

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

**March 20, 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 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: James R. Owens, Director of Buildings & Grounds; Michael Adams, Principal; Paula J. Smith, Business Administrator/Board Secretary; Nancy V. Hudanich, Assistant Superintendent for Curriculum, Instruction & Technology; Robert W. Matthies, Superintendent.

Amy L. Houck, Esquire and Rusty Miller, Director of Buildings & Grounds were 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

A public hearing of all acts of violence and vandalism, substance abuse, harassment, intimidation and bullying incidents occurring from September 1, 2011 to December 31, 2011, in accordance to P.L. 2010, c 122, was presented by Superintendent Matthies. He reported that previously this was an annual report. It is now required to be held twice per year. The report was transmitted through the state system in July 2011. There were 15 incidents involving 24 students reported as follows:

- 6 Substance abuse
- 3 Violence
- 1 Special Ed Offender
- 2 Vandalism
- 3 Bullying
- 15

There were no questions regarding the report.

APPROVAL OF MINUTES OF PREVIOUS MEETING

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

- A. February 21, 2012, board meeting
- B. February 21, 2012, executive session

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.

Dr. Stepura abstained from Item I only.

- A. Board secretary's monthly certification of budget line item status;
- B. Financial report A-148 and A-149, January 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, January 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>			
Workforce Investment Board	Apply	\$12,584.00	4/25/12-
Out of School Youth Summer Employment Program 2012			9/13/2012
Pro-Literacy	Apply	\$ 2,000.00	SY2012/13
ABE/Civics	Apply/Accept	\$ 1,725.00	SY2011/12
Achieve Workshop	Apply/Accept	Reimburseable	SY2011-12
Salary Allocations	(as attached)		SY2011-12
Ocean Drive Run Club, Inc. For: Boy's & Girl's Cross Country Teams	Accept	\$ 700.00	2/27/2012
Recycling Trust 2 Solyndra Solar Panels New Stock – Out of Warranty For: Green Engineering, Adult Evening School, Construction Technology	Accept		3/2/2012

<u>Name of Grant/Donation</u>	<u>Apply/Accept</u>	<u>Amount</u>	<u>Year</u>
Harrison Beverage Cactus Plants/Clay Pots For: Agriscience & Horticulture	Accept		2/17/2012

H. Bids, Contracts, Reports, Agreements:

<u>Name – Report/Contract</u>	<u>Purpose</u>	<u>Amount</u>	<u>Date/Year(s)</u>
Educational Data Services, Inc.	Instructional Supplies	\$44,435.31	3/20/2012
Bathroom Renovations 100 Building	Requesting Bids		SY2011/12
Xtel Communications, Inc.	Internet Services	\$2,860.00 (monthly)	SY2012/13
Xtel Communications, Inc. (ACT Program)	Telephone Services		SY2012/13
Shared Services Agreement Between the Twp. of Middle And Cape May County Technical School District	School Resource Officer	\$71,400.00 \$72,828.00 \$74,284.00	SY2012/13 SY2013/14 SY2014/15

I. 2012/13 Budget Resolution (REVISED – per receipt of state aid figures)

J. The following item(s) to be disposed or sold on (Gov/Deals)

<u>Name of disposal item(s)</u>	<u>Value of Item(s)</u>	<u>Reason for Disposal</u>
<u>To be disposed or sold</u> Darkroom equipment Arkay CD-40 Serial No. 02229 (CD-4C) Date of Purchase: 1/1990 Inventory No. 1000627	unknown	non-use
Platemaker Arkay RC-110 Serial No. 02216 Date of Purchase: 1/1990 Inventory No. 1000602	unknown	non-use

K. Travel (Employee/Board Member)

<u>Name</u>	<u>Purpose</u>	<u>Location</u>	<u>Est. Cost</u>	<u>Date(s)</u>
Paula J. Smith	NJ Association of School Business Officials	Atlantic City	\$193.14	6/6,7, 8/2012
Nancy Hudanich	NSBA Conference	Boston, MA	\$3,038.67	4/19-24/2012
<u>Rescind:</u> Beatrice Payne	NSBA Conference	Boston, MA	\$3,500.00	4/20-24/2012

COMMUNICATION

<u>Correspondence from</u>	<u>Subject</u>
A. Marie Barry, Director Office of Career & Technical Education	The district's Welding Technology/ Welder, CIP 48.0508, CTE program of study application has been reviewed and re-approved through June 30, 2016.
B. Marie Barry, Director Office of Career & Technical Education	The district's Pastry/Baking, CIP 12.0501, CTE program of study application has been reviewed and re-approved through June 30, 2016.
C. Marie Barry, Director Office of Career & Technical Education	The district's Tourism and Travel Services Management, CIP 52.0903, CTE program of study application has been reviewed and re-approved through June 30, 2016. The approved CTE Program is aligned to the Hospitality and Tourism career cluster.
D. Marie Barry, Director Office of Career & Technical Education	The district's Law, Public Safety, Corrections and Security, CIP 43.0107, CTE program of study application has been reviewed and re-approved through June 30, 2017.
E. Marie Barry, Director Office of Career & Technical Education	The district's Marketing in Business Services, CIP 52.1801, CTE program of study application has been reviewed and re-approved through June 30, 2017.
F. Edward J. DePalma President & Race Director Ocean Drive Run Club, Inc.	Appreciation for the efforts of Frank Basile, Joe Bresan and students who enthusiastically operated an Aid Station set-up at the Crest Pier in Wildwood Crest for last year's Ocean Drive Marathon.

CURRICULUM

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

- A. Job Cards, January 2012;
- B. Post-Secondary and Evening/Continuing Education Tuition Fees, SY 2012/13;
- C. Spring 2012 baseball, softball and golf team schedules;
- D. Abbreviated Bell Schedule: June 12 – 15, 2012;
- E. Field Trips:

<u>Date</u>	<u>Destination/Purpose</u>	<u>Students/Teachers/Chaperone(s)</u>		
3/1/2012	Rio Grande observe professional make-up application (post-secondary)	2	1	
3/19/2012	Atlantic City Baking Convention (Grades 11-12)	15	1	
3/21/2012	Mays Landing Real World Design Challenge Aero Team Presentation (Grades 11-12)	7	1	1
3/27/2012	Avalon/Transfer of oysters (Grades 9-12)	12	1	
3/28/2012	Atlantic City Brain Blast Academic Competition (Grades 9-12)	15	2	
4/2/2012	Crest Haven Nursing Home Community Service – Manicures (Post-Secondary)	17	1	1
4/20-23/2012	Washington, D.C. Aerospace Engineering National Design Competition (Grades 11-12)	7	1	1

LEGISLATION & POLICY

On the motion of Mr. Gould, seconded by Mr. Boyd, the following Legislation & Policy items (A through E) were approved by roll call vote.

- A. 1330 Use of School Facilities
- B. 4111 Recruitment, Hiring and Selection
- C. 4211 Recruitment, Selection and Hiring
- D. 9270 Conflict of Interests

Job Description for first reading:

- E. E8 School Nurse

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. Boyd, seconded by Mr. Gould, 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	School Nurse (Substitute)	High School	\$134 per/day	SY2011/12
Mark LeMunyon	Teacher (Substitute)	High School	\$90 per/day	SY2011/12
Derek Schneider	Teacher (Substitute)	High School	\$90 per/day	SY2011/12
Brian Halsey	Teacher (English 10 CP)	H.B. Instr. (J.F.)	\$30 per/hr.	2/27/12 to 3/30/12 2 hrs./per/wk
Carlos Pruna	Teacher (Geometry CP)	H.B. Instr. (J.F.)	\$30 per/hr.	2/27/12 to 3/30/12 2 hrs/per/wk

<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 (US History II)	H.B. Instr. (J.F.)	\$30 per/hr.	2/27/12 to 3/30/12 2 hrs/per/wk
Dan Takayama	Teacher (Chemistry I CP)	H.B. Instr. (J.F.)	\$30 per/hr.	2/27/12 to 3/30/12 2 hrs/per/wk
Margaret Hosford	Teacher (Spanish II)	H.B. Instr. (J.F.)	30 per/hr.	2/27/12 to 3/30/12 2hrs/per/wk
Stacy Mead	Asst. Coach Softball (1 st year)		\$3,200.00	SY2011/12
<u>Rescind:</u> Virginia Roma	Asst. Coach Softball (3 rd year)			SY2011/12
Amber Waddington	Physical & Health Education (Substitute)	(Planning/	\$110 per/day	2/3/2012- 5/31/2012
David Iannucci	Instructor (Upholstery)	E/C Education Voc.	\$22 per/hr.	SY2011-12

ADMINISTRATIVE REPORTS

On the motion of Mr. Gould, seconded by Dr. Stepura, 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, March 2012, was presented by James Owens;
- C. Principal's Report was presented by Michael Adams, Principal;
- D. Director's Report for Evening and Continuing Education was presented by Mr. Matthies, Superintendent, in the absence of Mr. Rusty Miller, Director of Evening and Continuing Education Director;
- 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
EXECUTIVE SESSION

On the motion of Dr. Stepura, seconded by Mr. Gould, 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.

Superintendent's Evaluation
HIB Report
Legal Matters Update
Admissions Complaint
Grievances – C.G.
- Overtime
Negotiations – 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 2:43 p.m.

RETURN TO OPEN SESSION

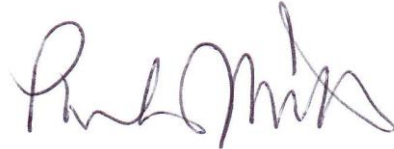
On the motion of Mr. Gould, seconded by Mr. Boyd, the following items were approved by roll call vote.

Affirmative Action taken by the Superintendent regarding HIB Investigations from January 18, 2012 to February 21, 2012. (None received)

ADJOURN

On the motion of Mr. Gould, seconded by Dr. Stepura, the meeting was adjourned at 2:44 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Paula J. Smith". The signature is written in a cursive style with a large, prominent initial "P".

Paula J. Smith
Board Secretary

/jmr