

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

**November 3, 2014
Time 10:30 a.m.**

CALL TO ORDER

The following were present at the meeting: Dr. Richard Stepura, board member; Mr. Kerry Higgs, 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; James R. Owens, Director of Buildings and 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 231, laws of 1975.

BOARD ORGANIZATION BY STATUTE

A. Election of President

Mr. Gould nominated Mr. Boyd for board president. The nomination was seconded by Dr. Stepura.

Mr. Anzelone nominated Mr. Higgs for board president. The nomination was seconded by Mr. Higgs.

Mr. Anzelone made a motion to close the nominations for president which was seconded by Dr. Stepura.

The vote for Mr. Boyd was as follows: Dr. Stepura, yes; Mr. Higgs, no; Mr. Anzelone, no; Mr. Gould, yes; Mr. Boyd, yes.

Mr. Boyd was named president.

B. Election of Vice President

Mr. Anzelone nominated Mr. Gould for vice president. The nomination was seconded by Mr. Higgs. Mr. Boyd made a motion to close the nominations for vice president which was seconded by Mr. Anzelone. The nomination for vice president was carried by roll call vote.

C. Election of NJSBA and Cape May County School Board Association Delegate

Mr. Anzelone nominated Mr. Gould for the New Jersey School Board Association and the Cape May County School Board Association Delegate. The nomination was seconded by Mr. Higgs. Mr. Boyd made a motion to close the nominations for New Jersey School Board Association and the Cape May County School Board Association Delegate which was seconded by Dr. Stepura.

The nomination for the New Jersey School Board Association and the Cape May County Board Association Delegate was carried by roll call vote.

- D. On the motion of Dr. Stepura, seconded by Mr. Anzelone, the following professional services appointments for the period of November 1, 2014 to October 31, 2015 and Pay to Play resolution as per 18A:18A-5a(1) were approved by roll call vote.
 - a. Cooper, Levenson, Attorneys at Law, as solicitor, at the rate of \$160.00 per hour, (previously \$160.00 per/hr.); \$70.00 per hour paralegal (no increase);
 - b. Ford-Scott & Associates, LLC., as auditor, at an annual rate of \$24,900.00 (previously \$24,900.00 (no increase));
 - c. Dr. Jeffrey Aversa, as physician, at the rate of \$40.00 per physical exam/history and \$25.00 per review of student physicals, (previously \$40.00, \$25.00); \$80.00 for Homebound Instruction reviews (no increase);

- E. On the motion of Mr. Gould, seconded by Mr. Anzelone, the following services for the period of November 1, 2014 to October 31, 2015 were approved by roll call vote.
 - a. J. Byrne Insurance, as insurance broker of record for property liability and worker's comp as per N.J.S.A. 18A:18A-5a(10)(2);
 - b. ISI Insurance Solutions, as insurance broker of record for dental and vision as per N.J.S.A. 18A:18A-5a(10)(2);
 - c. The Press of Atlantic City, as official daily newspaper and the Cape May County Herald publications, as weekly newspaper as per N.J.S.A. 18A:18A-5a(11);
 - d. Sturdy Savings Bank, as official depository of school funds as per N.J.s.A. 18A:18A-5a(2).

- F. On the motion of Mr. Gould, seconded by Mr. Anzelone, the appointment of personnel as follows effective November 1, 2014 to October 31, 2015 was approved by roll call vote.
 - a. James Craft, as Treasurer, at an annual salary of \$8,160.00, (previously \$8,000.00);
 - b. Paula J. Smith, Business Administrator/Board Secretary, as Public Agency Compliance Officer, in accordance with the N.J.A.C. 17:27-3.5;
 - c. Paula J. Smith, Business Administrator/Board Secretary, as the Qualified District Purchasing Agent aligned with required training and resolution, to increase bid threshold to \$36,000.00;
 - d. Paula J. Smith, Business Administrator/Board Secretary, as the Custodian of Records;

- e. James Owens, Director of Buildings & Grounds, as the Hazard Communication Program Coordinator/RTK Coordinator & Integrated Pest Management Coordinator & Indoor Air Quality Designee;
 - f. Nancy Wheeler-Driscoll, Director of Curriculum & Instruction, as the Affirmative Action, 504 title IX Officer;
 - g. Administrative Information Technology Committee:
Michael Adams, John Castaldi, Laura Elston, Denise Procopio, Steven Vitiello, Dr. Nancy Hudanich, Paula Smith, Nancy Wheeler-Driscoll;
 - h. Advisory Committee an Advisory Council Chairperson/School Members;
 - i. Curriculum & Educational Technology (C&ET) Committee:
Nancy Wheeler-Driscoll, Diane Stelacio, Julie Stratton, Ed Leszczynski, John Longinetti, Stacy Evans, Nancy Fissel, Laure Elston, Jackie Holland, George Kuykendall, Maria Italiano-McGreevy, Debbie Valletto, Monica Mack, Bill Ladd, Micah Wenk, Jenifer Fritz-Agostini.
 - j. Excellent Educators for (4) New Jersey (EE4NJ) District Evaluation Advisory (DEA) Committee:
John Longinetti, Nancy Embs, Gerry D'Antonio, Stephen Vitiello, Denise Procopio, Michael Adams, Laura Elston, John Dennison, Dr. Nancy Hudanich, Robert Boyd, Nancy Wheeler-Driscoll, Committee Chair;
 - k. Middle State Planning Committee:
Michael Adams, Denise Procopio, Jacqueline Holland, Gerry D'Antonio, Nancy Wheeler-Driscoll, Committee Chair;
 - l. Safety Committee:
Dr. Nancy Hudanich, Jim Owens, Dan Wilby, Debbie Jackson, Laura Elston, John Taccarino, John Longinetti, Donna "KC" Fister, Michele Gray, Paula Smith, Nancy Wheeler-Driscoll;
 - m. Policy/Affirmative Action Committee:
Nancy Wheeler-Driscoll, Ed Leszczynski, Nancy Fissel, Barb Yarger, Debbie Valletto, Maria Italiano-McGreevy, Monica Mack, Diane Stelacio;
- G. On the motion of Mr. Anzelone, seconded by Mr. Gould, the following persons being named as signatory on the following accounts effective November 1, 2014 to October 31, 2015 was approved by roll call vote.
- a. Warrant checking account (three signatures required): Juliette Traina, District Accountant; Paula J. Smith, Business Administrator/Board Secretary; Dr. Nancy M.

Hudanich, Superintendent; James Craft, Treasurer; Board President and Board Vice President;

- b. Special, foods and athletic checking accounts: Paula J. Smith, Business Administrator/Board Secretary; Dr. Nancy M. Hudanich, Superintendent; James Craft, Treasurer; Juliette Traina, District Accountant;
- c. Scholarship, Capital Reserve LRFP, Capital Reserve, Gov't. Trust and payroll and agency accounts: Paula J. Smith, Business Administrator/Board Secretary; Dr. Nancy M. Hudanich, Superintendent; James Craft, Treasurer; Board President and Board Vice President;
- d. Flexible Spending Account: Paula Smith, Business Administrator/Board Secretary; Dr. Nancy M. Hudanich, Superintendent; James Craft, Treasurer; Board President and Board Vice President.

On the motion of Mr. Anzelone, seconded by Dr. Stepura, discussion and adoption of the New Jersey School Board Member Code of Ethics and all existing by-laws and policies (policy manual presented at the board meeting), curriculum and textbooks was approved by roll call vote.

On the motion of Mr. Anzelone, seconded by Dr. Stepura, the discussion and adoption of Board of Education meeting dates for 2014-2015 school year. Meetings will be held on the third Tuesday except where noted (*) at the time indicated was approved by roll call vote. The board agreed there would be no work session prior to the 1:00 p.m. meetings

December 16, 2014	1:00 p.m.
January 20, 2015	1:00 p.m.
February 17, 2015	1:00 p.m.
March 17, 2015	1:00 p.m.
April 21, 2015	1:00 p.m.
May 19, 2015	1:00 p.m.
June 16, 2015	1:00 p.m.
July 21, 2015	1:00 p.m.
August 18, 2015	1:00 p.m.
September 16, 2015	5:00 p.m.
October 20, 2015	1:00 p.m.
*November 2, 2015	10:30 a.m.

Notice of all meetings will be posted at the Cape May County Freeholders Building and notice given to the Press of Atlantic City publications as prescribed in Chapter 231, laws of 1975.

On the motion of Mr. Gould, seconded by Dr. Stepura, discuss and recommend special committee for facility upgrades/improvements and solar energy as indicated in the ROD grant: Mr. Anzelone (Mr. Higgs as substitute), Superintendent Dr. Nancy M. Hudanich, Paula J. Smith and James Owens and a special ad hoc Security Committee with Mr. Higgs as the board representative was approved by roll call vote.

On the motion of Mr. Anzelone, seconded by Mr. Gould, the budget calendar for SY2015/16 was approved by roll call vote.

On the motion of Mr. Anzelone, seconded by Dr. Stepura, the discussion and implementation of E-Mail accounts for board members was approved by roll call vote.

BUILDINGS, GROUNDS & EQUIPMENT ADMINISTRATIVE REPORTS

On the motion of Mr. Anzelone, seconded by Mr. Higgs, the following administrative reports were approved by roll call vote.

- A. Director, Buildings & Grounds report was presented by James Owens, Director of Buildings, Grounds & Equipment;
- B. Use of School Facilities, December 2014;

ADMINISTRATIVE REPORTS

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

The administration was excused from the meeting.

APPROVAL OF MINUTES OF PREVIOUS MEETING

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

- A. October 21, 2014, work session/board meeting
- B. October 21, 2014, executive session

REVENUE & EXPENSE

On the motion of Mr. Anzelone, seconded by Dr. Stepura, the following Revenue & Expense (Items A through E) were approved by roll call vote.

Dr. Stepura abstained from vote on items C.a. (audit) only.

- A. Board of education's monthly certification of budgetary major account/fund status;

B. Approval to pay all bills due and owing on November 18, 2014 (November 17, 2014 to review). Bill list to be provided at the December board meeting.

C. Bids, contracts, reports, agreements:

<u>Name – Report/Contract</u>	<u>Purpose</u>	<u>Amount</u>	<u>Date/Year(s)</u>
Review and discuss the Ford-Scott & Associates, LLC Auditor's Management Report and Comprehensive Annual Financial Report (no corrective action plan required – no findings (attached under separate cover)	Audit		SY2013/14
Xerox Copier 5845APTG paper/per minute	Replace copier in business office	\$189.79 p/month (60 month lease)	12/1/2014
School Based Youth Services Donor Agreement	Counseling Services	\$89,979.00	1/1/2015 12/31/2015
Middlesex Regional Education Services Commission	Cooperative Environmental Insurance	\$300.00	7/1/2014 – 6/30/2015

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

<u>Name of disposal item(s) To be disposed or sold on GovDeals</u>	<u>Value of Item(s)</u>	<u>Reason for Disposal</u>
APC Symetra (battery backup) Inventory #1003605	unknown	damaged
Clarke 1500 Floor Burnisher Inventory #1003583	unknown	obsolete
Hild H120A Floor Burnisher Inventory 1003930	unknown	obsolete

E. Travel (Employee/Board Member)

<u>Name</u>	<u>Purpose</u>	<u>Location</u>	<u>Est. Cost</u>	<u>Date(s)</u>
James Owens	NJSBA Workshop	Atlantic City	\$ 350.00	10/28-30/2014
Jenifer Fritz-Agostini	Follet Institute	Harrison,NY/ Ridgwood, NJ	\$ 240.15	12/5/2014
Nancy Hudanich	Nat'l. Conf. on Ed.	San Diego, CA	\$3,500.00	2/24-3/1/2015

COMMUNICATION

A. Correspondence from

Gregory Voronov, Managing Director, Program Operations & Grants Administration,
State of New Jersey, Schools Development Authority

Synopsis

Approval of grant #G5-6114 in the amount of \$960,000.00 for the window/door replacements, fire alarm upgrades and HVAC improvements

CURRICULUM

On the motion of Mr. Gould, seconded by Mr. Anzelone, the following curriculum (Items B and C) were approved by roll call vote.

- A. School Security Manual, SY2014/15; (this item was pulled from agenda)
- B. Offer Certified Healthcare Access Associate (CHAA) Testing as an option for Practical Nursing students at no cost to the school district;
- C. Field Trips:

<u>Date</u>	<u>Destination/Purpose</u>	<u>Students/Teachers</u>	
11/19/2014	West Cape May Fire Hall Honey Bee Preservation from Pesticides (Grade 11)	11	2
11/24/2014	Atlantic City Community College Burn Seminar (Practical Nursing)	30	3
12/18/2014	Crest Haven Nursing Home Community Service (Post-Secondary students)	65	6 & 1aide
3/10/2015	Jacob Javits Center, New York International Beauty Show (Post-Secondary Cosmetology & 10 potential Advisory Council members)	15	1 & 1 aide

LEGISLATION & POLICY

On the motion of Dr. Stepura, seconded by Mr. Gould, the following for first reading (Items A and B) of the following policy and regulation were approved by roll call vote.

- A. 3517 Security and Electronic Surveillance
- B. 3517 Electronic Surveillance Regulation

On the motion of Mr. Gould, seconded by Mr. Anzelone, the following for second reading (Items C through H) of following policies and regulations were approved by roll call vote.

- C. 5120 Assessment of Individual Needs
- D. 6142.4 Physical Education and Health
- E. 6146 Graduation Requirements
- F. 6146 Graduation Requirements (1) Regulation
- G. 6146 Graduation Requirements (2) Option II Regulation
- H. 6146 Graduation Requirements (3) Option II Application Form

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 for the 2014/15 SY were approved.

NAME	POSITION	DESCRIPTION FUNDING PROGRAM	STEP AMOUNT LONGEVITY	EFFECTIVE DATE(S) OR # OF DAYS
Vinson, Johnnye	Substitute Teacher	ABE/GED/ESL/Civics	\$32 per/hr.	SY2014/15
Houser, Karly	Substitute Teacher	High School	\$90 per/day	SY2014/15
Ziegler, Richard	Substitute Teacher	High School	\$90 per/day	SY2014/15
Barber, Chelsey	Teacher of English	High School	10 Month Step 1BA \$53,336.00 pro-rated	10/1/2014- 6/30/2015

BUILDINGS, GROUNDS & EQUIPMENT ADMINISTRATIVE REPORTS

(Voted on at beginning of regular board of education meeting.)

BOARD MEMBER COMMENTS AND DISCUSSION ITEMS

EXECUTIVE SESSION

On the motion of Mr. Anzelone, seconded by Mr. Higgs, at 11:50 a.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 – OPRA Lawsuit

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 11:55 a.m.

RETURN TO OPEN SESSION

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

Acknowledge the Harassment, Intimidation and Bullying (HIB) Incident Report(s) from October 17, 2014 through October 31, 2014. (Q received).

Affirm action taken by the Superintendent regarding the Harassment, Intimidation and Bullying (HIB) Incident Investigation.

ADJOURN

On the motion of Mr. Anzelone, seconded by Mr. Gould, the meeting was adjourned at 11:58 a.m.

Respectfully submitted,



Paula J. Smith
Board Secretary

/jmr

DRAFT