

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

**May 20, 2014
1:00 p.m.
WORK SESSION**

CALL TO ORDER

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

Mr. Robert Bumpus was absent from the work session.

Also present at the work session were: Amy L. Houck, Esquire; James R. Owens, Director of Buildings and Grounds; Michael Adams, Principal; Paula J. Smith, Business Administrator/Board Secretary; Dr. Nancy M. Hudanich, Superintendent

Laura Elston, Supervisor of Post-Secondary, Evening Continuing and Adult Education and Nancy Wheeler-Driscoll, Director Curriculum & Instruction were absent as they were attending State of New Jersey Career – Technical meeting.

FLAG SALUTE

Adequate notification of this meeting has been properly posted in the Press of Atlantic City on November 13, 2013, as prescribed by Chapter 331, laws of 1975.

BOARD REVIEW OF REGULAR AGENDA ITEMS

The following administrative reports were presented to the Board:

Director of Buildings, Grounds and Equipment Report was presented by Mr. James Owens.

Principal's Report was presented by Mr. Michael Adams.

Director of Curriculum and Instruction Report was presented by Dr. Nancy M. Hudanich.

Supervisor of Post – Secondary, Evening/Continuing & Adult Education Report was presented by Dr. Nancy M. Hudanich.

Superintendent's Report was presented by Dr. Nancy M. Hudanich.

PUBLIC INPUT

Mr. Greg Neill addressed the board regarding the district's concussion policy.

ADJOURN

On the motion of Mr. Gould, seconded by Mr. Higgs, the Work Session was adjourned at 2:14 p.m.

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CALL TO ORDER

Mr. Robert L. Boyd called the meeting to order at 2:20 p.m.

ROLL CALL

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

Mr. Robert Bumpus was absent from the work session.

Also present at the work session were: Amy L. Houck, Esquire; James R. Owens, Director of Buildings and Grounds; Michael Adams, Principal; Paula J. Smith, Business Administrator/Board Secretary; Dr. Nancy M. Hudanich, Superintendent

Laura Elston, Supervisor of Post-Secondary, Evening Continuing and Adult Education and Nancy Wheeler-Driscoll, Director Curriculum & Instruction were absent as they were attending State of New Jersey Career-Technical meeting.

PUBLIC INPUT

There was a public review and discussion of findings and corrective action plan/appeal of findings of Carl D. Perkins Audit for the project period of July 1, 2010 to June 30, 2011 (see Communications IV-C).

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

The corrective action plan and appeal of findings of the Carl D. Perkins Audit for the project period of July 1, 2010 to June 30, 2011 was approved.

APPROVAL OF MINUTES OF PREVIOUS MEETING

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

A. April 15, 2014 work session/board meeting

Mr. Anzelone abstained from the vote.

REVENUE & EXPENSE

On the motion of Mr. Anzelone, seconded by Mr. Gould, the following Revenue & Expense (A through J) were approved by roll call vote. Mr. Boyd abstained from the vote for item III D. only.

- A. Board secretary's monthly certification of budgetary line item status;
- B. Financial reports A-148 and A-149, March 2014, 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, March 2014;
- F. Transfers;
- G. Grants/donation for accepting or applying;

<u>Name of Grants/Donations</u> <u>Grant:</u>	<u>Apply/Accept</u>	<u>Amount</u>	<u>Year</u>
Youth Build	Apply	\$308,091.00	11/2014- 11/2016
CMC Beach Plum Assoc. Specialty Crop Block	Partner	\$ - 0 – Student internship	SY2014/15
FFA Living to Serve	Apply	\$ 2,000.00	SY2014/15
Job Skills Training – Adults	Apply/Accept	\$46,000.00	SY2014/15
Ocean Drive Run Club, Inc. for Boy's & Girl's Cross Country Teams	Accept	\$ 750.00	5/5/2014
Woodworking Equipment - Inkra Jig Ultra for Evening/ Continuing Education Programs	Accept	Unknown	4/23/2014

H. Bids, contracts, reports, agreements:

<u>Name-Report/Contract</u>	<u>Purpose</u>	<u>Amount</u>	<u>Date/Year(s)</u>
a. Cape May County Services Participation Agreement	Transportation Services	per fee schedule	SY2014/15
b. Hewlett Packard Direct NJ State Contract #70262	60 HP Chromebooks (PARCC Testing	\$26,284.38	5/20/2014
c. Keen Compressed Gas Pay to Play Resolution	Purchase Exhaust System for Rm. 330	\$21,140.00	7/1/2014
d. Miller – Remick, LLC Pay to Play Resolution	Engineering Services	Per fee Schedule	5/20/2014
e. Multi-Temp Mechanical, Inc.	Contract Renewal	Per fee schedule	SY2014/15
f. NJ State Interscholastic Athletic Association	Membership Renewal	\$ 2,150.00	SY2014/15

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

<u>Name of disposal item(s)</u> <u>To be disposed or sold</u>	<u>Value of Item(s)</u>	Reason for Disposal
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J. Travel (Employee/Board Member)

<u>Name</u>	<u>Purpose</u>	<u>Location</u>	<u>Est. Cost</u>	<u>Date(s)</u>
Paula J. Smith	ASBO Conference	Atlantic City	\$120.78	6/4/2014

COMMUNICATION

Correspondence from:

A. Marion Saioni, Secretary to Director of Buildings and Grounds

Synopsis

Has served the district for 25 years and thanking Dr. Hudanich and the Board of Education for the opportunity.

B. Correspondence from:

David C. Hespe, Acting Commissioner, Department of Education

Synopsis

Congratulating and recommending to the State Board of Education that the district be certified as providing a thorough and efficient system of education. Pursuant to requirements of N.J.A.C. 6A:30, the district's Quality Single Accountability Continuum (QSAC) performance review by the state was performed. The district placement scores were 100% in personnel and 97% in instruction and program.

C. Correspondence from:

Robert J. Cicchino, Director Office of Fiscal Accountability and Compliance

Synopsis

Pursuant to N.J.A.C. 6A:23A-5, 6, the district's corrective action plan and/or appeal is required pertaining to Carl D. Perkins Secondary and Post-Secondary grant audit review for the period of July 1, 2010 through June 30, 2011.

D. Edward J. DePalma, President & Race Director, Ocean Drive Run Club, Inc.

Synopsis

Appreciation for the efforts of Frank Basile, Joe Bresan and students who enthusiastically operated an Aid Station set-up at the Wildwood Crest Pier for March 30th Ocean Drive Marathon.

E. Correspondence from:

Robert L. Bumpus, Interim Regional Superintendent

Synopsis

In accordance to N.J.S. A. 18A:7-8(jj) and 6A:23A-3.1 the contract for Business Administrator/Board Secretary Paula J. Smith has been reviewed and approved.

F. Correspondence from:

Eleanor Gail Horgan, Cosmetology Aide

Synopsis

Has enjoyed working at the district for 25 years and wishes to thank Dr. Hudanich and the Board of Education for the opportunity to work with the teenagers of our community and learn from them.

CURRICULUM

On the motion of Mr. Gould, seconded by Mr. Anzelone, the following Curriculum (Items A through G) were approved by roll call vote.

- A. Job cards, March 2014;
- B. Operate Summer School, July 7 through July 31, 2014;
- C. High School Summer School Remedial Course Program, 2014;
- D. Workforce Development Partnership Program (WDPP), FY2015;
- E. Summertime Adventure for Kids Program, 2014; and the following program offerings:
 - Adventure in Art
 - A Strategy Games Odyssey
 - Automotive Model Building
 - Crime Scene Investigation
 - Fun with Foods
 - Marine Adventures
 - Mosaics 101
 - T.V. "Behind the Scenes"

- F. Resolution in Support of Collaboration Among County Colleges and County Vocational-Technical Schools;

G. Field Trips:

<u>Date</u>	<u>Destination/Purpose</u>	<u>Students/Teachers</u>	
5/29/2014	University of Medicine & Dentistry, Scotch Plains – final examination (grades 10 – 12)	39	1
5/30/2014	New York Cloisters, Moma, LeRivage French art education per Core Standards (grades 9 – 12)	25	2

<u>Date</u>	<u>Destination/Purpose</u>	<u>Students/Teachers</u>	
6/3/2014	Sunset Flower Farm, Belleplain deliver & install lab plants per landscape design (grades 10 -12)	20	1
6/4/2014	Richard Stockton College award ceremony & Luncheon (grade 12)	2	1
6/6/2014	Pine Barrens/canoe, biology & (grade 12)	54	3
6/11/2014 6/12/2014	Avalon/Barrier Island Ecology/ oyster moves (grades 9 – 10)	20	2

LEGISLATION & POLICY

On the motion of Mr. Gould, seconded by Mr. Anzelone, the following resolution, policy regulation and form for second reading was approved by roll call vote.

- A. 4142/4242 Payroll Authorization/ Salary Payment and Deductions – Direct Deposit
- B. 4142/4242 Payroll Authorization/ Salary Payment and Deductions – Direct Deposit Regulation
- C. 4142/4242 Payroll Authorization/Salary Payment and Deductions – Direct Deposit – Authorization Form

On the motion of Mr. Anzelone, seconded by Mr. Gould, the following mandated revisions to the following policies and regulations were approved by roll call vote.

- D. 2131 Superintendent
- E. 2131 Superintendent – Job Description – Exhibit
- F. 2224 Non-Discrimination – Affirmative Action
- G. 2224 Non-Discrimination - Affirmative Action (1) Regulation
- H. 2224 Non-Discrimination - Affirmative Action (2) Forms
- I. 4111 Recruitment, Hiring & Selection
- J. 4111 Recruitment, Hiring & Selection – Regulation
- K. 4111.1, 4211.1 Non-Discrimination, Affirmative Action
- L. 4211 Recruitment, Selection & Hiring
- M. 5141 Health

N. 5141	Health – AED – Regulation
O. 5145.4	Equal Educational Opportunity
P. 6121	Non-Discrimination, Affirmative Action – Grievance
Q. 6121	Non-Discrimination, Affirmative Action – (1) Grievance-Regulation
R. 6121	Non-Discrimination, Affirmative Action – (1) Grievance-Regulation Form A
S. 6121	Non-Discrimination, Affirmative Action – (1) Grievance-Regulation Form B
T. 6121	Non-Discrimination, Affirmative Action-(1) Grievance – Regulation Form C
U. 6145	Cocurricular Activities
V. 6147	Evaluation of Individual Students Performance Grades Reg. and Grading
W. 6147.1	Evaluation of Individual Students Performance Grades Reg. and Grading – 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).

On the motion of Mr. Gould, seconded by Mr. Anzelone, the following personnel were approved by roll call vote. Mr. Anzelone abstained from the vote for Hanna Toft and Hans Toft only.

Name	Position	Description Funding Program	Step Amount Longevity	Effective Date(s) or # of Days
Saioni, Marion	Secretary of Director of Buildings & Grounds	Retirement		6/30/2014
Horgan, Eleanor Gail	Cosmetology Aide	Retirement		6/30/2014
Jordan, Charles	Custodian	Retirement		4/30/2014
Employee #239		Medical Disability Leave	Accumulated Sick Leave	4/7/2014- 5/20/2014
Wright, Raymond	Substitute Teacher	High School	\$90 per/day	SY2013/14
Harshaw, Edward	Substitute Teacher	High School	\$90 per/day	SY2013/14
Calvert, Jennifer	Substitute Teacher	High School	\$90 per/day	SY2013/14
Cianci, Scott	Instructor	Summer School	\$32 per/hr.	7/7/2014 19 days
Embs, Jason	Instructor Substitute	Summer School	\$32 per/hr.	7/7/2014 up to 19 days
Embs, Nancy	Instructor	Summer School	\$32 per/hr.	7/7/2014

				19 days
	Position	Description Funding Program	Step Amount Longevity	Effective Date(s) or # of Days
Fissel, Nancy	Instructor	Summer School	\$32 per/hr.	7/7/2014 19 days
Halsey, Brian	Instructor	Summer School	\$32 per/hr.	7/7/2014 19 days
Kopf, Barry	Instructor	Summer School	\$32 per/hr.	7/7/2014 19 days
Lee, Young Ae	Instructor	Summer School	\$32 per/hr.	7/7/2014 19 days
Mitchell, Judy	Instructor	Summer School	\$32 per/hr.	7/7/2014 19 days
Perlis, Joseph	Instructor	Summer School	\$32 per/hr.	7/7/2014 19 days
Richman, Kathleen	School Nurse Substitute	Summer School	\$32 per/hr.	7/7/2014 Up to 19 days
Smith, Karen	Instructor Substitute	Summer School	\$32 per/hr.	7/7/2014 Up to 19 days
Sweeney, Ed	Instructor	Summer School	\$32 per/hr.	7/7/2014 Up to 19 days
Tack, Gina	Instructor Substitute	Summer School	\$32 per/hr.	7/7/2014 Up to 19 days
Vilimas, Jason	Instructor Substitute	Summer School	\$32 per/hr.	7/7/2014 Up to 19 days
Zipparo, Lynda	School Nurse	Summer School	\$32 per/hr.	7/7/2014 19 days
Jurusz, Susan	Supervisor	Summer School	\$5,500.00	7/1/2014
Jones, Christopher	Instructor	E/C Education Summertime Adventure	\$29 per/hr.	7/14/2014 10 days
Marinaccio, Nicole	Instructor	E/C Education Summertime Adventure	\$29 per/hr.	7/14/2014 10 days
Pleasants, Matt	Instructor	E/C Education Summertime Adventure	\$29 per/hr.	7/14/2014 10 days
Pruna, Carlos	Instructor	E/C Education Summertime Adventure	\$29 per/hr.	7/14/2014 5 days
Roach, Lisa	Instructor	E/C Education Summertime Adventure	\$29 per/hr.	7/14/2014 10 days
Sykes, Suzanne	Instructor	E/C Education Summertime Adventure	\$29 per/hr.	7/14/2014 10 days
Tack, Gina	Instructor	E/C Education Summertime	\$29 per/hr.	7/14/2014 10 days

		Adventure		
	Position	Description Funding Program	Step Amount Longevity	Effective Date(s) or # of Days
Toft, Hanna	Instructor	E/C Education Summertime Adventure	\$29 per/hr.	7/14/2014 10 days
Toft, Hans	Instructor	E/C Education Summertime Adventures	\$29 per/hr.	7/14/2014 10 days
Vinson, Johnnye	Instructor	WIB Summer Youth Employment Program	\$29 per/hr.	16 days 6 hrs. per day
King, Rita	Guidance Counselor	Summer Employment Student Scheduling	Per diem	20 days
Hogan, Daniel	Guidance Counselor	Summer Employment Student Scheduling, Preparation	Per diem	20 days
Martin, Julia	Child Study Team	Summer Employment, IDEA Grant	Per diem	22 days
Zippara, Lynda	School Nurse	Summer Employment, Student Sports/Employee Physicals, Incoming Students	Per diem	8 days
Jacobson, Ruth	Media Specialist	Summer Employment, Update Electronic Data, Check-In new materials obsolete/outdated materials	Per diem	5 days
Krips, David	On-Call Custodian	Boiler License	\$12 per/hr.	5/20/2014
Lackey, Alan	On-Call Custodian	Boiler License	\$12 per/hr.	5/20/2014
Paula J. Smith	Business Administrator/Board Secretary	Contract Renewal	\$126,586.00	SY2014/2015
Longinetti, John	Assistant Principal/Occupational Programs	High School Salary, Longevity L-2	\$82,000.00 <u>2,300.00</u> \$84,300.00	July 1, 2014- June 30, 2015
Wenker, Micah	Teacher of Pre-	High School	Step 14	September 1,

	Engineering		\$72,085.00	2014 – 6/30/15
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ADMINISTRATIVE REPORTS

BUILDINGS, GROUNDS & EQUIPMENT

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

- A. Director of Buildings, Grounds & Equipment Report
- B. Use of School Facilities, June 2014

ADMINISTRATIVE REPORTS

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

BOARD MEMBER COMMENTS AND DISCUSSION ITEMS

The board requested that the superintendent provide applications to the Board along with recommendation to hire, when hiring administrators.

EXECUTIVE SESSION

On the motion of Mr. Gould, seconded by Mr. Higgs, at 2:50 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.

- HIB Report
- Pending Litigation
- Negotiations Update
- Superintendent Evaluation

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 3:05 p.m.

RETURN TO OPEN SESSION

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

Affirm Action taken by the Superintendent regarding HIB Investigations:
from March 14, 2014 to April 11, 2014 (0 received)

Acknowledge Harassment, Intimidation and Bullying (HIB) Incidents Report:
from April 11, 2014 to May 16, 2014 (1 received and investigated)

ADJOURN

On the motion of Mr. Gould, seconded by Mr. Anzelone, the meeting was adjourned at 3:05
p.m.

Respectfully submitted,

A handwritten signature in purple ink, appearing to read "Paula J. Smith". The signature is fluid and cursive, with the first name "Paula" being more prominent than the last name "Smith".

Paula J. Smith
Business Administrator/Board Secretary

/jmr