

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

**May 21, 2013
1:06 p.m.**

The following were present at the meeting: Dr. Richard Stepura, 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; James R. Owens, Director of Buildings & Grounds; Michael Adams, Principal; Nancy Wheeler-Driscoll, Director of Curriculum & Instruction; Paula J. Smith, Business Administrator/Board Secretary; Nancy M. Hudanich, Superintendent.

Rusty Miller, Director of Evening & Continuing Education was not present at the meeting.

FLAG SALUTE

A moment of silence was held for the tragedy in Oklahoma.

Adequate notification of this meeting has been properly posted in the Press of Atlantic City on November 9, 2012, as prescribed by Chapter 231, laws of 1975.

PUBLIC INPUT

Mr. Boyd presented former board member Mr. Washington with a resolution honoring his service on the Board of Education from February 2003 until March of 2013. Mr. Boyd thanked Mr. Washington for serving as his mentor and for his leadership and contributions as a board member.

Dr. Hudanich also thanked Mr. Washington on behalf of the administration and staff stating he was a pleasure to work with and a fine gentleman who will be sorely missed.

Mr. Washington wished the board well and continued success, and shared his fondness for the district and for serving the students.

APPROVAL OF MINUTES OF PREVIOUS MEETING

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

- A. April 23, 2013, Board Meeting
- B. April 23, 2013, Executive Session

REVENUE & EXPENSE

On the motion of Mr. Gould, seconded by Dr. Stepura, 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, March 2013, 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 2013;
- F. Transfers;
- G. Grants/donation for accepting or applying:

<u>Name of Grant/Donation</u>	<u>Apply/Accept</u>	<u>Amount</u>	<u>Year</u>
<u>Grant:</u>			
ABE/GED/ESL/Civics	Accept	\$207,481.00	FY2013/14
Plus Professional Development		\$ 2,036.00	FY2013/14
Perkins Secondary	Accept	\$ 79,454.00	FY2013/14
Perkins Post-Secondary	Accept	\$ 83,456.00	FY2013/14
Direct Service Grant	Apply	\$ 20,000.00	FY2013/14
ESL Instruction			
Perkins Post-Secondary (Federal Funding Allocation)	Decline	\$ 2,877.00	FY2013/14
21 st Century Community Learning Center After School	Partnership		July 1, 2013 – June 30, 2018
Ezra Jack Keats Mini-Grant	Accept	\$ 400.00	2013
McKinney-Vento Education of Homeless Children & Youth Program Collaboration with Bridgeton Public Schools	Accept	TBD	2013/14

H. Bids, contracts, reports, agreements:

<u>Name – Report/Contract</u>	<u>Purpose</u>	<u>Amount</u>	<u>Date/Year(s)</u>
Cape May County Special Services Participation Agreement	Transportation services		SY2013/14
NJ State Interscholastic Athletic Association	Membership Renewal	\$ 2,150.00	SY2013/14
Cape May County Special Services School District	Itinerant Services	Fee Schedule	SY2013/14
NJSBIAG Resolution	Amend By-Laws		May 21, 2013
Culinary Arts Exhaust Air & Make Up Air Systems	Receive Bids		6/11/2013
First Energy Solutions	Electric Supplies	See attached	May 2013- April 2015

Resolution for submission of the Culinary Arts Kitchen Hood Improvement Project for Department of Education's review. Authorization for Remington, Vernick & Walberg Engineers to amend the Long Range Facilities Plan, as needed, to include the project known as Culinary Arts Kitchen Hood Improvements Project as an "other capital project." Local funding shall be through Capital Reserve, not state funding.

Resolution for James R. Washington II ten years of Service Recognition as a Board Member and during this term as Vice President for two years, two months Board of Education, Cape May County Technical School District.

Donation:

Greater Cape May Elks Lodge	Boy's Basketball	\$ 250.00	SY2013/14
Sturdy Savings Banks	Boy's Basketball	\$ 250.00	SY2013/14
Gentilini Ford Chevrolet Cruze Car	Driver's Education	\$12,000.00	2013
Edelbrock Educational Demo Package	Automotive Technology Program		5/13/2013
Lloyd D. Johnston, Ph.D. University of Michigan	National Survey Participation Sophomore Class	\$ 500.00	4/23/2013
D.B. Meier & D.L. Meier	Arthur Beal USS LSt 494 Memorial Award	\$ 500.00	5/1/2013

I. Travel (Employee/Board Member)

<u>Name</u>	<u>Purpose</u>	<u>Location</u>	<u>Est. Cost</u>	<u>Date(s)</u>
John Longinetti	Project Lead The Way Training	Glassboro	\$2,555.51	7/21/13- 8/2/13

COMMUNICATION

Correspondence from
Marie Barry, Director

Subject
The Cape May County Technical School District has satisfied all requirements concerning the Voluntary Compliance Plan (VCP) and review conducted on December 1-2, 2011.

CURRICULUM

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

- A. Job cards, March 2013;
- B. High School Summer School Remedial Course Program, 2013;
- C. District Application for Approval to Operate Summer School, 2013;
- D. Workforce Development Partnership Program (WDPP), FY 2014;
- E. Summertime Adventures for Kids Program and program offerings, 2013;
- F. Flextime – June 19 through August 31, 2013
Workday reduced ½ hour per day, all offices will be open 8:00 a.m. to 3:00 p.m.
Monday through Thursday; 8:00 a.m. to 1:00 p.m. on Friday, starting July 1, 2013.
- G. Field Trips:

<u>Date</u>	<u>Destination/Purpose</u>	<u>Students/Teachers/Chaperone(s)</u>	
4/20/2013	Garden State Exhibit Center Skills USA Conference (Grades 10- 12)	83	13
5/20/2013	Burlington county Institute State board practical exam (Grade 12 & Post-Secondary)	54	4
5/28/2013	Pine Barrens	52	3

Study ecology of Pine Barrens
(Grades 9 -12)

5/29/2013

County Correctional Center
corrections careers
(Grades 10 – 11)

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LEGISLATION & POLICY

On the motion of Mr. Gould, seconded by Dr. Stepura, the following policy job descriptions (Items A through D) were approved by roll call vote.

- A. D3/CDU Director of Evening and Continuing Education Programs
- B. D3A Supervisor of Post-Secondary, Evening/Continuing and Adult Education
- C. D3A.1 Post-Secondary, Continuing and Adult Education Coordinator
- D. C5.1 Post-Secondary, Evening/Continuing and Adult Education Secretary

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 Dr. Stepura, seconded by Mr. Gould, the following personnel were approved by call vote.

<u>Name</u>	<u>Position</u>	<u>Description Funding Program</u>	<u>Step Amount Longevity</u>	<u>Effective Date(s) or # of Days</u>
Edward Harshaw	Teacher (Social Studies)	Retirement		6/30/2013
Young Ae Lee	Teacher (Algebra I CP)	H.B. Instr. (M.L.)	\$30 per/hr.	5/10-6/18/13 2 hrs./per/wk.
William Ladd	Teacher (US History I CP)	H.B. Instr. (M.L.)	\$30 per/hr.	5/10-6/18/13 2 hrs./per/wk.
Brian Halsey	Teacher (English 9 Honors)	H.B. Instr. (M.L.)	\$30 per/hr.	5/10-6/18/13 2 hrs./per/wk.
Margaret Hosford	Teacher (Biology I Honors)	H.B. Instr. (M.L.)	\$30 per/hr.	5/10-6/18/13 2 hrs./per/wk.
Margaret Hosford	Teacher (Spanish I)	H.B. Instr. (M.L.)	\$30 per/hr.	5/10-6/18/13 2 hrs./per/wk.
Rita King	Guidance Counselor	Student scheduling, preparation	per diem	20 days
Daniel Hogan	Guidance Counselor	Student scheduling, preparation	per diem	20 days
Julia Martin	Child Study Team	Summer employment IDEA grant	per diem	22 days
Lynda Zipparo	School Nurse	Student Sports/ Employee Physicals/	per diem	8 days

Incoming Students

<u>Name</u>	<u>Position</u>	<u>Funding Program</u>	<u>Amount</u> <u>Longevity</u>	<u>Date(s) or</u> <u># of Days</u>
Ruth Jacobson	Media Specialist	Update electronic data, check-in new obsolete/outdated materials	per diem	5 days
Joanne Martin	SubTeacher	High School Description	\$90 per/day Step	SY2012/13 Effective
Fabio Pawlus	SubTeacher	High School	\$90 per/day	SY2012/13
Diane Stelacio	Bridging Coordinator	NCLB	\$2,500.00	7/17-8/2/13
Julie Stratton	Bridging Coordinator	NCLB	\$2,500.00	7/17-8/2/13
Susan Jurusz	Supervisor	Summer School	\$5,500.00	7/1/2013
Jones, Christopher	Instructor	E/C Ed. Summertime Adventure	\$29 per/hr.	7/15/2013 10 days
Marinaccio, Nicole	Instructor	E/C Ed. Summertime Adventure	\$29 per/hr.	7/15/2013 10 days
Pleasants, Matt	Instructor	E/C Ed. Summertime Adventure	\$29 per/hr.	7/15/2013 10 days
Pruna, Carlos	Instructor	E/C Ed. Summertime Adventure	\$29 per/hr.	7/15/2013 10 days
Roach, Lisa	Instructor Sub.	E/C Ed. Summertime Adventure	\$29 per/hr.	7/15/2013 up to 10 days
Toft, Hanna	Instructor	E/C Ed. Summertime Adventure	\$29 per/hr.	7/15/2013 10 days
Toft, Hans	Instructor	E/C Ed. Summertime Adventure	\$29 per/hr.	7/15/2013 10 days
Cianci, Scott	Instructor (Math)	Summer School	\$32 per/hr.	7/8/2013 19 days
Downey, Vince	Instructor (Health & Physical Ed)	Summer School	\$32 per/hr.	7/8/2013 19 days
Embs, Jason	Instructor Sub (General Sub)	Summer School	\$32 per/hr.	7/8/2013 up to 19 days
Embs, Nancy	Instructor	Summer School	\$32 per/hr.	7/8/2013

<u>Name</u>	<u>Position</u>	<u>Description Funding Program</u>	<u>Step Amount</u>	<u>Longevity</u>	<u>Effective Date(s) or # of Days</u>
	(Special Education)				19 days
Fissel, Nancy	Instructor (English)	Summer School	\$32 per/hr.		7/8/2013 19 days
Halsey, Brian	Instructor (English)	Summer School	\$32 per/hr.		7/8/2013 19 days
Kopf, Barry	Instructor Sub. (Social Studies)	Summer School	\$32 per/hr.		7/8/2013 up to 19 days
Ladd, William	Instructor (Gen. Sub.)	Summer School	\$32 per/hr.		7/8/2013 up to 19 days
Lee, Young Ae	Instructor (Math)	Summer School	\$32 per/hr.		7/8/2013 19 days
Mitchell, Judy	Instructor (Science)	Summer School	\$32 per/hr.		7/8/2013 19 days
Roach, Lisa	Instructor (General Sub.)	Summer School	\$32 per/hr.		7/8/2013 up to 19 days
Smith, Karen	Instructor Sub. (General Sub.)	Summer School	\$32 per/hr.		7/8/2013 up to 19 days
Sweeney, Ed	Instructor (Spanish)	Summer School	\$32 per/hr.		7/8/2013 19 days
Taccarino, John	Instructor Sub. (General Sub.)	Summer School	\$32 per/hr.		7/8/2013 up to 19 days
Zimmerman, Diane	School Nurse (Nurse Sub.)	Summer School	\$32 per/hr.		7/8/2013 up to 19 days
Zipparo, Lynda	School Nurse	Summer	\$32 per/hr.		7/8/2013 19 days
Taccarino, John	Security	Summer School	\$16.50 hr.		7/1/2013 22 days
Vinson, Johnnye	Instructor	WIB Summer Youth Employment Program	\$29 per/hr.		6/3/2013 102 hours
Waddell, Mary Ellen	Instructor	WIB Summer Youth Employment Program	\$29 per/hr.		6/3/2013 102 hours
Employee #87		FMLA	without pay		5/15/2013 to 8/15/2013
Employee #722		FMLA	without pay		5/6/2013 to 5/9/2013

BUILDINGS, GROUNDS & EQUIPMENT ADMINISTRATIVE REPORTS

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

- A. Director, Buildings, Grounds & Equipment Report presented by James Owens, Director, presented to the board.
- B. Use of School Facilities, June 2013 presented by James Owens, Director, presented to the board.

ADMINISTRATIVE REPORTS

- A. Principal's Report was presented by Michael Adams, Principal;
- B. Director, Curriculum & Instruction Report was presented by Nancy Wheeler-Driscoll;
- C. Director, Evening & Continuing Education Report was presented by Rusty Miller;
- D. Superintendent's Report was presented Dr. Nancy M. Hudanich.

BOARD MEMBER COMMENTS AND DISCUSSION ITEMS

EXECUTIVE SESSION

On the motion of Mr. Gould, seconded by Dr. Stepura, at 1:55 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.

Legal Matter Update
Negotiation Update
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. Upon conclusion of the executive session, the Board will reconvene in open session. It is anticipated that the Board will take action at that time in connection with the matters discussed in executive session. The executive session was adjourned at 2:50 p.m.

RETURN TO OPEN SESSION

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

Affirm Action taken by the Superintendent regarding HIB Investigations from March 13, 2013 to April 12, 2013 (2 received)

Acknowledge Harassment, Intimidation and Bullying (HIB) Incidents Report from April 15, 2013 to May 17, 2013 (0 received)

Agreement and 5111 Regulation & Checklist between Cape May County Technical Board of Education and New Jersey Division of Civil Rights as discussed in Executive Session.

ADJOURN

On the motion of Mr. Gould, seconded by Dr. Stepura, the meeting was adjourned at 3:52 p.m.

Respectfully submitted,

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

Paula J. Smith
Board Secretary

/jmr

DRAFT