

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

October 16, 2012

The following were present at the meeting: Dr. Richard Stepura, board member; Mr. Alan I Gould, board member; Mr. Anthony L. Anzelone, board member; Mr. James R. Washington, board vice president; Mr. Robert L. Boyd, board 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; Nancy Wheeler-Driscoll, Director Curriculum & Instruction; Paula J. Smith, Business Administrator/Board Secretary; Dr. Nancy M. Hudanich, Superintendent.

CALL TO ORDER

FLAG SALUTE

Adequate notification of this meeting has been properly posted in the Press of Atlantic City on November 11, 2012, as prescribed by Chapter 231, laws of 1975.

PUBLIC INPUT

There was not public input at the meeting.

Mr. Boyd, Board President, presented a resolution in recognition of National Principal's Month to Vice Principals John Ord and Steven Vitiello, and Principal Mike Adams.

APPROVAL OF MINUTES OF PREVIOUS MEETING

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

Mr. Gould and Mr. Anzelone abstained from the vote.

- A. September 18, 2012, board meeting
- B. September 18, 2012, executive session

REVENUE & EXPENSE

On the motion of Mr. Washington, seconded by Mr. Gould, the following Revenue & Expense (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, August 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, August 2012;
- F. Transfers;
- G. Bids, contracts, reports, agreements:

<u>Name – Report/Contract</u>	<u>Purpose</u>	<u>Amount</u>	<u>Date/Year(s)</u>
Resolution NJ Quality Accountability Continuum Statement of Assurance			SY2012/13

Resolution: Declaring
October 1 – 5 as the
“Week of Respect”
October 15 -19
“Week of School Violence Awareness”

NJ School Boards Assoc.	Policy Service	\$2,500.00	SY2012/13
Resolution	National Principal Month		10/16/2012

H. The 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>
Brodhead Garrett Fundamentals of Refrigeration Demo Inventory #1000767 Inventory #1000768	Unknown	Obsolete
Steamer Cleveland Ultra 10 Inventory #1003299	Unknown	Obsolete
Traulsen Read in Freezer Serial #TY20184C06 Inventory #1005078	Unknown	Obsolete

Perio Probe Model 90000 Serial #51120 Inventory #1001335	Unknown	Obsolete
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<u>Name of Disposal Item(s)</u> Whirlpool Fridge 014 YWMC Inventory #1001335	<u>Value of Item(s)</u> Unknown	<u>Reason for Disposal</u> Obsolete
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I. Travel (Employee/Board Member)

<u>Name</u>	<u>Purpose</u>	<u>Location</u>	<u>Est. Cost</u>	<u>Date(s)</u>
Paula J. Smith	NJSBA Workshop	Atlantic City	\$240.00	10/23-25/2012
Nancy M. Hudanich	NJSBA Workshop	Atlantic City	\$240.00	10/23-25/2012
John Longinetti	Edscape Conf.	Milford	\$135.80	10/13/2012
John Ord	School Leadership	Galloway	\$350.00	2/7 & 2/13/13

COMMUNICATIONS

Correspondence from:

Anthony Jones
Loss Control Manager
NJSBA Insurance Group

Subject

Congratulations, the district has been selected as one of the winners for the 2012 Safety Award. Presentation of the award will be presented on October 23, 2012.

Dr. Celeste L. Merriweather
Director

Stewart B. McKinney-Vento Education of Homeless Children and Youth Program for SY2012/13 in collaboration with Bridgeton Public Schools and the district to provide available services during student's period of homelessness.

Dr. Richard Stepura

Approving Cape May County Technical School District's request for Phil Giambri as a substitute in the same classroom beyond the 20 day limit be extended up to 40 days.

Dr. Richard Stepura

Approving Cape May County Technical School District's request for Jason Embs as a substitute in the same classroom beyond the 20 day limit be extended up to 40 days.

Correspondence from:
NOAA Planet Stewards

Subject
Notification of selection for Julie Stratton and her Environmental Literacy students to participate in the 2012 Digital Media Learning Competition: Badges for Lifelong Learning.

CURRICULUM

On the motion of Mr. Gould, seconded by Dr. Stepura, the following Curriculum, SY2012/13 (Items A through H) were approved by roll call vote.

- A. Job Cards, July 2012;
- B. Margretta Houston, contact person for the DYFS Educational Stability Liaison;
- C. Cape May County Technical School Security Plan, SY2012/13;
- D. Cape May County Technical School District to operate the GED Testing Center, January 1, 2013 through December 31, 2013;
- E. Declaration page and Board Resolution for QSAC, SY2012/13;
- F. Post-Secondary Tuition Credit Assistant recipient:
Dental Student 45% = \$1,728.00
- G. Letter of Intent to apply for the Green Ribbon Schools
- H. Field Trips:

<u>Date</u>	<u>Destination/Purpose</u>	<u>Students/Teachers/Chaperone(s)</u>		
10/26/2012	Absegami High School College Fair (Grades 11 -12)	50	1	1
10/18/2012	Belleplain/Sunset Flower Farm – tour working farm and set crops (Grades 10 -12)	13	1	
10/19/2012	Egg Harbor Township, Storybook, nursery rhymes and fall themes (Pre-school & grades 10/12)	40	2	1
10/29/2012	Ewing Twp. – College of NJ	12	1	

NJ Assoc. Student Council
(Grade 12)

<u>Date</u>	<u>Destination/Purpose</u>	<u>Students/Teachers/Chaperone(s)</u>		
11/16/2012	Wildwood Convention Ctr. Peer Leadership Conf. (Grades 11 -12)	24	1	
10/17/2012	Cape May County Zoo Senior Class Photo Location (Grade 12)	7	1	
12/20/2012	Atlantic City Hospitality NAF Curriculum (Grades 9 – 12)	12	2	
3/27-31/2013	Myrtle Beach, SC Baseball Training-The Ripken Experience (Grades 10-12)	17	1	3
5/16/2013	Jackson, Great Adventure N.J. Association Student Council (Grades 9-12)	TBD	1	2

LEGISLATION & POLICY

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

- A. Approval of the Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials.

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>
Hanna M. Toft	Marine & Natural Science Teacher	High School	Step 1 *\$51,285.00	11/12/12- 6/30/12
*pending negotiations				
Employee #387		NJFLA/FMLA	without pay	10/1/12- 11/1/12
Sharon Siefken	Instructor Sub. (Quilting – Hand)	E/C Education Avo	\$22 per/hr.	SY2012/13
Tracey Skiles	Tutoring Teacher	NCLB	\$29 per/hr.	SY2012/13
<u>Name</u>	<u>Position</u>	<u>Description Funding Program</u>	<u>Step Amount Longevity</u>	<u>Effective Date(s) or # of Days</u>
Judith Mitchell	Sub. Teacher	High School	\$90 per/day	SY2012/13
Mary Webster	School Nurse (substitute)	High School	\$134 per/day	SY2012/13
Revise: 8/21/2012	BOE recommendation: start date			
Justin Warren	Technology Systems Technician			9/28/12 6/30/12
Gina Tack	Class Advisor '14		\$2,200.00	SY2012/13
John Longinetti	Class Advisor '14	Volunteer		
Rescind: 7/17/2012	BOE recommendation:			
Monica Reider	Class Advisor '14		\$2,200.00	SY2012/13
Hans Toft	FFA		\$900.00 (pro-rated)	9/5/2012- 11/9/2012
Hanna Toft	FFA		\$900.00 (pro-rated)	11/12/12- 6/17/12
Danielle Brasch	Cheerleading Coach		\$5,200.00	SY2012/13
Brian Halsey	Teacher (English CP 12)	H.B. Instr. (A.K.)	\$30 per/hr.	2 hrs/per/wk. 10/15-

12/21/12

Gina Tack	Teacher (Art History)	H.B. Instr. (A.K.)	\$30 per/hr.	2 hrs/per/wk. 10/15 – 12/21/12
Gina Tack	Teacher (Sociology)	H.B. Instr. (A.K.)	\$30 per/hr.	2 hrs/per/wk. 10/15 – 12/21/12
John Taccarino	Detention	After School Saturday	\$25 per/hr. \$28 per/hr.	SY2012/13
Sarah Jackson	Sub. Teacher	Planning/ Assessment	\$110 per/day	9/26/2012- 11/1/2012

<u>Name</u>	<u>Position</u>	<u>Description Funding Program</u>	<u>Step Amount Longevity</u>	<u>Effective Date(s) or # of Days</u>
Phil Giambri	Sub. Teacher	Planning/ Assessment	\$110 per/day	9/4/2012- 11/12/2012
Jason Embs	Sub. Teacher	Planning/ Assessment	\$110 per/day	9/4/2012- 11/12/2012
Danielle Brasch	Sub. Teacher	High School	\$90 per/day	SY2012/13
Dave Masterson	Additional teaching period		\$5,400.00	SY2012/13

ADMINISTRATIVE REPORTS BUILDINGS, GROUNDS & EQUIPMENT

On the motion of Dr. Stepura, seconded by Mr. Anzelone, the following Buildings and Grounds reports were approved by roll call vote.

- A. Director, Buildings & Grounds Report was presented by James Owens, Director Buildings, Grounds & Equipment;
- B. Use of School Facilities, November 2012, was presented by James Owens, Director Buildings, Grounds & Equipment;
- C. Three Year Comprehensive Maintenance Plan, 2011-2014 was presented by James Owens, Director Buildings, Grounds & Equipment;

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

- A. Principal's Report was presented by Michael Adams, Principal;
- B. Curriculum & Instruction Report as presented by Nancy Wheeler-Driscoll, Director of Curriculum & Instruction;
- C. Director, Evening & Continuing Education report as presented by Rusty Miller, Director;
- D. Superintendent Report as presented by Dr. Nancy Hudanich, Superintendent

BOARD MEMBER COMMENTS AND DISCUSSION ITEMS

Mr. Anzelone apologized for his absence from the September board meeting for health reasons.

Mr. Gould invited anyone interested in attending a Professionalism Workshop tomorrow at 10:00 am at the Court House which he will be moderating.

EXECUTIVE SESSION

On the motion of Mr. Anzelone, seconded by Mr. Gould, at 1:46 pm 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 executive session to discuss the following matters which may legally and appropriately be discussed in executive session:

- HIB
- Legal Matters
- Negotiations Update
- Board Self Evaluation

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 the Board will take action in connection with the matters discussed in executive session. The Executive Session was adjourned at 3:00 p.m.

RETURN TO OPEN SESSION

On the motion of Mr. Gould, seconded by Mr. Anzelone the following were approved by roll call vote: Dr. Stepura abstained from the vote.

Affirm the action taken by the Superintendent regarding HIB Investigations: August 21 to September 18 (0 received)

Acknowledge Harassment, Intimidation, and Bullying (HIB) Incidents Report: September 18, 2012 to October 16, 2012 (2 received)

On the motion of Mr. Gould, seconded by Mr. Anzelone that the Board authorize the attorney to prepare a voluntary memorandum of understanding to be submitted to the Office of Civil Rights memorializing district procedures for the admissions process was approved by roll call vote.

ADJOURN

On the motion of Mr. Gould, seconded by Dr. Stepura the meeting was adjourned at 3:02 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 and the last name "Smith" following in a similar style.

Paula J. Smith
Board Secretary