u>	<u>Location</u>	<u>Est. Cost</u>	<u>Date(s)</u>
Steve Vitiello	DAANJ Conference	Atlantic City	\$350.00	3/24-27/2015
Craig Migliaccio	Geothermal training			

**COMMUNICATION  
CURRICULUM**

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

- A. Job cards, January 2015;
- B. 2014-15 revised calendars due to snow closings
- C. Spring 2015 baseball, softball and golf team schedules;
- D. Post-Secondary and Evening/Continuing Education tuition fees, SY2015/16;
- E. Post-Secondary Curriculum for the following career clusters:  
Architecture and Construction  
Health Science  
Human Services
- F. Field Trips:

<u>Date</u>	<u>Destination/Purpose</u>	<u>Students/Teachers/Aides</u>	
3/21/2015	Bridgeton/Skills USA contest (Grades 10 & 11)	8	1
3/28/2015	Wall Township/Skills USA contest (Grades 10 & 12)	6	2
4/18/2015	Sewell/Skills USA contest (Grades 10 -123 & PS)	16	4

**LEGISLATION & POLICY**

On the motion of Mr. Gould, seconded by Dr. Stepura, the first reading of the following policy (Item A) was approved by roll call vote.

- A. 5141.8 Concussion and Sports Related Head Injury

On the motion of Mr. Gould, seconded by Dr. Stepura, the first reading of the following policy (Item B) was approved by roll call vote.

Voting yes: Dr. Stepura, Mr. Gould, Mr. Boyd

Voting no: Mr. Higgs

**B. 6114 Emergencies and Disaster Preparedness**

**PERSONNEL**

(All hiring is contingent upon the recommendation of the Superintendent and the 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.

<b>NAME</b>	<b>POSITION</b>	<b>DESCRIPTION FUNDING PROGRAM</b>	<b>STEP AMOUNT LONGEVITY</b>	<b>EFFECTIVE DATE(s) or # of DAYS</b>
Employee #445		FMLA		2/10/2015
Employee #445		FMLA	Unpaid	3/4/2015- 5/5/2015
Kaye, Timothy	Long Term Sub. (Teacher of Science)	High School	\$110 per/day	2/6/2015
Schmitz, Rachel	LPN Instructor Sub.	Post-Secondary Practical Nursing	\$160 per/day	SY2014/15
Chretien, Gerry	Athletic game staff	High School	\$30 per/game	SY2014/15
Harshaw, Edward	Athletic game staff	High School	\$30 per/game	SY2014/15
Ladd, William	Athletic game staff	High School	\$30 per/game	SY2014/15
Halsey, Sara	Athletic game staff	High School	\$30 per/game	SY2014/15
Purdy, Kathy		CPR/AED, Safety, First Aid Recertification	\$45 per/hr.	SY 2014/15

**BOARD MEMBER COMMENTS AND DISCUSSION ITEMS**

Mr. Boyd commended all those involved with the Advisory Dinner which included the 100<sup>th</sup> year celebration of the district.

**EXECUTIVE SESSION**

On the motion of Mr. Gould, seconded by Mr. Higgs, at 2:03 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  
Legal Matter – OPRA Lawsuit 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. (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 the 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.

**RETURN TO OPEN SESSION**

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

Affirm Action taken by the Superintendent regarding the Harassment, Intimidation and Bullying (HIB) Incident Investigation(s) from January 17, 2015 through February 13, 2015. (1 received)

Acknowledge the Harassment, Intimidation and Bullying (HIB) Incident Report(s) from February 14, 2015 through March 13, 2015. (1 received)

**ADJOURN**

On the motion of Mr. Gould, seconded by Mr. Higgs, the meeting was adjourned at 2:08 p.m.

Respectfully submitted,



Paula J. Smith  
Board Secretary

/jmr

