

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

**February 19, 2013
1:04 p.m.**

The following were present at the meeting: Dr. Richard Stepura, Board Member; Mr. Anthony L. Anzelone, Board Member; Mr. Robert L. Boyd, Board President.

Mr. James R. Washington II, 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; Mr. Rusty Miller, Director of Evening and Continuing Education; Michael Adams, Principal; 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 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. Anzelone, seconded by Dr. Stepura, the following minutes were approved by roll call vote.

- A. January 15, 2013, board meeting
- B. January 15, 2013, executive session

REVENUE & EXPENSE

On the motion of Dr. Stepura, seconded by Mr. Anzelone, the following Revenue & Expense (Items A through M) were approved by roll call vote. Dr. Stepura voted yes to budget contingent on county office approval.

- A. Board secretary's monthly certification of budgetary line item status;
- B. Financial report A-148 and A-149, December 2012, 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, December 2012;
- F. Transfers;
- G. Grants/donations for accepting or applying:

<u>Name of Grant/Donation</u>	<u>Apply/Accept</u>	<u>Amount</u>	<u>Year</u>
<u>Donation:</u> 30" Laminex Laminator and 20 rolls of 400' film	Accept	Unknown	2/19/2013
<u>Grants:</u> Race to the Top 3	Amend (all funds to Yr. 2)	\$5,519.00	1/1/13-12/31/13
	From: 100-100		
	To: 200-300	\$2,825.00	
	From: 200-200		
	To: 200-300	\$ 215.00	

<u>Name of Grant/Donation</u>	<u>Apply/Accept</u>	<u>Amount</u>	<u>Year</u>
Perkins Secondary Reserve	Amend		7/12-6/30/13
	From: 200-580	\$1,375.03	
	From: 200-100	\$ 200.00	
	From: 200-200	\$ 15.00	
	To: 100-600	\$1,590.03	
Dollar General	Apply	\$15,000.00	5/13-4/14

H. Bids, contracts, reports, agreements:

<u>Name-Report/Contract</u>	<u>Purpose</u>	<u>Amount</u>	<u>Date/Year(s)</u>
Special Education Medicaid Initiative (SEMI) Program	Waiver of Requirements		SY2013-14

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> Gateway Inventory #1004934 Model 2100 Serial #MPV63SON10937	Unknown	Obsolete
Gateway Computer Equipment Tag #'s 1001233, 1004650, 1004917, 1004919, 1005568, 1005908, 1005909, 1005914	Unknown	Obsolete

J. Appointment of President Robert L. Boyd and Vice President Alan I. Gould and board member Anthony L. Anzelone, as alternate, to represent the Cape May County Technical School District at the Board of School Estimate meeting on March 26, 2013 at 3:00 p.m.

K. Tuition rates for the 2013/14 SY (based on 2011/12 certified rates):

Full-time	\$7,646.00	(2012/13 \$ 6,451.00)
Shared-time:	\$3,823.00	(2012/13 \$ 3,225.50)
Full-Time Special:	\$11,226.00	(2012/13 \$13,142.00)
Shared-Time Special:	\$ 5,613.00	(2012-13 \$ 6,571.00)

L. Draft 2013/14 Budget Resolution. Pending receipt of state aid figures.

M. Travel (Employee/Board Member)

<u>Name</u>	<u>Purpose</u>	<u>Location</u>	<u>Est. Cost</u>	<u>Date(s)</u>
Judy McLaughlin	Nursing Seminar	Somers Point	\$341.76	5/4-5/2013
Stacy Evans	Nat'l. Council of Mathematics	Colorado	\$525.00	4/17-20/2013

COMMUNICATION

Correspondence from:

Elizabeth Bozzelli
Clerk of the Board

Subject

Resolution No. 14-13 appointing Freeholder Director Gerald M. Thornton and Freeholder Will Morey to the Board of School Estimate of Cape May County Technical School District

Kenneth Hamann

Teacher of Carpentry giving notice of retirement effective March 31, 2013, and his expression of gratitude to the school administration and the Board of Education for the opportunity to serve in the district since 1991.

Lauren Canna

Teacher of Music giving letter of resignation effective January 16, 2013, and expression of gratefulness to have worked at the district and for the friends amongst the staff and faculty.

Christa Weis, Assist. Director

Proposal for the Cape May County Technical High School to partner with Quality Care Resource and Referral Services in an effort to supply the childcare community and their family's access to affordable/free fresh fruits and vegetables. The Cape May County Technical High School would be the supplier of land and labor; Quality Care Resource and Referral Services would secure grant funding to supply crop plans/seed and supplies.

Jeff Cusack, Assist. Principal

Commending Jake Heminway, #21, Cape May Tech's boys' basketball for his display of outstanding sportsmanship of helping a hurt opponent walk off the court during the January 23, 2013 boys' basketball game.

Marie Barry, Director

The district has been approved operate its CTE program under Cosmetology/Cosmetologist, General, CIP 12.0401 which is aligned to the Human Services and Personal Care Services career cluster pathway. Re-Approval must be obtained on or before June 30, 2018.

Correspondence from:
Patricia Onorato Downey

Subject
Teacher of Graphic Arts giving notice of retirement effective July 1, 2013, and gratitude to the Board of Education for the shared pursuit of providing students with a quality career path program for 15 years.

Elizabeth Bozelli
Clerk of the Board

Cape May County Board of Chosen Freeholders Resolution proclaiming February 2013 as Career and Technical Education (CTE) month in Cape May County and further encourages all residents to become familiar with the services and benefits offered by the Cape May County Technical School District.

Marie Barry, Director
Office of Career &

The district has been approved to operate its CTE program under Broadcast Journalism, CIP 09.0402 formerly operated under Communication Technology/Technician and is aligned to the Arts, Audio/Video Technology & Communications career cluster. Re-approval must be obtained on or before June 30, 2017.

CURRICULUM

On the motion of Mr. Anzelone, seconded by Dr. Stepura, the following Curriculum SY2012/13 (Items A through D) were approved by roll call vote.

- A. Job cards, December 2012;
- B. Approval to pursue feasibility of ReNuble partnership on-site recycling of organic waste into fertilizer;
- C. Post-Secondary Tuition Credit Assistance recipient:
Practical Nursing Student 30% = \$2,215.50
- D. Field Trips:

<u>Date</u>	<u>Destination/Purpose</u>	<u>Students/Teachers/Chaperone(s)</u>		
2/23/2013	Old Bridge High School Matawan, NJ, Skills USA (Grades 11-12)	4	1	1
3/1/2013	Doubletree Hotel, Somerset Skills USA Competition (Grade 12)	6	1	2
3/4/2013	Crest Haven Nursing & Rehabilitation Center Community Service/Manicures (Post-Secondary)	21	1	1
3/6/2013	Garden by the Sea Club Lower Township Horticulture Presentation (Grade 11)	4	1	

<u>Date</u>	<u>Destination/Purpose</u>	<u>Students/Teachers/Chaperone(s)</u>		
3/12/2013	International Brick Masonry Skills USA Competition (Grades 11 – 12)	2	1	1
3/13/2013	Buena Regional High School Academic Competition (Grades 11 – 12)	12	2	
3/15 & 17, 2013	Mercer County Community College FFA Competition (Grades 10, 11, 12)	15	2	
3/20/2013	Warren County Tech School Washington, NJ SkillsUSA Competition (Grades 11 – 12)	4	1	1
3/22/2013	Dennis Township Middle School Dental Health Fair – Community Service – Post Secondary	10	2	
3/23/2013	Gloucester City Fire Academy Clarksboro Skills USA (Grade 11)	6	1	1
4/30/2013	Philadelphia Museum of Art Architecture & Art Appreciation (Grades 10 – 12)	65	5	
4/30/2013	Garden Club of Cape May Participate in annual flower show (Grades 10, 11, 12)	14	1	
5/7/2013	Philadelphia Museum of Art Architecture & Art Appreciation (Grades 10 -12)	65	5	
5/30/2013	Westside Wholesale Meats Tour USDA Wholesale facility Washington Inn, Cape May fine dining experience (Grade 10) (Level 1)	15	1	1
5/31/2012	Cape Regional Hospital tour health care dietary dept. Washington Inn, Cape May fine dining experience (Grade 11) (Level II)	12	1	1

<u>Date</u>	<u>Destination/Purpose</u>	<u>Students/Teachers/Chaperone(s)</u>		
6/7/2013	Washington Inn, Cape May BBQ & fine dining experience (Grade 12) (Level III)	12	1	1
3/14 to 6/3	Barnes Foundation, PA (Field Trip approved – date change only) (Grade 10)	30	3	

LEGISLATION & POLICY

On the motion of Dr. Stepura, seconded by Mr. Anzelone, the following policies/regulations were approved for first reading and adoption was approved by roll call vote.

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|-----------------------------|------------------------------------------------|
| A. Policy E15 | Admissions, Alumni and Advancement Coordinator |
| B. Policy 4135.2/4235.2 | Employment Contracts |
| C. Regulation 4135.2/4235.2 | Personnel Procedures, Practices and Benefits |
| D. Policy 2121 Exhibit A | Organizational Chart |

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. Anzelone, seconded by Dr. Stepura, the following personnel for the SY2012-13 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 Hamann	Teacher of Carpentry	Retirement		3/31/2013
Lauren Canna	Teacher of Music	Resignation		2/8/2013
Patricia Onorato Downey	Teacher of Graphic Arts	Retirement		7/1/2013
Maria Italiano- McGreevy	Teacher of Spanish	Salary Change MA + 30 Doc	From Step 7: MA+30 to Doc from amount: prorated \$62,085.00 to \$64,085.00 *pending negotiations	1/30/2013 6/30/2013
Diane Stelacio	Write Curriculum (Green Module in Financial Literacy)		\$150.00	
Julie Stratton	Write Curriculum (Green Module in Financial Literacy)		\$150.00	
Marion Saioni	Testing Proctor	Post-Secondary Admissions	\$20 per/hr.	SY2012-13
Elizabeth Satterfield	Testing Proctor	Post-Secondary Admissions	\$20 per/hr.	SY2012-13

BUILDINGS, GROUNDS & EQUIPMENT ADMINISTRATIVE REPORTS

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

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

ADMINISTRATIVE REPORTS

- A. Principal's Report was presented by Michael Adams, Principal; Mr. Adams had just returned from an awards ceremony at Widener University where student Krista McGowan received a High School Leadership Award.
- B. Curriculum & Instruction Report was presented by Nancy Wheeler-Driscoll, Director of Curriculum & Instruction;
- 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 Mr. Anzelone, seconded by Dr. Stepura, at 1:45 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
HIB Report

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 3:00 p.m.

RETURN TO OPEN SESSION

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

Affirm action taken by the Superintendent regarding HIB investigations:
from December 12, 2012 to January 8, 2013 (0 received)

Acknowledge Harassment, Intimidation and Bullying (HIB) Incidents Report:
from January 9, 2013 to February 12, 2013 (3 received)

ADJOURN

On the motion of Dr. Stepura, seconded by Mr. Anzelone, the meeting was adjourned by 3:00 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Paula J. Smith". The signature is written in a cursive style with a large initial "P" and "S".

Paula J. Smith
Board Secretary

/jmr