

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

**February 21, 2012
1:03 p.m.**

The following were present at the meeting: Dr. Richard Stepura, board member (arrived at 1:04 p.m.); Mr. Robert 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; Michael Adams, Principal; Paula J. Smith, Business Administrator/Board Secretary; Nancy V. Hudanich, Assistant Superintendent for Curriculum, Instruction & Technology; Robert W. Matthies, Superintendent.

FLAG SALUTE

Adequate notification of this meeting has been properly posted in the Press of Atlantic City on November 11, 2011, as prescribed by Chapter 231, laws of 1975.

PUBLIC INPUT

APPROVAL OF MINUTES OF PREVIOUS MEETING

On the motion of Mr. Gould, seconded by Mr. Boyd, the following minutes (Items A and B) were approved by roll call vote.

- A. January 17, 2012, board meeting
- B. January 17, 2012, executive session

REVENUE & EXPENSE

On the motion of Mr. Gould, seconded by Mr. Boyd, the following Revenue & Expense (Items A through L) were approved by roll call vote.

Dr. Stepura abstained from vote on Item K only.

- A. Board secretary's monthly certification of budgetary line item status;
- B. Financial report A-148 and A-149, December 2011, 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, December 2011;
- F. Transfers;

G. Grants/donation for accepting and applying:

<u>Name of Grant/Donation</u>	<u>Apply/Accept</u>	<u>Amount</u>	<u>Year</u>
Four Year Green	Accept	\$ 6,000.00	2/1/12-1/31/13
Dollar General Grant	Apply	\$ 15,000.00	5/2012-4/2013
Race to the Top 3 Grant Project MOU and Exhibit I	Accept		
<u>Donation:</u>			
Bob Barker Creations, LLC horticulture, landscape reference books, idea books	Accept		2/5/2012
Mary Swartz For CMCTSD graduating Senior on behalf of the Adeline & Henry Brown Memorial Scholarship	Accept	\$1,000.00	SY2011/12

H. Bids, contracts, reports, agreements:

<u>Name – Report/Contract</u>	<u>Purpose</u>	<u>Amount</u>	<u>Date/Year(s)</u>
Special Education Medicaid Initiative (SEMI) Program	Waiver of Requirements		SY2012/13
Resolution between CMCTSB Board of Education & CMCTSDTEA	Overnight chaperone defined; grievance withdrawn		2/21/2012
Resolution award non-fair & open contract with Nutri- Serve Food Management *(includes guarantee break even as noted in Addendum Article I, B2)	Renewal food management services	*\$19,593.75	2012/2013
EnerNOC, Inc.	Participate in NJ Demand Response (Energy) Program		2/21/2012
Authorize advertisement for bid	Post-Secondary dental equipment		SY2011/12

<u>Name – Report/Contract</u>	<u>Purpose</u>	<u>Amount</u>	<u>Date/Year(s)</u>
ABE/GED/ESL and Spanish Catholic Center	Location for ABE/GED/ESL classes		
ABE/GED/ESL and ODOSY Program	Provide advertisement of ABE/GED/ESL classes		
Education Jobs Fund	Accept increase	\$ 1,798.00	SY2011/12
	Total Amount	\$59,179.00	

I. Appointment of Mr. Gould, board member and Mr. Washington, board vice president and Mrs. Beatrice Payne, board president, as alternate to represent the Cape May County Technical School District at the Board of School Estimate Meeting on March 27, 2012 at 3:00 p.m.

J. Tuition rates for the 2012/13 SY (no increase over 2011-12 rates):

Full-time:	\$ 6,451.00
Shared-time:	\$ 3,225.50
Full-Time Special:	\$13,142.00
Shared-Time Special:	\$ 6,571.00

K. Draft 2012-13 Budget Resolution. Pending receipt of state aid figures.

L. Travel (Employee/Board Member)

<u>Name</u>	<u>Purpose</u>	<u>Location</u>	<u>Est. Cost</u>	<u>Date(s)</u>
Beatrice Payne	ACTE National Policy Seminar	Arlington, VA	\$2,000.00	3/4 – 8, 2012
Robert Matthies	ACTE National Policy Seminar	Arlington, VA	\$2,000.00	3/4 – 8, 2012
Steve Vitiello	Athletics Assoc. of NJ Workshops	Atlantic City, NJ	\$ 350.00	3/12 -15, 2012

COMMUNICATION

Correspondence from:

Mary Beth Clevenger
Assistant Principal
Wildwood Public Schools

Subject

Giving thanks to Teacher of Tourism, Marketing and Event Planning, Jennifer Siciliano, and students for superior hosting and accommodations provided to guest presenters.

Correspondence from:
Nancy Raggio
& Family

Subject
Commending Teacher of Mathematics,
Mikhail Fishman for his dedication,
professionalism and genuine concern he
has exhibited to their daughter.

Marie Barry, Director
Office of Career &
Technical Education

Congratulations on district's successful
application submission and approval
notification for the Year 2 Green Program
of Study Mini-Grant pilot program.

Marie Barry, Director
Office of Career & Technical
Education

The district's Foods Production, CIP 12.0508,
CTE program of study application has been
reapproved through June 30, 2016.

Marie Barry, Director
CTE Office of Career &
Technical Education

The district's Culinary Arts Technology, CIP
12.0503, program of study application has
been reviewed and has been reapproved
June 30, 2016.

CURRICULUM

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

- A. Job cards, December 2011;
- B. Field Trips:

<u>Date</u>	<u>Destination/Purpose</u>	<u>Students/Teachers/Chaperone(s)</u>	
2/23/2012	Golden Nugget, Atlantic City, NJ Management/Marketing (Grades 9 -12)	12	2
2/28/2012	Lower Cape May Reg. H.S. Peer Leadership (Grades 11 – 12)	22	1
2/28/2012	Philadelphia, PA Constitution Center Widener University Leadership Awards (Grade 11)	1	1
3/3/2012	Sussex County Technical Skills USA (Grades 11 – 12)	3	1

<u>Date</u>	<u>Destination/Purpose</u>	<u>Students/Teachers/Chaperone(s)</u>		
3/14/2012	Buena Regional High School Academic Competition (Grades 9 – 12)	12	2	
3/15/2012	Golden Nugget, Atlantic City, NJ NJ Conference on Tourism (Grade 12)	5	1	
3/16/2012	Raritan Valley College Skills USA Contests (Grades 11 – 12)	10	2	
3/16, 18/12	Mercer City Community College FFA Horticultural Exposition Competition (Grades 10 -12)	18	1	
3/19/2012	Baking Convention Atlantic City Convention Ctr. (Grades 11 – 12)	15	1	
3/20/2012	Bordentown International Masonry Institute Skills USA (Grades 11 – 12)	3	1	1
3/24/2012	Clarksboro Gloucester Cty. Fire Academy Skills USA (Grades 11 – 12)	4		1
3/30/2012	Dennisville School Provide dental oral health community service (post-secondary)	20	2	
3/31/2012	Somerset Garden State Exhibit Center Skills USA (Grades 9 – 12)	55	6	1
4/2012	Warren County Technical Skills USA contest (Grades 11 – 12)	4	1	

<u>Date</u>	<u>Destination/Purpose</u>	<u>Students/Teachers/Chaperone(s)</u>	
4/25/2012	Rutgers Complex, Bordentown NJ State FFA Agriscience Fair (Grade 10)	9	1
5/10/2012	Hershey Park, Lancaster, PA Tour Hershey chocolate factory, hotel kitchen & pastry shop (Grades 11 -12)	15	1

LEGISLATION & POLICY 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 Dr. Stepura, the following personnel were approved by roll call vote.

<u>Name</u>	<u>Position</u>	<u>Description Funding Program</u>	<u>Step Amount Longevity</u>	<u>Effective Date(s) or # of Days</u>
Maryann Fee	Substitute Teacher	High School	\$90 per day	SY2011/12
Jason Leszcynski	Custodian (Evening)	Black Seal Night Differential	Step 5 (BS) \$28,724.00 + 1,000.00	2/21/2012- 6/30/2012 pro-rated
Marion Saioni	Testing Proctor	Post-Secondary Admissions	\$20 per/hr.	SY2011/12
Elizabeth Satterfield	Testing Procter	Post-Secondary Admissions	\$20 per/hr.	SY2011/12
Sharon Siefken	Instructor Sub. (Hand Quilting)	E/C Ed. Avoc.	\$22 per/hr.	SY2011/12
Laura Elston	Assistant Sub.	E/C Ed Voc.	\$24 per/hr.	SY2011/12
Brian Halsey	Teacher (English CP)	H.B. Instruct.(M.G.)	\$30 per/hr.	1/22/2012 to 3/23/2012 2 hrs/per/wk
Carlos Pruna	Teacher (Algebra CP)	H.B. Instruct.(M.G.)	\$30 per/hr.	1/22/2012 to 3/23/2012

<u>Name</u>	<u>Position</u>	<u>Description Funding Program</u>	<u>Step Amount Longevity</u>	<u>Effective Date(s) or # of Days</u>
Gina Tack	Teacher (World Cultures)	H.B. Instruct.(M.G.)	\$30 per/hr.	1/22/2012 to 3/23/2012 2 hrs. per/wk.
Roberta Wallace	Teacher (Active Physics)	H.B. Instruct.(M.G.)	\$30 per/hr.	1/22/2012 to 3/23/2012 2 hrs. per/wk.
Gina Tack	Teacher (Art History)	H.B. Instruct. (M.G.)	\$30 per/hr.	1/22/2012 to 3/23/2012
Lana Harshaw	Sub. Teacher	High School	\$90 per/day	SY2011/12

ADMINISTRATIVE REPORTS

BUILDINGS, GROUNDS & EQUIPMENT

On the motion of Mr. Gould, seconded by Mr. Boyd, the following 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 , March 2012, was presented by James Owens;
- C. Principal's Report was presented by Michael Adams;
- D. Director's Report was presented by Rusty Miller, Director of Evening and Continuing Education;
- E. Assistant Superintendent's Report was presented by Dr. Hudanich, Assistant Superintendent for Curriculum, Instruction and Technology;
- F. Superintendent's Report was presented by Robert W. Matthies, Superintendent.

BOARD MEMBER COMMENTS AND DISCUSSION ITEMS

Mr. Washington commended district employees on the success of the extra-curricular program.

Mr. Boyd commented on the success of the law enforcement students in the Law Enforcement Class I Program offered at the Policy Academy.

EXECUTIVE SESSION

On the motion of Mr. Gould, seconded by Dr. Stepura, at 1:54 p.m., a "Resolution to Adjourn the Public Meeting and to enter into Executive Session pursuant to the New Jersey Open Public Meetings Act" shall now convene into Executive Session in order to discuss the following matter which may legally be discussed in Executive Session.

Arbitration Update
Personnel
Contractual Matter – SRO
Litigation Update – HVAC

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 conclusion of the Executive Session, it is anticipated that board will take action at that time in connection with matters disclosed in Executive Session. The Executive Session was adjourned at 1:54 p.m.

RETURN TO OPEN SESSION

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

Acknowledgement of Harassment, Intimidation and Bullying (HIB) Incidents Reports from January 18, 2012 to February 21, 2012. (None received)

Affirmative Action taken by the Superintendent regarding HIB investigations from December 21, 2011 to January 17, 2012. (None received)

ADJOURN

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

Respectfully submitted,



Paula J. Smith
Board Secretary

/jmr