

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

**August 19, 2014
1:05 p.m.
WORK SESSION**

CALL TO ORDER

ROLL CALL

The following were present at the work session: Dr. Richard Stepura, 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; 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 of 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 8, 2013, as prescribed by Chapter 231, laws of 1975.

BOARD REVIEW OF REGULAR AGENDA ITEMS

The following reports were presented to the board:

- A. Director of Buildings & Grounds was presented by Mr. James Owens, Director of Buildings, Grounds and Equipment. Mr. Owens left the meeting after his report at 1:10 p.m.
- B. Principal's Report was presented by Michael Adams, Principal;
- C. Director of Curriculum and Instruction Report was presented by Nancy Wheeler-Driscoll, Director;
- D. Supervisor of Post-Secondary, Evening/Continuing and Adult Education Report was presented by Laura Elston, Supervisor;
- E. Superintendent's report was presented by Dr. Nancy M. Hudanich, Superintendent;
- F. Agenda items for discussion/questions.

PUBLIC INPUT

ADJOURN

On the motion of Mr. Gould, seconded by Dr. Stepura, the work session was adjourned at 1:49 p.m.

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

**August 19, 2014
1:56 p.m.
BOARD MEETING**

CALL TO ORDER

President Robert L. Boyd called the meeting to order.

ROLL CALL

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

Mr. Anthony Anzelone, board member, was absent from the meeting.

Also present at the meeting were: Amy L. Houck, Esquire; Paula J. Smith, Business Administrator/Board Secretary; Dr. Nancy M. Hudanich, Superintendent.

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:

- A. July 15, 2014, work session/board meeting
- B. July 15, 2014, Executive Session

REVENUE & EXPENSE

On the motion Mr. Gould, seconded by Dr. Stepura, the following Revenue & Expense (Items A through I) 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, June 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, June 2014;
- F. Transfers;
- G. Grant/Donation for accepting or applying:

<u>Name of Donation</u>	<u>Apply/Accept</u>	<u>Amount</u>	<u>Date</u>
Sturdy Savings Bank for the students attending the FFA Convention	Accept	\$400.00	6/27/2014
Lund's Fisheries, Inc. for the students attending the FFA Convention	Accept	\$500.00	8/1/2014

<u>Name of Grant</u>	<u>Apply/Accept</u>	<u>Amount</u>	<u>Date</u>
National FFA Living to Serve: Environmental	Accept	\$2,000.00	8/5/2014- 6/03/2015
County Apprenticeship Coordinator	Apply/Accept	\$13,500.00	SY2014/15

H. Bids, contracts, reports, agreements:

<u>Name – Report/Contract</u>	<u>Purpose</u>	<u>Amount</u>	<u>Date/Year(s)</u>
a. Virtual High School, Inc.	Renew Service	\$6,250.00	SY2014/15
b. Cape May County Technical School District Use of Facility	Update Fee Schedule		SY2014/15
c. Health Non-Administrative Series	Renewal to Administrator vision only	\$ 4.25EE (monthly)	9/1/2014- 6/30/2015
d. Student/staff salad bar	amend – 7/15/2014 board approval	\$5.25 per lb.	SY2014/15
e. Joint Transportation with Lower Cape May Regional	transportation	\$40 per bus run	SY2014/15

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>
<u>To be disposed or sold</u> English Department: Various texts dated prior to 2003		Obsolete Material
History Department: American Vision texts, dated 2007		Damaged, Obsolete
Math Department: Various math texts, (Algebra I & II, Pre-Calculus)		Damaged
Technology Items (see attached)		Previously disposed

COMMUNICATION

- A. Correspondence from:
Lynn Logo-Keepers, Program Manager, Department of Labor and Workforce Development
Synopsis:
Thanking Superintendent Dr. Nancy M. Hudanich and staff for being so well prepared for the May 30, 2014 on-site technical assistance visit of the district's County Apprenticeship Coordinator Program serving Cape May County.
- B. Correspondence from:
Lynda Zipparo, School Nurse
Synopsis:
Thanking Dr. Hudanich and the Board of Education members for consideration of attending the School Nurse Conference in Philadelphia, PA.

CURRICULUM

On the motion of Mr. Gould, seconded by Mr. Stepura, the following Curriculum (Items A through L) were approved by roll call vote.

- A. Job cards, June 2014;
- B. Post-Secondary Tuition Credit Assistance recipients:
- | | | |
|------------------------------|-----|---------------------------------|
| 1 Practical Nursing Students | 30% | \$2,514.00 |
| 3 Practical Nursing Students | 30% | \$1,014.00 (One Stop sponsored) |
- C. Dental Assisting affiliation/observation sites, SY2014/15;
- D. District Summer Reports;
- E. Fall Athletic Schedules: Boys Soccer, Girls Soccer and Cross Country;
- F. School Improvement Panel (SciP) Committee, SY2014/15:
Michael Adams, Gerry D'Antonio, Laura Elston, Nancy Embs, Denise Procopio, John Longinetti, Steven Vitiello and Nancy Wheeler-Driscoll, Committee Chair;
- G. District Curriculum, SY2014/15;
- H. High School Textbooks, SY2014/15;
- I. New Jersey Mentoring for Quality Induction: Cape May County Technical High School Mentoring Plan;
- J. The Cape May County Technical School District recognizes the CMCT, Inc. (Booster Club). The purpose of the club is to provide Cape May County Technical School Boys Basketball student-athletes with experiences that promote positive, healthy relationships with their school, teammates and community. All activities involving students of Cape May County Technical School will be pre-approved in accordance with district policy. The corporation is not affiliated with the school district nor are any of the activities covered by the district's liability insurance unless such activity is specifically approved by the board of education as a district sponsored event.

K. Cape May County Technical School District Career Technical Education Safety & Health Plan;

L. Field Trips:

<u>Date</u>	<u>Destination/Purpose</u>	<u>Students/Coaches/Teachers</u>	
10/28 – 11/1/14	National FFA Convention Louisville, Kentucky	4	1

LEGISLATION & POLICY

On the motion of Dr. Stepura, seconded by Mr. Higgs, the following policies and regulations were approved by roll call vote.

- A. 4112.2 Certification
- B. 5113 Attendance, Absences and Excuses
- C. 5113 Attendance, Absences and Excuses – High School Regulation
- D. 5113 Attendance, Absences and Excuses – Post Secondary Regulation
- E. 5141 Automatic External Defibrillator (A.E.D.) – Regulation
- F. 5141.1/
5141.2 First Aid, Emergency Care and Zeizures – Regulation
- G. 5141.8 Sports Related Concussion and Head Injury
- H. 6111 School Calendar
- I. 6112 School Day
- J. 4119.26/ Staff Use of Internet Social Networks and Other Forms of Electronic Communication

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 Mr. Boyd, the following (Items A and B) were approved by roll call vote.

- A. Resolution approving a Reinstatement In Force For Dental Assisting Teacher.
- B. Personnal list (see attached list)

BUILDINGS, GROUNDS & EQUIPMENT

ADMINISTRATIVE REPORTS

On the motion of Mr. Gould, seconded by Dr. Stepura, the following Buildings, Grounds & Equipment items were approved by roll call vote.

- A. Director, Buildings & Grounds Report
- B. Director of Curriculum & Instruction Report – Nancy Wheeler-Driscoll
- C. Supervisor of Post-Secondary, Evening/Continuing & Adult Education Report – Laura Elston
- D. Superintendent Report – Dr. Nancy M. Hudanich

BOARD MEMBER COMMENTS AND DISCUSSION ITEMS

EXECUTIVE SESSION

On the motion of Mr. Gould, seconded by Mr. Higgs, at 2:08 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.

Personnel – Superintendent's Contract
Legal Matter – Post Secondary Student Issue
Legal Matter – Report Law Suit Filed Against the District

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 of which such discussion is held in executive session. It is anticipated that the board will take action at this time in connection with the matters discussed in executive session. The executive session was adjourned at 2:30 p.m.

RETURN TO OPEN SESSION

On the motion of Mr. Gould, seconded by Mr. Higgs, the following item was approved by roll call vote. Dr. Stepura abstained from the vote.

Acknowledge Harassment, Intimidation and Bullying (HIB) Incidents Report: from July 11 through August 15, 2014. No incident was reported and investigated.

ADJOURN

On the motion of Dr. Stepura, seconded by Mr. Gould, the meeting was adjourned by 2:33 p.m.

Respectfully submitted,

A handwritten signature in dark ink, appearing to read "Paula J. Smith", written in a cursive style.

Paula J. Smith
Board Secretary

/jmr

