

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

**November 1, 2012
11:02 a.m.**

CALL TO ORDER

Swearing in of Robert L. Boyd, as board member, for the term of November 1, 2012 through October 31, 2016.

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. Robert L. Boyd, board president. Mr. James R. Washington II, board vice president was not present at 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; Nancy Wheeler-Driscoll, Director Curriculum & Instruction; Paula J. Smith, Business Administrator/Board Secretary; Dr. Nancy M. Hudanich, Superintendent. Mr. Michael Adams was not present at the meeting.

FLAG SALUTE

Adequate notification of this meeting has been properly posted in the Press of Atlantic City on November 16, 2011, as prescribed by chapter 231, laws of 1975.

AUDIT PRESENTATION

Mr. Glen Ortman, from Ford Scott & Associates, L.L.C., presented the June 30, 2012 audit to the board. He indicated that the district was given an unqualified opinion, and that the financial statements were fairly stated in all material aspects. He reviewed the yellow book portion, which audits the district's internal controls and the single audit section which encompasses the auditing of grants received by the district. There were no audit recommendations noted.

BOARD REORGANIZATION BY STATUTE

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

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

Dr. Stepura nominated Mr. Gould for the New Jersey School Board Association and the Cape May County School Board Association Delegate. The nomination was seconded by Mr. Anzelone and approved by roll call vote.

On the motion of Mr. Gould, seconded by Mr. Anzelone, the following professional services contracts for the period of November 1, 2012 to October 31, 2013 were approved by roll call vote. (Items a through e).

Mr. Anzelone voted no to Item e.

The board discussed setting a not to exceed amount for engineering proposals that would not need board approval.

- a. Cooper Levenson, Attorneys at Law, as solicitor, at the rate of \$160.00 per hour, (previously \$150.00 per/hr.);
- b. Taylor, Whalen and Hybbeneth as labor consultant, at the rate of \$160.00 per hour, (previously \$160.00 per/hr);
- c. Ford Scott & Associates, LLC, as auditor, at an annual rate of \$24,900.00 (previously \$24,500.00);
- 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.
- e. Remington Vernick & Walberg as Engineers (see rate schedule).

On the motion of Mr. Gould, seconded by Mr. Anzelone, the following services for the period of November 1, 2012 to October 31, 2013 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.

On the motion of Mr. Gould, seconded by Mr. Anzelone, the appointment of the following personnel effective November 1, 2012 to October 31, 2013 was approved by roll call vote.

- a. James Craft, as Treasurer, at an annual salary of \$7,847.00 (previously \$7,693);
- 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 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, Margretta Houston, Dr. Nancy M. Hudanich, Rusty Miller, John Ord, James Owens, Deborah Pennington, Paula J. Smith, Steven Vitiello;
- h. Advisory Committee and Advisory Council Chairperson/School Members;
- i. Curriculum & Educational Technology (C&ET) Committee:
Nancy Wheeler-Driscoll, Margretta Houston, Diane Stelacio, Julie Stratton, Ed Leszczynski, John Longinetti, Stacy Evans, Deborah Pennington, Nancy Fissel, Laura Elston, Herb Siefken;
- j. Excellent Educators for (4) New Jersey (EE4NJ) District Evaluation Advisory (DEA) Committee:
John Longinetti, Nancy Embs, Gerry D'Antonio, Steven Vitiello, Margretta Houston, Michael Adams, Laura Elston, Rusty Miller, John Dennison, Dr. Nancy M. Hudanich, Robert L. Boyd, Nancy Wheeler-Driscoll, Committee Chair;

- k. Safety Committee:
Dr. Nancy M. Hudanich, James Owens, John Ord, Laura Elston, Keith Enteado, Donna "KC" Fister, Michelle Gray, Jean Reagan, Paula J. Smith, Nancy Wheeler-Driscoll;
 - l. Policy/Affirmative Action Committee:
Nancy Wheeler-Driscoll, Rita King, Margretta Houston, John Longinetti, Nancy Fissel, Alicia Arnold, Herb Siefken;
- G. On the motion of Dr. Stepura, seconded by Mr. Gould, the following persons being named as signatory on the following accounts effective November 1, 2012 to October 31, 2013 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 J. 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, Board Vice President;

A 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.

Adoption of Board of Education meeting dates for the 2012/2013 school year. Meetings will be held on the third Tuesday except where notes (*) at the time indicated:

| | |
|--------------------|------------|
| December 18, 2012 | 1:00 p.m. |
| January 15, 2013 | 1:00 p.m. |
| February 19, 2013 | 1:00 p.m. |
| March 19, 2013 | 1:00 p.m. |
| *April 23, 2013 | 1:00 p.m. |
| May 21, 2013 | 1:00 p.m. |
| June 18, 2013 | 1:00 p.m. |
| July 16, 2013 | 1:00 p.m. |
| August 20, 2013 | 1:00 p.m. |
| September 17, 2013 | 1:00 p.m. |
| October 15, 2013 | 1:00 p.m. |
| November 1, 2013 | 11:00 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.

Budget calendar for SY2013/14

Revised Five Year Curriculum Plan

Year 2 Hybrid Personal Finance course curriculum

APPROVAL OF MINUTES OF PREVIOUS MEETING

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

- A. October 16, 2012, board meeting
- B. October 16, 2012, executive session

REVENUE & EXPENSE

On the motion of Mr. Anzelone, seconded by Mr. Gould, the following Revenue & Expense items were approved:

- A. Board secretary's monthly certification of budgetary line item status;
- B. Financial report A-148 and A-149, September 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, September 2012;
- F. Transfers;
- G. Grants/donations for accepting or applying;

| <u>Name of Donation</u> | <u>Apply/Accept</u> | <u>Amount</u> | <u>Year</u> |
|---|---------------------|---------------|-------------|
| Morey's Pier Used go carts: engine, wheels & frames for Pre-Engineer Green Energy Program | Accept | Unknown | SY2012/13 |

H. 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> |
|---------------------------------|-------------------------|---|
| Textbooks | | Outdated, pre-2002 or damaged beyond use |
| 1989 Ford Stake Body | | Obsolete |

I. Travel (Employee/Board Member):

| <u>Name</u> | <u>Purpose</u> | <u>Location</u> | <u>Est. Costs</u> | <u>Date(s)</u> |
|-------------------|-----------------|-----------------|-------------------|----------------|
| Alan Gould | NSBA conference | San Diego, CA | \$3,570.38 | 4/11-16/2013 |
| Nancy M. Hudanich | NSBA conference | San Diego, CA | \$3,490.59 | 4/11-16/2013 |

J. Review, acceptance and approval of the 2011/2012 audit report. No recommendations/corrective action. (Exhibit A)

COMMUNICATION

| <u>Correspondence from</u> | <u>Subject</u> |
|------------------------------------|---|
| New Jersey Department of Education | Selection for Youth Risk Behavior Survey |

Sunset Flower Farm

Thank you for horticulture students to come and experience a day of field planting.

CURRICULUM

On the motion of Mr. Gould, seconded by Dr. Stepura, the following curriculum, SY2012-13 was approved by roll call vote.

- A. Job cards, August 2012;
- B. Early Childhood Lab School:
Application Packet
Attendance, Admissions and Payment Guidelines Handbook
- C. Certified Nurse Aide (CNA) testing, as an option for Practical Nursing students at no cost to the school district.
- D. Field Trips:

| <u>Date</u> | <u>Destination/Purpose</u> | <u>Student(s)/Teacher(s)/Chaperone(s)</u> | | |
|-------------|--|---|---|---|
| 11/6/2012 | Well Sweep Herb Farm Interdisciplinary: Allied Medical and Agriscience | 15 | 1 | 1 |

| <u>Date</u> | <u>Destination/Purpose</u> | <u>Student(s)/Teacher(s)/Chaperone(s)</u> | | |
|-------------|--|---|---|---|
| 11/7/2012 | Tour local beauty salons experience settings/retail (post-secondary) | 23 | 1 | 1 |
| 11/19/2012 | Federal Aviation Adm. Atlantic City Tour & salvage of parts for the Green Engineering Project (Grade 12) | 31 | 3 | |
| 12/13/2012 | Longwood Gardens Kennett Square, PA Horticulture & Conservatory (Grades 10 -12) | 13 | 1 | |
| 12/18/2012 | Crest Haven Rehab Ctr. 20 th annual community Service (post-secondary) | 60 | | 2 |

LEGISLATION & POLICY

On the motion of Mr. Gould, seconded by Mr. Anzelone, the following policy/by-law/regulation updates were approved by roll call vote. Upon recommendation of Ms. Houck Policy #9326 was approved with revision that it states "Draft" minutes will be available within two weeks.

- A. 6172 Alternative Educational Programs
- B. 9326 Minutes
- C. Board Self Evaluation completed 10/16/2012

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. Anzelone, seconded by Mr. Gould, the following personnel were approved by roll call vote.

| <u>Name</u> | <u>Position</u> | <u>Description Funding Program</u> | <u>Step Amount Longevity</u> | <u>Effective Date(s) or #of Days</u> |
|--------------------------|---|--|--------------------------------------|--|
| Jill Kozakowski- Chin | Asst. Coach Swimming 3 rd yr. | High School | \$3,500.00 | 11/1/2012 |
| Hans Toft | Sub. Teacher | High School | \$90 per/day | 11/12/2012 |

| <u>Name</u> | <u>Position</u> | <u>Description Funding Program</u> | <u>Step Amount Longevity</u> | <u>Effective Date(s) or #of Days</u> |
|---------------------|------------------------------------|--|--------------------------------------|--|
| Hans Toft | Volunteer FFA Advisor | | | 11/12/2012 |
| Alan Freedgood | Sub. Teacher | High School | \$90 per/day | SY2012/13 |
| Kim Gunst | Instructor Sub. (Zumba Fitness) | E/C Ed Avo. | \$22 per/hr. | SY2012/13 |
| Mary Ann Webster | School Nurse Sub. | E/C Education | \$22 per/hr. | SY2012/13 |

BUILDINGS, GROUNDS & EQUIPMENT ADMINISTRATIVE REPORTS

On the motion of Dr. Stepura, seconded by Mr. Gould, the following building, grounds & equipment reports were approved by roll call vote.

- A. Building & Grounds Report, was presented by James Owens, Director.
- B. Use of School Facilities, December 2012, was presented by James Owens, Director.

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

- A. Principal's Report was presented by Dr. Nancy M. Hudanich, Superintendent, in the absence of Michael Adams, Principal;
- B. Curriculum & Instruction Report was presented by Nancy Wheeler-Driscoll, Director of Curriculum & Instruction;
- C. Evening & Continuing Education Report was presented by Rusty Miller, Director;
- D. Superintendent's Report was presented by Dr. Nancy M. Hudanich, Superintendent. Dr. Hudanich reported that it had just been announced that the NJEA Convention was cancelled. She requested a legal opinion on whether the district could open on November 7 and 8, 2012 if the sending districts did not provide transportation. She also informed board members of the new advisory dinner date to be held on February 7, 2013 due to Hurricane Sandy.

Mr. Anzelone left the meeting at 11:35 a.m. due to a prior commitment.

BOARD MEMBER COMMENTS AND DISCUSSION ITEMS

Mr. Boyd and Mr. Gould expressed their appreciation for their appointments to serve as officers of the board.

EXECUTIVE SESSION

On the motion of Mr. Gould, seconded by Dr. Stepura, at 11:55 a.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

Litigation

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 Board will take action in connection with the matters discussed in executive session. The Executive Session was adjourned at 12:04 p.m.

RETURN TO OPEN SESSION

On the motion of Mr. Gould, seconded by Dr. Stepura, the following were approved by roll call vote. (Dr. Stepura voted due to the need of a quorum, there were no findings of HIB.)

Affirm the action taken by the Superintendent regarding HIB Investigations: September 18 to October 16, 2012 (2 received).

Acknowledge Harassment, Intimidation and Bullying (HIB) Incidents Report: from October 16, 2012 to October 31, 2012 (0 received).

ADJOURN

On the motion of Mr. Gould, seconded by Dr. Stepura, the meeting was adjourned at 12:08 p.m.

Respectfully submitted,



Paula J. Smith
Business Administrator/Board Secretary

/jmr