

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

**November 1, 2013
11:00 a.m.**

CALL TO ORDER

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 and 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.

Also in attendance were: Jennifer Siciliano, Instructor Travel & Tourism; Jill Kozakowski-Chin, Special Education Instructor; Edward Leszczynski, Teacher of Business, Marketing and Finance.

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

2012/13 Audit Presentation – Glen Ortman – Ford Scott & Associates, L.L.C.

Mr. Glen Ortman presented the 2012/13 audit. He reported that the purpose of the audit is to give an opinion regarding the financial statements of the district. The opinion was an unmodified opinion which means there were no material deficiencies or material weaknesses found. He reviewed fund balance in the general fund and the income statements for the proprietary funds. There were no findings therefore, no corrective action plan is necessary.

BOARD ORGANIZATION BY STATUTE

A. Election of President

Mr. Gould nominated Mr. Boyd for board president. The nomination was seconded by Dr. Stepura. Mr. Higgs nominated Mr. Anzelone. Mr. Anzelone passed on the nomination. Mr. Gould made a motion to close the nominations for president, which was seconded by Mr. Higgs. The nomination of Mr. Boyd for board president was carried by roll call vote.

B. Election of Vice President

Mr. Boyd nominated Mr. Gould for vice president. The nomination was seconded by Mr. Anzelone. Dr. Stepura made a motion to close the nominations for vice president, which was seconded by Mr. Higgs. The nomination of Mr. Gould for vice president was carried by roll call vote.

C. Election of NJSBA and Cape May County School Board Association Delegate

Mr. Boyd nominated Mr. Gould for N.J. School Board Association and Cape May County School Board Association Delegate. The nomination was seconded by Dr. Stepura. Dr. Stepura made a motion to close the nominations for delegate, which was seconded by Mr. Anzelone. The nomination of Mr. Gould for delegate was carried by roll call vote.

- D. On the motion of Mr. Gould, seconded by Dr. Stepura, the following professional services contracts (items a through e) for the period of November 1, 2013 to October 31, 2014 was approved by roll call vote. Mr. Anzelone voted no for item e only.
- a. Cooper Levenson, Attorneys at Law, as solicitor, at the rate of \$160.00 per hour, (previously \$160.00 per hr.); \$70.00 per hour paralegal (no increase);
 - b. Taylor, Whalen and Hybbeneth as labor consultant, at the rate of \$170.00 per hour, (previously \$160.00 per/hr.);
 - c. Ford Scott & Associates, LLC., as auditor, at an annual rate of \$24,900.00 (previously \$24,900.00 (no increase));
 - d. Dr. Jeffrey Aversa, as physician, at the rate of \$40.00 per physical exam/history and \$20.00 per review of student physicals, (previously \$40.00, \$20.00); \$80.00 for Homebound Instruction reviews (no increase).
 - e. Remington & Vernick Engineers at the rates previously agreed for the following in process projects: Café make up air exhaust, direct install program and ROD grant application. The board discussed the recommendation to include the appointment of Remington & Vernick for in process projects.
- E. On the motion of Mr. Gould, seconded by Anzelone, the following services for the period of November 1, 2013 to October 31, 2014 were approved by roll call vote.
- a. J. Byrne Insurance, as insurance broker of record for property liability and workers comp;
 - b. ISI Insurance Solutions, as insurance broker of record for dental and vision;
 - c. The Press of Atlantic City, as official daily newspaper and the Cape May County Herald Publications, as weekly newspaper;
 - d. Sturdy Savings Bank, as official depository of school funds.

- F. On the motion of Mr. Gould, seconded by Mr. Anzelone, appointment of personnel (items a through n) effective November 1, 2013 to October 31, 2014 was approved by roll call vote.
- a. James Craft, as Treasurer, at an annual salary of \$8,000.00, (previously \$7,847);
 - b. Paula J. Smith, Business Administrator/Board Secretary, as Public Agency Compliance Officer, in accordance with the N.J.A.C. 17:27-3.5;
 - c. Paula J. Smith, Business Administrator/Board Secretary, as the Qualified District Purchasing Agent aligned with required training and Resolution, to increase bid threshold to \$36,000.00;
 - d. Paula J. Smith, Business Administrator/Board Secretary, as the Custodian of Records;
 - e. James Owens, Director of Buildings & Grounds, as the Hazard Communication Program Coordinator & Integrated Pest Management Coordinator & Indoor Air Quality designee;
 - f. Nancy Wheeler-Driscoll, Director of Curriculum & Instruction, as the Affirmative Action, 504 title IX Officer;
 - g. Administrative Information Technology Committee:
Michael Adams, John Castaldi, Laura Elston, Denise Procopio, Steven Vitiello, Dr. Nancy Hudanich, Paula Smith, Nancy Wheeler-Driscoll.
 - h. Advisory Committee and Advisory Council Chairperson/School Members;
 - i. Curriculum & Educational Technology (C&ET) Committee:
Nancy Wheeler-Driscoll, Diane Stelacio, Julie Stratton, Ed Leszczynski, John Longinetti, Stacy Evans, Suzanne Sykes, Nancy Fissel, Laura Elston, Herb Seifken, Valarie Leek, Jackie Holland, George Kuykendall, Maria Italiano-McGreevy, John Castaldi;
 - j. Excellent Educators for (4) New Jersey (EE4NJ) District Evaluation Advisory (DEA) Committee; John Longinetti, Nancy Embs, Gerry D'Antonio, Stephen Vitiello, Denise Procopio, Michael Adams; Laura Elston, John Dennison, Dr. Nancy Hudanich, Robert Boyd, Nancy Wheeler-Driscoll, Committee Chair;
 - k. School Improvement Panel (ScIP):
Nancy Wheeler- Driscoll, Mike Adams, Gerry D'Antonio, Laura Elston, Nancy embs, Denise Procopio, John Longinetti, Stephen Vitiello;

- I. Middle State Planning Committee:
Michael Adams, Denise Procopio, Vince Downey, Jacqueline Holland, Gerry D'Antonio, Nancy Wheeler-Driscoll, Committee Chair;

 - m. Safety Committee:
Dr. Nancy Hudanich, Jim Owens, John Ord, Laura Elston, John Taccarino, Donna "KC" Fister, Michele Gray, Jean Reagan, Paula Smith, Nancy Wheeler-Driscoll;

 - n. Policy/Affirmative Action Committee:
Nancy Wheeler-Driscoll, Rita King, Ed Leszczynski, John Longinetti, Nancy Fissel, Alicia Arnold, Herb Siefken, Diane Stelacio, Tracey Skiles, Barb Yarger.
- G. On the motion of Mr. Anzelone, seconded by Dr. Stepura, the following persons being named as signatory on the following accounts effective November 1, 2013 to October 31, 2014 was approved by roll call vote.
- a. Warrant checking account (three signatures required): Juliette Traina, District Accountant; Paula J. Smith, Business Administrator/Board Secretary; Dr. Nancy M. Hudanich, Superintendent; James Craft, Treasurer; Board President and Board Vice President;

 - b. Special, foods and athletic checking accounts: Paula J. Smith, Business Administrator/Board Secretary; Dr. Nancy M. Hudanich, Superintendent; James Craft, Treasurer; Juliette Traina, District Accountant;

 - c. Scholarship, Capital Reserve LRFP, Capital Reserve, Government Trust and payroll & agency accounts: Paula Smith, Business Administrator/Board Secretary; Dr. Nancy M. Hudanich, Superintendent; James Craft, Treasurer; Board President and Board Vice President;

 - d. Flexible spending Account: Paula J. Smith, Business Administrator/Board Secretary; Dr. Nancy M. Hudanich, Superintendent; James Craft, Treasurer; Board President and Board Vice President;
- H. On the motion of Mr. Anzelone, seconded by Mr. Gould, discussion and adoption of the New Jersey School Board Member Code of Ethics and all existing by-laws and policies (policy manual presented at the board meeting), curriculum and textbooks was approved by roll call vote.
- I. On the motion of Mr. Anzelone, seconded by Dr. Stepura, the adoption of Board of Education meeting dates for 2013/2014 SY. Meetings will be held on the Tuesday except where noted (*) at the time indicated were approved by roll call vote.

Note: 1:00 p.m. a designated work session, regular meeting immediately following; except 10:30 a.m. on November 3.

December 17, 2013	1:00 p.m.
January 21, 2014	1:00 p.m.
February 18, 2014	1:00 p.m.
March 18, 2014	1:00 p.m.
April 15, 2014	1:00 p.m.
May 20, 2014	1:00 p.m.
June 17, 2014	1:00 p.m.
July 15, 2014	1:00 p.m.
August 19, 2014	1:00 p.m.
September 16, 2014	1:00 p.m.
October 21, 2014	1:00 p.m.
*November 3, 2014	10:30 a.m.

Notice of all meetings will be posted at the Cape May County Freeholders building and notice given to The Press of Atlantic City publications as prescribed in Chapter 231, laws of 1975.

- J. On the motion of Mr. Gould, seconded by Mr. Anzelone, the budget calendar for SY 2014/2015 was approved by roll call vote.

APPROVAL OF MINUTES OF PREVIOUS MEETING

On the motion of Dr. Stepura, seconded by Mr. Gould, the following minutes was approved by roll call vote. Mr. Anzelone abstained from vote.

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

REVENUE & EXPENSE

On the motion of Mr. Anzelone, seconded by Mr. Gould, the following (Items A through I) were approved by roll call vote. Dr. Stepura abstained from vote on NJQSAC only. Item J was held until after Executive Session.

- A. Board secretary’s monthly certification of budgetary line item status;
- B. Financial report a-148 and a-149, September 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, September 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> Garden State robotics VEX (robotics kit & accessories,	Apply	\$100 team registration	SY2013/14

one-seat license for software
 \$1000 value)

H. Bids, contracts, reports, agreements:

<u>Name – Report/Contract</u>	<u>Purpose</u>	<u>Amount</u>	<u>Date/Year(s)</u>
Ford – Scott & Associates Auditor’s Management Report Comprehensive Annual Financial Report No corrective action plan required – no findings (attached – under separate cover)	Audit		SY2012/2013
NJQSAC Statement of Assurance and District Performance Review			SY2013/2014

I. The following item(s) to be disposed or sold on (Gov/Deals)

<u>Name of disposal item(s) To be disposed or sold on GovDeals</u>	<u>Value of Item(s)</u>	<u>Reason for Disposal</u>
DaMageel Books American Vision – US History I or II CP and Honors Language of Literature – Grade 9 Language of Literature – Grade 10 Biology Literature: by Robert DiYanni – English 12 AP Language of Literature – Grade 11	Unknown	Obsolete/damaged
Paper Cutter/Shear Challenge Inventory #1000616	Unknown	Obsolete
Manual Transaxel Rebuilding 4 Transmission Trainer Stands Inventory Tag #1002690 #1002688 #1002689 #1003989	Unknown	Obsolete

COMMUNICATION

Correspondence from:
 Marie Barry, Director
 Office of Career & Technical
 Education

Subject
 The district’s Recording Arts Technology/
 Technician, CIP 10.0203 program of study
 application has been reviewed and is
 approved and is aligned to be Arts, Audio-
 Video Technology and Communications
 career cluster through June 30, 2017.

Mid-Atlantic Policy & Fire
Survivors Weekend

Extending sincere appreciation for student L.L. for volunteering at the Mid-Atlantic Police & fire Survivors Weekend and being a fine example of service and an outstanding representation of the Cape May County Technical School. Student L.L. was advised of how grateful the survivors were for her time and compassion during the event.

CURRICULUM

On the motion of Mr. Anzelone, seconded by Dr. Stepura, the following curriculum, SY2013/2014 (A through C) was approved by roll call vote.

- A. Job cards, September 2013
- B. Post-Secondary Tuition Credit Assistance Recipient:
Cosmetology Student 15% \$566.25
- C. Field Trips:

<u>Date</u>	<u>Destination/Purpose</u>	<u>Students/Teachers</u>	
12/7	Rutgers University Future Farmers of America (FFA) Leadership Conference (Grades 10 – 12)	20	1
12/19	Crest Haven Nursing & Rehabilitation Center Community Service Project (Post-Secondary Students)	60	7
1/25 & 2/1	N.J. Department of Agriculture Future Farmers of America (FFA) State officer candidates' school (Grades 10 -12)	10	1
3/14 & 3/16	Mercer County Community College Horticulture Exposition (Grades 10 -12)	30	2
4/5	Garden State Exhibit Center NJ State Skills USA Conference (Grades 10 – 12)	40	3
4/10	Rutgers School of Environmental & Biological Sciences spring career development events (Grades 11 – 12)	8	2
4/23	Rutgers Eco Complex Future Farmers of America (FFA) Competition & Agriscience Fair	10	1

Date

Destination/Purpose

Students/Teachers

5/20 – 22

Rutgers University, New Brunswick 30
NJ State Future Farmers of America
(FFA) Convention
(Grades 9 – 12)

3

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 for SY 2013/14 were approved by roll call vote. Dr. Stepura abstained from the vote for emergent hiring. Mr. Anzelone abstained from the vote for Hanna Toft.

*pending negotiations

NAME	POSITION	DESCRIPTION FUNDING PROGRAM	STEP AMOUNT LONGEVITY	EFFECTIVE DATE(s) OR # OF DAYS
Embs, Jason	Part-Time Instructor	Adult Job Skills Training Grant	\$32 per/hr.	SY2013/14
Toft, Hanna	FFA Club Advisor	FFA National Convention Chaperone/Overnight	\$200 per/day	10/29-11/2/2013 (not to exceed 5 days)
Nikolaidis, Sarantos (emergent hiring)	Technology Systems Technician		*\$38,000.00 12 month (pro- rated)	10/29/2013 – 6/30/2014
Halsey, Brian	Teacher (English 12 H)	H.B. Instruction (M.L.)	\$30 per/hr.	10/9 – 12/7/13
Nelson, Lisa	Teacher (Chemistry)	H.B. Instruction (M.L.)	\$30 per/hr.	10/9 - 12/7/13
Pruna, Carlos	Teacher (Geometry CP)	H.B. Instruction (M.L.)	\$30 per/hr.	10/9 – 12/7/13
Barry Kopf	Teacher (History II)	H.B. Instruction (M.L.)	\$30 per/hr.	10/9 – 12/7/13
Hosford, Margaret	Teacher (Spanish II)	H.B. Instruction (M.L.)	\$30 per/hr.	10/9 – 12/7/13
Ladd, William	Teacher (History I)	H.B. Instruction (H.D.)	\$30 per/hr.	10/10-11/10/13
Hosford, Margaret	Teacher (Spanish I)	H.B. Instruction (H.D.)	\$30 per/hr.	10/10 - 11/10/13
Hosford, Margaret	Teacher (Biology CP)	H.B. Instruction (H.D.)	\$30 per/hr.	10/10 - 11/10/13
Halsey, Brian	Teacher (English 9 CP)	H.B. Instruction (H.D.)	\$30 per/hr.	10/10 –11/10/13
Fishman, Mikhail	Teacher (Algebra I CP)	H.B. Instruction (H.D.)	\$30 per/hr.	10/10-11/10/13

Michael McBride	Custodian	Change from: To: + Evening Differential	Step 6BS \$30,469.00 prorated \$30,469.00 +\$1,000.00 Prorated	9/1/13 – 9/29/13 9/30/13- 6/30/14
Thomas Hatala	Grounds Maintenance	Change from: Evening differential To: Removal of Evening differential	9BS \$35,706.00 +\$1,000.00 Prorated \$35,706.00 -\$1,000.00 Prorated	7/1/2013 – 9/29/2013 9/30/2013 – 6/30/2014

**ADMINISTRATIVE REPORTS
BUILDINGS, GROUNDS & EQUIPMENT**

On the motion of Dr. Gould, seconded by Dr. Stepura, the following administrative reports were presented and approved by roll call vote. Dr. Stepura abstained from vote for Three Year Comprehensive Maintenance Plan, 2012 – 2015.

- A. Director, Buildings & Grounds Report was presented to the board by James Owens, Director, Buildings & Grounds;
- B. Use of School Facilities Report, December 2013, was presented to the board by James Owens, Director, Building & Grounds;
- C. Three Year Comprehensive Maintenance Plan, 2012-2015;
- D. Principal's Report was presented to the board by Michael Adams, Principal;
- E. Director of Curriculum & Instruction Report was presented to the board by Nancy Wheeler-Driscoll, Director of Curriculum & Instruction;
- F. 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.
- G. Superintendent's Report was presented to the board by Nancy M. Hudanich, Superintendent.

BOARD MEMBER COMMENTS AND DISCUSSION ITEMS

- 1. Mr. Gould wished Mr. Boyd luck and enjoyment in his position of Board President and that he was looking forward to serving on the board in the upcoming year.
- 2. Mr. Boyd commented on the success of the Advisory Dinner and the positive message given by the Business Partner and Successful Graduate.

EXECUTIVE SESSION

On the motion of Mr. Anzelone, seconded by Dr. Stepura, 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.

Personnel
Attorney Client Privilege

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 11:19 a.m.

RETURN TO OPEN SESSION

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

Affirm Action taken by the Superintendent regarding HIB investigations: from September 13, 2013 to October 11, 2013 (0 received)

Acknowledge Harassment, Intimidation and Bullying (HIB) Incidents Report: from October 11, 2013 to October 25, 2013 (0 received)

Return to Item IV.J.

On the motion of Mr. Anzelone, seconded by Dr. Stepura, the following Item J. was approved by roll call vote. Dr. Stepura abstained from vote, Mr. Boyd abstained from vote.

Travel (Employee/Board Member)

<u>Name</u>	<u>Purpose</u>	<u>Location</u>	<u>Est. Cost</u>	<u>Date(s)</u>
Robert L. Boyd	NSBA Conference	New Orleans	\$2,800.00	4/3-8/2014
Nancy Hudanich	NSBA Conference	New Orleans	\$2,800.00	4/3-8/2014

ADJOURN

On the motion of Mr. Anzelone, seconded by Mr. Higgs, the meeting was adjourned at 12:37 p.m.

Respectfully submitted,



Paula J. Smith
Board Secretary

/jmr