

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

April 17, 2012

1:00 p.m.

The following were present at the meeting: Dr. Richard Stepura, board member; Mr. Robert L. Boyd, board member; Mr. Alan I. Gould, board member; Mr. James R. Washington II, board vice president.

Beatrice Payne, board president, was not present at the meeting.

Also present at the meeting were: Amy L. Houck, Esquire; James R. Owens, Director of Buildings & Grounds; Rusty Miller, Director of Evening and Continuing Education; Paula J. Smith, Business Administrator/Board Secretary; Nancy V. Hudanich, Assistant Superintendent for Curriculum, Instruction & Technology; Robert W. Matthies, Superintendent.

Michael Adams, Principal, was not present at the meeting.

FLAG SALUTE

Adequate notification of this meeting has been properly posted in the Press of Atlantic city on November 22, 2011, as prescribed by Chapter 231, laws of 1975.

PUBLIC INPUT

APPROVAL OF MINUTES OF PREVIOUS MEETINGS

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

Dr. Stepura abstained from vote for items B and C.

- A. March 20, 2012, board meeting
- B. March 20, 2012, executive session
- C. March 27, 2012, board of school estimate minutes
- D. Resolution to make public release of the following Executive Session minutes with portions redacted, December 2011 through February 2012.

REVENUE & EXPENSE

On the motion of Mr. Gould, seconded by Dr. Stepura, the following Revenue & Expense items (A through K) 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, February 2012, 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, February 2012;

F. Transfers;

G. Grants/donation for accepting or applying:

<u>Name of Grant/Donation</u>	<u>Apply/Accept</u>	<u>Amount</u>	<u>Year</u>
<u>Grants:</u>			
Four Year Green Program of Study Pilot Program	Final Report	\$6,000.00	2/1/11-1/31/12
<u>Donations:</u>			
Garden Club of Cape May Horticulture Scholarship Fund	Accept	\$1,000.00	2012

H. Bids, contracts, reports, agreements:

<u>Name-Report/Contract</u>	<u>Purpose</u>	<u>Amount</u>	<u>Date/Year</u>
Receive Bids	Bakery/Café Equipment		5/2/2012
Receive Bids	Licensed Contracted Services 2012/13		5/1/2012
Receive Bids	Post-Secondary Dental Equipment		TBD
Resolution award non-fair and open contract with Hillyard Delaware Valley	Custodial Supplies	\$17,651.12	3/29/2012
Middle Twp. Board of Ed. Cooperative Pricing Agreement Service Contract	Electrician Services		SY2012/13
Audio-Visual Aids Commission	Budget & Assessment	\$609.00	SY2012/13
403(b) Plan	Amend to include: 457(b) Plans		4/17/2012

I. The following item(s) to be disposed or sold on (GovDeals):
(No items)

J. Part time contracts and hourly rates, 2012-13SY (effective July 1, 2012);

<u>Position</u>	<u>Hourly/Rate</u>
Summer School Teacher	\$32 per/hr.

K. Travel (Employee/Board Member)

<u>Name</u>	<u>Purpose</u>	<u>Location</u>	<u>Est. Cost</u>	<u>Date(s)</u>
Robert Matthies	NJASA/NJSBA Conf.	Atlantic City	\$675.00	5/21-23/12
Tracey Skiles	Integrating the Common Core State Standards of Mathematics into Health Science Curriculum	W. Windsor	\$191.49	2/13-15/12
Lynda Zipparo	Advances in School Nursing 2012	Phila., PA	\$1,340.34	7/10-11/12

COMMUNICATION

Correspondence from:
Richard Stepura, Ed.D.
Executive County Supt.
Cumberland County and
Cape May County.

Subject
Approved waiver request regarding Special
Education Medicaid Initiative (SEMI) for school
year 2012/13.

Marie Barry, Director
Office of Career &
Technical Education

The district's Communication Technology/
Technician CIP 100105 and Graphic & Printing
Equipment Operator, General Production, CIP
100305, CTE program of student application
has been reviewed and are ineligible for re-
approval. The district may consider applying
for program approval.

Louis DeAngelis

Letter of resignation effective 26 April 2012.
Has enjoyed working at the Tech and gives
thanks for the opportunity and gained
knowledge from John Castaldi, Director of
Technology and Network Operations.

CURRICULUM

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

- A. Job cards, February 2012;
- B. Post-Secondary Tuition Credit Assistance Program, SY2012/2013;
- C. Dental Assisting affiliation/observation sites, SY11/12;
Shore Oral and Maxillofacial Surgery (Dr. Boris Kallika)
Serenity Smile Designs
- D. Equitable Recruitment Process, Recruitment Plan/Procedure,
and English as a Second Language (ESL). Procedure to identify and
communicate (verbal and written) with students/parents. (See Assistant
Superintendent Board Report #660).
- E. District calendars, SY2012-13:
10 Month
12 Month
ABE/GED/ESL/Civics
Adult High School
Apprenticeship
Evening/Continuing Education
Licensed Practical Nursing
Post-Secondary Cosmetology
- F. Field Trips:

<u>Date</u>	<u>Destination/Purpose</u>	<u>Students/Teachers/Chaperone(s)</u>	
4/18/2012	Cape May County Park/Zoo Experience American culture (Adult – English as a Second Language (ESL))	20	1
4/27/2012	Wildwood Convention Center Set up for prom (Grade 12)	14	3
5/2/2012	Pleasantville Asian Market (Adult – English as a Second Language (ESL))	24	1

<u>Date</u>	<u>Destination/Purpose</u>	<u>Students/Teachers/Chaperone(s)</u>		
5/2/2012	New York Guggenheim Museum Whitney Museum 9/11 Memorial Cultural/Historical Experience (Grades 10 -12)	40	4	
5/9/2012	Avalon/hospitality curriculum (Grades 10 – 12)	10	2	
5/16/2012	Cape May Point Experience American culture (Adult – English as a Second Language (ESL))	24	1	
5/17/2012	Crest Haven Nursing/Rehab Community Service – Manicures (Adult – Post Secondary)	16	1	1
5/18/2012	Egg Harbor Township Storybook Land – Nursery Rhymes (Preschool – grades 10 -12)	36	2	
5/31/2012	University of Medicine and Dentistry of New Jersey Union County Vo-Tech Scotch Plains final examination for credits (Grade 12)	38	2	

LEGISLATION & POLICY

On the motion of Mr. Boyd, seconded by Mr. Gould, the following job description was approved for adoption.

A. E8 School Nurse (Instructional)

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).

<u>Name</u>	<u>Position</u>	<u>Description Funding Program</u>	<u>Step Amount Longevity</u>	<u>Effective Date(s) or # of Days</u>
Susan Jurusz	Supervisor	Summer School	\$5,500.00	7/1/2012
Louis DeAngelis	Technology Systems Technician	Resignation		4/26/2012
Employee #758		Family Medical Leave	Without pay	4/16/2012 6/30/2012
Jonathan DeVico	Computer Systems Tech.	Temporary fill-in for leave of absence	\$16.50 p/hr.	4/16/2012 6/30/2012
William Ladd	Teacher Anthropology/ Archeology	H.B. Instr. (M.D.D.)	\$30 per/hr.	3/19/12 to 4/13/12 2 hrs./p/wk.
William Ladd	Teacher Psychology	H.B. Instr. (M.D.D.)	\$30 per/hr.	3/19/12 to 4/13/12 2 hrs./p/wk.
Brian Halsey	Teacher English 12 Honors	H.B. Instr. (M.D.D.)	\$30 per/hr.	3/19/12 to 2 hrs./p/wk.
Superintendent		Evaluation		SY2011/12
Personnel/positions/salaries				SY2012/13

ADMINISTRATIVE REPORTS

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

- A. Director's Report was presented by James Owens, Director of Buildings, Grounds & Equipment;
- B. Use of School Facilities, May 2012, was presented by James Owens, Director of Buildings, Ground & Equipment;
- C. Principal's Report was presented by Robert W. Matthies, Superintendent;
- D. Director's Report's was presented by Rusty Miller, Director of Evening and Continuing Education;

- E. Assistant Superintendent's Report was presented by Dr. Nancy V. Hudanich, Assistant Superintendent;
- F. Superintendent Report's was presented by Robert W. Matthies, Superintendent.

BOARD MEMBER COMMENTS AND DISCUSSION ITEMS

Mr. Washington requested that administration research past minutes for discussion on recognizing board members and administration upon retirement. He also expressed condolences, on behalf of the board, to Mr. Adams on the passing of his father.

EXECUTIVE SESSION

On the motion of Dr. Stepura, seconded by Mr. Gould, at 1:46 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 open session. It is anticipated that the Board will take action at that time in connection with the matters discussed in Executive Session.

Superintendent's Search
HIB Report
Legal Matters Update

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. (At this time, it is not possible to estimate when the minutes of this Executive Session may be disclosed to the public consistent with the lawful purpose for which such disclosure is held; however, the board shall review the minutes of this Executive Session no later than (90) days from this date in order to determine which such minutes may be released to the public at that time.) Upon the conclusion of the Executive Session, it is anticipated that the board will take action at that time in connection with the matters disclosed in Executive Session. The Executive Session adjourned at 2.48 p.m.

RETURN TO OPEN SESSION

On the motion of Mr. Boyd, seconded by Mr. Gould, regretfully notify the Cape May County Board of Chosen Freeholders of the need to appoint a replacement for Mrs. Payne as a board member, for the reasons discussed in Executive Session, effective immediately was approved by roll call vote.

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

Affirmative Action taken by the Superintendent regarding HIB Investigations: from February 22, 2012 to March 20, 2012 (2 received).

Acknowledge Harassment, Intimidation and Bullying (HIB) Incidents Report: from March 21, 2012 to April 17, 2012 (received 0).

On the motion of Mr. Boyd, seconded by Dr. Stepura, a special Board of Education meeting to conduct an interview for the position of Superintendent and any other business which may come before the board to be held on April 30, 2012 at 10:00 a.m. was approved by roll call vote.

On the motion of Mr. Gould, seconded by Mr. Boyd, the settlement agreement with C.G. as discussed in executive session was approved by roll call vote.

ADJOURN

On the motion of Dr. Stepura, seconded by Mr. Gould, the meeting was adjourned at 2:51 p.m.

Respectfully submitted,

A handwritten signature in dark ink, appearing to read "Paula J. Smith". The signature is fluid and cursive, with a large initial "P" and "S".

Paula J. Smith
Board Secretary

/jmr