

CAPE MAY COUNTY TECHNICAL SCHOOL DISTRICT
188 Crest Haven Road
Cape May Court House, New Jersey 08210

January 17, 2012
1:05 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; Mrs. Beatrice Payne, board president.

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; Robert W. Matthies, Superintendent.

Nancy V. Hudanich, Assistant Superintendent for Curriculum, Instruction & Technology 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 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 Dr. Stepura, the following minutes (Items A through C) were approved by roll call vote.

Mr. Washington abstained from vote for items A and B only.

- A. December 20, 2011, board meeting;
- B. December 20, 2011, executive session;
- C. Resolution to make public release of the following Executive Session minutes with portions redacted by the Solicitor: February 15, 2005 through November 22, 2011).

REVENUE & EXPENSE

On the motion of Mr. Washington, seconded by Mr. Boyd, items A through I 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, November 2011, board secretary report and treasurers report, pending audit;
- C. Board of education's monthly certification of budgetary major account/fund status;
- D. Bills as presented;
- E. Budget summaries, November 2011;
- 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>
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H. Bids, contracts, reports, agreements:

<u>Name Report/Contract</u>	<u>Purpose</u>	<u>Amount</u>	<u>Date/Year(s)</u>
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NJ School Boards Association Insurance Group	Proposed by-law change		
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I. Travel (Employee/Board Members)

<u>Name</u>	<u>Purpose</u>	<u>Location</u>	<u>Est. Cost</u>	<u>Date(s)</u>
Joseph Schmidt	LEED Green Assoc. Exam Prep Course	Phila., PA	\$702.58	1/23-24/2012
Herb Siefken	OSHA Training Certification renewal UMDNJ School of Public Health	Piscataway	\$1,187	2/20-23/2012
Beatrice Payne	ACTE National Policy Seminar	Washington D.C.	\$1,500	3/4-7/2012
Robert Matthies	ACTE National Policy Seminar	Washington D.C.	\$1,500	3/4-7/2012

COMMUNICATION

Correspondence from

Subject

Stephen O'Connor
County Administrator

Resolutions appointing freeholders Gerald M. Thornton, M. Susan Sheppard and Will Morey as members to the Board of School Estimates of the Cape May County Technical School District and certifying officers for various organizations and commissions for 2012.

Kristen Andre
Mentor Buddy Advisor
N. Wildwood School District

Thank you for Chef Johnston and baking students for district's contribution to the buddy holiday cookie drop off for senior citizens.

Gregory S. Rohrman
Business Administrator/
Board Secretary

Resolution from Wildwood Board of Education

Frank A. Onorato
Business Administrator/
Board Secretary

Certified motion from Lower Cape May Regional Board of Education

CURRICULUM

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

- A. Job cards, November 2011;
- B. Post-Secondary Cosmetology Program Beauty Salon clinical experience schedule and associated fees;
- C. Field Trips:

<u>Date</u>	<u>Destination/Purpose</u>	<u>Students/Teachers/Chaperone(s)</u>	
2/9/2012	Avalon/Golden Inn Management/Marketing (Grades 9 – 12)	10	2
2/9/2012	Delaware Women in Agriculture Conf. (Grade 12)	2	1

2/15/2012	Egg Harbor Twp. Academic Triathlon (Grades 9 – 12)	18	2
2/28/2012	Scotch Plains/UMDNJ Allied Medical Student Exams (Grades 10 -12)	15	2
4/24/2012	New York, NY International Beauty Show (Grades 11 -12/post-secondary)	33 10 advisory council members	4

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 Mr. Boyd, the following personnel were approved by roll call vote.

<u>Name</u>	<u>Position</u>	<u>Description</u> <u>Funding</u> <u>Program</u>	<u>Step</u> <u>Amount</u> <u>Longevity</u>	<u>Effective</u> <u>Date(s) or</u> <u># of Days</u>
Daniel Connor	Title Change: From: Custodian (Evening) To: Grounds	Black Seal Night differential	Step 4 (BS) \$26,978.00 + 1,000.00 \$27,978.00	7/1/2011 1/16/2012
	Remove:	Night Differential	- 1,000.00 \$26,978.00	1/17/2012
L. Ann Camano	Substitute Teacher	ABE/GED/ESL	\$27 per/hr.	SY2011/12
Jason Embs	Substitute Teacher	ABE/GED/ESL	\$27 per/hr.	SY2011/12
Arthur McDonald	Instructor Substitute	Adult High School	\$29 per/hr.	SY2011/12
Brian Halsey	Teacher (English CP)	H.B. Instr. (M.G.)	\$30 per/hr.	1/3/12 to 1/21/12 2 hrs/wk.
Carlos Pruna	Teacher (Algebra CP)	H.B. Instr. (M.G.)	\$40 per/hr.	1/3/12 to 1/21/12 2 hrs/wk.

Gina Tack	Teacher (World Cultures)	H.B. Instr. (M.G.)	\$30 per/hr.	1/3/12 to 1/21/12 2 hrs/wk.
Robert Wallace	Teacher (Active Physics)	H.B. Instr. (M.G.)	\$30 per/hr.	1/3/12 to 1/21/12 2 hrs/wk.
Gina Tack	Teacher (Art History)	H.B. Instr. (M.G.)	\$30 per/hr.	1/3/12 to 1/21/12 2 hrs/wk.
Kathy Purdy	On-Call Athletic Trainer	High School	Fall/Spring \$30 per/hr. Winter \$35 per/hr.	SY2011/12
<u>Name</u>	<u>Position</u>	<u>Description</u> <u>Funding</u> <u>Program</u>	<u>Step</u> <u>Amount</u> <u>Longevity</u>	<u>Effective</u> <u>Date(s) or</u> <u># of Days</u>
Kristina L. Graul	On-Call Athletic Trainer	High School	Fall/Spring \$30 per/hr. Winter \$35 per/hr.	SY2011/12
Ruth Jacobson	Basketball Game	High School	\$30 per/game	SY2011/12
JoAnn Sopchak	Teacher	Overnight Chaperone	\$200 per/night	5/22,23/12
Lisa Roach	Teacher	Overnight Chaperone	\$200 per/night	5/22,23/12

BUILDINGS, GROUNDS & EQUIPMENT ADMINISTRATIVE REPORTS

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

- A. Director's Report presented by James Owens, Director of Buildings, Grounds & Equipment;
- B. Use of School Facilities, February 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 Robert W. Matthies, Superintendent;
- F. Superintendent's Report was presented by Robert W. Matthies, Superintendent.

BOARD MEMBERS COMMENTS AND DISCUSSION ITEMS

EXECUTIVE SESSION

On the motion of Mr. Gould, seconded by Dr. Stepura, at 1:50 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 matters which may legally be discussed in Executive Session.

HIB

Legal Matter – Update

Personnel – Grievance Update

Potential Litigation – OPRA Request

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 disclosure 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 the board will take action at that time in connection with matters disclosed in Executive Session. The Executive Session was adjourned at 1:50 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.

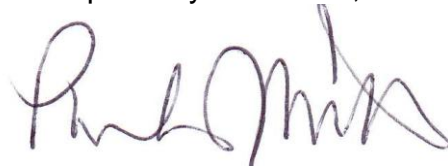
Acknowledgement Harassment, Intimidation and Bullying (HIB) Incident Reports from December 21, 2011 to January 17, 2012;

Affirmative Action taken by the Superintendent regarding HIB Investigations from November 23, 2011 to December 20, 2011.

ADJOURN

On the motion of Dr. Stepura, seconded by Mr. Gould, the meeting was adjourned at 1:59 p.m.

Respectfully submitted,

A handwritten signature in dark ink, appearing to read "Paula J. Smith". The signature is fluid and cursive, with the first name "Paula" being more prominent than the last name "Smith".

Paula J. Smith
Board Secretary

/jmr