

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

**April 15, 2014
1:00 p.m.
WORK SESSION**

CALL TO ORDER

The following were present at the meeting Mr. Robert Bumpus, board member, Mr. Kerry Higgs, board member, Mr. Alan I. Gould, board vice president, Mr. Robert L. Boyd, board president.

Mr. Anthony L. Anzelone, board member, was absent from the work session.

Also present at the work session were: Amy L. Houck, Esquire; Steven Vitiello, Assistant 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.

James R. Owens, Director of Buildings & Grounds arrived at 1:22 p.m.
Michael Adams, Principal, was absent from the meeting.

FLAG SALUTE

Robert L. Bumpus was sworn in as a board member

Adequate notification of this meeting has been properly posted in the Press of Atlantic City on November 13, 2013, as prescribed by Chapter 231, laws of 1975.

BOARD REVIEW OF REGULAR AGENDA ITEMS

Review of HVAC proposal from Multi-Temp Mechanical Inc. Board was in agreement and would authorize issuance of purchase order at regular meeting.

PUBLIC INPUT

There was no public input.

ADJOURN

On the motion of Mr. Gould, seconded by Mr. Higgs the work session was adjourned at 1:14 p.m.

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

**April 15, 2014
1:05 p.m.
BOARD MEETING**

CALL TO ORDER

ROLL CALL

The following were present at the meeting: Mr. Robert L. Bumpus, board member; Mr. Kerry Higgs, board member; Mr. Alan I. Gould, board vice president; Mr. Robert L. Boyd, board president.

Mr. Anthony L. Anzelone was absent from the meeting.

Also present at the meeting were: Amy L. Houck, Esquire; James R. Owens, Director of Buildings & Grounds; Steven Vitiello, Assistant 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.

Mr. Michael Adams, Principal, was absent from the meeting.

Adequate notification of this meeting has been properly posted in the Press of Atlantic City on November 8, 2013, 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 Mr. Higgs, seconded by Mr. Gould, the following minutes were approved by roll call vote. Mr. Bumpus abstained from the vote.

- A. March 18, 2014, work session/board meeting
- B. March 18, 2014, executive session
- C. March 25, 2014, board of school estimate

REVENUE & EXPENSE

On the motion of Mr. Gould, seconded by Mr. Higgs, the following Revenue & Expense (Items A through N) 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, February 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, February 2014;
- F. Transfers;
- G. Grants/donation for accepting or applying;

<u>Name of Grant/Donations</u>	<u>Apply/Accept</u>	<u>Amount</u>	<u>Year</u>
N/A			

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 Education cooperative pricing agreement contract	Bids for Electrician Services		SY2014/15
b. Nutri-Serve Food Management (attached resolution)	Award contract	\$ 20,500.00	SY2014/215
c. Educational Data Services, Inc.	Vocational/OC-ED Supplies	\$ 58,173.13	4/15/2014
d. Educational Data Services, Inc.	Participation Cooperative Purchasing Program	\$ 7,800.00	SY2014/15
e. MRESC 12/13 Co-op Bid Hillyard Inc.	Custodial Supplies	\$ 21,821.74	2/28/2014
f. HP Direct NJ State Contract # WSCA/NASPO 70262	Purchase computers for PARCC testing	\$117,386.40	4/15/2014
g. Machinery Values/Baileigh Industrial	Purchase Ironworker	\$ 12,535.00	4/15/2014
h. Asbury Park Press	Official Newspaper for Educational Data Services Bid		SY2013/14 SY2014/15
i. Resolution	Board approval that “Delegation of Authority” be assigned to the School Business Administrator for Supervision of the School Facilities Project #720-030-14-1001-604 window, door, fire alarm and HVAC upgrade		4/15/2014

- j. Partnership w/Woodbine College/career
Five Year Grant: NJ DOE readiness for
21st Century Community grades 7 – 8
Learning Center After
School Grant

I. The following item(s) to be disposed or sold on (GovDeals):

<u>Name of disposal item(s)</u> <u>To be disposed or sold</u>	<u>Value of Item(s)</u>	<u>Reason for Disposal</u>
N/A		

J. Travel (Employee/Board Member)

<u>Name</u>	<u>Purpose</u>	<u>Location</u>	<u>Est. Cost</u>	<u>Date(s)</u>
Sarah Rutherford	NJ Correctional Ed.	S. Hamilton	\$166.62	4/24/2014
Saundra Pickens	Evidence-Based Periodontal Strategies	Voorhees	\$200.60	5/2/2014

K. Part-time contracts and hourly rates, 2014/15SY (effective July 1, 2014):

<u>Position</u>	<u>Rates</u>
Summer School Teacher	\$32 per/hr.
Summertime Adventures for Kids Teacher	\$29 per/hr.
HSE Testing Examiner	\$29 per/hr.
Adult High School Teacher	\$29 per/hr.
Apprenticeship Instructor	\$29 per/hr.
E/C Education Assistant	\$24 per/hr.
E/C Education Instructor	\$22 per/hr.
E/C Education Secretary	\$9 - \$13 per/hr.
E/C Education Cashier	\$7.50 - \$8.50 per/hr.

L. Site Remediation response action outcome form prepared by Crystal Leavey, Licensed Site Remediation Professional, Pennoni Associates Inc.

M. Recommend that the Board of Education acknowledge the non-affiliated international trips which may include students, faculty and staff of the district.

N. Recommend approval to authorize district officials to continue negotiating and finalizing the April 14, 2014 proposal from Multi-Temp Mechanical Inc. and the issuance of a purchase order to complete the ¾” pipe change overs and actuator replacement for 17 remaining univents dehumidification work (32 units) as deemed appropriate based on final discussions with the contractor under the existing licensed contracted services contract approved June 2013.

COMMUNICATION

Correspondence from

- A. Vincent J. Downey, Jr., Teacher of Skilled Occupations, Foods Productions Technology

Synopsis

Gratitude of thanks to Dr. Hudanich, Paula Smith and members of the board for being consistent, generous and understanding. For opportunity to serve the district for 26 years and being given the opportunities for students to participate in fundraisers resulting in students future success in food service business, and coaching the junior varsity baseball team with Matt Pleasants and Josh Mercado.

Correspondence from

B. Lois Grimes

Synopsis

Letter of appreciation for the daytime cosmetology's friendly and welcoming instructor, very polite and professional students and for the services equal to the best salons in Cape May County.

Correspondence from

C. Marie Barry, Director, Office of Career and Technical Education

Synopsis

The recent approval to operate the CTI Program 15.0501, Heating, Ventilation, Air Conditioning and Refrigeration Engineer Technology/Technician in the Architecture and Construction Career Cluster has been realigned to the Manufacturing Career Cluster and needs reapproval by June 30, 2016.

Correspondence from

D. Suzanne R. Fax Abdill, CPA, SBA, Pittsgrove Board of Education

Synopsis

The Natural Gas Jointure participants have saved more than \$138,000 as compared to South Jersey rates for the same period.

Correspondence from

E. Robert L. Bumpus, Interim Regional Superintendent

Synopsis

The district meets State's requirements and is granted waiver from participation in the Special Education Medicaid-Initiative (SEMI for SY2014/15).

Correspondence from

F. Karyn Lehmann

Synopsis

Thanking the Technical High School for the district's program offerings and the opportunity for her son who was a 2008 Tech graduate who now has a degree in Electrical Engineering and Economics and in April 2013 earned the title as a Professional Engineer. Requesting that Tech continues offering programs that shape the leaders of tomorrow. Also thanked the Tech's staff who truly care and are involved with the students. The board requested this article be forwarded to the Cape May County Herald newspaper.

CURRICULUM

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

- A. Job cards, February 2014;
- B. Post-Secondary and Evening/Continuing Education Tuition Fees, SY2014/15;
- C. Post-Secondary Tuition Credit Assistance Program, SY2014/15

- D. SY2014/15 Calendars:
 12-Month
 ABE/GED/ESL/Civics
 Adult High School
 Apprenticeship
 Evening/Continuing Education
 High School
 Practical Nursing
 Post-Secondary Cosmetology

E. Field Trips:

<u>Date</u>	<u>Destination/Purpose</u>	<u>Students/Teachers</u>	
4/28/2014	Stone Harbor/Smuggler's Cove Marina install osprey tower (grades 10-12)	20	1
4/29/2014	Avalon Golf Club Recognition/award breakfast (grades 10-12)	22	1
4/30/2014	Avalon/Aquaculture Transport seed oysters (grades 9-12)	10	1
5/22/2014	Tuckerton Seaport & Baymen's Museum Marketing & hospitality (grades 9-11)	16	2

LEGISLATION & POLICY

On the motion of Mr. Higgs, seconded by Mr. Gould, the following resolution, policy, regulation and form were approved by roll call vote.

- A. BE IT RESOLVED, per P.L. 2013, c 38 effective July 1, 2014, the Cape May County Technical School District will require that net pay for all employees be directly deposited into a specific banking institution designated in writing by the employee. Compliance is mandatory.
- B. 4142/4242 Payroll Authorization/Salary Payment and Deductions – Direct Deposit
- C. 4142/4242 Payroll Authorization/Salary Payment and Deductions – Direct Deposit – Regulation
- D. 4142/4242 Payroll Authoriziation/Salary Payment and Deductions – Direct Deposit – Authorization Form

PERSONNEL

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

(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).

NAME	POSITION	DESCRIPTION FUNDING PROGRAM	STEP AMOUNT LONGEVITY	EFFECTIVE DATE(s) OR # OF DAYS
Vincent Downey	Teacher Foods Production	Retirement		6/30/2014
Employee #260		FMLA	without pay	3/11/14-4/10/14
Chretien, Gerard	Athletic game staff	High School	\$30 per/game	SY2013/14
Halsey, Brian	Teacher	H.B. Instruction	\$30 per/hr.	SY2013/14
Ladd, William	Teacher	H.B. Instruction	\$30 per/hr.	SY2013/14
NAME	POSITION	DESCRIPTION FUNDING PROGRAM	STEP AMOUNT LONGEVITY	EFFECTIVE
Hosford, Margaret	Teacher	H.B. Instruction	\$30 per/hr.	SY2013/14
Lloyd, Margaret	Teacher	H.B. Instruction	\$30 per/hr.	SY2013/14
Fishman, Mikhail	Teacher	H.B. Instruction	\$30 per/hr.	SY2013/14
Kopf, Barry	Teacher	H.B. Instruction	\$30 per/hr.	SY2013/14
Nelson, Lisa	Teacher	H.B. Instruction	\$30 per/hr.	SY2013/14
Lee, Young Ae	Teacher	H.B. Instruction	\$30 per/hr.	SY2013/14
Tack, Gina	Teacher	H.B. Instruction	\$30 per/hr.	SY2013/14
Tascone, Paula	Secretary Admissions Part Time		\$13 per/hr.	4/23/2014

*Personnel/Position Renewals

Salaries pending negotiations

SY2014/15

ADMINISTRATIVE REPORTS BUILDINGS, GROUNDS & EQUIPMENT

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

- A. Director, Buildings & Grounds report was presented to the board by James Owens, Director, Buildings, Grounds & Equipment;
- B. Use of School Facilities report, May 2014, was presented to the board by James Owens, Director, Buildings, Grounds & Equipment;

ADMINISTRATIVE REPORTS

- A. Principal's Report was presented to the board by Steven Vitiello, Assistant Principal.
- B. Director of Curriculum & Instruction Report was presented to the board by Nancy Wheeler-Driscoll, Director of Curriculum & Instruction.

- C. Supervisor of Post-Secondary, Evening/Continuing Education & Adult Education Report was presented to the board by Laura Elston, Supervisor of Post-Secondary, Evening/Continuing & Adult Education report.
- D. Superintendent's Report was presented to the board by Dr. Nancy M. Hudanich, Superintendent.

BOARD MEMBER COMMENTS AND DISCUSSION ITEMS

Mr. Boyd and Dr. Hudanich reported to the board regarding the National School Boards Convention. They attended sessions featuring author, Thoms Friedman, Ken Robinson and former NBA basketball player, Magic Johnson.

EXECUTIVE SESSION – None

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

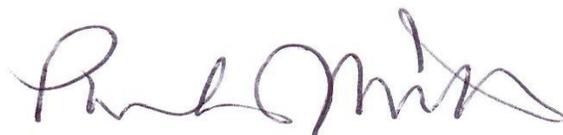
Affirm Action taken by the Superintendent regarding HIB Investigations: from February 21, 2014 to March 14, 2014 (0 received).

Acknowledge Harassment, Intimidation and Bullying (HIB) Incidents Report: from March 14, 2014 to April 11, 2014 (0 received).

ADJOURN

On the motion of Mr. Higgs, seconded by Mr. Bumpus, the meeting was adjourned at 2:04 p.m.

Respectfully submitted,



Paula J. Smith
Business Administrator/Board Secretary

/jmr