

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

December 16, 2014

1:05 p.m.

CALL TO ORDER

The following were present at the meeting: Dr. Richard Stepura, board member; Mr. Kerry Higgs, board member; Mr. Robert L. Boyd, Board President.

Mr. Anthony Anzelone, board member and Mr. Alan I. Gould, Board Vice President were absent from meeting.

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.

FLAG SALUTE

Adequate notification of this meeting has been properly posted in the Press of Atlantic City on November 10, 2014, as prescribed by Chapter 231, laws of 1975.

PUBLIC INPUT

President Boyd recognized Matthew Steere, Class of 2016, Graphic Arts Technology student for his design for the 2014 holiday card.

BUILDINGS, GROUNDS & EQUIPMENT

ADMINISTRATIVE REPORTS

On the motion of Dr. Stepura, seconded by Mr. Higgs, the following buildings, grounds & equipment and administrative reports were approved by roll call vote.

- A. Director of Buildings & Grounds;
- B. Use of School Facilities, January 2015

ADMINISTRATIVE REPORTS

- A. Principal's Report
- B. Director of Curriculum and Instruction Report
- C. Supervisor of Post-Secondary, Evening/Continuing and Adult Education Report
- D. Superintendent Report

The administrators were excused from the meeting after their reports at 2:10 p.m.

APPROVAL OF MINUTES OF PREVIOUS MEETING

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

- A. November 3, 2014, work session/board meeting
- B. November 3, 2014, Executive Session

REVENUE & EXPENSE

On the motion of Dr. Stepura, seconded by Mr. Higgs, the following Revenue & Expense (Items A through J) 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, September and October 2014, 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; (As amended – utility payment by Energy Solve for December 16, 2014 to be \$52,268.83 due to additional oil bills received.
- E. Budget Summaries, October 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>
a. from Kathryn Sellers the students attending the FFA Convention	accept	\$50.00	10/21/2014
b. from Kevin Kenney Outboard engine and Diesel Mechanics and Small Engine Technology Program	accept	unknown	10/3/2014
c. from Atlantic Cape Fisheries 100 whole oysters	accept	unknown	11/25/2014
d. Kindle Ford-Lincoln, Inc. Honest Neighbors Donation	accept	\$1,229.00	11/13/2014
e. Gentilini/Chevrolet/Ford 2014 Chevrolet Coupe	accept		12/11/2014

<u>Name of Grant</u>	<u>Apply/Accept</u>	<u>Amount</u>	<u>Date</u>
f. County Vocational District Partnership	apply	\$300,000.00	4/2015-6/2018
g. ABE/GED/ESL/Civics	grant budget modification		

H. Bids, contracts, reports, agreements:

<u>I. Name – Report/Contract</u>	<u>Purpose</u>	<u>Amount</u>	<u>Date/Year(s)</u>
a. Asbury Park Press	Designation of Asbury Park Press as official newspaper for Ed Data Supply order bid advertising		
b. District's Flexible	Adjust maximum	from: \$2,500 to: \$2,550	1/1/2015

<u>Name – Report/Contract</u>	<u>Purpose</u>	<u>Amount</u>	<u>Date/Year(s)</u>
c. Tuition Contract Commercial Township	1 shared-time Special Ed student	\$5,613.00 <u>\$5,022.50</u>	SY2014/15
	Total	\$10,635.50	
d. Tuition Contract State of New Jersey	1 shared-time special Ed student	\$5,613.00	SY2014/15

J. 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>
a. Hewlett Packer – Fax Model: Fax 700 Inventory #1003738	unknown	old/obsolete/broken
b. Analog Digital Trainer (Elenco) Model: XK700 Inventory #10033737	no value	old/obsolete/broken
c. Neoware Maxbook 8200 Laptops (List #1)	unknown	old/obsolete/broken
d. Miscellaneous Computers (List #2)	unknown	old/obsolete/broken

K. Travel (Employee/Board Member)

<u>Name</u>	<u>Purpose</u>	<u>Location</u>	<u>Est. Cost</u>	<u>Date</u>
Robert L. Boyd	NSBA conference	Nashville, TN	\$3,000.00	3/19-24/2015
Matt Pleasants	Coach clinic	Brielle, NJ	\$ 155.39	1/9/2015
John Longinetti	Supervisor Training	Mays Landing	\$ 505.00	2/18-19/2015 3/17-19/2015

COMMUNICATION

A. Correspondence from

Marie Berry, Director Office of Career and Technical Education

Synopsis:

The district has been approved to operate its CTE program of study in Finance, General, CIP52.0801 which is aligned to the Finance Career Cluster. Re-approval must be obtained on or before June 30, 2019.

B. Correspondence from

Valerie Leek

Synopsis:

Notification of retirement effective February 27, 2015. She has served the district since July 2011 and has enjoyed the atmosphere of this well-administered school and thankful for the supportive co-workers among them, Rusty Miller, Laura Elston and Nancy Wheeler-Driscoll.

C. Correspondence from

Julia McLaughlin

Synopsis:

Notification of retirement effective June 30, 2015 and has served the district since February 2005. Grateful for all the colleagues and the opportunity for a wonderful place to work. Have strived throughout to keep our graduates respected as competent health care providers in the nursing field.

CURRICULUM

On the motion of Mr. Higgs, seconded by Dr. Stepura, the following curriculum (Items A through H) was approved by roll call vote.

- A. Job cards, October 2104;
- B. Winter athletic schedules; Boys Basketball, Girls Basketball, Boys Swimming and Girls Swimming;
- C. Post-Secondary Tuition Credit Assistance recipients:
 - Practical Nursing Student 30% \$1,014.00 (One Stop sponsored)
 - Practical Nursing Student 30% \$1,014.00 (One Stop sponsored)
- D. Winter/Spring 2015 Evening & Continuing Education semester course offerings;
- E. Joe Bimbo, volunteer as coach for boys basketball, SY2014/15;
- F. School Security Manual for SY2014/15, page 3 replacement;
- G. Junior/Senior Prom, April 24, 2015, at the Wildwood Convention Center; After Prom Event, April 25, 2015, 12:00 a.m., Wildwood Crest Pier; chaperoned by district administration and staff volunteers (to be covered by the district's liability insurance);
- H. Field Trips:

<u>Date</u>	<u>Destination/Purpose</u>	<u>Students/Teachers/Aides</u>		
3/10/2015	Javits Convention Center, NY, NY International Beauty Show (Post-Secondary)	14	1	1
4/30/2015	University of Delaware Diamond Challenge Competition (Grades 10-12)	13	2	
5/tbd/2015	NJ State Board of Cosmetology hair styling practical exam (Post-Secondary)	14	1	1

LEGISLATION & POLICY

On the motion of Dr. Stepura, seconded by Mr. Higgs, the following policy and regulation (Items A and B) for second reading were adopted and approved by roll call vote.

- A. 3517 Security and Electronic Surveillance
- B. 3517 Security and Electronic Surveillance Regulation

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 Dr. Stepura, seconded by Mr. Higgs, the following personnel were approved by roll call vote.

Name	Position	Description Funding Program	Step Amount Longevity	Effective Date(s) or # of Days
Anillo, Collette	Substitute Teacher	High School	\$90 per/day	SY2014/15
Betz, Matthew	Substitute Teacher	High School	\$90 per/day	SY2014/15
Edwards, Kelly	Substitute Teacher	High School	\$90 per/day	SY2014/15
Loveland, Ashley	Substitute Teacher	High School	\$90 per/day	SY2014/15
Rossner, Clayon	Substitute Teacher	High School	\$90 per/day	SY2014/15
Scaltrito, Frank	Substitute Teacher	High School	\$90 per/day	SY2014/15
Seigel, Michele	Substitute Teacher	High School	\$90 per/day	SY2014/15
Betz, Matthew	Asst. Coach Boys basketball (year 1)	High School	\$90 per/day	SY2014/15
Kustra, Sharon Lee	Key Club International Advisor	7/16/2013 approved: corrected stipend:	From: \$2,200.00 To: \$2,050.00	SY2013/14
Taccarino, John	Detention	After School	\$25 per/hr.	SY2014/15
Leek, Valarie	Practical Nursing Instructor	Retirement		2/27/2015
McLaughlin, Julia	Practical Nursing Instructor	Retirement		6/30/2015
Tarby, William	Custodian	Buildings & Grounds Black Seal Evening Differential	Step- 3-BS \$27,987.00 <u>1,000.00</u> \$28,987.00 Pro-rated 12 month	1/1/2015- 6/30/2015
Lang, MaryAnn	HSE-TASC Testing Ctr. Proctor/Secretary	Local (reduced grant funds)	\$18,000.00 pro- rated	1/1/2015- 6/30/2015
Cashmere, Catherine	Instructor	E/C Education Voc.	\$22 per/hr.	SY2014/15
Billig, David	Instructor Substitute	E/C Education Voc.	\$22 per/hr.	SY2014/15
McKeon, Suzanne	Instructor	E/C Education Voc.	\$22 per/hr.	SY2014/15
Name	Position	Description Funding Program	Step Amount Longevity	Effective Date(s) or # of Days
Miller, Jessica	Instructor	E/C Education Voc.	\$22 per/hr.	SY2014/15

Spurgeon, Norman	Instructor	E/C Education Voc.	\$22 per/hr.	SY2014/15
Wade, Warren	Instructor	E/C Education Voc.	\$22 per/hr.	SY2014/15

**BOARD MEMBER COMMENTS AND DISCUSSION ITEMS
EXECUTIVE SESSION**

On the motion of Dr. Stepura, seconded by Mr. Higgs, at 2:28 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
Legal Matter – OPRA Lawsuit Update

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 of 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 in connection with the matters discussed in executive session.

RETURN TO OPEN SESSION

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

Acknowledge the harassment, Intimidation and Bullying (HIB) Incident Report(s) from October 31, 2014 through December 12, 2014. (1 received)

Affirm Action taken by the Superintendent regarding the Harassment, Intimidation and Bullying (HIB) Incident Investigation(s) from October 31, 2014 through December 12, 2014. (1 received)

ADJOURN

On the motion of Dr. Stepura, seconded by Mr. Higgs, the meeting was adjourned at 2:35 p.m.

Respectfully submitted,

Paula J. Smith
Board Secretary

/jmr