

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

**August 21, 2012
1:00 p.m.**

The following were present at the meeting: Dr. Richard Stepura, board member; Mr. Alan I. Gould, board member; Mr. Anthony L. Anzelone, board member. Mr. James R. Washington, board vice president and Mr. Robert L. Boyd, board president were absent from the meeting.

Also present at the meeting were: Amy L. Houck, Esquire; James R. Owens, Director of Buildings & Grounds; Rusty Miller, Director of Evening & Continuing Education; Michael Adams, Principal; Nancy Wheeler-Driscoll, Director Curriculum & Instruction; Paula J. Smith, Business Administrator/Board Secretary; Dr. Nancy M. Hudanich, Superintendent.

**CALL TO ORDER
FLAG SALUTE**

Adequate notification of this meeting has been properly posted in the Press of Atlantic City on November 11, 2011, as prescribed by Chapter 231, laws of 1975.

PUBLIC INPUT

Mr. Greg Neill and Crystal Neill addressed the board regarding the Boys Basketball Program, and the district's concussion policy. The board thanked the parents for their time and advised them to contact the superintendent's office to address their concerns.

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

A. July 17, 2012, board meeting

(As amended, removal of the following from the 7/17/2012 minutes)

JoAnn Sopchak	FFA	\$900.00	SY2012/13
Tracey Skiles	Interact	\$900.00	SY2012/13
Margaret Lloyd	Drama Club	\$900.00	SY2012/13
Carlos Pruna	Chess Club	\$900.00	SY2012/13

B. July 17, 2012, executive session

REVENUE & EXPENSE

On the motion of Dr. Stepura, seconded by Mr. Anzelone, the following Revenue & Expense items 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, June 2012, 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, June 2012;
- 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>Grants:</u>			
GED Testing Center Workforce Investment Board	Apply	\$14,000.00	8/1/12-12/31/12
Cape Ed Grants:			
"Titanic of Tolerance" By: Barbara Yarger Nancy Driscoll & Dave Masterson	Accept	\$ 500.00	SY2012/13
"Life is a Mosaic" By: Gina Tack	Accept	\$ 500.00	SY2012/13
"Creating a Culture of Caring" By: Hans Toft	Accept	\$ 500.00	SY2012/13
"Walden Fair" By: Nancy Fissel, Hans Toft, Vince Downey & Chris Kane	Accept	\$ 500.00	SY2012/13
FFA Environmental CSX/FFA: Living to Serve	Accept	\$ 2,000.00	SY2012/13
County Apprenticeship Coordinator (WDP)	Accept	\$10,000.00	SY2012/13
ABE/GED/ESL	Apply/Accept	\$137,030.00	SY2012/13
Civics	Apply/Accept	\$ 39,000.00	SY2012/13

H. Bids, contracts, reports, agreements:

<u>Name – Report/Contract</u>	<u>Purpose</u>	<u>Amount</u>	<u>Date/Year(s)</u>
R. Maxwell Construction Co.	Change Order #1	\$ 975.00	7/20/2012
R. Maxwell Construction Co.	Change Order #2	\$7,950.00	8/2/2012

Use of Facilities	Update Changes	SY2012/13
Supplemental Pay/Substitutes	Update Rates	SY2012/13

<u>Name – Report/Contract</u>	<u>Purpose</u>	<u>Amount</u>	<u>Date/Year(s)</u>
R. Maxwell Construction Co.	Change Order #3	\$2,800.00	8/20/2012

(Additional labor & material to increase wet bed 2 inches for boys and girls bathroom floor due to unforeseen height of existing terrazzo floor being 4 inches thick rather than the industry standard of 2 inches).

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>
<u>To be disposed or sold</u>		
Wooden display cases (2) Serial #1003827 Serial #1003824	Unknown	Obsolete
Garland Cooktop Oven/Broiler Inventory #1000711	Unknown	Obsolete
Garland Stovetop Oven Inventory #1000710	Unknown	Obsolete
Garland Stovetop Convection Oven Inventory #1000719	Unknown	Obsolete
Garland Deep Fryer Inventory #1000732	Unknown	Obsolete
Hobart Convection Oven Inventory #1000716	Unknown	Obsolete
Traulson hot box cabinet	Unknown	Obsolete
Wilder rolling metal proof box cabinet(2) Inventory No. 1003819 1003822	Unknown	Obsolete

J. Travel (Employee/Board Member)

<u>Name</u>	<u>Purpose</u>	<u>Location</u>	<u>Est. Cost</u>	<u>Date(s)</u>
JoAnn Sopchak	Stem Concepts	W. Windsor	\$106.46	9/28/2012

COMMUNICATION

Correspondence from
Richard J. Racyznski
Chief Engineer
NJ Turnpike Authority

Subject
Legal notification that the NJ Turnpike Authority has applied to the Department of Environmental Protection (DEP) for permits to improve Interchanges 9, 10 and 11 on the

Correspondence from

Subject
Garden State Parkway. A 30 day period for public comments or concerns commences on September 5, 2012.

Lisa McCormick, CPA
Manager, Office of Fiscal
Accountability & Compliance
NJ Department of Education

Notification of an approximate 10 day audit of the district's FY2010/11 Carl D. Perkins Career and Technical Education Program Secondary grant compliance.

CURRICULUM

On the motion of Mr. Anzelone, seconded by Dr. Stepura, the following Curriculum was approved by roll call vote.

- A. Job cards, June 2012;
- B. Post-Secondary Tuition Credit Assistance recipient:
LPN Student 45% \$1,073.25 (One Stop sponsored)
- C. Dental Assisting affiliation/observation sites, SY2012-13:
Absecon Family Dental
Atlantic Oral & Maxillofacial Associates (Dr. Jungles)
Cape Atlantic OMS (Drs. Strair and Loggi)
Cape May Dental Associates (Dr. Chie Li Ee)
Cape May Family Dental
Dr. Michael Coombs
Complete Care Health Network
Egg Harbor Family Dental
Heritage Dental (Dr. Gut)
Island Dental (Dr. McLaughlin)
Marmora Family Dental Associates (Dr. Harris)
Millville Family Dental
Dr. Scott Maslow
Dr. James rochford
Serenity Smile Designs (Dr. Mendelsohn)
Shore Oral & Maxillofacial Surgery (Dr. Kalika)
Short Orthodontics (Dr. Short)
Dr. David Sykes
Dr. Kelly Tallio
Sunshine Dentistry (Dr. Thomas)

United States Coast Guard Base Dental Clinic, Cape May, NJ
Vecere Orthodontics (Dr. Vecere)

- D. Practical Nursing affiliation/observation site, SY2012/13;
Head Start Center – Lower Township
- E. High school Summer School Report (attached)
- F. Evening/Continuing Education course offerings, SY2012/13:
Portrait/People Drawing
Veterinary Assistant – Front to Back
- G. High School Textbooks, SY2012/13
- H. Five Year Curriculum Development Plan, SY2012/13
- I. Jeffrey Aversa, MD, School Physician's written standing first aid orders
- J. Media Center before/after school hours 7-7:45 a.m. and/or 2:45-3:30 p.m. as
per schedule;
- K. Fall Athletic Schedules: Cross Country, Boys Soccer & Girls Soccer

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 were appropriate).

On the motion of Mr. Anzelone, seconded by Dr. Stepura, the following personnel were approved by roll call vote. Mr. Anzelone abstained from Thomas Mills.

See attachment.

ADMINISTRATIVE REPORTS

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

- A. Director's Report was presented by James Owens, Director of Buildings, Grounds & Equipment.
- B. Use of school facilities, October 2012.
- C. Principal's Report was presented by Michael Adams, Principal.
- D. Director's Report was presented by Nancy Wheeler-Driscoll, Director of Curriculum & Instruction.
- E. Director's Report was presented by Rusty Miller, Director of Evening and Continuing Education.
- F. Superintendent's Report was presented by Dr. Nancy M. Hudanich, Superintendent.

BOARD MEMBER COMMENTS AND DISCUSSION ITEMS

EXECUTIVE SESSION

On the motion of Dr. Stepura, seconded by Mr. Gould, 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 open session. It is anticipated that the Board may take action at that time in connection with the matters discussed in Executive Session and that the session will last approximately 10 minutes.

Legal Matters

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. (At this time, it is not possible to estimate when the minutes of this Executive Session may be disclosed to the public consistent with the lawful purpose for which such disclosure is held; however, the Board shall review the minutes of this Executive Session no later than (90) days from this date in order to determine which such minutes may be released to the public at that time.) Upon conclusion of the Executive Session, it is anticipated that the board will take action at that time in connection with matters disclosed in Executive Session. The Executive Session was adjourned at 2:19 p.m.

RETURN TO OPEN SESSION

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

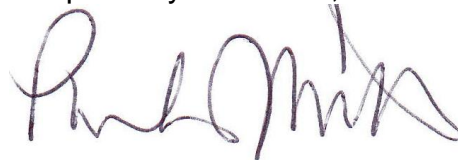
Affirmative action taken by the Superintendent regarding HIB Investigations:
From June 19, 2012 to July 17, 2012 (0 received)

Acknowledge Harassment, Intimidation and Bullying (HIB) Incidents Report: From July 17, 2012 to August 20, 2012 (0 received)

ADJOURN

On the motion of Mr. Anzelone, seconded by Dr. Stepura, the meeting was adjourned at 2:20 p.m.

Respectfully submitted,



Paula J. Smith
Board Secretary

/jmr