

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

OCTOBER 21, 2014

1:00 p.m.

WORK SESSION

ROLL CALL

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

Dr. Richard Stepura 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.

BOARD REVIEW OF REGULAR AGENDA ITEMS

The following reports were presented to the board:

- A. Director of Buildings & Grounds was presented by Mr. James Owens, Director of Buildings, Grounds and Equipment;

Mr. Boyd read a proclamation for Principal, Michael Adams, in recognition of School Principal month.

- B. Principal's Report was presented by Michael Adams, Principal;
- C. Director of Curriculum and Instruction report was presented by Nancy Wheeler-Driscoll, Director;
- D. Supervisor of Post-Secondary, Evening/Continuing and Adult Education Report was presented by Laura Elston, Supervisor;
- E. Superintendent's Report was presented by Dr. Nancy M. Hudanich, Superintendent
- F. Agenda items for discussion/questions

PUBLIC INPUT

Maria Oslar, former student who is now attending Atlantic Cape Community College, and Michael Hawthorne, Cape May County Technical School District's Student Council President, were introduced to the Board of Education.

On the motion of Mr. Gould, seconded by Mr. Anzelone, the work session was adjourned at 1:50 p.m.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Paula J. Smith".

Paula J. Smith
Board Secretary

/jmr

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

OCTOBER 21, 2014

1:50 P.M

REGULAR BOARD MEETING

CALL TO ORDER

President Robert L. Boyd called the meeting to order.

ROLL CALL

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

Dr. Richard Stepura was absent from the meeting.

Also present at the meeting were: Amy L. Houck, Esquire; James R. Owens, Director of Buildings & Grounds; Mr. 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.

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

A moment of silence in honor of Certified Public Accountant, Steve Kosloski, who worked 42 years for district auditor, Ford - Scott & Associates, passed away on September 17, 2014.

Pursuant to N.J.S.A. 18A:11-11: a public hearing, as advertised September 18, 2014, to discuss the new Superintendent Employee Contract for Dr. Nancy M. Hudanich, for the period of July 1, 2014 through June 30, 2017 was held. There were no questions from the public.

On the motion of Mr. Gould, seconded by Mr. Anzelone, rescinding the existing Superintendent Employee Contract between the Cape May County Technical School District and Dr. Nancy M. Hudanich, expiring June 30, 2015; and the approval of the new Superintendent Employee Contract between the Cape May County Technical School District and Dr. Nancy M. Hudanich, effective July 1, 2014 through June 30, 2017 was approved by roll call vote.

APPROVAL OF MINUTES OF PREVIOUS MEETING

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

- A. September 16, 2014 work session/board meeting
(as amended: 1 (one) HIB was acknowledged and investigated)
- B. September 16, 2014, Executive Session (as amended: Mr. Anthony Anzelone was present).

REVENUE & EXPENSE

On the motion of Mr. Gould, seconded by Mr. Anzelone, the following Revenue & Expense (Items A through J) 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, August 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, August 2014;
- F. Transfers:
- G. Grant/Donation for accepting or applying:

<u>Name of Donation</u>	<u>Apply/Accept</u>	<u>Amount</u>	<u>Date</u>
Stone Harbor Marina for the students attending the FFA Convention	Accept	\$ 100.00	8/30/2014

<u>Name of Grant</u>	<u>Apply/Accept</u>	<u>Amount</u>	<u>Date</u>
Growing Beach Plum for Profit	Accept	\$26,800.00	FY2015/17

NJ Department of Education Essex Green	Accept	\$ 1,000.00	October 2014
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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>
Green Grant	Amendment – Transfer		Year 4
	From 100-100 to 200-580	\$100.00	
	From 100-100 to 100-600	\$610.00	
	From 200-200 to 100-600	\$ 54.32	

Resolution: Declaring
October 6 – 10 as the
“Week of Respect”
October 20 – 24
“Week of School Violence Awareness”

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

<u>Name of Disposal Item(s)</u>	<u>Value of Item(s)</u>	<u>Reason for Disposal</u>
Secretary Desk Inventory #1003919		Old & broken

Pibbs Facila Table/Chair Inventory #1006034		Broken
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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>
Robert L. Boyd	NJSBA Workshop	Atlantic City, NJ	\$ 350.00	10/28-30/2014
Alan I. Gould	NJSBA Workshop	Atlantic City, NJ	\$ 350.00	10/28-30/2014
Nancy M. Hudanich	NJSBA Workshop	Atlantic City, NJ	\$ 350.00	10/28-30/2014
Paula J. Smith	NJSBA Workshop	Atlantic City, NJ	\$ 350.00	10/28-30/2014
John Longinetti	Structured Learning	Edison, NJ	\$1,005.00	Dates (TBD)

Jenifer Agostini NJASL Fall Conf. Long Branch, NJ \$ 157.81 10/27/2014

COMMUNICATION

Correspondence from:

Michael Hull, Program Monitor

Synopsis:

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

Correspondence from:

Daniel Hogan, Guidance Counselor

Synopsis:

Announcing his retirement effective January 31, 2015. Giving thanks for the opportunity to serve the district for the last eight plus years and joining colleagues in a stellar effort to affect the education and lives of our young adults.

CURRICULUM

On the motion of Mr. Gould, seconded by Mr. Anzelone, the following curriculum (Items A through E) have been approved by roll call vote.

NOTE: ITEM D WAS TABLED

- A. Job cards, August 2014;
- B. Post-Secondary Tuition Assistance recipients:
 - Practical Nursing Student 30% \$1,014.00 (On Stop Sponsored)
 - Cosmetology Student 30% \$1,162.50
- C. QSAC Statement of Assurance, SY 2014/15;
- D. School Security Manual, SY2014/15; **(TABLED)**
- E. Field Trips:

<u>Date</u>	<u>Destination/Purpose</u>	<u>Students/Teachers</u>	
10/22/2014	Widener University Mousetrap Design Competition (Grades 10 – 12)	19	1
10/23/2014	Storybook Land Lab school, nursery rhyme theme (preschool, Grades 10 – 12)	34	3
10/24/2014	Absegami High School College Fair (Grade 11)	50	2
10/28/2014	Reeds in Stone Harbor NAF, marketing, tourism, evening Planning (Grades 9 -12)	20	2
11/5/2014	United States Coast Guard Training Center Federal Law Enforcement (Grade 12)	19	1
11/13/2014	Corson/VanVorst Farm, Ocean View beach plum tour of culture/	25	1

<u>Date</u>	<u>Propagation (Grades 10 – 12) Destination/Purpose</u>	<u>Students/Teachers</u>	
11/14/2014	Mutter Museum, Philadelphia, PA Dynamics of healthcare (Grades 10 -12)	45	2
11/18/2014	University of Penn Harrison Auditorium art culture & lecturer of Spain & Latin America (Grades 11 -12)	19	2
11/20/2014	Longwood Gardens Chrysanthemum Festival Horticultural highlights in a conservatory through permanent and seasonal horticultural display (Grades 10 – 12)	25	1
11/21/2014	Wildwood Convention Center Peer Leadership Conference (Grades 11 – 12)	24	1
12/tbd/2014	Philadelphia Convention Center NAF, marketing, tourism, Evening planning (Grades 9 -12)	20	2
12/10/2014	Oakcrest High School Mays Landing, Brain Bowl Academic Competition (Grades 9 – 12)	15	2
12/11/2014	Millville High School Mind Mash Academic Competition (Grades 9 – 12)	15	2
12/13/2014	Rutgers University FFA 212/360 Leadership (Grades 9 – 12)	20	3
Tbd – winter	Rowan University NJ Project Lead the Way Design Competition (Grades 10 – 12)	5	1
1/27, 28/2015	NJ Science & Technology University Panasonic Creative Design Challenge (Grade 11)	7	1
1/31/2015	NJ Department of Agriculture Attend State Officer Candidates	10	1

<u>Date</u>	<u>School (Grades 10 -12) Destination/Purpose</u>	<u>Students/Teachers</u>	
2/tbd/2015	ABC (channel 6), Philadelphia, PA Tour, news, video communications community jobs (Grades 10 -12)	23	2
2/4/2015	Egg Harbor Township High School Academic Triathlon (Grades 9 – 12)	15	2
2/25/2015	Atlantic City High School Brain Brawl Academic Competition (Grades 9 – 12)	15	2
3/tbd/2015	Governor's Tourism Conference National Academy of Finance (NAF) Curriculum, hospitality (Grades 11 -12)	6	2
3/10/2015	Javits Convention Center, New York, NY International Beauty Show (Grade 12)	10	2
3/11/2015	Buena Regional High School Amazing Race Academic Competition (Grades 9 – 12)	15	2
3/13, 15/2015	Mercer County Community College Horticultural Expo/ FFA gold affiliation Grades 10 – 12)	TBD	2
3/20/2015	Celtic Air/Audubon HVAC- Plumbing Supply heat loss/ Load calculations/tour HVACR systems and green modifications/ supply acquisitions (Grades 10 – 12)	23	1
3/24/2015	Barnes Foundation, Philadelphia, PA exhibition of French Impressionist Arts (Grades 9 – 12)	33	2
3/26/2015	Middle Twp. Police Dept., NJ CMC Emergency Management tour CMC public Safety/judicial	42	1+

<u>Date</u>	<u>Destination/Purpose</u>	<u>Students/Teachers</u>	
4/2015	offices (Grades 10 – 11) Golden Inn NAF, marketing, tourism, event planning (Grades 9 – 12)	20	2
4/16/2015	Rutgers University, New Brunswick Environmental & National Resource Competition (Grades 11 – 12)	8	2
4/29/2015	Rutgers University, Bordentown Agriscience Fair Competition (Grades 10 – 12)	10	1
4/30/2015	Hutchinson/Barth Plumbing/ Heating/Cooling tour three residential solar photovoltaic sites (Grades 10 – 12)	23	1
5/tbd/2015	Atlantic City Utilities Authority Municipal Waste & Water Treatment tour lab, wind & solar farms, landfill, water/waste treatment (Grades 10 – 12)	19	2
5/tbd/2015	Cape May Flower & Plant Show participate, compete, public relations (Grades 10-12)	25	1
5/8/2014	The Borgata Casino, AC, NJ tour industry standards, styles, equipment (Grades 12 & Post-Secondary)	12	1
5/19 -21/2015	FFA Convention Competition, workshops (Grades 9 – 12)	30	3
5/21/2015	Westside Wholesale Meats & The Washington Inn Career opportunities/fine dining Experience (Grade 10)	12	2

<u>Date</u>	<u>Destination/Purpose</u>	<u>Students/Teachers</u>	
5/27/2014	CMC Public Safety Training Center, tour training center & correctional facility (Grades 10 – 11)	42	1+
5/29/2014	Cape Regional Medical Center & The Washington Inn Tour hospital dietary department; Demonstration/Career lecture; fine dining experience (Grade 11)	10	2
6/2/2014	Pine Barrens/canoe, biology & ecology (Grades 9 – 12)	54	3
6/4/2014	Rea Farms, West Cape May strawberry harvest/festival preparation (Grades 10 – 12)	25	1
6/4/2014	Great Adventure Student Council Spring Awards Program (Grades 9 – 12)	20	1
6/5/2014	Cape May County Park & The Washington Inn annual BBQ cook-off/fine dining experience (Grade 12)	15	2

LEGISLATION & POLICY

On the motion of Mr. Anzelone, seconded by Mr. Gould, the following policies and regulations were approved for first reading and approved by roll call vote.

- | | |
|-----------|--------------------------------|
| A. 5120 | Assessment of Individual Needs |
| B. 6142.4 | Physical Education and Health |
| C. 6146 | Graduation Requirements |

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. Anzelone, seconded by Mr. Higgs, the following personnel were approved by roll call vote.

Rescinding the existing Superintendent employee contract between the Cape May County Technical School District and Dr. Nancy M. Hudanich, expiring June 30, 2015; and the approval of the new Superintendent employee contract between the Cape May County Technical School District and Dr. Nancy M. Hudanich effective July 1, 2014 through June 30, 2017. **NOTE: Vote was taken after Public Hearing.**

NAME	POSITION	DESCRIPTION FUNDING PROGRAM	STEP AMOUNT LONGEVITY	EFFECTIVE DATE(S)OR # OF DAYS
Employee # 631		FLMA	Without pay	10/2/2014 to 10/23/2014
Tarby, William	On-Call Custodian	Black Seal Buildings & Grounds	\$12 per/hr.	SY2014/15
Canetti, Breane	Substitute Teacher	High School	\$90 per/day	SY2014/15
Cox, Justin	Substitute Teacher	High School	\$90 per/day	SY2014/15
Hedstrom, Karen	Substitute Teacher	High School	\$90 per/day	SY2014/15
Mahrar, Scott	Substitute Teacher	High School	\$90 per/day	SY2014/15
Fissel, Nancy	Skills USA		\$900.00	SY2014/15
Wade, Warren	Class Advisor '18		\$2,250.00	SY2014/15
Hogan, Daniel	Guidance Counselor	Retirement		1/31/2015
Rescind: Taccarino, John	Security	District Security	\$16.50 per/hr.	SY2014/15

ADMINISTRATIVE REPORTS BUILDINGS, GROUNDS & EQUIPMENT

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

- A. Director, Buildings, Grounds & Equipment – James Owens
- B. Use of Facilities, November 2014
- C. Comprehensive Maintenance Plan, 2013 – 2016

ADMINISTRATIVE REPORTS

- A. Principal Report
- B. Director of Curriculum and Instruction Report
- C. Supervisor of Post-Secondary, Evening/Continuing and Adult Education Report

D. Superintendent

BOARD MEMBER COMMENTS AND DISCUSSION ITEMS

EXECUTIVE SESSION

On the motion of Mr. Anzelone, seconded by Mr. Gould, at 2:15 p.m. a Resolution to Adjourn the Public Meeting and to Enter in 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

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 2:15 p.m.

RETURN TO OPEN SESSION

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

Acknowledge the Harassment, Intimidation and Bullying (HIB) Incident Report(s) from September 12, 2014 through October 17, 2014. (2 received)

Affirm action taken by the Superintendent regarding the Harassment, Intimidation and Bully (HIB) Incident Investigation(s) from September 12, 2014 through October 17, 2014. (2 received).

ADJOURN

On the motion of Mr. Gould, seconded by Mr. Anzelone, the meeting was adjourned at 2:24 p.m.

Respectfully submitted,

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

Paula J. Smith
Board Secretary

/jmr