

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

December 18, 2012

The following were present at the meeting: Dr. Richard Stepura, board member; Mr. Alan I. Gould, Board Vice President; Mr. Robert L. Boyd, Board President

Mr. Anthony L. Anzelone, board member and Mr. James R. Washington II, board member were absent.

Also present at the meeting were: Amy L. Houck, Esquire; James R. Owens, Director of Buildings & Grounds; Mr. Rusty Miller, Director of Evening & Continuing Education (arrived at 1:40 p.m.); Michael Adams, Principal; Nancy Wheeler-Driscoll, Director Curriculum & Instruction; Paula J. Smith, Business Administrator/Board Secretary; Dr. Nancy M. Hudanich, Superintendent.

CALL TO ORDER

President Robert L. Boyd called the meeting order at 1:06 p.m.

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

Mr. Boyd presented a commendation to Julia Rose Scott, Class of 2015, Graphic Arts Technology student, for the 2012 holiday card design.

Joseph McGeever, from Widener University, presented Cape May County Technical School student, Matthew Powers, with the Widener University High School Leadership Award, co-sponsored by NBC 10. A plaque was presented to the district to be displayed which will include any future recipients.

A public hearing of all acts of violence and vandalism, substance abuse, harassment, intimidation and bullying incidents occurring from January 1, 2012 to June 30, 2012 in accordance to P.L. 2010, c 122, was presented by Superintendent Hudanich. The report was transmitted through the state system in July 2012. There were 12 incidents involving 18 students reported as follows:

- 2 Substance Abuse (2 students)
- 4 Violence (7 students)
- 3 Special Ed. Offender (3 students)
- 1 Vandalism (2 students)
- 2 Bullying (4 students – 2 victims, 2 offenders)

There was not public comment.

On the motion of Mr. Gould, seconded by Dr. Stepura, the Violence and Vandalism, Substance Abuse, Harassment, Intimidation and Bullying Incident Report was accepted as given by roll call vote.

APPROVAL OF MINUTES OF PREVIOUS MINUTES

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

- A. November 1, 2012, board meeting
- B. November 1, 2012, executive session

REVENUE & EXPENSE

On the motion of Dr. Stepura, seconded by Mr. Gould, 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, October 2012, board secretary 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, October 2012;
- F. Transfers;
- G. Grants/donation for accepting or apply:

<u>Name of Grant/Donation</u>	<u>Apply/Accept Amount</u>	<u>Year</u>
Northeast Marine 2 used diesel engines for the Diesel Mechanics & Small Engine Technology Programs	Accept	11/28/2012

- H. Bids, contracts, reports, agreements:

<u>Name – Report/Contract</u>	<u>Purpose</u>	<u>Amount</u>	<u>Date/Year(s)</u>
Turnpike Authority Agreement	Approval		
NJ School Boards Insurance Group: plans for lead, mold, and asbestos	Approval		
Remington & Vernick Engineers	Change Order #4 100 Wing Bathrooms	\$ 480.00	12/18/2012
Remington & Vernick Engineers Proposals & Recommendations	Nail Salon & Culinary Arts Exhaust/make-up air system	\$3,300.00	12/18/2012
Remington & Vernick Engineers	Alternate energy Consultation report	\$2,500.00	12/18/2012
Remington & Vernick Engineers	Facilities Review	\$12,000.00	12/18/2012
School Based Youth Services	Public Donor Agreement (match)	\$74,028.00	SY2013/14

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

<u>Name of disposal item(s) To be disposed or sold</u>	<u>Value of Item(s)</u>	<u>Reason for Disposal</u>
HP Laser Jet 2100 Serial #USGZ2079995 Inventory #1003036	Unknown	Obsolete
Automatic Pipe Threader Inventory #1004288	Unknown	Broken
Dental Chair (2) Inventory #1006858 & 1006857	Unknown	Obsolete
Automatic Pipe Threader Inventory #1004287	Unknown	Obsolete
Metal shroud for boiler Inventory #10000778	Unknown	Obsolete
Furnace Inventory #10000786	Unknown	Obsolete
Furnace Inventory #10000787, 17706	Unknown	Obsolete
Furnace Inventory #10000783, 17704	Unknown	Obsolete

J. Travel (Employee/Board Member)

<u>Name</u>	<u>Purpose</u>	<u>Location</u>	<u>Est. Cost.</u>	<u>Date(s)</u>
Jim Owens	Efficient/Effective Operations	N.C.	\$1,110.00	4/20-24/13
Dr. Hudanich	TECHSPO	Atlantic City	\$ 432.00	1/31-2/1/2013

COMMUNICATION

Correspondence from:

Emily Lomerson
NJ Department of Agriculture
Division of Food & Nutrition

Subject

The district has received approval for the 6 cents per lunch reimbursement as of October 2012.

CURRICULUM

On the motion of Dr. Stepura, seconded by Mr. Gould, the following curriculum, SY2012-13 (Items A through I) was approved by roll call vote.

A. Job Cards, September 2012;

- B. Revised district calendars, SY2012/13:
 - 10-month
 - 12-month
 - ABE/GED/ESL/Civics
 - Adult High School
 - Apprenticeship
 - Evening Continuing Education
 - Licensed Practical Nursing
 - Post-Secondary Cosmetology

- C. Evening/Continuing Education Additional 2013 Winter/Spring Course Offerings:
 - Exploring Still Life
 - Grid-Tied Solar Photovoltaic Systems
 - Mixology 101
 - Plumbing Basics for the Home
 - Wastewater Advanced
 - Watercolor All Levels
 - Website Design Advanced

- D. Excellent Educations for New Jersey (EE4NJ) District Evaluation Advisory Committee (DEAC) approval of the following state-approved evaluation instruments:
 - Teachers/Educational Staff: Danielson Rubric
 - Principal/Assistant Principal: Marshall Rubric

- E. Winter Athletic Schedules: Girls Swimming, Boys Swimming, Girls Basketball and Boy's Basketball

- F. Junior/Senior Prom, April 26, 2013, at the Wildwood Convention Center; After Prom Event, April 27, 2013, 12:00 a.m., Wildwood Crest Pier; chaperoned by district administration and staff volunteers. (To be covered by the district's liability insurance).

- G. Homebound Instruction for J.C., South Jersey Healthcare – Bridgeton Mental Health Services;

- H. Homebound Instruction for N.A., Princeton House Behavioral Health Services; Professional Education Services, Inc.

- I. Field Trips:

<u>Date</u>	<u>Destination/Purpose</u>	<u>Students/Teachers/Chaperone(s)</u>	
12/1/2012	Rutgers, New Brunswick FFA Leadership Conference (Grades 10-12)	16	1
12/19/2012	Millville High School Academic Competition (Grades 9-12)	10	2

<u>Date</u>	<u>Destination/Purpose</u>	<u>Students/Teachers/Chaperone(s)</u>		
12/19/2012	County Park/Zoo Group Photo (Grade 12)	120+	1	4
12/19-23/2012	Disney World, Orlando, FL 2013 KSA Events Basketball Tournament (Grades 9-12)	16	1	1

LEGISLATION & POLICY

On the motion of Mr. Gould, seconded by Dr. Stepura, the following resolution was approved by roll call vote:

- A. Resolution: Sequestration (Amend Federal Budget Control Act of 2011)

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. Gould, 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>
Kenneth DuBois	Sub. Teacher	High School	\$90 per day	SY 2012/13
Connie Fisher	Sub. Teacher	High School	\$90 per day	SY 2012/13
Paul Becker Employee #387	Sub. Teacher	High School NJFLA/FMLA	\$90 per day without pay	SY 2012/13 9/4/21012- 11/30/12
Dave Appolonia	Instructor (Grid-Tied Solar Photovoltaic Systems)	E/C Ed Voc.	\$22 per/hr.	SY2012/13
Michele Heiny Scott	Instructor (Fundamentals of Investing)	E/C Ed Avo	\$22 per/hr.	SY2012/13
Christopher Nardy	Instructor (Mixology 101)	E/C Ed Avo	\$22 per/hr.	SY2012/13
Bruce Pierpont	Tutoring	NCLB	\$29 per/hr.	SY2012/13
Lisa Roach	Mentor for Hanna Toft	Traditional Route	\$500.00	SY2012/13
Mikhail Fishman	Teacher (Applied Math 12)	H.B. Instr. (K.F.)	\$30 per/hr.	2hrs/per/wk. 11/16/12 to 12/30/12
William Ladd	Teacher Anthropology/Archeology)	H.B. Instr. (K.F.)	\$30 per/hr.	2 hrs/per/wk. 11/16/12 to 12/30/12
Brian Halsey	Teacher (Creative Writing)	H.V. Instr. (K.F.)	\$30 per/hr.	2 hrs/per/wk. 11/16/12 to 12/30/12

<u>Name</u>	<u>Position</u>	<u>Description Funding Program</u>	<u>Step Amount Longevity</u>	<u>Effective Date(s) or # of Days</u>
Margaret Hosford	Teacher (English 12 CP)	H.B. Instr. (K.F.)	\$30 per/hr.	2hrs/per/wk. 11/16/12 to 12/30/12
William Ladd	Basketball Game Staff	High School	\$30 per/game	SY2012/13
Edward Harshaw	Basketball Game Staff	High School	\$30 per/game	SY2012/13
Gerard Chretien	Basketball Game Staff	High School	\$30 per/game	SY2012/13
Sara Halsey	Basketball Game Staff	High School	\$30 per/game	SY2012/13
Gerry D'Antonio	Basketball Game Staff	High School	\$30 per/game	SY2012/13
Nicole Marinaccio	Basketball Game Staff	High School	\$30 per/game	SY2012/13
Joseph Perlis	Basketball Game Staff	High School	\$30 per/game	SY2012/13
Frank Basile	Basketball Game Staff	High School	\$30 per/game	SY2012/13
Christina Harshaw	Basketball Game Staff	High School	\$30 per/game	SY2012/13

**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. The Buildings, Grounds & Equipment report was presented by James Owens, Director of Buildings, Grounds & Equipment.
- B. The Use of Facilities Report for January, 2013 was presented by James Owens, Director of Buildings, Grounds & Equipment.

ADMINISTRATIVE REPORTS

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

- A. Principal's Report was presented by Michael Adams, Principal;
- B. Curriculum & Instruction Report was presented by Nancy Wheeler-Driscoll, Director of Curriculum & Instruction;
Mr. Rusty Miller arrived at the meeting at 1:41 p.m.
- C. Evening & Continuing Education Report was presented by Rusty Miller, Director;
- D. Superintendent's Report was presented by Dr. Nancy M. Hudanich, Superintendent.

BOARD MEMBER COMMENTS AND DISCUSSION ITEMS

EXECUTIVE SESSION

On the motion of Dr. Stepura, seconded by Mr. Gould, at 2:00 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:

Legal Update
Negotiations
Personnel

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 in connection with the matters discussed in executive session. The executive session was adjourned at 2:50 p.m.

RETURN TO OPEN SESSION

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

Affirm action taken by the Superintendent regarding HIB Investigations: from October 16, 2012 to October 31, 2012 (0 received).

Acknowledge Harassment, Intimidation and Bullying (HIB) Incidents Report: from November 1, 2012 to December 18, 2012 (0 received).

ADJOURN

On the motion of Dr. Stepura, seconded by Mr. Gould, the meeting was adjourned at 2:51 p.m.

Respectfully submitted,



Paula J. Smith
Business Administrator/Board Secretary

/jmr