

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

**March 19, 2013**

**1:04 p.m.**

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

Dr. Richard Stepura and Mr. James R. Washington II, board members, 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 Curriculum & Instruction; Paula J. Smith, Business Administrator/Board Secretary; Dr. Nancy M. Hudanich, Superintendent.

Also in attendance was Will Morey, Freeholder.

**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 MINUTES**

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

- A. February 19, 2013, board meeting
- B. February 19, 2013, executive session

**REVENUE & EXPENSE**

On the motion of Mr. Gould, seconded by Mr. Anzelone, 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, January 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, January 2013;
- 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> Morey's Pier T11 Technical Education Systems Desktop Unit & Compressor	Accept	Unknown	SY2012/13
Ocean Drive Run Club, Inc. For: Boy's & Girl's Cross Country Teams	Accept	\$750.00	2/27/2013

<u>Name of Grant/Donation</u>	<u>Apply/Accept</u>	<u>Amount</u>	<u>Year</u>
<u>Donation:</u>			
Ester Sequitti Longwood Garden Continuing Education Program Herbaceous Plant Reference Guides (eight) For: Horticultural Programs	Accept	Unknown	2/7/2013
Alyssa Jones for Nate Allen Memorial Scholarship	Accept	\$3,000.00	2013
<u>Grants:</u>			
Ronya & George Kozmetsky Foundation	Apply	\$25,000.00	SY2013/14
Grant Salary Allocations		(attached)	SY2012/13
NJ School Boards Association Insurance Group Safety Grant	Apply	\$5,885.00	3/19/2013
Cape Educational Foundation (Various open applications)	Apply	\$ 500.00 (each)	SY2013/14
Ezra Jack Keats Mini-Grant	Apply	\$ 500.00	4/2013-6/2013
H. Bids, contracts, reports, agreements:			
<u>Name – Report/Contract</u>	<u>Purpose</u>	<u>Amount</u>	<u>Date/Year(s)</u>
Educational Data Services, Inc.	Instructional Supplies	\$40,535.20	3/19/2013
Resolution award non-fair & open contract with Nutri- Serve Food Management (includes guarantee break even as noted in Addendum Article I, B2)	Renewal Current Index Rate 1.5%	\$19,875.00	SY2013/14
Authorize Advertising for Bid & approve proposal from Remington Vernick	Culinary HVAC corrections	Budgeted \$400,000 \$49,000.00	SY2012/13

**Mr. Anzelone requested the Board consider establishing a threshold for requesting proposals for engineering services for future projects.**

**TABLED**

**R. Maxwell Construction                      Change Order #3                      TBD                      3/19/2013**  
**ADA Bathroom Renovation                      add sink brackets**

I. Travel (Employee/Board Member)

<u>Name</u>	<u>Purpose</u>	<u>Location</u>	<u>Est. Cost</u>	<u>Date(s)</u>
Joe Schmidt	NJ Green Program Professional Development	E. Brunswick	\$215.14	6/27-29/2012

<u>Name</u>	<u>Purpose</u>	<u>Location</u>	<u>Est. Cost</u>	<u>Date(s)</u>
Paula J. Smith	MRESC Co-op Vendor Expo QPA Continuing Ed	Piscataway	\$79.92	4/19/2013

J. 2013-14 Budget Resolution (Revised – per county review):

**COMMUNICATION**

<u>Correspondence from</u>	<u>Subject</u>
Richard Stepura, Ed.D. Executive County Supt. Cape May County	Approved waiver request regarding Special Education Medicaid Initiative (SEMI) for school year 2013-2014.
Elizabeth Bozzelli Clerk of the Board	Resolution No. 92-13 ratified as No. 14-13 adding Freeholder E. Marie Hayes to the Board of School Estimate of the Cape May County Technical School District and Cape May County Special Services School District.
Marie Barry, Director Office of Career &	The district has been approved to operate its CTE program under Child Care Provider/Assistant, 2010 CIP 19.0709 which is aligned to the Human Services career cluster pathway. Re-approval must Be obtained on or before June 30, 2018.
Marie Barry, Director	The district has been approved to operate its CTE program under Commercial & Advertising CIP 50.0402, formerly operated under Graphic & Printing Equipment Operator, General Produc., is Aligned to the Arts, Audio-Video Technology & Communications career cluster pathway. Re-approval must be obtained on or before June 30, 2017.
Letters of Collaboration	Per grant application requirements. These represent district's ABE/GED/ESL Civics educational services offered at district and the following satellite locations: Wildwood (One-Stop), Woodbine (St. Vincent de Paul Society of the St. Maximilian Kolbe Parish), County Correctional Facility, and district's work with ACCC partners.
Edward J. DePalma President & Race Director Ocean Drive Run Club, Inc.	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.
Ray Pinney, Director Member Training N.J. School Boards Assoc.	Board of Education Vice President, Alan I. Gould has completed mandated Governance II training.

Correspondence from  
Edward E. Harshaw, Sr.

Subject

Teacher of Social Studies giving notice of retirement effective July 1, 2013, and thanking the Board of Education for the opportunity to be a part of this great district for 20 years.

Marie Cassidy, Vice President  
of Gardening By The Sea

Commending JoAnn Sopchak and her students for their informative presentation highlighting the curriculum and organization of the school. The club is planning to institute a scholarship for students entering the field of horticulture.

Margretta Houston

Director of Guidance and Special Education giving notice of retirement effective July 1, 2013, leaving with fond memories and best wishes for the district.

James R. Washington II

Notification of resignation from serving on the Board of Education due to health complications. Has faithfully served for 10 years and leaves the encouraging message: "Keep up the good work! I will be rooting for you to continue to do what is best for the students."

Ray Pinney, Director  
Member Training  
NJ School Boards Assoc.

Board of Education President, Robert L. Boyd, has completed mandated Governance IV training.

Ray Pinney, Director  
Member Training  
NJ School Boards Assoc.

Board of Education Member Anthony L. Anzelone has completed mandated Governance III training.

On the motion of Mr. Gould, seconded by Mr. Anzelone, the following curriculum, SY2012/13 was approved by roll call vote.

- A. Job cards, January 2013;
- B. Spring 2013 baseball, softball and golf team schedules;
- C. Abbreviated Bell Schedule: June 13, 14, 17, 18, 2013;
- D. District Calendars, SY2013/14:
  - 10 Month
  - 12 Month
  - ABE/GED/ESL/Civics
  - Adult High School
  - Apprenticeship
  - Evening/Continuing Education
  - Practical Nursing
  - Post-Secondary Cosmetology

**E. TABLED – PENDING BUDGET APPROVAL**

**Post-Secondary and Evening/Continuing Education Tuition Fees, SY2013/14**

F. Field Trips

<u>Date</u>	<u>Destination/Purpose</u>	<u>Students/Teachers/Chaperone(s)</u>		
3/5/2013 (revised from: 3/4/2013)	Philadelphia Flower Show curriculum-landscape/design (Grades 10-12)	14	1	
3/21/2013	Rowan University PLTW Engineering Design Competition (Grade 12)	6	1	
3/20/2013 (revised # of students)	Warren County Tech. School Washington, NJ SkillsUSA competition (Grades 11-12)	(6)	1	1
3/21/2013	Golden Nugget, Atlantic City NJ Conference on Tourism (Grade 10)	4	2	
4/10/2013	Atlantic City High School Brain Blast Academic Competition (Grades 9 – 12)	18	2	
4/10/2013	Cape May Point Explore county natural resources (ESL adult students)	36	1	1
4/24/2013	Asian Market, Pleasantville, NJ Meal planning, selection, pricing (ESL Adult Students)	36	1	1
5/8/2013	Cape May County Park & Zoo Wildlife & Plant Species (ESL Adult Students)	36	1	1
4/12/2013	The Borgata, Atlantic City Tour facility & explore industry needs & operation (Grades 11 – 12)	10	1	
4/18/2013	Rutgers University, New Brunswick NJ State FFA Spring Career Development Events (Grades 10 – 12)	8	2	
4/24/2013	Rutgers Eco Complex, Bordentown Agriscience Fair, FFA Competition (Grades 10 – 11)	5	1	

On the motion of Mr. Gould, seconded by Mr. Anzelone, the following policies/regulations were approved by roll call vote.

- A. 6146 Graduation Requirements – Option II – Regulation
- B. 6147.1 Evaluation of Individual Student Performance
- C. 6147.1 Evaluation of Individual Student Performance – Graduation Req. & Grading – 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 Mr. Gould, seconded by Mr. Anzelone, the following personnel items were approved by roll call vote.

Mr. Anzelone abstained from vote for Lana Harshaw only.  
Mr. Boyd abstained from vote for Gary Schaeffer 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>
Joseph Schmidt	NJ Green Program Professional Develop.		\$100 per/day (3 days)	6/27-29,2012
Jason Embs	Teacher (Part-time substitute)	ABE/GED/ESL/ Civics	\$27 per/hr.	SY2012-13
Gary Schaeffer	Substitute Teacher	High School	\$90.00 per day	SY2012-13
Margretta Houston	Director of Guidance And Special Education	Retirement		7/1/2013
Danielle Brasch	Asst. Coach Softball (1 <sup>st</sup> Year)		\$3,200.00	SY2012-13
Robert Edmunds	Volunteer Coach Baseball			
(RESCIND)				
Amber Waddington	Asst. Coach Softball (3 <sup>rd</sup> Year)		\$3,500.00	SY2012-13
Virginia Roma	Head Coach Girl's Basketball (6 <sup>th</sup> Year)		\$6,450.00	SY2012-13
Lana Harshaw	Asst. Coach Girl's Basketball (2 <sup>nd</sup> Year)		\$3,350.00	SY2012-13

**BUILDINGS, GROUNDS & EQUIPMENT  
ADMINISTRATIVE REPORTS**

On the motion of Mr. Anzelone, seconded by Mr. Gould, the following Buildings, Grounds & Equipment and Administrative Reports were approved by roll call vote.

- A. Director, Buildings & Grounds Report, presented by James R. Owens, Director of Buildings & Grounds.

- B. Use of School Facilities Report, April 2013, presented by James R. Owens, Director of Buildings & Grounds.

#### **ADMINISTRATIVE REPORTS**

- A. Principal's Report was presented by Michael Adams, Principal;  
B. Director, Curriculum & Instruction Report was presented by Nancy Wheeler-Driscoll;  
C. Director, Evening & Continuing Education Report was presented by Rusty Miller;  
D. Superintendent Report was presented by Dr. Nancy M. Hudanich.

#### **BOARD MEMBER COMMENTS AND DISCUSSION ITEMS**

#### **EXECUTIVE SESSION**

On the motion of Mr. Gould, seconded by Mr. Anzelone, at 2:06 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.

Litigation  
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. Upon conclusion of the executive session, the Board will reconvene in open 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 2:30 p.m.

#### **RETURN TO OPEN SESSION**

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

Affirm Action taken by the Superintendent regarding HIB investigations: from January 9, 2013 to February 12, 2013 (3 received).

Acknowledge Harassment, Intimidation and Bullying (HIB) Incidents Report: from February 13, 2013 to March 12, 2013 (0 received).

#### **ADJOURN**

On the motion of Mr. Gould, seconded by Mr. Anzelone, the meeting was adjourned at 2:30 p.m.

Respectfully submitted,



Paula J. Smith  
Board Secretary

/jmr

DRAFT