

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

**June 18, 2013  
1:00 p.m.**

The following were present at the meeting: Dr. Richard Stepura, 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, 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.

**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**

Marc DiBlasio, engineer from Remington Vernick & Walberg reviewed the applications for the New Jersey Direct Install Program Grant.

On the motion of Mr. Gould, seconded by Dr. Stepura, the submission of New Jersey Direct Install Program Grant, excluding the Nutrition Center and excluding the language requiring a deposit, with a total estimated customer share \$32,069.91 was approved by roll call vote.

**APPROVAL OF MINUTES OF PREVIOUS MEETING**

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

- A. May 21, 2013, board meeting
- B. May 21, 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.

- A. Board secretary's monthly certification of budgetary line item status;
- B. Financial reports A-148 and A-149, April 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, April 2013;
- F. Transfers;

**ATTACHMENT II - A**

G. Grants/donations for accepting or applying:

<u>Name of Grant/Donation</u>	<u>Apply/Accept</u>	<u>Amount</u>	<u>Year</u>
<u>Grant</u>			
WIB Summer Youth Employment Program	Apply & accept	\$ 8,860.00	4/1/2013-9/30/2013
National FFA Living to Serve	Apply	\$ 2,000.00	SY2013/14
*ABE/GED/ESL/Civics	Apply/accept	From: \$207,481.00 To: \$300,060.00	FY2013/14
*plus Professional Development	Apply/accept	From: \$ 2,036.00 To: \$ 3,001.00	FY2013/14
*Perkins Postsecondary (Federal Funding Allocation) *updated	Decline	From: \$ 2,877.00 To: \$ 3,075.00	FY2013/14

Donation

Beach Plum Association of Cape May for FFA Conference	Accept	\$ 7,000.00	6/2013
Sheridan Davis Weiss For Agriscience Program	Accept	\$ 450.00	SY2012/13

H. Bids, contracts, reports, agreements:

<u>Name Report/Contract</u>	<u>Purpose</u>	<u>Amount</u>	<u>Date/Year(s)</u>
Resolution, Opposing the Proposed FY2014 SDA Assessments			
Resolution, Opposing S-2163 And A-3696			
Adjusted grant salary allocations		(attached)	SY2012/13
Authorize Business Administrator	Year end transfers and pay bills due & owing		6/30/2013
Transfer Excess Surplus to Maintenance Reserve	To offset future maintenance projects	\$ 50,000.00	6/30/2013
Transfer Excess Surplus to Capital Reserve	For future capital	\$500,000.00	6/30/2013

**ATTACHMENT II - A**

<u>Name Report/Contract</u>	<u>Purpose</u>	<u>Amount</u>	<u>Date/Year(s)</u>
Cooperative Agreement Marlee Contractors	Award Electrician Services		SY2013/14
Multi-Temp Mechanical Inc.	Renewal Licensed Journeyman: Helper: Travel Time (if applicable) Licensed Journeyman Helper Parts mark-up	\$73.25 \$30.00  \$16 per/hr. \$10 per/hr. 15%	SY2013/14
*Gaudelli Brothers *pending NJDOE Approval	Award culinary arts kitchen exhaust project	\$412,500.00	6/18/2013
Remington Vernick & Walberg Engineers	Approval to submit grant to Office of School Facilities (SDA)	TBD	6/18/2013

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 with Rittenhouse Books	LPN textbooks	\$21,772.80	7/1/2013
Resolution award non-fair and open contract with Johnstone Supply	Room 330 retrofit	\$29,853.61	5/22/2013

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> Choking Charlie model for first aid, 1978 Medical Plastic Lab, Texas Inventory #1002994	Unknown	Obsolete

**COMMUNICATION**

Correspondence from:  
Marie Barry, Director

Subject

The district's Engineering Technology, CIP 15.0000, program of study application has been reviewed and is approved and is aligned to the Science Technology, Engineering & Mathematics career cluster through June 30, 2014.

## ATTACHMENT II - A

Correspondence from:  
David Galamore

Subject  
David Galamore, Custodian, giving notice of retirement effective August 5, 2013, and gratitude to the Board of Education for the opportunity to serve the district for 33 years.

Shirley Padilla

Shirley Padilla, Secretary, giving notice of retirement effective September 1, 2013, and giving thanks for the opportunity to be a part of this wonderful district and seeing the school grown in so many positive ways.

### 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, April 2013;
- B. Recommend Moodle Training for Post-Secondary teachers;
- C. Cape May county Technical School to operate the GED Testing Center: July 1, 2013 through December 31, 2013'
- D. Field Trips:

<u>Date</u>	<u>Destination/Purpose</u>	<u>Students/Teachers/Chaparone(s)</u>	
10/29-11/2	Louisville, KY National Convention FFA Competition	3	1

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

<u>Name</u>	<u>Position</u>	<u>Description</u> <u>Funding</u> <u>Program</u>	<u>Step</u> <u>Amount</u> <u>Longevity</u>	<u>Effective</u> <u>Date(s) or</u> <u># of Days</u>
David Galamore	Custodian	Retirement		7/31/2013
Shirley Padilla	Secretary	Retirement		8/31/2013
Michael McBride	Summer Painter	Bldgs. & Grds.	\$13 per/hr.	40+ days
Shannon Hanners	OnCall Custodian	Bldgs. & Grds.	\$10 per/hr.	SY2013/14
George Bailey	OnCall Custodian	Bldgs. & Grds.	\$10 per/hr.	SY2013/14
Bruce Knoll	OnCall Custodian	Bldgs. & Grds.	\$12 per/hr.(BS)	SY2013/14
Michael McBride	OnCall Custodian	Bldgs. & Grds.	\$12 per/hr.(BS)	SY2013/14
John Taccarino	Bridging Mentor	Grant/Local	\$29 per/hr.	7/22-8/20/13 Mon.-Thurs.
Karen Smith	Bridging Mentor	Grant/Local	\$29 per/hr.	7/22-8/20/13 Mon.-Thurs.

## ATTACHMENT II - A

<u>Name</u>	<u>Position</u>	<u>Description</u> <u>Funding</u> <u>Program</u>	<u>Step</u> <u>Amount</u> <u>Longevity</u>	<u>Effective</u> <u>Date(s) or</u> <u># of Days</u>
Nancy Fissel	Bridging Mentor	Grant/Local	\$29 per/hr.	7/22-8/20/13 Mon.-Thurs.
Nancy Embs	Bridging Mentor	Grant/Local	\$29 per/hr.	7/22-8/20/13 Mon.- Thurs.
Margaret Hosford	Bridging Mentor	Grant/Local	\$29 per/hr.	7/22-8/20/13 Mon. – Thurs.
Lisa Roach	Bridging Mentor	Grant/Local	\$29 per/hr.	7/22-8/20/13 Mon. – Thurs.
John Longinetti	PLTW Training	Professional Dev.	\$100 per/day	7/21-8/2/13 Not to exceed 11 days
Laura Elston	Chief Examiner Interim (non-certified)	GED Testing Center	N/A	SY2013/14
Arnold, Alicia	Examiner	GED Testing Center	\$29 per/hr.	SY2013/14
Crean, Jean	Examiner	GED Testing Center	\$29 per/hr.	SY2013/14
Martin, Julia	Examiner	GED Testing Center	\$29 per/hr.	SY2013/14
Roach, Lisa	Examiner	GED Testing Center	\$29 per/hr.	SY2013/14
Smith, Karen	Examiner	GED Testing Center	\$29 per/hr.	SY2013/14
Stelacio, Diane	Examiner	GED Testing Center	\$29 per/hr.	SY2013/14
Braunwell, Lisa	LPN Instr. Sub.	E/C Ed. Post Secondary	\$160 per/day	SY2013/14
Shaw, Carol	LPN Instr. Sub.	E/C Ed. Post Secondary	\$160 per/day	SY2013/14
Hallowell, Ruth	LPN Instructor	E/C Ed. Post Secondary	per diem	7/1/2013 up to 30 days
Leek, Valerie	LPN Instructor	E/C Ed. Post Secondary	per diem	7/1/2013 up to 30 days
McLaughlin, Judy	LPN Instructor	E/C Ed. Post Secondary	per diem	7/1/2013 up to 30 days
McLaughlin, Judy	LPN Coordinator	E/C Ed. Post Secondary	per contract	SY2013/14
Satterfield, Elizabeth	Instructor Substitute	WIB Summer Youth Employment Program	\$29 per/hr.	6/18/2013 as needed
Ditzler, Candi	Instructor	Moodle Training	\$30 per/hr.	6/1/13, 10 hrs.
Hallowell, Ruth	Instructor	Moodle Training	\$30 per/hr.	6/1/13, 2.5hrs.
Leek, Valerie	Instructor	Moodle Training	\$30 per/hr.	6/1/13, 17.5hr.

**ATTACHMENT II - A**

<u>Name</u>	<u>Position</u>	<u>Description Funding Program</u>	<u>Step Amount Longevity</u>	<u>Effective Date(s) or # of Days</u>
McLaughlin, Judy	Instructor	Moodle Training	\$30 per/hr.	6/1/13,10hrs.
Pastore, Liz	Instructor	Moodle Training	\$30 per/hr.	6/1/13, 10hrs.
Pickens, Sandy	Instructor	Moodle Training	\$30 per/hr.	6/1/13, 9 hrs.
Barbara Feketics	Teacher(Part-time)	ABE/GED/ ESL/Civics*	\$27 per/hr.	SY2013/14
Sandra Borkowski	Teacher (Part-time)	ABE/GED/ ESL/Civics*	\$27 per/hr.	SY2013/14
Sarah Rutherford	Teacher (Part-time)	ABE/GED/ ESL/Civics*	\$27 per/hr.	SY2013/14
Nancy Embs	Teacher (Part-time)	ABE/GED/ ESL/Civics*	\$27 per/hr.	SY2013/14
Janet Bravo	Teacher (Part-time)	ABE/GED ESL/Civics*	\$27 per/hr.	SY2013/14
Jason Embs	Teacher (Part-time)	ABE/GED/ ESL/Civics*	\$27 per/hr.	SY2013/14
MaryEllen Waddell	Substitute Teacher (Part-time)	ABE/GED/ ESL/Civics*	\$27 per/hr.	SY2013/14
Elizabeth Satterfield	Substitute Teacher (Part-time)	ABE/GED/ ESL/Civics*	\$27 per/hr.	SY2013/14
MaryEllen Waddell	Teacher (Full Time)	ABE/GED/ ESL/Civics*	\$48,332.00 12-month	SY2013/14
Elizabeth Satterfield	Test Support Specialist	ABE/GED/ ESL/Civics*	\$34,954.00 12-month	SY2013/14
MaryAnn Lang	GED Testing Center Proctor/Secretary	Post-Secondary* WIB Grant*	\$18,000.00 pro-rated	7/1/2013- 12/31/2013

\*Pending grant approval

Pam Sheppard	Secretary (Part-Time)	Admissions	**\$13.30	SY2013/14 Maximum 24 hrs./per/wk.
Jason Vilimas	Teacher of Social Studies	High School	Step 2B **\$51,585.00	9/1/2013- 6/30/2014
Suzanne Sykes	Teacher of Advertising, Design & Commercial Art	High School	Step 9C **\$64,085.00	9/1/2013- 6/30/2014

\*\*pending negotiations

## ATTACHMENT II - A

<u>Name</u>	<u>Position</u>	<u>Description</u> <u>Funding</u> <u>Program</u>	<u>Step</u> <u>Amount</u> <u>Longevity</u>	<u>Effective</u> <u>Date(s) or</u> <u># of Days</u>
Denise Procopio	Director of Guidance & Spec. Education	High School	\$103,400.00 L-0	TBD
Phyllis Day	Bus Driver		\$16.50 per/hr.	SY2013/14
Bernadette Frazier	Bus Driver		\$16.50 per/hr.	SY2013/14
Jim McKinley	Aquaculture Supervisor (not to exceed 100 hours)		\$25.00 per/hr.	SY2013/14
JoAnn Sopchak	Greenhouse Supervisor (not to exceed 100 hours)		\$25.00 per/hr.	SY2013/14
<b>rescind:</b>				
Kathy Purdy	Tennis Club	High School	\$900.00	SY2012/13

### **BUILDINGS, GROUNDS & EQUIPMENT ADMINISTRATIVE REPORTS**

On the motion of Mr. Anzelone, seconded by Dr. Stepura, the following buildings, grounds and equipment items were approved by roll call vote.

- A. Director, Buildings, Grounds & Equipment Report was presented by James Owens, Director, to the board.
- B. Use of School Facilities, July 2013 was presented by James Owens, Director, to the board.
- C. Principal's Report was presented by Michael Adams, Principal;
- D. Director, Curriculum & Instruction Report was presented by Nancy Wheeler Driscoll;
- E. Director, Evening & Continuing Education Report was presented by Rusty Miller;
- F. Superintendent's Reports was presented by Dr. Nancy M. Hudanich;

### **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 Executive Session to discuss the following matters which may legally and appropriately be discussed in Executive Session.

HIB  
Legal Matter Update  
Contractual Matter  
Negotiations

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 that time in connection with the matters discussed in executive session. The executive session was adjourned at 2:44 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.

Affirm Action taken by the Superintendent regarding HIB Investigations:  
from April 15, 2013 to May 17, 2013 (0 received)

Acknowledge Harassment, Intimidation and Bullying (HIB) Incidents Report: from May 18, 2013 to June 14, 2013.

On the motion of Mr. Gould, seconded by Mr. Anzelone, the contract for Paula J. Smith, Business Administrator for the 2013/14 school year was approved by roll call vote. (Dr. Stepura abstained.)

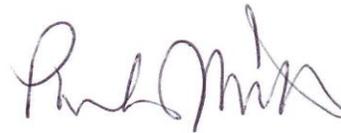
On the motion of Mr. Gould, seconded by Mr. Anzelone, the non-unit salaries as presented to the board (attached) were approved by roll call vote.

On the motion of Mr. Gould, seconded by Mr. Anzelone, memorializing the administrator's salaries as presented for the 2013/14 school year were approved by roll call vote.

**ADJOURN**

On the motion of Mr. Gould, seconded by Dr. Stepura, the meeting was adjourned at 2:47 p.m.

Respectfully submitted,

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

Paula J. Smith  
Board Secretary

/jmr