

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

**June 19, 2012
1:02 p.m.**

The following were present at the meeting: Dr. Richard Stepura, Board Member; Mr. Alan I. Gould, Board Member; Mr. James R. Washington II, 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; Paula J. Smith, Business Administrator/Board Secretary; Nancy V. Hudanich, Assistant Superintendent for Curriculum, Instruction & Technology & Robert W. Matthies, Superintendent.

**CALL TO ORDER
FLAG SALUTE**

Adequate notification of this meeting has been properly posted in the Press of Atlantic City on November 22, 2011

PUBLIC INPUT

Patricia Downey, Nancy Wheeler Driscoll and Lynda Zipparo were present.

Patricia Downey presented Mr. Matthies with the following gifts in recognition of his service to the district: A clock, a copy of the yearbook signed by all staff, and a CD recording of his first and last graduation ceremony.

Mr. Boyd read a resolution from the Board of Education recognizing Mr. Matthies service to the district.

Moved by Mr. Gould, seconded by Mr. Washington, the resolution was approved by roll call vote.

Dr. Hudanich presented Mr. Matthies with the spirit stick which is a Tech tradition he started during his tenure as Principal.

Nurse Lynda Zipparo presented Mr. Matthies with a healthy gift of suntan lotion to be used in his retirement.

APPROVAL OF MINUTES OF PREVIOUS MEETING

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

- A. May 15, 2012, board meeting
- B. May 15, 2012, executive session

REVENUE & EXPENSE

On the motion of Mr. Gould, seconded by Dr. Stepura, the following Revenue & Expense (Items A through J) 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, April 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, April 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>			
Apprenticeship	Apply	\$10,000.00	SY2012/13
Dollar General	Accept	\$ 7,000.00	SY2012/13

<u>Donations:</u>			
Sturdy Savings Bank for basketball program		\$ 250.00	5/25/2012
Alyssa Jones for Nate Allen Scholarship		\$ 3,000.00	SY2011/12
Cape May Surf Club, Inc. for high school Scholarship		\$ 1,000.00	SY2011/12
Crest Savings Bank for boys basketball program		\$ 100.00	SY2011/12

H. Bids, contracts, reports, agreements:			
<u>Name – Report/Contract</u>	<u>Purpose</u>	<u>Amount</u>	<u>Date/Year(s)</u>
Authorize Business Administrator	Year end transfers and pay bills due & owing		6/30/2012
Transfer to Maintenance Reserve	To offset future maintenance projects	\$100,000	6/19/2012

<u>Name – Report/Contract</u>	<u>Purpose</u>	<u>Amount</u>	<u>Date/Year(s)</u>
Transfer to Capital Reserve	For future capital projects	\$524,800	6/190/2012
Itinerant Services Agreement with Cape May County Special Services	Child Study Team	Fee schedule SY2012/13	
Middle Twp. Board of Ed Cooperative Pricing Agreement Service Contract	Electrician service Northern Electrical Journeyman Helper 10% markup on wholesale supplies	\$80 per/hr. \$25 per/hr.	SY2012/13
R. Maxwell Construction Co.	*award of: ADA bathroom Improvement (tabled May 2012 mtg.)	\$94,613.00	5/15/2012 bid received: 5/8/2012
Resolution award non-fair and open contract with J. Bryne Insurance	Broker of Record property, liability, workers compensation		SY2012/13

(*pending final Department of Education approval)

I. Part-time contracts and hourly rates, 2012/13SY (effective July 1, 2012):

<u>Position</u>	<u>Hourly Rate</u>
GED Test Examiner	\$29 per/hr.

J. Travel (Employee/ Board Member)

<u>Name</u>	<u>Purpose</u>	<u>Location</u>	<u>Est. Cost</u>	<u>Date(s)</u>
Laura Elston	Professional Dev.	Cape May	\$351.52	8/1-2, 2012

COMMUNICATION

Correspondence from
Allyson O'Shea, Chair

Subject

The Cape May County Professional Development Board has received, reviewed and approved the Cape May County Technical School Development Plan for 2012/13SY. The Board commended Nancy Wheeler-Driscoll for her exemplary data collection , collaboration and feedback, and notable graphic aid.

Leslie Flick, Coordinator

St. Barnabas by the Bay Episcopal Church thanking the Cape May County Technical School National Honor Society students for their generous Donation of \$1,000.00 to their Cares Food Pantry Providing for needy families in the community.

Correspondence from
Dr. Dina L. Elliott, Supt.

Subject

Extending gratitude on behalf of Mr. Vivarelli, Mr. Mercoli and Ms. Appleby for last month's tour and Commending for the impressive instructional areas, Delicious lunch prepared by students, and the informative observation of the board meeting.

Charles E. Pessagno
Regional Executive
Vice President

Notification of resignation of Marsh & McLennan Agency as Broker of Record for the district's property, liability and workers compensation Insurance.

Thomas P. Byrne, AAI
President

J. Byrne Insurance information district of their eligibility to serve the district as Broker of Record.

F. Richard Stepura, Ed.D.

In accordance with N.J.A.C. 6A:23A-3.1 contracts for Dr. Nancy Hudanich as Superintendent of Schools and Paula J. Smith, Business Administrator have been reviewed and approved as the provisions are in compliance with the regulations.

CURRICULUM

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

- A. Job cards, April 2012;
- B. School Based Youth Services 2012 Summer Activities Calendar;
- C. Cape May County Technical School to operate the GED Testing Center 7/1/2012 – 6/30/2013;
- D. Transfer Student, Kristen Chiarle to the Post-Secondary Cosmetology Program, May 24, 2012 through May 29, 2012;
- E. Flextime – June 20 through August 31, 2012;
Workday reduced ½ hour per day, all offices will be open 8:00 a.m. – 3:00 p.m.;
- F. Accept the District Professional Development Plan for 2012/2013;

LEGISLATION & POLICY

On the motion of Mr. Gould, seconded by Mr. Washington, the following policy and job descriptions for : (Items A through C) were approved by roll call vote.

First reading & approval:

- A. 2121 Line of Responsibility – Exhibit A
- B. B-18 Director of Technology and Network Operations
- C. B-19 District Data Manager

On the motion of Mr. Washington, seconded by Dr. Stepura the following job description was approved 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 Dr. Stepura, the following personnel items 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>
Andrew Pleasants	Technology Systems Technician	Declined Employment		SY2012/13
Pamela Sheppard	Secretary Admissions (part-time)		\$13.30	SY2012/13 maximum 24 hrs/per/wk
Jonathan DeVico	Technology Systems Technician		\$34,000.00	7/1/2012- 6/30/2013
John Longinetti	Teacher (Pre-Engineering)	High School	*Step 4B *\$54,585.00 *pending negotiations	9/1/2012 6/30/2013
Stacy Mead	Teacher (Mathematics)	High School	Step 2B \$51,585.00	9/1/2012- 6/30/2013
Tom Hatala	Lead Custodian (Evening)	Buildings&Grounds	\$1,500.00	SY2012-13
Michael McBride	Summer Painter	Buildings & Grounds	\$13 per/hr.	6/18/2012 40+ days
Mary Ann Lang	GED Testing Ctr. Proctor/Secretary	WIB Grant*	\$18,000.00	7/1/2012 – 6/30/2013
Barbara Feketics	Teacher (part-time)	ABE/GED/ESL/ Civics*	\$27 per/hr.	SY2012/13
Sandra Borkowski	Teacher (part-time)	ABE/GED/ESL/ Civics*	\$27 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>
Sarah Rutherford	Teacher (part-time)	ABE/GED/ESL/ Civics"	\$27 per/hr.	SY2012/13
Nancy Embs	Teacher (part-time)	ABE/GED/ESL/ Civics*	\$27 per/hr.	SY2012/13
Janet Bravo	Teacher (part-time)	ABE/GED/ESL/ Civics*	\$27 per/hr.	SY2012/13
Mary Ellen Waddell	Teacher (part-time substitute)	ABE/GED/ESL/ Civics*	\$27 per/hr.	SY2012/13
Elizabeth Satterfield	Teacher (part-time substitute)	ABE/GED/ESL/ Civics*	\$27 per/hr.	SY2012/13
Mary Ellen Waddell	Teacher (full-time)	ABE/GED/ESL/	\$48,332.00 12 months	SY2012/13
Elizabeth Satterfield	Test Support Specialist	ABE/GED/ESL/ Civics* & Perkins Post-Secondary*	\$34,954.00 12 months	SY2012/13
*Pending grant approval				
Elizabeth Satterfield	Administrative Stipend	ABE/GED/ESL/ Civics*	\$4,800.00	SY2012/13
*Pending grant approval				
Julia Stratton	Write Curriculum (Common Core Standards Math) (9-12)	Revision/Alignment	\$1,200.00	SY2011/12
Julia Stratton	Write Curriculum (Common Core Standards Language Arts) (9-12)	Revision/Alignment	\$1,200.00	SY2011/12
Julia Stratton	Write Curriculum (Common Core Standards Reading and Writing – All Subjects)	Revision/Alignment	\$1,200.00	SY2011/12
Julia Stratton	Write Curriculum (Social Studies) (9-12)	Revision/Alignment	\$1,200.00	SY2011/12
Julia Stratton	Write Curriculum (21 st Century Life and Careers – All subjects)	Revision/Alignment	\$1,200.00	SY2011/12
Julie Stratton	Write Curriculum (Health & PE) (9-12)	Revision/Alignment	\$1,200.00	SY2011/12

<u>Name</u>	<u>Position</u>	<u>Description Funding Program</u>	<u>Step Amount Longevity</u>	<u>Effective Date(s) or # of Days</u>
Julie Stratton	Write Curriculum (Technology – All Subjects)	Revision/Alignment	\$1,200.00	SY2011/12
Diane Stelacio	Write Curriculum (Financial Literacy Grades 11 & 12)		\$1,200.00	SY2011/12
Makhail Fishman	Teacher (Algebra II CP)	H.B. Instr. (A.A.)	\$30 per/hr.	5/29/2012- 6/15/2012 2 hrs./per/wk
Lisa Nelson	Teacher (Chemistry CP)	H.B. Instr. (A.A.)	\$30 per/hr.	5/29/2012- 6/15/2012 2 hrs./per/wk
Gina Tack	Teacher (US History II CP)	H.B. Instr. (A.A.)	\$30 per/hr.	5/29/2012- 6/15/2012 2 hrs./per/wk
Brian Halsey	Teacher (English 10 CP)	H.B. Instr. (A.A.)	\$30 per/hr.	5/29/2012- 6/15/2012 2 hrs./per/wk
Arnold, Alicia	Examiner	GED Testing Ctr.	\$29 per/hr.	SY2012/13
Crean, Jean	Examiner	GED Testing Ctr.	\$29 per/hr.	SY2012/13
Martin, Julia	Examiner	GED Testing Ctr.	\$29 per/hr.	SY2012/13
Miller, Rusty	Chief Examiner	GED Testing Ctr.	n/a	SY2012/13
Roach, Lisa	Examiner	GED Testing Ctr.	\$29 per/hr.	SY2012/13
Smith, Karen	Examiner	GED Testing Ctr.	\$29 per/hr.	SY2012/13
Stelacio, Diane	Examiner	GED Testing Ctr.	\$29 per/hr.	SY2012/13
Braunwell, Lisa	LPN Instructor (Substitute)	E/C Ed. Post Sec.	\$160 per/day	2012/13 SY
Leek, Valerie	LPN Instructor	E/C Ed. Post Sec.	per diem up to 30 days	7/1/2012
Hallowell, Ruth	LPN Instructor	E/C Ed. Post Sec.	per diem up to 30 days	7/1/2012
McLaughlin, Judy	LPN Instructor	E/C Ed. Post Sec.	per diem up to 30 days	7/1/2012

<u>Name</u>	<u>Position</u>	<u>Description Funding Program</u>	<u>Step Amount Longevity</u>	<u>Effective Date(s) or # of Days</u>
McLaughlin, Judy	LPN Coordinator	E/C Ed. Post Sec.	per contract	2012/13SY
Shaw, Carol	LPN Instructor (Substitute)	E/C Ed. Post Sec.	\$160 per/day	2012/13SY
Harshaw, Edward	Instructor (General Sub.)	Summer School	\$32 per/hr.	7/9/12 up to 19 days
Mitchell, Judith	Instructor (Science)	Summer School	\$32 per/hr.	7/9/2012 up to 19 days
Roach, Lisa	Instructor (General Sub.)	Summer School	\$32 per/hr.	7/9/2012 up to 19 days
Taccarino, John	Instructor (General Sub.)	Summer School	\$32 per/hr.	7/9/2012 up to 19 days
Diane Stelacio	Bridging Coordinator	Grant/Local	\$2,000.00	7/18/2012- 8/17/2012
Julia Stratton	Bridging Coordinator	Grant/Local	\$2,000.00	7/18/2012- 8/17/2012
Mary Ellen Waddell	Test Adm.	WIB Summer Youth Employment Program	\$29 per/hr	6/20/12 up to 5 days
Elizabeth Satterfield	Test Adm.	WIB Summer Youth Employment Program	\$29 per/hr	6/20/2012 up to 5 days
Mary Ellen Waddell	Instructor Substitute	WIB Summer Youth	\$29 per/hr	6/20/2012 up to 20 Days

**ADMINISTRATIVE REPORTS
BUILDINGS, GROUNDS & EQUIPMENT**

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

- A. Director's Reports was presented by James Owens, Director of Buildings, Grounds & Equipment;
- B. Use of School Facilities, July 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.

Mr. Matthies pointed out the resolution which had been framed and the signage for the Beatrice Payne Board Room. A plaque recognizing all past board members was also installed in the board room.

Mr. Matthies informed the board that during the research for board members, it was discovered that the first board convened on March 3, 1915. He suggested the board celebrate the 100th anniversary which is in the near future.

BOARD MEMBER COMMENTS AND DISCUSSION ITEMS

Mr. Gould, Dr. Stepura, Mr. Washington and Mr. Boyd all wished Mr. Matthies well and thanked him for his service to the school district. Ms. Houck, Dr. Hudanich and Mr. Adams thanked him for his support to the administration.

EXECUTIVE SESSION

On the motion of Dr. Stepura, seconded by Dr. Washington, at 2:16 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.

HIB
Negotiations
Legal Matters Update
Personnel

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 matters disclosed in Executive Session. The Executive Session was adjourned at 3:48 p.m.

RETURN TO OPEN SESSION

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

Affirmative Action taken by the Superintendent regarding HIB Investigations from April 17, 2012 to May 15, 2012 (2 received).

Acknowledge Harassment, Intimidation and Bullying (HIB) Incidents Report from May 16, 2012 to June 19, 2012 (0 received).

On the motion of Mr. Gould, seconded by Mr. Washington, the non-unit salaries presented for the 2012/2013 school year were approved by roll call vote.

On the motion of Mr. Gould, seconded by Mr. Washington, the title change for Michael Matthews to Data Manager and the salary presented for the 2012/2013 school year was approved by roll call vote.

On the motion of Dr. Stepura, seconded by Mr. Gould, appointed Nancy Wheeler Driscoll to the position of Director of Curriculum and Instruction for the 2012/2013 school year at the salary presented was approved by roll call vote.

On the motion of Mr. Gould, seconded by Mr. Washington, the contract for Paula J. Smith, Business Administrator, as approved by the Executive County Superintendent for the 2012/2013 school year was approved by roll call vote. Dr. Stepura abstained from the vote.

On the motion of Mr. Gould, seconded by Mr. Washington, the contract of Dr. Nancy Hudanich, Superintendent, for the period of June 1, 2012 – June 30, 2015 as approved by the Executive County Superintendent was approved by roll call vote. Dr. Stepura abstained from the vote.

On the motion of Mr. Gould, seconded by Dr. Stepura, the negotiated agreement with the Cape May County Technical Administrators Association was approved by roll call vote.

ADJOURN

On the motion of Mr. Gould, seconded by Dr. Stepura, the meeting was adjourned at 2:53 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