

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

**July 16, 2013
1:05 p.m.**

The following were present at the meeting: Dr. Richard Stepura, board member; Mr. Anthony L. Anzelone, 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; Michael Adams, Principal; Nancy Wheeler–Driscoll, Director Curriculum & Instruction; Paula J. Smith, Business Administrator/Board Secretary; Dr. Nancy M. Hudanich, Superintendent.

James Owens, Director of Buildings & Grounds was not present at the meeting.

Denise Procopio, Director of Guidance and Special Education, was 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

Caitlin Storbeck, freelance reporter from the Herald Newspaper, was also present at the meeting.

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. June 18, 2013, board meeting
- B. June 18, 2013, executive session

REVENUE & EXPENSE

On the motion of Mr. Anzelone, seconded by Mr. Gould, the following Revenue & Expense items (A through J) were approved as follows by roll call vote. Dr. Stepura abstained from item e. Statement of Assurances.

- A. Board secretary's month certification of budgetary line item status;
- B. Financial report A-148 and A-149, May 2013, 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, May 2013;
- F. Transfers;

G. Grants/donation for accepting or applying;

<u>Name of Grant/Donation</u> <u>Grant:</u>	<u>Apply/Accept</u>	<u>Amount</u>	<u>Year</u>
NCLB Title I A	Apply	\$64,266.00	SY2013/14
NCLB Title II A	Apply	\$13,723.00	SY2013/14
IDEA – Basic	Apply	\$94,582.00	SY2013/14
Cape Ed Grants:			
“Walden Fair II”	Accept	\$ 500.00	SY2013/14
“East Meets West”	Accept	\$ 500.00	SY2013/14

H. Bids, contracts, reports, agreements:

<u>Name – Report/Contract</u>	<u>Purpose</u>	<u>Amount</u>	<u>Date/Year</u>
NJ School Boards Insurance Group	Renewal (\$609 increase over 2012/13)	\$346,436.48	SY2013/14
accident & health commercial package		\$ 7,540.00	
workers compensation		\$165,011.65	
errors & omission		\$ 12,857.77	
Stewart Business Systems	Printer supplies Maintenance	\$ 1,508.00 per month	9/1/2013
Stewart Business Systems	Copier for Curriculum office	\$ 169.47 per month	8/1/2013 48 mo. Lease
Stewart Business Systems	Pool plan agreement (savings of \$6.29 per month)	\$ 732.90	8/1/2013
Petty Cash/Change Funds	Attached		SY2013/14
Reduced Breakfast Price	No Increase	\$.30	SY2013/14
Student Breakfast	No Increase	\$ 2.50	SY2013/14
Staff Breakfast Price	No Increase	\$ 3.00	SY2013/14
Reduced Lunch Price	No Increase	\$.40	SY2013/14
Student Lunch Price	No Increase	\$ 2.75	SY2013/14
Staff Lunch Price	No Increase	\$ 4.25	SY2013/14
Staff Salad Bar	No Increase	\$ 4.25	SY2013/14
Student Salad Bar	No Increase	\$ 3.00	SY2013/14
Virtual High School	Teaching Membership	\$ 5,062.50	SY2013/14
Statement of Assurances, NJ Department of Ed., School Self-Assessment for Determining Grades under the Anti-Bullying Bill of Rights Act	Self-Assessment Core Elements 1-8 (Agenda I Public Input)		1/5/2011-6/30/2013

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 of Disposal</u>
<u>To be disposed or sold</u>		
Physics/Geometry/Pre-Calculus	Unknown	Obsolete
Post-Secondary Cosmetology books	Unknown	Obsolete
HVAC Textbooks/Course Materials	Unknown	Obsolete

J. Travel (Employee/Board Member)

<u>Name</u>	<u>Purpose</u>	<u>Location</u>	<u>Est. Cost</u>	<u>Date(s)</u>
Stacy Evans	AP Calculus Summer Institute	Blackwood	\$988.88	8/5-8/8/13

COMMUNICATION

<u>Correspondence from:</u>	<u>Subject</u>
Bernard E. Piaia, Jr. Director, Office of Facilities	Regarding State Project #0720-030-13-1000 HVAC – Exhaust Hoods in Culinary Arts Classroom This project does not impact educational adequacy and is subject to DOE final educational adequacy review.
Laurence Cocco, Director Office of Ed. Technology	The district SY2013-2016 Technology Plan has been certified and approved.
John Longinetti Mathematics Teacher	Letter of gratitude for Dr. Hudanich, the district and mentor Mike Adams for the opportunity and support during his graduate studies and internship experiences.
Marie Barry, Director of Career and Technical Education	N.J.S.A. 18A:54-20.3 mandates that school districts provide pupil directory information for students enrolled in grades 6 through 12 upon request by a county vocational school district.
Senator Jeff Van Drew & Assemblymen: Nelson Albano & Sgt. Bob Andrzejczak	Thanking Dr. Hudanich and the Board of Education for the district resolution opposing S2163/A3696 and notification that they were successful in stalling this legislation.

CURRICULUM

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

- A. Job cards, May 2013
- B. Practical Nursing Clinical Affiliation/Observation Sites, SY2013/2014
 - Ancora Psychiatric Hospital
 - Atlantic Care Kids
 - AtlantiCare Regional Medical Center
 - AtlantiCare Regional Medical Center Prenatal Clinic at English Creek
 - Atlantic Urgent Care

Bacharach Institute for Rehabilitation
 Cape Assist
 Cape Community Health Center
 Cape May County Health Department
 Cape May County Schools for Special Services – Ocean Academy
 Cape May County Technical School District – Early Childhood Development Prog.
 Cape May County Technical School District School Nurse
 Cape Pediatrics Associates
 Cape Regional Medical Center
 Children’s Hospital of PA – Cape May & Atlantic Counties
 Compassionate Care Hospice
 Crest Haven Nursing Home
 Dr. Lawrence Paolini
 Eastern Shore Nursing Home
 Practical Nursing Clinical Affiliation/Observation Sites, SY2013/14
 Genesis Elder Care, North Cape May
 Glenwood Elementary School
 Harborview Kids First
 Head Start Center – Lower Township
 Holy Redeemer Visiting Nurse Agency
 Lil’ Prodigy Learning Center
 Lower Cape May Regional High School
 Magnolia Day Care Center
 Margaret Mace Elementary School
 New Jersey Hospice
 Ocean View Nursing Home
 Rainbow Pediatrics
 Richard M. Teitleman Elementary School
 Shore Medical Center
 Shores at Wesley Manor
 Victoria Manor Genesis Elder Care
 Walgreens Pharmacy, Wildwood, NJ
 Wildwood High School
 Woodbine Developmental Center

C. Evening/Continuing Education class offerings, fall 2013 semester;

D. Adult High School Programs, SY2013/14;

E. Plumbing and Electrical Apprenticeship Programs, SY2013/14;

Fall 2013 Semester

Plumbing Apprentice Year 2a

Winter/Spring 2014 Semester

Plumbing Apprentice Year 2b

Electrical Apprentice Year 1a

F. Apprenticeship program tuition, SY2013/14: \$610 (\$305 per semester) and a supply fee of \$50 (\$25 per semester);

G. Jeffrey Aversa, M.D., School Physician’s Nurse Standing First Aid Orders, 2013/14;

H. Field Trips:

<u>Date</u>	<u>Destination/Purpose</u>	<u>Students/Teachers/Chaperone(s)</u>	
4/13-18/2014	Myrtle Beach, SC Baseball/softball training (Grades 10-12)	45	5

- I. Workforce Investment Board (WIB) Memorandum of Understanding, literacy services through consortium grant, PY2013 (SY2013/2014)

LEGISLATION & POLICY

On the motion of Dr. Stepura, seconded by Mr. Anzelone, the following policy job description was approved by roll call vote.

- A. D3A.1 Post-Secondary, Evening/Continuing and Adult Education Assistant

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 following personnel were approved by roll call vote. Mr. Anzelone abstained from vote for John Renny only.

<u>Name</u>	<u>Position</u>	<u>Description Funding Program</u>	<u>Step Amount Longevity</u>	<u>Effective Date(s) or # of Days</u>
Sheila Nuss	Sub. Teacher	High School	\$90 per/day	SY2013/14
Barbara Connor	Secretary (part-time)	E/C Education	\$13 per/hr.	SY2013/14
Deborah Wright	Secretary (part-time)	E/C Education	\$13 per/hr.	SY2013/14
Alicia Arnold	From: Adult/Post-Secondary Registrar		No change	SY2013/14
Alicia Arnold	To: Post-Secondary, Evening/Continuing and Adult Education Assistant			
	Post-Secondary, Evening/Continuing and Adult Education Assistant	additional responsibilities	\$5,500.00	SY2013/14
		annual adjustment to base		
Laura Elston	From: Supervisor			
	To: Supervisor of Post-Secondary, Evening/Continuing and Adult Ed.			
Laura Elston	Supervisor of Post-Secondary, Evening/Continuing and Adult Ed.	additional responsibilities	\$9,000.00	SY2013/14
		annual adjustment to base		
John Taccarino	Administrative Aide	additional security responsibilities	\$5,900.00	SY2013/14
		annual adjustment to base		
Stacy Evans	Teacher Mathematics	AP Calculus AB professional dev.	\$100 per/day	up to 4 days 8/5 – 8/8, 2013

The following stipends pending negotiations:

Patrick McFarlane	Head coach boys soccer (7 th year)	\$6,700.00	SY2013/14
Mario Franco	Head coach girls soccer (3 rd year)	\$5,700.00	SY2013/14
John Renny	Asst. coach boys soccer (4 th year)	\$3,650.00	SY2013/14
Joseph Perlis	Asst. coach girls soccer (2 nd year)	\$3,350.00	SY2013/14
Matthew Pleasants	Head coach baseball (10 th year)	\$7,450.00	SY2013/14
Vincent Downey	Asst. coach baseball (6 th year)	\$3,950.00	SY2013/14
Joshua Mercado	Asst. coach baseball (3 rd year)	\$3,500.00	SY2013/14
Jason Vilimas	Asst. coach baseball (1 st year)	\$3,200.00	SY2013/14
Barry Kopf	Head coach softball (6 th year)	\$6,450.00	SY2013/14
Stacy Evans	Asst. coach softball (3 rd year)	\$3,500.00	SY2013/14
Jeff Sobrinski	Head coach golf (12 th year)	\$7,950.00	SY2013/14
Joseph Bresan	Head coach boys cross country (8 th year)	\$6,950.00	SY2013/14
Gerard Cretian	Head coach girls cross country (6 th year)	\$6,450.00	SY2013/14
Robert Ridgway	Head coach boys basketball (12 th year)	\$7,950.00	SY2013/14
Andrew Ridgway	Asst. coach boys basketball (4 th year)	\$3,650.00	SY2013/14
Joshua Mercado	Asst. coach boys basketball (3 rd year)	\$3,500.00	SY2013/14
Virginia Roma	Head coach girls basketball (7 th year)	\$6,700.00	SY2013/14
Amber Waddington	Asst. coach girls basketball (5 th year)	\$3,800.00	SY2013/14
Matthew McElroy	Head coach boys swimming (8 th year)	\$6,950.00	SY2013/14
William Zackey	Head coach girls swimming (3 rd year)	\$5,700.00	SY2013/14
Stacy Evans	Asst. coach swimming (3 rd year)	\$3,500.00	SY2013/14
Jill Kozakowski	Asst. coach swimming (4 th year)	\$3,650.00	SY2013/14
Joshua Mercado	Class advisor '15	\$2,200.00	SY2013/14
Edward Leszczynski	Class advisor '16	\$2,200.00	SY2013/14
Suzanne Sykes	Yearbook advisor	\$3,000.00	SY2013/14
Sharon Lee Kustra	Key Club International Advisor	\$2,200.00	SY2013/14
Barbara Yarger	National Honor Society Advisor	\$2,000.00	SY2013/14
William Ladd	Student Government Advisor	\$2,200.00	SY2013/14
Alan Lackey	Athletic Site Manager	\$6,300.00	SY2013/14
James McKinley	Intramural Volleyball	\$1,500.00	SY2013/14
Gerardo D'Antonio	Intramural Weightlifting	\$1,500.00	SY2013/14
James McKinley	Aquaculture Club	\$ 900.00	SY2013/14
Hanna Toft	FFA	\$ 900.00	SY2013/14
Tracey Skiles	HOSA	\$ 900.00	SY2013/14
Matthew Pleasants	Mock Trial	\$ 900.00	SY2013/14
Joseph Schmidt	Surf Club	\$ 900.00	SY2013/14
Kirsten Miller	Archery Club	\$ 900.00	SY2013/14
Maria Italiano- McGreevy	Academic Challenge Team	\$ 900.00	SY2013/14
Vincent Downey	Cafeteria Monitor (Security)	\$ 16.50 p/hr.	SY2013/14
JoAnnn Sopchak	Greenhouse Supervisor	\$ 25.00 p/hr.	SY2013/14 (not to exceed 100 hrs.)
James McKinley	Aquaculture Supervisor	\$ 25.00 p/hr.	SY2013/14 (not to exceed 100 hrs.)
Frank Basile	Instructor Behind the Wheel	\$ 25.00 p/hr.	SY2013/14
Robert Ridgway	Instructor Behind the Wheel	\$ 25.00 p/hr.	SY2013/14
Virginia Roma	Instructor Behind the Wheel	\$ 25.00 p/hr.	SY2013/14

**ADMINISTRATIVE REPORTS
BUILDINGS, GROUNDS & EQUIPMENT**

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

- A. Director, Buildings, Grounds & Equipment Report was presented by James Owens, Director of Buildings, Grounds & Equipment.
- B. Use of School Facilities, August 2013, was presented by James Owens, Director, to the board.
- C. Principal's Report was presented Michael Adams, Principal.
- D. Curriculum & Instruction Report was presented by Nancy Wheeler-Driscoll, Director.
- E. Evening & Continuing Education Report was presented to the board;
- F. Superintendent Report was presented to the board by Dr. Nancy M. Hudanich.

BOARD MEMBER COMMENTS AND DISCUSSION ITEMS

EXECUTIVE SESSION

On the motion of Mr. Anzelone, 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.

HIB
Legal Matter Update
Contractual Matter
Personnel Grievance
Board Self-Evaluation

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 3:00 p.m.

RETURN TO OPEN SESSION

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

Affirm Action taken by the Superintendent regarding HIB Investigations: from May 18, 2013 to June 14, 2013 (0 received)

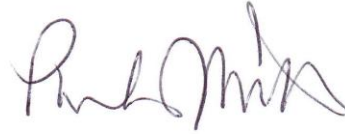
Acknowledge Harassment, Intimidation and Bullying (HIB) Incidents Report: from June 14, 2013 to July 12, 2013 (0 received)

On the motion of Mr. Gould, seconded by Dr. Stepura, acceptance of the proposal in the amount of \$5,000.00 from Remington, Vernick to submit the ROD Grant application to the New Jersey Department of Education was approved by roll call vote.

ADJOURN

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

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Paula J. Smith". The signature is fluid and cursive, with the first name "Paula" being more prominent than the last name "Smith".

Paula J. Smith
Board Secretary

/jmr