

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

**REVIEW OF AGENDA
SEPTEMBER 11, 2014
12:30 P.M.**

CALL TO ORDER

ROLL CALL

The following were present at the review of agenda: Mr. Anthony L. Anzelone, board member; Mr. Kerry Kiggs, board member; and Dr. Richard Stepura, board member.

Also present were: Mr. James Owens, Director Buildings, Grounds & Equipment; Mrs. Paula J. Smith, Business Administrator/Board Secretary and Dr. Nancy M. Hudanich, Superintendent.

FLAG SALUTE

Adequate notification of this meeting has been properly posted in the Press of Atlantic City on September 5, 2014, as prescribed by Chapter 231, laws of 1975.

PUBLIC INPUT

There was no public input.

BOARD REVIEW OF SEPTEMBER 16, 2014 AGENDA ITEMS

The board reviewed agenda items for the September 16, 2014 Board of Education meeting.

Mr. Owens discussed his report with regard to the status of current maintenance projects.

ADJOURN

On the motion of Dr. Stepura, seconded by Mr. Anzelone, the review was adjourned at 2:15 p.m.

Respectfully submitted,

A handwritten signature in purple ink, appearing to read "Paula J. Smith".

Paula J. Smith
Board Secretary

/jmr

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

SEPTEMBER 16, 2014

1:00 P.M.

WORK SESSION

CALL TO ORDER

ROLL CALL

The following were present at the work session: 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 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 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 8, 2013, as prescribed by Chapter 231, laws of 1975.

BOARD REVIEW OF REGULAR AGENDA ITEMS

The following reports were presented to the board:

- A. Director of Buildings & Grounds was presented by Mr. James Owens, Director of Buildings, Grounds and Equipment;
- B. Principal's Report was presented by Michael Adams, Principal;
- C. Director of Curriculum and Instruction report was presented by Nancy Wheeler-Driscoll, Director;
- D. Supervisor of Post-Secondary, Evening/Continuing and Adult Education Report was presented by Laura Elston, Supervisor;
- E. Superintendent's Report was presented by Dr. Nancy M. Hudanich, Superintendent;
- F. Agenda items for discussion/questions – None

PUBLIC INPUT

There was no public input.

ADJOURN

On the motion of Mr. Gould, seconded by Mr. Higgs, the session was adjourned at 1:48 p.m.

Respectfully submitted,



Paula J. Smith, Board Secretary

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

September 16, 2014

1:50 p.m.

REGULAR BOARD MEETING

CALL TO ORDER

President Robert L. Boyd called the meeting to order.

ROLL CALL

The following were present at the board 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 & Grounds; Mr. 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.

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.

PUBLIC INPUT

A moment of silence in honor of Mr. Glen Ortman, CPA and partner with Ford Scott & Associates, who has served the district for 25 years passed away on August 28, 2014.

Gam Broadley celebrates 90 years of life! (see attached). He served on the Cape May County Technical School Board of Education for 32 years. (Twenty years as President).

APPROVAL OF MINUTES OF PREVIOUS MEETING

On the motion of Dr. Stepura, seconded by Mr. Gould, the following minutes were approved by roll call vote. Mr. Anzelone abstained from the vote (Items A & B only) due to his absence.

- A. August 19, 2014, work session/board meeting
- B. August 19, 2014, Executive Session/ board meeting
- C. Resolution to make public release of the following Executive Session minutes with portions redacted by the Solicitor: January 17, 2014 through June 17, 2014.

REVENUE & EXPENSE

On the motion of Mr. Gould, seconded by Mr. Anzelone, the following Revenue & Expense (Items A through H) 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, July 2014, board secretary report and treasurer's report, pending audit.
- C. Board of education monthly certification of budgetary major account/fund status;
- D. Bills as presented;

- E. Budget summaries, July 2014
- F. Transfers;
- G. Grants/donations for accepting or applying:

<u>Name of Donation</u>	<u>Apply/Accept</u>	<u>Amount</u>	<u>Date</u>
Concerned Citizens of Whitesboro, Inc. Scholarship toward Cosmetology Program Tuition for student M.J.	Accept	\$500.00	8/20/2014
1 st Bank of Sea Isle City for the students attending the FFA Convention	Accept	\$ 100.00	8/22/2014
Cape Ed: World Language Festival by Maria McGreevy, Katy deNavas, Sharon Lee Kustra	Accept	\$ 500.00	SY2014/15
Cape May County HSE Testing Center (WIB funded)	Apply/Accept	\$8,330.00	9/1/2014-2/27/2015
Meet the Court Atlantic County Superior Court of New Jersey	Accept	\$1,000.00	7/1/2014-6/30/2015

H. 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>
English Textbooks, Grade II	Unknown	Obsolete/Damaged

COMMUNICATION

Correspondence from:
Pam Sheppard

Synopsis:

Letter of resignation effective September 23, 2014. Giving thanks to Superintendent Dr. Hudanich for the opportunity to work for the Technical High School and genuinely enjoyed employment at Tech and will miss everyone very much.

Correspondence from:
Marie Barry, Director, Office of Career and Technical Education

Synopsis

The district's Computer & Information Sciences, General, CIP 11.0101 program of study application has been reviewed and is approved and is aligned to the Information Technology Career Cluster through June 30, 2019.

Correspondence from:
Peggy McDonald, Director, Office of Special Education Programs

Synopsis:

Notification that the district meets the requirement of implementation of special education requirements for the 2012-2013 school year.

Correspondence from:
Ford, Scott and Associates, L.L.C.

Synopsis:

Informing the district that regretfully on August 28, 2014, Glen J. Ortman passed away. The district auditing services will be assumed by either Leon P. Costello or Michael S. Garcia who have over 60 years of combined accounting and auditing experience and will continue to provide professional, high quality and cost effective services.

Correspondence from:
Robert C. Ridgway

Synopsis:

Notification of resignation as Head Coach Boys Basketball for the Cape May Technical High School effective August 26, 2014 and thanking Superintendent Dr. Nancy Hudanich for the opportunity to develop the basketball program for the last 16 years.

CURRICULUM

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

- A. Job cards, July 2014;
- B. Practical Nursing clinical affiliation/observation sites, SY-2014/15;
Court House Center – Genesis
Crest Memorial School
- C. Approve submission of the NJ Department of Education School Self-Assessment for Determining Grades under the Anti-Bullying Bill of Rights Act for 7/1/2013 – 6/30/2014; public hearing was held on 7/15/2014.

D. Field Trips:

<u>Date</u>	<u>Destination/Purpose</u>	<u>Students/Teachers</u>	
10/21/2014	Flanders Hotel, Ocean City WIB symposium (grant funded) Grades 9 or 10	40	4
10/14/2014	College of New Jersey Ewing Township Student council to attend the 2014 NJASC Fall Business Meeting (grades 10-12)	12	1
10/21/2014	Stockton College watch college volleyball (grades 9 – 12)	15	1

LEGISLATION & POLICY

On the motion of Mr. Anzelone, seconded by Mr. Higgs, the following policies, regulations and Memorandum of Agreement (A through E) were approved by roll call vote. Dr. Stepura abstained from the vote on Item E only.

- A. 4135.2/4235.2 Personnel Procedures, Practices and Benefits Regulation
- B. 4151.1, 4251.1 Personal Illness and Injury
- C. 4151.2/4251.2 Family Leave and Medical Leave
- D. 5111 Admission

E. Recommended approval of the Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials, SY2014/15.

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 resolution and the following personnel were approved by roll call vote.

NAME	POSITION	DESCRIPTION FUNDING PROGRAM	STEP AMOUNT LONGEVITY	EFFECTIVE DATE(s) or # OF DAYS
**RESCIND: ** Cucunato, Joseph	Custodian	Buildings & Grounds	Step 3BS \$27,987.00 pro- rated	9/1/2014-6/30/15
** Ridgway, Andrew	Assistant Coach Boy's Basketball	(5 th year)	\$3,800.00	SY2014/15
** Mercado, Joshua	Assistant Coach Boy's Basketball	(4 th year)	\$3,650.00	SY2014/15
Coleman, Christopher	Assistant Coach Boy's Basketball	(1 st year)	\$3,200.00	SY2014/15
Mercado, Joshua	Head Coach Boy's Basketball	(1 st year)	\$5,200.00	SY2014/15
Kozakowski, Jill	Teacher Mentor for David Billig	Alternate Route	N/A	SY2014/15
Lloyd, Margaret	Teacher Mentor for Chelsey Barber	Alternate Route	N/A	SY2014/15
Pleasants, Matthew	Teacher Mentor for Warren Wade	Alternate Route	N/A	SY2014/15
Wade, Warren	Security	District Security	\$16.50 per/hr.	SY2014/15
Employee #596		Intermittent FMLA		9/4/2014
Sheppard, Pam	Secretary	Resignation		9/23/2014
REVISED: Krips, David	Custodian	Buildings & Grounds Evening Differential	Step 3BS \$27,987.00 \$ 1,000.00 pro-rated	9/1/2014- 6/30/2014
Bailey, George	Custodian	Resignation		9/11/2014
Skiles, Tracy	Teacher	Curriculum Revision Allied Medical	Perkins Secondary	\$1,200.00
Dennison, John	Teacher	Curriculum Revision Automotive Mechanics Technology	Perkins Secondary	\$1,200.00
Sickerott, Chris	Teacher	Curriculum Revision Diesel/Small Eng	Perkins Secondary	\$1,200.00
Boland, Theresa	Substitute Teacher	High School	\$90 per/ day	SY2014/15

Boyd, Robert	Substitute Teacher	High School	\$90 per/day	SY2014/15
Ridgway, Robert	Head coach boys basketball	Resignation		8/26/2014
Jurusz, Susan	Grant Implementation Coordinator	ABE/HSE/ESL (Stipend paid: 40% December 2014 balance June 2015)	\$7,000.00	SY2014/15
Bollwage, Scott	Instructor (part-time)	ABE/HSE/ESL	\$32 per/hr.	SY2014/15
Bollwage, Scott	Instructor (substitute)	Adult High School	\$29 per/hr.	SY2014/15
Gray, Jaclyn	Substitute Teacher	High School	\$90 per/day	SY2014/15
Palumbo, Michael	Substitute Teacher	High School	\$90 per/day	SY2014/15
Johnston, Lauren	Cosmetology Classroom Aide	High School	10 Month Step 3 \$19,825.00 pro-rated	Start Date: TBD to 6/30/2015 (updated Start Date:10/14/2014)
Sockriter, Lori	Secretary	High School	12 Month Step 10 Sec. 1\$30,455.00 pro-rated	Start Date: TBD to 6/30/2015 (updated Start Date: 10/14/2014)
Italiano-McGreevy, Maria	Teacher	Assigned additional teaching period	\$5,400.00	SY2014/15
Masterson, Dave	Teacher	Assigned additional teaching period	\$5,400.00	SY2014/15
Mercado, Joshua	Teacher	Assigned additional teaching period	\$5,400.00	SY 2014/15

ADMINISTRATIVE REPORTS BUILDINGS, GROUNDS & EQUIPMENT

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

- A. Director, Buildings, Grounds & Equipment – James Owens
- B. Use of School Facilities, October 2014

ADMINISTRATIVE REPORTS

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

BOARD MEMBER COMMENTS AND DISCUSSION ITEMS

The board discussed changing the Work Session to a different day other than prior to the board meeting.

EXECUTIVE SESSION

On the motion of Mr. Anzelone, seconded by Dr. Stepura, at 2:45 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.

Personnel – Superintendent’s Contract
HIB
Disciplinary Issue – Student Matter

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 of 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 2:07 p.m.

RETURN TO OPEN SESSION

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

Acknowledge Harassment, Intimidation and Bullying (HIB) Incidents Report: from August 15, 2014 through September 12, 2014. No incident was reported and investigated.

On the motion of Mr. Gould, seconded by Mr. Anzelone, the waiver of a disciplinary hearing, for Student ID#1305211223 was approved by roll call vote. Dr. Stepura abstained from the vote.

ADJOURN

On the motion of Mr. Anzelone, seconded by Dr. Stepura, the meeting was adjourned at 3:09 p.m.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Paula J. Smith".

Paula J. Smith
Board Secretary

/jmr