

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

**August 20, 2013
1:03 p.m.**

The following were present at the meeting: Dr. Richard Stepura, board member; Mr. Kerry Higgs, 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; Michael Adams, 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. Anthony L. Anzelone, board member 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 9, 2012, 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. Gould, seconded by Dr. Stepura, the following minutes were approved by roll call vote.

- A. July 16, 2013, board meeting
- B. July 16, 2013, executive session

REVENUE & EXPENSE

- A. Board secretary's monthly certification of budgetary line item status;
- B. Financial report A-148 and A-149, June 2013, board secretary report and treasurers report, pending audit;
- C. Board of education's monthly certification of budgetary major account/fund status;
- D. Bills as presented;
- E. Budget summaries, June 2013;
- F. Transfers;
- G. Grants/donation for accepting or applying:

<u>Name of Grant/Donation Grant</u>	<u>Apply/Accept</u>	<u>Amount</u>	<u>Year</u>
Perkins Secondary Federal	Apply	\$67,036.00	7/1/13 - 6/30/14

<u>Name of Grant/Donation Grant</u>	<u>Apply/Accept</u>	<u>Amount</u>	<u>Year</u>
Perkins Secondary Reserve	Apply	\$16,464.00	7/1/13 - 6/30/14
National FFA Living to Serve:	Accept	\$2,000.00	8/5/13 - 6/30/14
Environmental Grant NJ Green Program of Study Year 3	Accept	\$6,000.00	2/1/13 – 1/31/14
County Apprenticeship Coordinator	Apply	\$10,000.00	7/1/13 – 6/30/14
GED Testing Center Workforce Investment Board	Apply	\$ 7,500.00	7/1/13 –12/31/13

H. Bids, contracts, reports, agreements:

<u>Name – Report/Contract</u>	<u>Purpose</u>	<u>Amount</u>	<u>Date/Year(s)</u>
Resolution Alliance for Competitive Energy Services	Participate in electric bid		2013/18
HealthNow Administrative Services	Administer Vision Plan	\$4.25 per employee	Effective 9/1/2013
Resolution award non-fair and open contract with Johnstone Supply	HVAC supplies	\$34,994.06	7/23/2013
Resolution award non-fair and open contract with Pierce-Phelps	HVAC supplies	\$19,978.00	8/26/2013
Resolution National Cooperative	Participate in various U.S. Communities vendors		

Resolved by the Cape May County Technical School Board of Education to approve ROD grant application and amendment to the Long Range Facility Plan, as necessary, for the replacement of windows and doors, fire alarm upgrades and HVAC upgrades at the Cape May County Technical School District.

Travel (Employee/Board Member)

<u>Name</u>	<u>Purpose</u>	<u>Location</u>	<u>Est. Cost</u>	<u>Dates</u>
Laura Elston	Garden State Employment & Training Annual Workforce Conference	Atlantic City	\$178.45	9/18/2013

COMMUNICATION

Correspondence from

Marie Barry, Director
Office of Career &
Technical Education

Peggy McDonald, Director
Office of Special Education
Programs

Jonathan DeVico

Michael McDonald

Subject

The District has been approved for Year 3
Green Program of Study Mini-Grant pilot
program.

The district demonstrated 100 percent
compliance with federal special education
transition to adult life.

Giving notice of resignation and thanks
to the Board of Education for the chance to
work in a wonderful environment.

Notice of retirement and thanking the Board
of Education for the opportunity

CURRICULUM

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

- A. Job cards, June 2013;
- B. Fall athletic schedules: Boys Soccer and Girls Soccer;
- C. Media Center before/after school hours: 7 – 7:45 a.m. and/or 2:45 – 3:30 p.m. as per schedule;
- D. Five Year Curriculum Development Plan, SY2013/14;
- E. High School Textbooks, SY2013/14;
- F. Post-Secondary Tuition Credit Assistance recipient:
 - 3 Practical Nursing Students 15% \$1,181.25
 - 6 Practical Nursing Students 15% \$ 431.15 (One Stop Sponsored)
- G. Dental Assisting affiliation/observation sites, SY2013/14;
 - Atlantic Oral & Maxillofacial Associates (Dr. Jungles)
 - Cape Atlantic OMS (Drs. Strair and Loggi)
 - Cape May Dental Associates (Dr. Chie Li Ee)
 - Cape May Family Dental
 - Dr. H. Clark, Northfield
 - Dr. Michael Combs
 - Complete Care Health Network
 - Island Dental (Dr. McLaughlin)
 - Marmora Family Dental Associates (Dr. Harris)
 - Dr. Scott Maslow
 - Dr. James Rochford
 - Serenity Smile Designs (Dr. Mendelsohn)
 - Shore Oral & Maxillofacial Surgery (Dr. Kalika)
 - Short Orthodontics (Dr. Short)
 - Dr. David Sykes
 - Dr. Kelly Tallio
 - Sunshine Dentistry (Dr. Thomas)
 - United States Coast Guard Base Dental Clinic, Cape May, NJ
 - Vecere Orthodontics (Dr. Vescere)

- Dr. Wooley
- H. High School Summer School Report (attached)
 - I. Evening/Continuing Education course offerings, SY2013/14:
Veterinary Assistant – Front to Back
 - J. Quality Single Accountability continuum (QSAC) Self-Assessment Committees
Sub-committees for each District Performance Review Area:
Governance
Instruction and Program
Fiscal Management
Personnel
Operations Management

LEGISLATION & POLICY

On the motion of Dr. Stepura, seconded by Mr. Gould, the following agreement, bylaws/policies/regulations (A – K) were approved by roll call vote.

Dr. Stepura abstained from vote on Item A (only).

- A. Uniform State Memorandum of Agreement between Education and Law Enforcement Officials, SY2013/14;
- B. 2121 Organizational Chart
- C. 4112.2 Certification
- D. 41314131.1 Staff Development Inservice Education/Visitations/Conferences
- E. 5131 Policy Conduct/Discipline
- F. 5131 Regulation Code of Student Conduct
- G. 5131.1 Policy Harassment, Intimidation and Bullying
- H. 5131.1 Regulation Harassment, Intimidation and Bullying
- I. 6142.10 Internet Safety and Technology
- J. 9111 Qualifications and Requirements of Board Members
- K. B15 Technology Systems Technician

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 personnel on attached list were approved by roll call vote.

Mr. Boyd abstained from vote for Gary Schaffer and Dennis Jones.

(SEE ATTACHED LIST)

BUILDINGS, GROUNDS & EQUIPMENT

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

- A. Director, Building & Grounds Report was presented by James Owens, Director of Buildings & Grounds;

B. Use of School Facilities Report, September 2013, was presented to the board.

ADMINISTRATIVE REPORTS

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

- A. Principal Report was presented to the board by Michael Adams, Principal;
- B. Curriculum & Instruction Report was presented to the board by Nancy Wheeler-Driscoll, Director Curriculum & Instruction
- C. Evening & Continuing Education Report was presented to the board by Laura Elston, Supervisor of Post-Secondary, Evening Continuing and Adult Education;
- D. Superintendent's Report was presented to the board by Dr. Nancy M. Hudanich, Superintendent.

BOARD MEMBER COMMENTS AND DISCUSSION ITEMS

EXECUTIVE SESSSION

On the motion of Mr. Gould, seconded by Dr. Stepura, at 1:53 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 Report
Board Self Evaluation
Negotiations
HVAC – Settlement with Trane

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 2:26 p.m.

RETURN TO OPEN SESSION

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

Affirm Action taken by the Superintendent regarding HIB Investigations:
From June 14, 2013 to July 12, 2013 (0 received)

Acknowledge Harassment, Intimidation and Bullying (HIB) Incidents Report:
From July 12, 2013 to August 16, 2013 (0 received)

On the motion of Mr. Gould, seconded by Dr. Stepura, the board self-evaluation for 2013 was approved by roll call vote.

On the motion of Mr. Gould, seconded by Dr. Stepura, the settlement agreement with Tozour Energy System, Inc. and Trance U.S., Inc., which was reviewed in Executive Session, was approved by roll call vote.

ADJOURN

On the motion of Mr. Gould, seconded by Dr. Stepura, the meeting was adjourned at 2:26 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Paula J. Smith". The signature is written in a cursive, flowing style.

Paula J. Smith
Board Secretary

/jmr