

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

**OCTOBER 15, 2013  
1:04 p.m.**

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

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 9, 2012, as prescribed by Chapter 231, laws of 1975.

**PUBLIC INPUT**

There was no public input at the meeting.

**APPROVAL OF MINUTES OF PREVIOUS MEETING**

On the motion of Dr. Stepura, seconded by Mr. Anzelone, the following minutes were approved by roll call vote with clarification regarding state contract for Canon copiers does not allow for pooling. Allowance is 75,000 copies each per month.

- A. October 15, 2013, board meeting;
- B. October 15, 2013, executive session;

**REVENUE & EXPENSE**

On the motion of Mr. Gould, seconded by Dr. Stepura, the following Revenue & Expenses items (a through J) were approved by roll call vote.

Abstained from vote of Item J (only): Mr. Boyd, Mr. Gould, Mr. Higgs for their travel expenses. Dr. Stepura abstained from the Joint Transportation Agreement.

- A. Board secretary's monthly certification of budgetary line item status;
- B. Financial report A0148 and A-149, August 2013, 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, August 2013;
- F. Transfers;

G. Grants/donations for accepting or applying;

<u>Name of Grant/Donation</u>	<u>Apply/Accept</u>	<u>Amount</u>	<u>Year</u>
Grant:			
WIB Job Skills Training (JST)	Apply/Accept	\$22,750.28	SY2013/14
Donation:			
Master Gardeners Association for Agriscience activities	Accept	\$ 250.00	9/9/2013

H. Bids, contracts, reports, agreements:

<u>Name – Report/Contract</u>	<u>Purpose</u>	<u>Amount</u>	<u>Date/Year(s)</u>
*a. Resolution: Declaring October 7 – 11 as the “Week of Respect”			
October 21 – 25			
“Week of School Violence Awareness”			

b. Resolution: National Principal Month was presented by Mr. Boyd to Principal, Michael Adams

Joint Transportation Agreement with Lower Cape May Regional	Transportation Services	\$40 per bus run	SY2013/14
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I. The following item(s) to be disposed or sold on GovDeals:

<u>Name of disposal item</u> <u>To be disposed or sold</u>	<u>Value of Item</u>	<u>Reason for Disposal</u>
Gateway Widescreen HD LCD Display 22, Serial #MIS8570C02822 Inventory #1005933	Unknown	Damaged, parts used to repair other computers; nothing left to sell

J. Travel (Employee/Board Member)

<u>Name</u>	<u>Purpose</u>	<u>Location</u>	<u>Est. Cost</u>	<u>Date(s)</u>
Robert L. Boyd	NJSBA Workshop	Atlantic City	\$390.00	10/22-24/2013
Alan I. Gould	NJSBA Workshop	Atlantic City	\$390.00	10/22-24/2013
Kerry Higgs	NJSBA Workshop	Atlantic City	\$390.00	10/22-24/2013
Nancy Hudanich	NJSBA Workshop	Atlantic City	\$390.00	10/22-24/2013
Paula J. Smith	NJSBA Workshop	Atlantic City	\$390.00	10/22-24/2013

## COMMUNICATION

### Correspondence from:

Michael Hull  
Program Monitor

### Subject

Notification of excellent rating issued by the WIB monitoring audit of the Summer Atlantic Cape May WIB Youth Academic Program conducted by the Continuing Education Division.

### Correspondence from:

Pennoni Associates, Inc.  
Kirstin Hahn, Bureau Chief  
Bureau of Case Assignment  
and Initial Notice

### Subject

Additional remedial action monitoring of the Cape May County Technical School former auto repair shop and fueling station

## CURRICULUM

On the motion of Mr. Gould, seconded by Mr. Anzelone, the following curriculum, SY2013/14 (Items A through E) were approved by roll call vote.

- A. Job cards, August 2013;
- B. Denise Procopio, contact person for the DYFS Educational Stability Liaison;
- C. Junior/Senior Prom, April 25, 2014, at the Wildwood Convention Center; After Prom Event, April 26, 2014, 12:00 a.m., Wildwood Crest Pier; chaperoned by district administration and staff volunteers (to be covered by the district's liability insurance).
- D. School Security Manual;
- E. Field Trips:

<u>Date</u>	<u>Destination/Purpose</u>	<u>Students/Teachers</u>	
10/18/2013	Wildwood Convention Center National Academy – event planning (Grades 9 – 12)	18	2
10/18/2013	Monroe/Skills USA Leadership Training & Advisors Meeting (Grades 11 – 12)	6	2
10/18/2013	Storybook Land, Egg Harbor Twp. Nursery rhymes/fall theme (Grades 10 – 12 & preschool)	42	3
10/25/2013	Absegami High School College Fair (no cost) (Grades 11 – 12)	48	2
10/29/2013	College of New Jersey, Ewing NJ Association of Student Council Fall meeting (Grades 9 – 12)	15	1
10/30/2013	Barnes Foundation, Phila., PA Largest exhibition of French Impressionistic art in America (Grade 9)	35	3

<u>Date</u>	<u>Destination/Purpose</u>	<u>Students/Teachers</u>	
11/15/2013	Cape May County Court House Administration of Justice (Grades 11 – 12)	30	1
11/22/2013	Wildwood Convention Center Peer Leadership Conference (Grades 11 – 12)	24	1
12/6/2013	The Grande of Cape May National Academy – event planning (Grades 9 – 12)	18	2
12/18/2013	Millville Senior High School Academic Competition Mind Mash	8	2
1/8/2014	Gloucester County Tech Skills USA Southern Region Leadership Conference (Grades 11 – 12)	10	2
2/10/2014	Egg Harbor Twp. High School Academic Competition Triathlon (Grades 9 – 12)	15	2
2/20/2014	Raritan Valley Community College Skills USA Career and Technical Education Showcase and Skills USA officer election	15	4
3/1/2014	The Ranney School, Tinton Falls Robotics Skills Competition, Scrimmage and Workshop (Grades 10 – 12)	29	1
3/12/2014	Atlantic City Convention Center NJ Governor's Conference (Grades 9 – 12)	10	2
3/31/2014	Atlantic City Convention Center 2014 Baking Expo (Grades 10 -12)	14	1
4/29/2014	Cape May Convention Center Garden Club of Cape May Flower Show (Grades 10 -12)	22	1

<u>Date</u>	<u>Destination/Purpose</u>	<u>Students/Teachers</u>	
5/15/2014	Great Adventure NJ Association of Student Council Spring Meeting (Grades 9 -12)	25	1
5/22/2014	Westside Wholesale The Washington Inn (Grade 10)	15	2
5/30/2014	Cape Regional Medical Center Dietary Department The Washington Inn Fine dining experience (Grade 11)	15	2
6/1/2014	Micks Pine Barren Study Pine Barrens ecology (Grades 10 – 11)	59	2
6/6/2014	Cape May Honey Bees Cape May Winery The Washington Inn (Grade 12)	12	2

## 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).

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

\*pending negotiations

<b>NAME</b>	<b>POSITION</b>	<b>DESCRIPTION FUNDING PROGRAM</b>	<b>STEP AMOUNT LONGEVITY</b>	<b>EFFECTIVE DATE(S) or # OF DAYS</b>
Purdy, Kathy	Tennis Club		*\$900.00	SY 2013/14
Brasch, Danielle	Cheerleading Coach	Year 2	*\$5,200.00	SY 2013/14
Prudy, Kathy	CPR/AED, Safety, First Aid Recertification		\$45 per/hr.	SY 2013/14
Taccarino, John	Detention	After School	*\$25 per/hr.	SY 2013/14
Taccarino, John	Detention	Saturday	*\$28 per/hr.	SY 2013/14
Halsey, Brian	Teacher	H.B. Instruction (A.A.)	\$30 per/hr.	SY 2013/14
Kuykendall, George	Rewrite curriculum Computer Technology (3 level Program of Study)	Perkins Secondary	\$1,200.00	SY 2013/14

<b>NAME</b>	<b>POSITION</b>	<b>DESCRIPTION FUNDING PROGRAM</b>	<b>STEP AMOUNT LONGEVITY</b>	<b>EFFECTIVE DATE(S) or # OF DAYS</b>
Leszczynski, Edward	Rewrite curriculum Business Services Technology (3 level Program of Study)	Perkins Secondary	\$1,200.00	SY 2013/14
VanTrieste, Elizabeth	Sub. Teacher	ABE/GED/ESL/Civics	\$32 per/hr.	SY 2013/14
Vinson, Johnnye	Sub. Teacher	ABE/GED/ESL/Civics	\$32 per/hr.	SY 2013/14
Bailey, George	Custodian (Evening)	Black Seal Night Differential	Step 3BS *\$25,232.00 *+\$1,000.	9/30/13-6/30/14 pro-rated

\*a. SY2013-14 coaching salaries adjustment due to expired contract, pending negotiations.

## **ADMINISTRATIVE REPORTS**

### **BUILDINGS, GROUNDS & EQUIPMENT**

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

- A. Director of Buildings & Grounds Report was presented to the board by James Owens, Director of Buildings & Grounds;
- B. Use of School Facilities Report, November 2013, was presented to the board by James Owens, Director of Buildings & Grounds;
- C. Principal's Report was presented to the board by Michael Adams, Principal;
- D. Director of Curriculum & Instruction Report was presented to the board by Nancy Wheeler-Driscoll, Director of Curriculum & Instruction;
- E. Supervisor of Post-Secondary, Evening/Continuing & Adult Education Report was presented to the board by Laura Elston, Supervisor of Post-Secondary, Evening/Continuing & Adult Education;
- F. Superintendent's Report was presented to the board by Nancy M. Hudanich, Superintendent.

### **BOARD MEMBER COMMENTS AND DISCUSSION ITEMS**

Mr. Anzelone made a motion, seconded by Mr. Higgs, the board holding a workshop meeting prior to the regular meeting was approved by roll call vote.

The board discussed times to hold the meeting. Dr. Hudanich suggested the board continue the practice of the lunch held in the café since the students have already received the schedule. It was decided to hold a work session from 1:00 p.m. to 1:30 p.m. prior to the regular meeting and to begin the regular meetings at 1:30 p.m. This would be included when the new calendar is established on November 1, 2013. The motion was approved, as amended, by roll call vote.

Mr. Boyd reported that he had the distinct pleasure to meet several staff members at Back To School Night and how impressed he was with the enthusiasm and how appreciative he was to Dr. Hudanich for the opportunity to be exposed to such fantastic people.

## **EXECUTIVE SESSION**

On the motion of Mr. Gould, seconded by Mr. Anzelone, at 2:05 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 be legally and appropriately be discussed in Executive Session.

HIB  
Legal Matter Update  
Contractual Matter  
Negotiations 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. It is anticipated that the Board will take action at the time in connection with the matters discussed in executive session. The executive session was adjourned at 2:40 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. Dr. Stepura abstained from the vote.

Affirm Action taken by the Superintendent regarding HIB Investigations from August 16, 2013 to September 13, 2013. (0 received)

Acknowledge Harassment, Intimidation and Bullying (HIB) Incidents Report from September 13, 2013 to October 11, 2013. (0 received)

On the motion of Dr. Stepura, seconded by Mr. Anzelone, a proposal from Miller Remick to provide engineering services to properly size pumps in 100 Wing boilerroom was approved by roll call vote.

On the motion of Mr. Higgs, seconded by Mr. Gould, the agreement as discussed in Executive Session was approved by roll call vote.

Mr. Terry Harris from the Cape May County Herald requested clarification from the Principal's Report.

**ADJOURN**

On the motion of Mr. Anzelone, seconded by Dr. Stepura, the meeting was adjourned at 2:43 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Paula J. Smith". The signature is fluid and cursive, with the first name "Paula" and last name "Smith" clearly distinguishable.

Paula J. Smith  
Board Secretary

/jmr