

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

**May 15, 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, board vice president.

Also present at the meeting were: Amy L. Houck, Esquire; James R. Owens, Director of Buildings & Grounds; Rusty Miller, Director of Evening & 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.

CALL TO ORDER

Board vice president, Mr. Washington, called for a moment of silence in memory of board president, Beatrice Payne, was approved by roll call vote.

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.

Mr. Boyd nominated Mr. Washington for board president. The nomination was seconded by Mr. Gould. Mr. Washington declined the nomination due to personal reasons.

Mr. Gould nominated Mr. Boyd for board president. The nomination was seconded by Dr. Stepura. Dr. Stepura made a motion to close the nominations for president, which was seconded by Mr. Gould. The nomination for president was carried by roll call vote.

PUBLIC INPUT

Mr. Matthies welcomed Cumberland County Technical Education Center board president, Daniel G. Vivarelli; Superintendent, Dr. Dina Elliott; Administrative Assistant to Superintendent Debbie Appleby; and Business Administrator/Board Secretary, Gene Mercoli.

Paula J. Smith, Board Secretary, read the resolution to honor the service of the late board president, Beatrice Payne.

Robert L. Boyd suggested considering the Board Room being named after Beatrice Payne in honor of her service. The board was in agreement.

On the motion of Mr. Boyd, seconded by Mr. Gould, the board room being named after Beatrice Payne was approved by roll call vote.

THE FOLLOWING ITEM WAS TABLED:

The nomination for New Jersey School Boards Association Delegate

APPROVAL OF MINUTES OF PREVIOUS MEETING

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 items C & D.

- A. April 17, 2012, board meeting
- B. April 17, 2012, executive session
- C. April 30, 2012, special board meeting
- D. April 30, 2012, special executive session

REVENUE & EXPENSE

On the motion of Mr. Gould, seconded by Mr. Washington, the following Revenue & Expense (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, March 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, March 2012;
- F. Transfers;
- G. Grants/donations for accepting or applying;

<u>Name of Grant/Donation</u>	<u>Apply/Accept</u>	<u>Amount</u>	<u>Year</u>
<u>Grants:</u>			
Perkins Post-Secondary	non-accept	\$1,892.00	FY2013
 <u>Cape Ed Grants:</u>			
Let’s Celebrate Our Diversity by Pamela Branco & Barbara Yarger	apply	\$ 500.00	SY2012/13
Life is a Mosaic by Gina Tack	apply	\$ 500.00	SY2012/13
The Titanic of Tolerance by Nancy Driscoll Dave Masterson Barbara Yarger	apply	\$ 500.00	SY2012/13

<u>Name of Grant/Donation</u>	<u>Apply/Accept</u>	<u>Amount</u>	<u>Year</u>
Walden Fair by Nancy Fissel Hans Toft Vince Downey Chris Kane	apply	\$ 500.00	SY2012/13
Creating a Culture of Caring by Hans Toft	apply	\$ 500.00	SY2012/13
He was a Bold Man by Jim McKinley Vince Downey	apply	\$ 500.00	SY2012/13
Baking Away to a Gluten Free Tomorrow by Robert Johnston	apply	\$ 500.00	SY2012/13
FFA Environmental	apply	\$2,000.00	SY2012/12
Donations:			
Establishment:			
Beatrice Payne Scholarship			4/21/2012
Supt. Robert W. Matthies for Beatrice Payne Scholarship	accept	\$ 250.00	4/21/2012
Hon. Daniel & Mrs. Beyel For Beatrice Payne Scholarship	accept	\$ 200.00	4/23/2012
Mr. & Mrs. Wm. Tozour, Jr. For Beatrice Payne Scholarship	accept	\$ 100.00	4/23/2012
Katherine E. Canon William Watkins, Jr. for Beatrice Payne Scholarship	accept	\$ 50.00	4/27/2012
Cheryl Watkins Snead For Beatrice Payne Scholarship	accept	\$ 100.00	4/30/2012

H. Bids, contracts, reports, agreements:

<u>Name – Report/Contract</u>	<u>Purpose</u>	<u>Amount</u>	<u>Date/Year(s)</u>
Resolution NJ State Interscholastic Athletic Association	Membership renewal	\$2,150.0	SY2012/13
Resolution in Honor of Beatrice Payne, Board President	Amended to reflect board room being named		4/17/2012
Hess Corporation (ACES)	Electric Supplier		5/1/2012- 4/30/2013
Educational Data Services	Vocational/OC-Ed Supplies	\$43,456.14	5/1/2012
Multi-Temp Mechanical Inc.	Award of: Licensed Contracted Services	bid results (attached)	SY2012/13 bid received: 5/1/2012
Don J. Urie	Award of: Bakery	\$91,832.00	5/1/52012

THE FOLLOWING ITEM WAS TABLED

R. Maxwell Construction Co.	Award of: ADA Bathroom Improvement	\$94,613.00	5/15/2012 bid received 5/8/2012
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Approval to authorize Remington, Vernick & Walberg Engineers to amend the Long Range Facilities Plan as needed to include the project known as the ADA Bathroom Improvements as an “other capital project”. Local funding through Capital Reserve, no state funding.

Parkway Dental Services	Award of: Dental Equipment	\$96,167.24	5/15/2012 bid received: 5/9/2012
	Change Order #1	\$ 142.52	
Resolution award non-fair and open contract with Advantage Rental & Sales/ACE	B-21 Tractor/ loader/backhoe	\$21,000.00	5/14/2012
Participation contract with Cape May County Shared Services	Transportation		SY2012/13

<u>Name – Report/Contract</u>	<u>Purpose</u>	<u>Amount</u>	<u>Date/Year(s)</u>
Pennoni Associates, Inc.	Additional remedial action monitoring	\$ 1,000.00	5/15/2012 proposal received: 5/3/2012
Gentilini Ford	Purchase truck F550 Stake Body (10% under State contract price)	\$45,499.44	5/15/2012
State contract DFFLM, LLC Contract #A79113T2789	2 nd quote	\$52,137.00	
Lilliston Ford	3 rd quote	\$48,285.00	
Cause Way Ford	4 th quote	no quote submitted	
Hewlett Packard State contract #A70262	purchase technology equipment		5/15/2012

I. 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>
Soundcraft Delta 24 Channel Mixer	Unknown	Replaced by smaller unit

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

<u>Position</u>	<u>Hourly Rate</u>
Security Personnel	\$16.50 per/hr.
Summertime Adventures for Kids Teacher	\$29.50 per/hr.

K. Travel (Employee/Board Member)

<u>Name</u>	<u>Purpose</u>	<u>Location</u>	<u>Est. Cost.</u>	<u>Date(s)</u>
Mary Ellen Waddell	Professional Dev.	Cape May	\$160.00	5/31-6/1/12

COMMUNICATION

Correspondence

Subject

Beatrice Payne's Family

Card expressing family's deep appreciation for the kind expression of sympathy.

Correspondence

Students & Teachers
Field trip to New York
on May 2

Subject

Special thank you to Mr. Matthies,
Paula J. Smith and the Board of
Education for the opportunity for the
cultural/historical experience of touring
the 9/11 Memorial. Pictures of students
and 9/11 Memorial for the board.

CURRICULUM

On the motion of Mr. Washington, seconded by Mr. Gould, the following curriculum (A through F) was approved by roll call vote.

- A. Job cards, March 2012;
- B. High School Summer School Remedial Course Program, 2012;
- C. District Application for Approval to Operate Summer School, 2012;
- D. Workforce Development Partnership Program (WDPP), FY2013;
- E. Summertime Adventure for Kids Program and program offerings, 2012;
- F. Field Trips:

<u>Date</u>	<u>Destination/Purpose</u>	<u>Students/Teachers/Chaperone(s)</u>		
5/2/2012	Swainton Public Policy Legislative Awards to receive State & Legislative recognitions for production & community service (Grades 10-12)	14	1	
5/23/2012	Wildwood Convention Center N.J. Clean Community Service (Key Club is managing event) (Grades 9 – 12)	30	1	1
5/25/2012	Rio Grande/Cape May Tour wholesale meat facility & end of year fine dining at local restaurant *funded by student café gratuity account (Level 1, Grade 10)	14	1	1
5/31/2012	Cape May end of year fine dining experience at local restaurant *funded by student café gratuity account (Level 11, Grade 11)	12	1	1

<u>Date</u>	<u>Destination/Purpose</u>	<u>Students/Teachers/Chaperone(s)</u>		
6/1/2012	Cape May County Park & Cape May end of year BBQ cook-off & sample specialty items in fine dining experience at local restaurant *funded by student café gratuity account (Level 111, Grade 12)	13	1	1
5/21/2012	Burlington County Tech Institute State cosmetology license test (high school/post-secondary) plus 21 models	21	2	2
5/30/2012	Borgata Pastry tour of facility (Grades 11-12)	12	1	
5/30/2012	Avalon/barrier island ecology (Grades 10-11)	22	1	1
5/31/2012	Avalon/barrier island ecology/AM (Grades 10-11)	23	1	
5/31/2012	Avalon/barrier island ecology/PM (Grades 10-11)	21	1	1

LEGISLATION & POLICY

On the motion of Mr. Gould, seconded by Dr. Stepura, the following job description was approved for first reading by roll call vote.

A. D-4 Director of Curriculum and Instruction

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. Washington, the following personnel items have been 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>
Rita King	Guidance Counselor	Student scheduling, preparation	per diem	20 days
Daniel Hogan	Guidance Counselor	Student scheduling, preparation	per diem	20 days
Julia Martin	Child Study Team	Summer employment IDEA grant	per diem	20 days
Lynda Zipparo	School Nurse	Student sports/employee physicals/incoming students	per diem	8 days
Nancy Driscoll	CAT	Production Activities	per diem	22 days
Ruth Jacobson	Media Specialist	Update electronic data check-in new materials obsolete/outdated materials	per diem	5 days
Bresan, Joseph	Instructor	E/C Education Summertime Adv.	\$29 per/hr.	7/16/12, 10 days
Pleasants, Matt	Instructor	E/C Education Summertime Adv.	\$29 per/hr.	7/16/12, 10 days
Pruna, Carlos	Instructor	E/C Education Summertime Adv.	\$29 per/hr.	7/16/12, 10 days
Tack, Gina	Instructor	E/C Education Summertime Adv.	\$29 per/hr.	7/16/12, 10 days
Toft, Hanna	Instructor	E/C Education Summertime Adv.	\$29 per/hr.	7/16/12, 10 days
Toft, Hans	Instructor	E/C Education Summertime Adv.	\$29 per/hr.	7/16/12, 10 days

<u>Name</u>	<u>Position</u>	<u>Description Funding Program</u>	<u>Step Amount Longevity</u>	<u>Effective Date(s) or # of Days</u>
Roach, Lisa	Instructor Sub.	E/ C Education Summertime Adv.	\$29 per/hr.	7/16/12, 10 days
Braunwell, Lisa	School Nurse Sub.	Summer School	\$32 per/hr.	7/9/12 up to 19 days
Cianci, Scott	Instructor (Math)	Summer School	\$32 per/hr.	7/9/12 19 days
Downey, Vince	Instructor (Health & P.E.)	Summer School	\$32 per/hr.	7/9/12 19 days
Embs, Nancy	Instructor Sub.	Summer School	\$32 per/hr.	7/9/12 up to 19 days
Fissel, Nancy	Instructor (English)	Summer School	\$32 per/hr.	7/9/12 19 days
Halsey, Brian	Instructor (English)	Summer School	\$32 per/hr.	7/9/12 19 days
Kopf, Barry	Instructor Sub.	Summer School	\$32 per/hr.	7/9/12 up to 19 days
Ladd, William	Instructor (Social Studies)	Summer School	\$32 per/hr.	7/9/12 19 days
Lee, Young Ae	Instructor (Math)	Summer School	\$32 per/hr.	7/9/12 19 days
Marriner, Lynn	Instructor Sub	Summer School	\$32 per/hr.	7/9/12 up to 19 days
Smith, Karen	Instructor Sub	Summer School	\$32 per/hr.	7/9/12 up to 19 days
Sweeney, Ed	Instructor (Spanish)	Summer School	\$32 per/hr.	7/9/12 19 days
Wallace, Roberta	Instructor (Science)	Summer School	\$32 per/hr.	7/9/12 19 days

<u>Name</u>	<u>Position</u>	<u>Description Funding Program</u>	<u>Step Amount Longevity</u>	<u>Effective Date(s) or # of Days</u>
Zipparo, Lynda	School Nurse	Summer School	\$32 per/hr.	7/9/12 19 days
Kopf, Barry	Security	Summer School	\$16.50 per/hr.	7/9/12 up to 19 days
Taccarino, John	Security	Summer School	\$16,50 per/hr.	7/2/2012 22 days
Jackson, Sarah	Sub.	High School	\$90 per/day	SY2011/12
Brian, Halsey	Teacher (English 10 CP)	H.B. Instr. (A.D.)	\$30 per/ hr.	5/3/12 – 6/29/12
Carlos Pruna	Teacher (Geometry CP)	H.B. Instr. (A.D.)	\$30 per/hr.	5/3/12- 6/29/12 2 hrs./ per wk.
Gina Tack	Teacher (US History II CP)	H.B. Instr. (A.D.)	\$30 per/hr.	5/3/12 – 6/29/12 2hrs./per wk.
Dan Taykayama	Teacher (Chemistry CP)	H.B. Instr. (A.D.)	\$30 per/hr.	5/3/2012- 6/29/12 2 hrs./ per wk.
Margaret Hosford	Teacher (Spanish II)	H.B. Instr. (A.D.)	\$30 per/hr.	5/3/12 – 6/29/12 2 hrs./per wk.
Brian Halsey	Teacher (English 11 CP)	H.B. Instr. (M.H.)	\$30 per/hr.	5/7/12- 6/15/12 2 hrs. per wk.
Gina Tack	Teacher (Art History)	H.B. Instr. (M.H.)	\$30 per/hr.	5/7/12- 6/15/12 2 hrs. per wk.
Maryanne Vitale	Teacher (Algebra II CP)	H.B. Instr. (M.H.)	\$30 per/hr.	5/7/12- 6/15/12 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>
Roberta Wallace	Teacher (Active Physics)	H.B. Instr. (M.H.)	\$30 per/hr.	5/7/12- 6/15/12 2 hrs. per wk.
William Ladd	Teacher (World Cultures)	H.B. Instr. (M.H.)	\$30 per/hr.	5/7/12- 6/15/12 2 hrs. per wk.
Nancy Embs	Bridging Mentor	Grant/Local	\$29 per/hr.	7/18/12-8/17/12
Nancy Fissel	Bridging Mentor	Grant/Local	\$29 per/hr.	7/18/12-8/17/12
Lisa Roach	Bridging Mentor	Grant/Local	\$29 per/hr.	7/18/12-8/17/12
Gina Tack	Bridging Mentor	Grant/Local	\$29 per/hr.	7/18/12-8/17/12
Karen Smith	Bridging Mentor	Grant/Local	\$29 per/hr.	7/18/12-8/17/12
Stacy Mead	Bridging Mentor	Grant/Local	\$29 per/hr.	7/18/12-8/17/12
John Taccarino	Bridging Mentor	Grant/Local	\$29 per/hr.	7/18/12-8/17/12
Vinson, Johnnye	Instructor	WIB Summer Youth Employment Program	\$29 per/hr.	5/22/12
Bruce Knoll	Summer Painter		\$13 per/hr.	6/18/12 40+ days
Bruce Knoll	On-Call Custodian		\$12 per hr. (BS)	SY2012/13
Michael McBride	On-Call		\$10 per hr.	SY2012/13

**ADMINISTRATIVE REPORTS
BUILDINGS, GROUNDS & EQUIPMENT**

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, June 2012, was presented by James Owens, Director of Buildings, Grounds & Equipment;
- C. Principal's Report was presented by Michael Adams, Principal;
- D. Director's Report 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's Report was presented by Robert W. Matthies, Superintendent.

BOARD MEMBER COMMENTS AND DISCUSSION ITEMS

EXECUTIVE SESSION

On the motion of Mr. Gould, seconded by Dr. Stepura, at 1:47 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.

Negotiations

HIB

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 this 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 Session adjourned at 2:27 pm.

RETURN TO OPEN SESSION

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


Affirmative Action taken by the Superintendent regarding HIB Investigations from March 21, 2012 to April 16, 2012 (1 received).

Acknowledge Harassment, Intimidation and Bullying (HIB) Incidents Reports from April 17, 2012 (2 received).

ADJOURN

On the motion of Mr. Gould, seconded by Mr. Washington, the meeting was adjourned at 2:30 p.m.

Respectfully submitted,

A handwritten signature in black 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