

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

**January 20, 2015
1:08 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 and 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 10, 2014, as prescribed by Chapter 231, laws of 1975.

PUBLIC INPUT

A moment of silence in honor of the late Gamaliel "Gam" Broadley, who served the Cape May County Technical School District's Board of Education from 1964-1996 (32 years) as Board President, Vice President and member.

BUILDINGS, GROUNDS & EQUIPMENT

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

- A. Director of Buildings & Grounds Report
- B. Use of School Facilities, February 2015

ADMINISTRATIVE REPORTS

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

- A. Principal's Report presented by Michael Adams;
- B. Director of Curriculum and Instruction Report presented by Nancy Wheeler Driscoll;
- C. Supervisor of Post-Secondary, Evening/Continuing and Adult Education Report presented by Laura Elston;
- D. Superintendent's report presented by Dr. Nancy M. Hudanich.
Spiezle Architectural Group, Inc. in conjunction with Partner Engineering and Science, Inc.'s Investment Grade Audit and proposal for Energy Savings Improvement Plan (ESIP) and Regular Operating District (ROD) grant.

The administrators left the meeting at 2:15 p.m.

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 as amended reflecting Dr. Stepura abstained from the HIB Report.

Mr. Anzelone and Mr. Gould abstained from vote for Items A and B.

- A. December 16, 2014, work session/board meeting
- B. December 16, 2014, Executive Session
- C. Resolution to make public release of the following Executive Session minutes with portions redacted by the Solicitor: July 15, 2014 through November 3, 2014.

REVENUE & EXPENSE

On the motion of Dr. Stepura, seconded by Mr. Gould, the following Revenue & Expense (Items A through G) 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, November 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;
- E. Budget summaries, November 2014;
- F. Transfers;
- G. Grant/donation for accepting and applying:

<u>Name of Grant</u>	<u>Apply/Accept</u>	<u>Amount</u>	<u>Date</u>
a. Atlantic Care Healthy Schools: School Wellness	apply/accept	\$800.00	2/1/15 - 6/30/2015
b. Dollar General Adult	Apply	\$15,000.00	5/2015 – 4/2016

On the motion of Mr. Anzelone, seconded by Mr. Higgs, items H.a & H.b being Tabled. Motion carried.

TABLED ITEMS

H. Bids, contracts, reports, agreements:

<u>Name – Report/Contract</u>	<u>Purpose</u>	<u>Amount</u>	<u>Date/Year(s)</u>
a. Shared Service Agree. between Middle Twp. & Cape May Tech. Sch.	School Resource Officer	\$74,284 \$75,770 \$77,285	SY2015/16 SY2016/17 SY2017/18
b. Spiezle Architectural Group, Inc., & Partner Engineering and Science Inc.	Proposal to prepare district's Energy Savings Plan (ESP) & Energy Savings Improvement Plan (ESIP)		1/20/2015

On the motion of Mr. Gould, seconded by Dr. Stepura, items H.c., H.d & H.e, as amended by the attorney, were approved by roll call vote.

- c. Pursuant to NJAC 6A:26-4.5, I certify the availability of funds in the amount of

\$173,800.00 for the issuance of the professional services contract with Spiezle Architectural Group, Inc., and Partner Engineering and Science, Inc., to provide design services for State Project number 0720-030-14-1001-G04.

Paula J. Smith Business Administrator/Board Secretary			Date
<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 Services Contract	Proposal to provide architectural services for: State project number: 0720-030-14-1001-G04 for windows, doors, fire alarms and HVAC (ROD Grant)	\$173,800	1/20/2015

- e. Recommend the Board authorized the spiezle Architectural Group, Inc. and Partner Engineering and Science, Inc., to prepare all plans, specifications drawings and necessary bid related items for the State Project Number 0720-030-14-1001-G04 (ROD Grant).

On the motion of Mr. Gould, seconded by Dr. Stepura, item H.f. was approved by roll call vote. The board discussed the cost of the computers and requested the RFP be emailed to them.

- | | | | |
|--|--|-------------|-----------|
| f. HP NJ State Contract # (WSCA/NASPO) 70262 | Purchase 50 computers upgrade Communication Arts, Pre-engineering, Graphic Arts, redeploy Existing for PARCC Testing | \$93,436.58 | 1/20/2015 |
|--|--|-------------|-----------|

On the motion of Mr. Gould, seconded by Mr. Anzelone, Items I and J were approved by roll call vote.

- 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>
(14) Batteries, 4-cell Model 4-LMS-450 Inventory #'s: 1007633 through 1007646	Unknown/donated	N/A

- J. Travel (Employee/Board Member)

<u>Name</u>	<u>Purpose</u>	<u>Location</u>	<u>Est. Cost</u>	<u>Date(s)</u>
RESCIND Nancy Hudanich	National Conference	San Diego, CA	\$3,500.00	2/24-3/1/2015

COMMUNICATION

Correspondence from:

Elizabeth Bozzelli, Clerk of the Board

Synopsis:

Notification of Resolution No. 14-15 appointing Freeholders Gerald M. Thornton, Will Morey and E. Marie Hayes as members to the Board of School Estimate of the Cape May County Technical School District.

CURRICULUM

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

- A. Job cards, November 2014;
- B. Post-Secondary Tuition Credit Assistant recipient:
 Practical Nursing Student 30% \$1,014.00
- C. Post-Secondary Cosmetology program Beauty Salon clinical experience and associated patron fees:
- D. Field Trips:

<u>Date</u>	<u>Destination/Purpose</u>	<u>Students/Teachers/Aides</u>	
1/31/2015	South Brunswick H.S. Robotics Competition (Grades 9-12)	10	1
2/10/2015	Rea Farms, West Cape May 28 Learn & assist in pruning beach plum trees (Grades 10-12)		1
5/2/2015	Cape May County 4-H Grounds compete in New Jersey Envirothon (Grades 11-12)	5	1
12/16-12/20/15	Orlando, Florida KSA girls basketball to Disney (Grades 9 -12)	10	2

LEGISLATION & POLICY

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

- A. 3542.1 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 Dr. Stepura, seconded by Mr. Gould, the following personnel were approved by roll call vote.

NAME	POSITION	DESCRIPTION FUNDING PROGRAM	STEP AMOUNT LONGEVITY	EFFECTIVE DATE(S) OR # OF DAYS
Barber, Chelsey	Asst. Coach Girls Swimming	(1 st year)	\$3,200.00	SY2014/15

Zackey, William	Head Coach Girls Swimming	Resigned		SY2014/15
Name	Position	Description Funding Program	Step Amount Longevity	Effective Date(s) or # of Days
Kozakowski, Jill	Head Coach Girls Swimming (resigned Asst. Coach Girls Swimming)	(5 th year)	\$6,200.00	SY2014/2015
Jackowski, Kim	Instructor Substitute	Practical Nursing Clinical Cls. Rm.	\$160 per/day	SY2014/15
Kopf, Barry	Teacher	Home Bound	\$30 per/hr.	SY2014/2015
David, Robert	Substitute Teacher	High School	\$90 per/day	SY2014/15
Cascia, Joseph Jr.	Guidance Counselor	High School	Step 1-MA \$55,336.00 10 month prorated	Start Date TBD to 6/30/2015
Kozakowski, Jill	Teacher Mentor for David Billig	Alternate Route	\$1,000.00	SY2014/2015
Lloyd, Margaret	Teacher Mentor for Chelsey Barber	Alternate Route	\$1,000.00	SY2014/2015
Pleasants, Matthew	Teacher Mentor for Warren Wade	Alternate Route	\$1,000.00	SY2014/2015

BOARD MEMBER COMMENTS AND DISCUSSION ITEMS

EXECUTIVE SESSION

On the motion of Mr. Anzelone, seconded by Mr. Gould, at 2:40 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
Legal Matter – OPRA Lawsuit Update

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. Gould, 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 December 13, 2014 through January 16, 2015. (2 received)

Affirm action taken by the Superintendent regarding the Harassment, Intimidation and Bullying (HIB) Incident Investigation(s) from through December 13, 2014 through January 16, 2015. (2 received).

ADJOURN

On the motion of Mr. Gould, seconded by Mr. Anzelone, the meeting was adjourned at 2:44 p.m.

Respectfully submitted,



Paula J. Smith
Board Secretary

/jmr