

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

**March 18, 2014
1:03 P.M.
WORK SESSION**

CALL TO ORDER

The following were present at the meeting: Mr. Kerry Higgs, board member; Mr. Anthony L. Anzelone, board member; Mr. Alan I. Gould, Board Vice President; Mr. Robert L. Boyd, Board President.

Dr. Hudanich explained due to the Department of Education restructuring Dr. Stepura is no longer the Executive County Superintendent. Robert Bumpus has been appointed as the Regional Executive Superintendent of Schools.

Also present at the work session 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 8, 2013, as prescribed by Chapter 213, laws of 1975.

PUBLIC INPUT

Mr. Higgs asked for clarification regarding the replacement of Dr. Stepura as Executive County Superintendent. Dr. Hudanich referred to an email she had received informing her that due to the Department of Education restructuring, Robert Bumpus has been named as the new Interim Regional Executive Superintendent of Schools for Region 7 and will serve in those board member and trustee positions. Statute does not allow for anyone other than this person to sit on the Board of Education. Mr. Bumpus was not able to attend today's meeting but hopes to do so in the future.

Mr. Higgs also inquired as the ratio of staff to students for the trip to the Philadelphia Art Museum. Mr. Adams explained that this was an estimate and that he is confident that the number of chaperones was sufficient.

The board discussed the opinion received from the Solicitor regarding the inability of board members to meet directly with administrative staff. The board agreed to have Ms. Charlene Zoerb from New Jersey School Boards Association come to discuss the various operating options to the board. (i.e. Committee System or Board of the Whole). The board also discussed holding the board meetings at night to allow more parental and tax payer participation.

The board discussed the timing of packet delivery to board members.

There were no other questions regarding agenda items

Terrence Harris, Cape May County Herald, stated that most of the board meetings he attends are during the day. He commented that there is never a perfect time for meetings.

ADJOURN

On the motion of Mr. Higgs, seconded by Mr. Gould, the work session was adjourned at 1:43 p.m.

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March 18, 2014

1:43 p.m.

BOARD MEETING

The following were present at the meeting: Kerry Higgs, board member; Anthony L. Anzelone, board member; Alan I. Gould, board vice president; 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 of Curriculum & Instruction; Paula J. Smith, Business Administrator/Board Secretary; Dr. Nancy M. Hudanich, Superintendent.

PUBLIC INPUT

Terrence Harris, Cape May County Herald, stated that, in his opinion, the board does a very nice job, stating the meetings are very organized and that he appreciates the district representatives prompt response to his questions. He also stated that his articles receive a lot of hits on-line which may be fulfilling the public participation concern.

APPROVAL OF MINUTES OF PREVIOUS MEETING

On the motion of Mr. Anzelone, seconded by Mr. Gould, the following minutes (Items A through C) were approved by roll call vote.

- A. February 25, 2014, board meeting;
- B. February 25, 2014, executive session
- C. Resolution to make public release of the following Executive Session minutes with portions redacted by the Solicitor: June 2012 through December 2013.

REVENUE & EXPENSE

On the motion of Mr. Gould, seconded by Mr. Boyd, the following Revenue & Expense (Items A through K) were not approved due to the following vote:

Voting Yes: Mr. Gould, Mr. Boyd
Voting No: Mr. Higgs, Mr. Anzelone

- A. Board secretary's monthly certification of budgetary line item status;
- B. Financial report A-148 and A-149, January 2014, 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, January 2014;
- F. Transfers;

G. Grants/donations for accepting or applying:

<u>Name of Grant/Donations</u>	<u>Apply/Accept</u>	<u>Amount</u>	<u>Year</u>
Grant:			
a. Cape Educational Foundation	Apply (various open applications)	\$500.00 each	SY2014/15
b. Grant Salary Allocations		(Attached)	SY2013/14
c. Ocean Drive Run Club, Inc. For Boy's and Girl's Cross Country Teams	Accept	\$750.00	3/10/2014

H. Bids, contracts, reports, agreements:

<u>Name – Report/Contract</u>	<u>Purpose</u>	<u>Amount</u>	<u>Date/Year(s)</u>
a. Resolution for the Region VII Education Service Center	Interlocal Purchasing System (TIPS)		3/18/2014
b. Resolution authorizing execution and delivery of the Grant Agreement #0720-030-14-1001-G14 window, door, fire alarm and HVAC. Total estimated cost \$2,400,000 State share of FEC = \$960,000 and local share of FEC = \$1,440,000. Local share to be authorized in 2014/15 budget through withdrawal from capital reserve and tax levy.			
c. Resolution authorizing Delegation of Authority to School Business Administrator for supervision of the school facilities project #0720-030-14-1001-G04 window, door, fire alarm and HVAC.			
d. Educational Data Services Inc.	Purchase Instructional Supplies	\$38,604.12	3/6/2014

I. The following item(s) to be disposed or sold (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>		
Panasonic 3 video editing Model #CT13486YD Inventory #1002314 MB91600753 #1002315 MB91600756 #1002316	Unknown	Obsolete

J. Tuition rates for the 2014-15SY (*no increase over SY2013/14)

Full-time	\$ 7,646.00
Shared-time	\$ 3,823.00
Full-time Special	\$ 11,226.00
Shared-time Special	\$ 5,613.00

*Revised from 2/25/2014 due to no reduction in state aid.

K. 2014/15 Budget Resolution after receipt of state aid figures.

The motion for Revenue & Expense did not carry.

The board discussed the impact of not approving the Revenue and Expense items.

On the motion of Mr. Gould, seconded by Mr. Boyd, rescinding and retracting the motion approving Revenue & Expense (Items A through K), which did not carry, was approved by roll call vote.

On the motion of Mr. Gould, seconded by Mr. Boyd, the following (Items A through K) were approved by roll call vote. The vote was as follows:

Voting yes: Mr. Anzelone (except Item H.c) changed his vote since he understands the direction the board is heading
Mr. Gould, Mr. Boyd

Voting no: Mr. Anzelone (Item H.c only); Mr. Higgs (all items)

The Business Administrator informed the board that approval for Item H.c, authorizing the Business Administrator to oversee the ROD Grant is a requirement to receive the \$960,000.00 grant.

COMMUNICATION

Correspondence from

- A. Gregory Voronov, Managing Director, Program Operations & Grants Administration, Schools Development Authority

Synopsis

State Project #0720-030-14-1001-G04 for window, door, fire alarm and HVAC requesting necessary approvals in accordance to Paragraph 2.2 of the Section 15 Grant Agreement requirements.

- B. Edward J. DePalma, President & Race Director, Ocean Drive Run Club, Inc.

Synopsis

Appreciation for the efforts of Frank Basile, Joe Bresan and students who enthusiastically operated an Aid Station set-up at the Wildwood Crest Pier for last year's Ocean Drive Marathon.

CURRICULUM

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

- A. Job cards, January 2014;
B. Spring 2014 baseball, softball and golf team schedules;
C. 2013/14 Calendars, reflecting adjustment of days due to snow days;
D. Draft – District calendars, SY2014/15:
12 Month
ABE/GED/ESL/Civics
Adult High School
Apprenticeship
Evening/Continuing Education
High School
Practical Nursing
Post-Secondary Cosmetology

E. Field Trips:

<u>Date</u>	<u>Destination/Purpose</u>	<u>Students/Teachers</u>	
3/29/2014	Philadelphia Art Museum Art appreciation (Grades 11-12)	100	6
5/19/2014	Burlington County Technical Institute State Cosmetology Licensure Exam (Grade 12 and Post-Secondary)	19	4

LEGISLATION & POLICY

Dr. Hudanich informed the board that State Education Commissioner Christopher Cerf resigned effective March 1, 2014 and Governor Chris Christie appointed David Hespe as his nominee for the New Jersey Commissioner of Education.

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 Mr. Boyd, the following personnel were presented to the board for approval. Vote did not carry. The vote was as follow:

Voting yes: Mr. Gould, Boyd
Voting no: Mr. Higgs, Mr. Anzelone

NAME	POSITION	DESCRIPTION FUNDING PROGRAM	STEP AMOUNT LONGEVITY	EFFECTIVE DATE(S) OR # OF DAYS
Employee #120		FMLA	Without Pay	2/24/14-5/19/14
Sheppard, Pam	Secretary	Office of Curriculum & Instruction/Admissions	Step 7 (Sec 1) \$27,382.00 prorated	4/1/14-6/30/14
Harshaw, Edward	Athletic game staff	High School	\$30 per/game	SY2013/14
Kopf, Barry	Athletic game staff	High School	\$30 per/game	SY2013/14
Ladd, William	Athletic game staff	High School	\$30 per/game	SY2013/14
Roma, Virginia	Assistant Coach	Softball (3 rd year)	*\$3,350.00	SY2013/14
Satterfield, Elizabeth	Testing Proctor	Post-Secondary Admissions	\$20 per/hr.	3/18/14-6/30/14
Stelacio, Diane	Testing Proctor	Post-Secondary Admissions	\$20 per/hr.	3/18/14-6/30/14

*stipend pending contract negotiations

**ADMINISTRATIVE REPORTS
BUILDINGS, GROUNDS & EQUIPMENT**

On the motion of Mr. Gould, seconded by Mr. Boyd the following reports were presented to the board.

- A. Director, Buildings and Grounds Report was presented to the board by James Owens, Director, Buildings, Grounds and Equipment;
- B. Use of School Facilities Report, April 2014, was presented to the board by James Owens, Director, Buildings, Grounds and Equipment;

ADMINISTRATIVE REPORTS

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

Principal, Michael Adams, excused himself from the meeting after his report.

EXECUTIVE SESSION

At 2:25 p.m., on the motion of Mr. Gould, seconded by Mr. Anzelone, 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

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 this time in connection with the matters discussed in executive session. The executive session was adjourned at 2:36 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.

Affirm Action taken by the Superintendent regarding HIB Investigations: from January 17, 2014 to February 21, 2014 (1 received).

Acknowledge Harassment, Intimidation and Bullying (HIB) Incident Reports: February 21, 2014 to March 14, 2014 (0 received).

BOARD COMMENTS

Mr. Anzelone requested a meeting with Dr. Hudanich on March 26, 2014 at 9:30 a.m. to discuss his recommendations for the board. He will provide a written report for the board to review at the April meeting since he will not be in attendance.

On the motion of Mr. Gould, seconded by Mr. Boyd, rescinding and retracting the previous motion approving Personnel, which did not carry, was approved by roll call vote.

On the motion of Mr. Gould, seconded by Mr. Boyd, the previously listed Personnel were approved by roll call vote. The vote was as follows:

Voting yes: Mr. Gould, Mr. Boyd, Mr. Anzelone

Voting no: Mr. Higgs

ADJOURN

On the motion of Mr. Anzelone, seconded by Mr. Gould, the meeting was adjourned at 2:50 p.m.

Respectfully submitted,

A handwritten signature in dark ink, appearing to read "Paula J. Smith", written in a cursive style.

Paula J. Smith
Business Administrator/Board Secretary

/jmr