

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

September 18, 2012

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

There was no public input.

APPROVAL OF MINUTES OF PREVIOUS MEETING

On the motion of Dr. Stepura, seconded by Mr. Washington, the following minutes (Items A and B) were approved by roll call vote.

- A. August 21, 2012, board meeting
- B. August 21, 2012, executive session

REVENUE & EXPENSE

On the motion of Mr. Washington, seconded by Dr. Stepura, the following Revenue & Expense (Items A through H) 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, July 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, July 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>
Grants:			
NCLB: Title IA	Apply	\$68,942.00	9/1/2012-8/31/2013
NCLB: Title IIA	Apply	\$ 6,631.00	9/1/2012-8/31/2013
Rescind			
CSX/FFA Living to Serve	Return	\$ 2,000.00	
Donation:			
KIP Model 2900 digital copier, plotter, scanner for pre-engineering program	Accept	Unknown	8/10/2012

H. Bids, contracts, reports, agreements:

<u>Name – Report/Contract</u>	<u>Purpose</u>	<u>Amount</u>	<u>Date/Year(s)</u>
Norm Zimmerman & June Billig-Zimmerman Memorial Fund	Establish scholarship Fund		9/18/2012
Joint Transportation Agreements Lower Cape May Regional	Transportation Services	\$40 per bus	9/1/2012-6/30/2012
GED Testing Center Workforce Investment Board *or 11 sessions at \$1,000 per session reimbursement rate	Accept	*\$11,250.00	8/1/2012-6/30/2013

COMMUNICATION

Correspondence from
Hans R. Toft

Subject

Notification of retirement effective 9 November 2012. The last 40 some years have been delightful, educational and fulfilling journey. It has been my privilege to work with the best administration, staff, and support any school, anywhere has ever had. With the new superintendent, I leave assured that this commitment to students and their education will continue and continue to improve.

CURRICULUM

On the motion of Mr. Washington, seconded by Dr. Stepura, the following curriculum, SY2012/13 (A through C) were approved by roll call vote.

- A. Job Cards, July 2012;
- B. Adult High School program structure for the 2012/13SY;
- C. Field Trips:

<u>Date</u>	<u>Destination/Purpose</u>	<u>Students/Teachers/Chaperone(s)</u>		
10/23	Camelback, Mtn., PA leadership training (grades 11 -12)	24	1	1
10/TBD	Atlantic City Hotel & Casino Hospitality, NAF Curriculum (Grades 9, 10, 12)	12	2	
11/19	ACCC, Mays Landing Burns Foundation (Post-Secondary)	22	2	

LEGISLATION & POLICY

PESONNEL

(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. Washington, 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>
Hans R. Toft	Natural Sciences Teacher	Retirement with appreciation		11/9/2012
Daniel Graver	Evening Computer Lab Assistant (part-time)		\$16.50 p/hr. not to exceed 20 hrs. p/wk.	SY2012/13
Employee #387		NJFLA/FMLA	without pay	9/4/2012- 9/30/2012
Jonathan DeVico	Security	District Security	\$16.50 p/hr.	SY2012/13

<u>Name</u>	<u>Position</u>	<u>Description Funding Program</u>	<u>Step Amount Longevity</u>	<u>Effective Date(s) or # of Days</u>
Chris Sickerott	Security	District Security	\$16.50 p/hr.	SY2012/13
Stacy Evans	Instructor Sub.	Adult High School	\$29 p/hr.	SY2012/13
Art MacDonald	Instructor Sub.	Adult High School	\$29 p/hr.	SY2012/13
Tiffany McKenna	Sub. Teacher	High School	\$90 p/day	SY2012/13
Michael Bravo	Sub. Teacher	High School	\$90 p/day	SY2012/13
Pamela Kaithern	Sub. Teacher	High School	\$90 p/day	SY2012/13
Patricia Taylor	Sub. Teacher	High School	\$90 p/day	SY2012/13
Hanna Toft	Sub. Teacher	High School	\$90 p/day	SY2012/13
Craig Migliaccio	Instructor (Home & Building Maintenance)	E/C Education Avoc.	\$22 p/hr.	SY2012/13
Denise Coulter	Instructor Sub. (Jewelry Design Inter.)	E/C Education Avoc.	\$22 p/hr.	SY2012/13
David Iannucci	Instructor (Upholstery Introduction)	E/C Education Avoc.	\$22 p/hr.	SY2012/13
Ruth Hallowell	Nurse Substitute	E/C Education	\$22 p/hr.	SY2012/13
Valerie Leek	Nurse Substitute	E/C Education	\$22 p/hr.	SY2012/13
Kathleen Richman	Nurse Substitute	E/C Education	\$22 p/hr.	SY2012/13
Laura Elston	Assistant Sub.	E/C Education Voc.	\$24 p/hr. (only Monday evenings)	SY2012/13
John Longinetti	Assistant Sub.	E/C Education Voc.	\$24 p/hr.	SY2012/13
John Longinetti	Instructor Sub. & Examiner	Adult High School	\$29 p/hr.	SY2012/13
Barbara Yarger	Rewrite/revision	Perkins Secondary	\$1,200.00	SY2012/13

(Early Childhood Development)				
<u>Name</u>	<u>Position</u>	<u>Description Funding Program</u>	<u>Step Amount Longevity</u>	<u>Effective Date(s) or # of Days</u>
Jacqueline Holland	Rewrite/revision (Cosmetology)	Perkins Secondary	\$1,200.00	SY2012/13
Craig Migliaccio	Rewrite/revision (HCPE/HVAC & Substainability)	Perkins Secondary	\$1,200.00	SY2012/13
John Longinetti	Rewrite/revision (Pre-Engineering)	Perkins Secondary	\$1,200.00	SY2012/13
Christopher Kane	Rewrite/revision (Masonry Technology)	Perkins Secondary	\$1,200.00	SY2012/13
Patricia Downey	Rewrite/revision (Advertising Design & Commercial Art Technology)	Perkins Secondary	\$1,200.00	SY2012/13
George Bailey	Substitute Custodian	Bldg. & Grounds	\$10 p/hr.	SY2012/13
Nicole Marinaccio	Tutoring Teacher	NCLB	\$29 p/hr.	SY2012/13
Nancy Embs	Mentor for Craig Migliaccio	Alternate Route	\$1,000.00	SY2012/13
Jill Kozakowski- Chin	Mentor for Christopher Jones	Alternate Route	\$1,000.00	SY2012/13

**ADMINISTRATIVE REPORTS
BUILDINGS, GROUNDS & EQUIPMENT**

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

The following buildings, grounds & equipment items were approved by roll call vote.

- A. Director, Buildings & Grounds report was presented by James Owens, Director Buildings, Grounds & Equipment;
- B. Use of School Facilities, October 2012, was presented by James Owens, Director Buildings, Grounds & Equipment;

- C. Principal's Report was presented by Michael Adams, Principal;
- D. Curriculum & Instruction Report was presented by Nancy Wheeler-Driscoll, Director of Curriculum & Instruction;
- E. Evening & Continuing Education Report was presented by Rusty Miller, Director of Evening & Continuing Education;
- F. Superintendent's Report was presented by Dr. Nancy M. Hudanich, Superintendent.

BOARD MEMBER COMMENTS AND DISCUSSION ITEMS

On the motion of Dr. Stepura, seconded by Mr. Washington, at 1:19 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.

HIB

Legal Matters Update

Negotiations Update

Board Self-Evaluation

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 1:44 p.m.

RETURN TO OPEN SESSION

Affirm Action taken by the Superintendent regarding the HIB Investigations from July 18, 2012 to August 20, 2012 was approved by roll call vote. (0 received)

Acknowledge Harassment, Intimidation and Bullying (HIB) Incidents Report from August 20, 2012 to September 17, 2012 was approved. (0 received)

ADJOURN

On the motion of Dr. Stepura, seconded by Mr. Washington, the meeting was adjourned at 1:45 p.m.

Respectfully submitted,

A handwritten signature in dark ink, appearing to read "Paula J. Smith". The signature is fluid and cursive, with a prominent initial "P" and "S".

Paula J. Smith
Board Secretary

/jmr