

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

**February 17, 2015
1:05 p.m.**

CALL TO ORDER

ROLL CALL

The following were present at the meeting: Dr. Richard Stepura, Board Member; Mr. Kerry Higgs, Board Member; Mr. Anthony L. Anzelone, Board Member; Mr. Robert L. Boyd, Board President. Mr. Alan Gould, Board Vice President arrived at 1:10 p.m.

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 and Continuing 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 10, 2014, as prescribed by Chapter 231, laws of 1975.

PUBLIC INPUT

John Castaldi, Director of Technology and Network Operations, gave an overview of his department's operation. He explained the current capabilities, the infrastructure and the plans for expansion.

Public hearing of all incidents of violence, vandalism, substance and weapons offenses and harassment, intimidation and bullying (HIB) in accordance to the Anti-Bullying Bill of Rights Act (ABR) (P.L. 2010, c 122) occurring from July 1, 2014 through December 31, 2014 was conducted. Dr. Hudanich reported six investigations were completed during this time period. One of the reports was determined to be an actual case of HIB. Mr. Higgs asked for clarification of who served on the investigation committee. Dr. Hudanich explained the incidents are reported to the anti-bullying coordinator and investigated by the anti-bullying specialist. The School Psychologist and the Assistant Principal serve in these capacities.

There were no further questions the public hearing was closed at 1:55 p.m.

BUILDINGS, GROUNDS & EQUIPMENT

On the motion of Dr. Stepura, seconded by Mr. Gould, the following Buildings, Grounds & Equipment (Items A through B) were approved by roll call vote.

- A. Director of Buildings, Grounds & Equipment report;
- B. Use of School Facilities, March 2015

ADMINISTRATIVE REPORTS

On the motion of Mr. Gould, seconded by Dr. Stepura, the following administrative reports (Items A through D) were approved by roll call vote.

- A. Principal Report – Michael Adams
- B. Director of Curriculum and Instruction Report – Nancy Wheeler – Driscoll
- C. Supervisor of Post-Secondary, Evening/Continuing and Adult Education Report
- D. Superintendent’s Report – Dr. Nancy M. Hudanich
- E.

The administrators left the meeting at 2:35 p.m.

APPROVAL OF MINUTES OF PREVIOUS MEETING

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

- A. January 20, 2015, work session/board meeting
- B. January 20, 2015, Executive Session

REVENUE & EXPENSE

On the motion of Mr. Gould, seconded by Dr. Stepura, the following Revenue & Expense (Items A through L) were approved by roll call vote. Item H.d. was approved pending attorney review. Dr. Stepura abstained from the vote.

- A. Board secretary’s monthly certification of budgetary line item status;
- B. Financial report A-148 and A-149, December 2014, 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; Revised utility payment total \$56,931.49, three additional oil bills were received in the amount of \$1704.94;
- E. Budget summaries, December 2014;
- F. Transfers;
- G. Grant/donation for accepting or applying:

<u>Name of Grant</u>	<u>Apply/Accept</u>	<u>Amount</u>	<u>Date</u>
H. Bids, contracts, reports, agreements:			
<u>Name – Report/Contract</u>	<u>Purpose</u>	<u>Amount</u>	<u>Date/Year(s)</u>
a. Middle Twp. Board of Ed Cooperative Agreement Northeast Electrical Services	Award Journeyman Helper	\$95 per/hr. \$53 per/hr.	SY2014/15
b. Special Education Medicaid Initiative (SEMI) Program	Waiver of Requirements	N/A	SY2014/15
c. Avid Xchange Inc. (replace previous contract with EnergySolve, Inc.) State contract no. 88207	Energy tracking & bill management system	\$1,428.00 \$3.50 per/acct.	12/1/2014

<u>Name – Report/Contract</u>	<u>Purpose</u>	<u>Amount</u>	<u>Date/Year(s)</u>
d. Spiezle Architectural Group, Inc. & Partner Engineering and Science, Inc.	Professional Serv. contract for architectural/engineering services for ESIP project Pursuant to 18A:18A-5a(1)	\$217,900.00	2/17/2015
e. Xtel Communications, Inc. NJ Coop. #65-MCESCCPS	Telecommunication services to include Gigabit internet access (over fiber) and VOIP telephone lines & equipment	\$4,794/month 60 month lease	2/17/2015
f. National Academy Foundation Agreement			SY2014/15
g. Shared Services Agreement Between Middle Township & Cape May County Technical School	School Resource Officer	\$74,284 \$75,770 \$77,285	SY2015/16 SY2016/17 SY2017/18

I. Appointment of Vice President, Alan I. Gould, Board Member Anthony L. Anzelone and Board Member Kerry Higgs, as alternate, to represent Cape May County Technical School District at the Board of School Estimate meeting on March 24, 2015 at 3:00 p.m.

J. Tuition rates for the 2015/16 SY:

Full-time:	\$ 7,646.00	(2014/15 \$ 7,646.00)
Shared-time:	\$ 3,823.00	(2014/15 \$ 3,823.00)
Full-time Special:	\$11,226.00	(2014/15 \$11,226.00)
Shared-time Special:	\$ 5,613.00	(2014/15 \$ 5,613.00)

K. Draft 2015/16 Budget Resolution. Pending receipt of state aid figures.

L. Travel (Employee/Board Member)

<u>Name</u>	<u>Purpose</u>	<u>Location</u>	<u>Est. Cost</u>	<u>Date(s)</u>
Joe Bresan	PARCC in H.S.	Glassboro (grant funded)	\$161.04	2/19/2015
Mikhail Fishman	PARCC in H.S.	Glassboro (grant funded)	\$135.00	2/19/2015
John Castaldi	NJSBA Tech. Conf.	Princeton	\$263.45	20/20/2015

COMMUNICATION

A. Correspondence from

Marie Barry, Director, Office of Career and Technical Education

Synopsis

The district's Heating, Air Conditioning & Refrigeration Maintenance Technology Program, CIP 470201 is part of the Green Program of Study and has been approved and aligned in the Architecture and Construction Career Cluster through June 30, 2018.

B. Correspondence from

Elizabeth Bozzelli, Clerk of the Board

Synopsis

Notification of Resolution No. 78-15 designating the month of February 2015 as Career and Technical Education month in Cape May County.

CURRICULUM

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

A. Job cards, December 2014;

B. 2014/15 Calendars, reflecting adjustment of a day due to snow closing.

C. Post-Secondary Tuition Credit Assistance recipient:

Practical Nursing Student 30% \$1,014.00 (One Stop Career Center sponsored)

D. Field Trips:

<u>Date</u>	<u>Destination/Purpose</u>	<u>Students/Teachers/Aides</u>	
3/20/2015	Avalon/transport seed oysters (grades 9 -12)	15	1

LEGISLATION & POLICY

On the motion of Dr. Stepura, seconded by Mr. Anzelone, the second reading and adoption of the following policy:

A. 3541.1 Local Wellness/Nutrition

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. Higgs, seconded by Dr. Stepura, the following personnel were approved by roll call vote.

NAME	POSITION	DESCRIPTION FUNDING PROGRAM	STEP AMOUNT LONGEVITY	EFFECTIVE DATE(S) OR # OF DAYS
Caterina, Barbara	LPN Instructor Sub.	Post -Secondary Practical Nursing	\$160 per/day	SY2014/15
Miller, Jan	LPN Instructor Sub.	Post -Secondary Practical Nursing	\$160 per/day	SY2014/15
Zilinek, Ann	LPN Instructor Sub.	Post -Secondary Practical Nursing	\$160 per/day	SY2014/15
Kaye, Timothy	Substitute Teacher	High School	\$90 per/day	SY2014/15
Pine, Carlissa	Substitute Teacher	High School	\$90 per/day	SY2014/15
Sockriter, Lori	Substitute Secretary	Adult & Evening Continuing Ed.	\$9 per/hr.	SY2014/15
Kopf, Barry	Security	District Security	\$16.50 per/hr.	SY2014/15
Sockriter, Lori	Security	District Security	\$16.50 per/hr.	SY2014/15
Barber, Chelsey	Teacher	Home Bound	\$30 per/hr.	SY2014/15
Ladd, William	Teacher	Home Bound	\$30 per/hr.	SY2014/15
Pruna, Carlos	Teacher	Home Bound	\$30 per/hr.	SY2014/15

BOARD MEMBER COMMENTS AND DISCUSSION ITEMS

EXECUTIVE SESSION

On the motion of Mr. Higgs, seconded by Mr. Anzelone, at 3:06 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.

Personnel
HIB

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 of 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 this executive session, it is anticipated that the Board will take action in connection with the matters discussed in executive session.

RETURN TO OPEN SESSION

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

Acknowledge the Harassment, Intimidation and Bullying (HIB) Incident Report(s) from January 17, 2015 through February 13, 2015 (1 received).

Affirm action taken by the Superintendent regarding the Harassment, Intimidation and Bullying (HIB) Incident Investigation(s) from January 17, 2015 through February 13, 2015. (0 received).

ADJOURN

On the motion of Mr. Anzelone, seconded by Dr. Stepura, the meeting was adjourned at 3:08 p.m.

Respectfully submitted,

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

Paula J. Smith
Board Secretary

/jmr