

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

**September 17, 2013
1:00 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.

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. Mr. Anzelone abstained from vote.

- A. August 20, 2013, board meeting
- B. August 20, 2013, executive session

REVENUE & EXPENSE

On the motion of Mr. Gould, seconded by Mr. Anzelone, the following Revenue & Expense (Item A through K) 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, July 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, July 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>
Cape Educational Funds Grants:			
Building Solar Thermal Panels by Craig Migliaccio	Accept	\$448.00	SY2013/14
Creating a Sustainable Biodiesel System by Julie Stratton	Accept	\$468.56	SY2013/14
Perkins Post Secondary	Apply	\$83,456.00	SY2013/14

Donation

Slide projector, carousel, 140 slide Trays, assorted horticultural/ agricultural reference books for Ag Ed programs library donated By Donald C. Garrison	Accept	Unknown	7/18/2013
Bradford White 40 gal. LP/gas water heater, Payne 80% efficient single stage natural gas furnace, Inficon D-Tek Select Refrigerant Leak detector & solar pathfinder donated by Craig Migliaccio	Accept	Unknown	9/4/2013

H. Bids, contracts, reports, agreements:

<u>Name – Report/Contract</u>	<u>Purpose</u>	<u>Amount</u>	<u>Date/Year(s)</u>
Resolution award non-fair And open contract to McGraw Hill Publishing/Educational Group	Books	\$19,221.46	9/6/2013
Resolution award non-fair and open contract to Greene Manufacturing, Inc. (PEPPM Coop, Purchasing Program)	Classroom Furniture	\$27,200.00	9/6/2013
Canon Copiers State Contract #A82707	Replace two teachers work room copiers	\$781.98 per/month 75,000 copies pooled	10/1/2013
AETNA Disability Plan	Replace UNUM non-unit staff	N/A	10/1/2013

I. Travel (Employee/Board Member)

<u>Name</u>	<u>Purpose</u>	<u>Location</u>	<u>Est. Cost</u>	<u>Date(s)</u>
Ruth Hallowell	Cardiology Update 2013	Atlantic City	\$326.74	9/28/13

J. Demolition of the Senior Citizen House/Nutrition Center Facility

K. 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>
<u>To be disposed or sold</u>		
4 work stations Business Services Inventory # 1003724 1003725 1003726 1003727	Unknown	Obsolete

COMMUNICATION

Correspondence from:

Subject

Marie Barry, Director
Office of Career &
Technical Education

The district's Mason/Masonry, CIP 46.0101, program of study application has been reviewed and is approved and is aligned to The Architecture & Construction career Cluster through June 30, 2018.

Marie Barry, Director
Office of Career &
Technical Education

The district's Heating, Ventilation, Air Conditioning & Refrigeration Engineering Technology (Green Program of Study), CIP 15.0501 program of study application has been reviewed and is approved and is aligned to the Architecture & Construction career cluster through June 30, 2018. Formerly operated under Heating, Air Conditioning & Refrigeration Maintenance Technology, CIP 47.0201.

Seth Galanter
Assistant Secretary
(Acting)

Thanking Superintendent Nancy M. Hudanich, Ed.D., for her and staff completion of the Civil Rights Data Collection (CRDC) survey for the 2011/12SY and for submission to the US Dept. of Education Office for Civil Rights of relevant, accurate and accessible data ensuring equal educational opportunity for all students.

CURRICULUM

On the motion of Mr. Gould, seconded by Dr. Stepura, the following curriculum, SY2013/14 (Items A through F) was approved by roll call vote.

- A. Job cards, July 2013;
- B. Cumberland County College Articulation Agreement, SY2013/14;
- C. NJQSAC Statement of Assurance, SY2013/14
(for information only) Governance, Board of Education;
- D. NJQSAC District performance Review, SY2013/14
(for information only) Governance, Board of Education;
- E. Adult High School program structure, SY2013/14
- F. Post-Secondary Tuition Credit Assistance Recipient:
Practical Nursing student 15% \$431.25 (One Stop Sponsored)

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

Name	Position	Description Funding Program	Step Amount Longevity	Effective Date(s) or # of Days
Marinaccio, Nicole	Tutoring Teacher	NCLB	\$29 per/hr.	SY2013/14
Kozakowski-Chin, Jill	Tutoring Teacher	NCLB	\$29 per/hr.	SY2013/14
Fisher, Stephanie	Secretary Sub.	Evening&Cont. Ed.	\$13 per/hr.	SY2013/14
Jones, Christopher	Assistant Sub.	Evening&Cont. Ed.	\$24 per/hr.	SY2013/14
Martin, Julia	Assistant	Evening&Cont. Ed.	\$24 per/hr.	SY2013/14
Jurusz, Susan	Grant Implementation Coordinator	ABE/GED/ESL (Stipend paid: 40% Dec. 2013; 60% June 2014)	\$7,000.00	SY2013/14
Sangillo, Robert	Substitute Teacher	High School	\$90 per/day	SY2013/14
Martino, Dana	Substitute Teacher	High School	\$90 per/day	SY2013/14
Graver, Daniel	Evening	Resignation		6/30/2013

	Computer Lab Assistant Part-Time			
Myers, Daniel	Evening Computer Lab Assistant Part-Time	Not to exceed 20 hours per/week	\$16.50 per/hr	SY2013/14
Sykes, Suzanne	Class Advisor '17		\$2,200.00	SY2013/14
Marinaccio, Nicole	Teacher Mentor for Edward Janda	Traditional Route	N/A	SY2013/14
McElroy, Matthew	Teacher Mentor for Jason Vilimas	Traditional Route	N/A/	SY2013/14
Italiano-McGreevey, Maria	Teacher	Assigned Additional Teaching Period	\$5,400.00	SY2013/14
Masterson, David	Teacher	Assigned Additional Teaching Period	\$5,400.00	SY2013/14
Mercado, Joshua	Teacher	Assigned Additional Teaching Period	\$5,400.00	SY2013/14
Piotrowski, Deneen	Sub. Teacher	High School	\$90 per/day	SY2013/14
Tomlin, Harry	Sub. Teacher	High School	\$90 per/day	SY2013/14
Hill, Ralph	Sub. Teacher	High School	\$90 per/day	SY2013/14
*Pending Negotiations				

ADMINISTRATIVE REPORTS

On the motion of Mr. Gould, seconded by Mr. Anzelone, the following Buildings, Grounds & Equipment (items A and B) were presented by James Owens, Director Buildings, Grounds & Equipment were approved by roll call vote.

- A. Buildings and Grounds Report was presented by James Owens, Director of Buildings and Grounds;
- B. Use of Facilities, October 2013, was presented by James Owens, Director of Buildings and Grounds;

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

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

BOARD MEMBER COMMENTS AND DISCUSSION ITEMS

Mr. Anzelone indicated he would hold his comments until after executive session.

EXECUTIVE SESSION

On the motion of Mr. Gould, seconded by Mr. Anzelone, at 1:43 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
Negotiations Update
Personnel – Grievance
Legal Matter Update – HVAC Litigation
Contractual Matter

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 2:10 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 vote.

Affirm Action taken by the Superintendent regarding HIB Investigations:
From July 12, 2013 to August 16, 2014 (0 received)

Acknowledge Harrassment, Intimidation and Bullying (HIB) Incidents Report:
From August 16, 2013 to September 13, 2013 (0 received)

On the motion of Mr. Gould, seconded by Dr. Stepura, the advertising for all professional services including engineer was approved by roll call vote.

On the motion of Mr. Anzelone, seconded by Mr. Higgs, the recommendation to change to a board of committees was not carried after lengthy discussion.

Voting yes: Mr. Higgs, Mr. Anzelone
Voting no: Dr. Stepura (needs more information at this point)
Mr. Gould and Mr. Boyd

On the motion of Mr. Higgs, seconded by Mr. Anzelone, the motion to change the times of the Board of Education meetings was discussed.

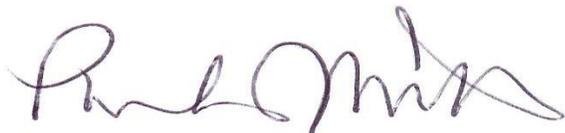
Mr. Gould made a motion to table the motion.

Dr. Stepura made a motion to amend the motion to approve continuing the discussion to determine the feasibility of changing the meeting times. The Business Administrator suggested board members bring alternative times and dates to the next meeting for consideration when setting the calendar at the reorganization meeting to be held on November 1, 2013. The amended motion was approved by roll call vote.

ADJOURN

On the motion of Mr. Gould, seconded by Mr. Anzelone, the meeting was adjourned at 2:50 p.m.

Respectfully submitted,

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

Paula J. Smith
Board Secretary

/jmr

