

**LOWER TOWNSHIP BOARD OF EDUCATION
MINUTES
REORGANIZATION & REGULAR MEETING
JANUARY 2, 2018**

Reorganization Meeting convened at 6:00 p.m. in the Carl T. Mitnick School, 905 Seashore Road, Cape May, NJ 08204.

Roll Call- Board Members:

PRESENT:

Monica DiVito
Gary Douglass
Steve Lewis
Joseph McKenna
Patricia Smith
Joseph Thomas
Charles Utsch
Jonathan Vile
Shaun Whittington

Also in Attendance:

Jeff Samaniego, Superintendent
John Hansen, Board Secretary
Taylor Ruilova, Board Attorney

Salute to the Flag.

Statement: Mr. Hansen read the following:

Notice of this meeting of the Lower Township Board of Education, listing the Agenda as known, was duly sent to the Cape May County Herald - Times Newspaper, The Press of Atlantic City, posted at the Municipal Building, and a copy thereof delivered to the Township Clerk; in accordance with the Open Public Meetings Act.

District Mission Statement:

Dedicated to academic excellence, Lower Township Elementary Schools will nurture and challenge all students in a safe and innovative learning community. By encouraging respect and responsibility, students become self-directed, passionate, lifelong learners who will reach their potential. We are dedicated to supporting all students in exceeding the New Jersey Student Learning Standards.

Vision Statement:

Every Student, Every Day Learning, Teaching, Exploring, Succeeding.

1/2/2018

2017-2019 Board Goals:

"Increase Board Member understanding of the Lower Township School District finances and broad base categories that make up the school budget, which will carry out the educational plan in a thorough and efficient manner."

2017-2018 Board Goals:

"To proactively support appropriate activities and events throughout the district with increased board member attendance."

District Goals:

"To foster effective communication and positive relationships with students, parents, staff and the community."

"To increase measures that educate parents and students, about the importance of school attendance and its link to student achievement."

1. Board Secretary administered the Oath of Office to the following Board Members:

Three Year Term

Mr. Gary Douglass
Mrs. Patricia Smith
Mr. Jonathan Vile

One Year Term

Mr. Steve Lewis

Election of the President: President of the Lower Township Board of Education commencing January 2, 2018 until the next Reorganization Meeting in 2019.

Mr. Hansen asked for nominations for President:
Mr. Whittington made a motion for Mr. Douglass for President, seconded by Mrs. Smith.
Mr. Thomas made a motion for Mrs. Smith for President. Mrs. Smith declined the nomination.
All voted in favor of Mr. Douglass for President.

Election of the Vice President

Mr. Douglass asked for nominations for Vice President:
Mr. Thomas a motion for Mrs. Smith for Vice President, seconded by Mr. Lewis.
All voted in favor of Mrs. Smith for Vice President.

R. REORGANIZATION:

- A. Lower Township Elementary School Code of Ethics: Mr. Douglass asked the Board Members to read over the Code of Ethics.

Code of Ethics

In accordance with N.J.S.A 18A:12-24.1 every Board member will abide by the following Code of Ethics. The Board member will:

1. Uphold and enforce all laws, rules and regulations of the State Board of Education and court orders pertaining to schools. Desired changes shall be brought about only through legal and ethical procedures.
2. Make decisions in terms of the educational welfare of children and seek to develop and maintain public schools that meet the individual needs of all children regardless of their ability, race, creed, sex, or social standing.
3. Confine his/her Board action to policy making, planning and appraisal, and help to frame policies and plans only after the Board has consulted those who will be affected by them.
4. Carry out his/her responsibility not to administer the schools, but together with fellow Board members, insure they are well run.
5. Recognize that authority rests with the Board of Education and make no personal promises nor take any private action that may compromise the Board.
6. Refuse to surrender his/her independent judgment to special interest or partisan political groups or to use the schools for personal gain or for the gain of friends.
7. Hold confidential all matters pertaining to the schools, which, if disclosed, would needlessly injure individuals, or the schools. In all other matters, he/she will provide accurate information and, in concert with fellow Board members, interpret to the staff the aspirations of the community for its school.
8. Vote to appoint the best-qualified personnel available after consideration of the recommendation of the chief administrative officer.
9. Support and protect school personnel in proper performance of their duties.
10. Refer all complaints to the chief administrative officer and act on the complaints at public meetings only after failure of an administrative solution.

1/2/2018

"Each Board Member signed the Affidavit"

1. That the Board approve the following Appointments and Resolutions, for the fiscal year January 2, 2018 through June 30, 2019, as listed below;
 - a. **Board Secretary & Records Custodian** – John Hansen
Assistant Board Secretary & Qualified Purchasing Agent (QPA) – Christine Conley
 - b. **ESEA Coordinator** – Sabina Muller
 - c. **Homeless Liaison/DC&P Coordinator** – Julia Sangillo
 - d. **Public Agency Compliance Officer (P.A.C.O.)** – John Hansen
 - e. **Section 504 Compliance Officer** – Debra Keeler
 - f. **Chief Equity/Affirmative Action Officer/Title IX Coordinator** – John Hansen
 - g. **Annuity & Investment Planners & Insurance:**
 - Lincoln Investment
 - Siracusa
 - Equitable Group
 - Franklin Insurance
 - Crest Financial Services
 - Sturdy Financial Services
 - AFLAC
 - AIG
 - Prudential
 - h. **Treasurer** – Lauren Read
 - i. **IPM (Integrated Pest Management) Coordinator** – Fred Fala

2.

"BANK DEPOSITORIES and DIRECT DEPOSIT"

RESOLVED, that as "Sturdy Bank", "The Bank of New York", "First Hope Bank" (Lease) and Sterling National Bank {ESIP} depositories for any and all monies that will be credited from time to time for any and all debt service;

AND, as the above stated bank is the paying agent for such debt service when due;

THEREFORE, BE IT RESOLVED, that an account in the name of this Board be kept with the "Sturdy Bank", "The Depository Trust Co.", "First Hope Bank" (Lease) and "Sterling National Bank {ESIP}" for the deposit in said bank to the credit of this Board from time to time, of any and all monies for said debt service;

RESOLVED, that the Cash Management Plan presented by Sturdy Bank, be approved for the Sweep Account and the Unemployment Trust Money Market Account, as provided in Board Policy #3300;

1/2/2018

RESOLVED, that the following accounts titled, as listed below, in the name of the Board of Education, be kept with the Sturdy Bank for the deposit in said bank, to the credit of the Board from time to time, of any/all monies, checks, drafts, notes, acceptances or other evidence of indebtedness, whether belonging to the Board or otherwise, which may be or hereafter come into its possession, and that the said bank be and is hereby authorized to make payment from the funds on deposit with it open and according to the checks, drafts, notes, or acceptances of this Board signed, effective July 1, 2017.

RESOLVED, in accordance with P.L. 2013 c. 28, that the Board of Education require mandatory direct deposit for all employees for net pay, effective February 1, 2017, in a specific banking institution, based on information provided by the employee.

"BANK DEPOSITORIES"

TYPE	DESCRIPTION	NUMBER	AUTHORIZE SIGNATURE/TRANSFERS
Checking Sturdy General Acct.	Lower Township Board of Education General Acct.	XXXXX0521	1. Board President or Board Vice President 2. Board Treasurer 3. Board Secretary or Asst. Board Secretary
Checking Sturdy Pay Acct.	Lower Township Board of Education Payroll	XXXXX0548	1. Board Treasurer or Board Secretary or Asst. Board Secretary
Checking Sturdy Agency Acct.	Lower Township Board of Education Agency Acct.	XXXXX9574	1. Board Treasurer or Board Secretary or Asst. Board Secretary
Money Market Sturdy Trust Acct.	Lower Township Board of Education Unemployment Trust	XXXXX0080	1. Board Treasurer or Board Secretary or Asst. Board Secretary
Checking Sturdy Cafeteria Acct.	Lower Township Board of Education Cafeteria Fund	XXXXX0556	1. Board Secretary or Asst. Board Secretary 2. Cafeteria Supervisor
Checking Sturdy Student Activity Acct.	Lower Township Board of Education Student Activity Acct.	XXXXX6760	1. Board President or Board Vice President 2. Board Treasurer 3. Board Secretary or Asst. Board Secretary
Checking Sturdy	Bond Proceeds	XXXXX2696	1. Board President or Board Vice President 2. Board Treasurer 3. Board Secretary or Asst. Board Secretary

RESOLVED: that funds held at Sterling National Bank (Energy Savings Improvement Program (ESIP)) are held in escrow, on behalf of the Lower Township Elementary School District and disbursements from this escrow account are approved by the Lower Township Board of Education.

1/2/2018

3.

"PETTY CASH FUND - NEW JERSEY RIGHT TO KNOW/OPRA COPY COST - BOARD OFFICE"

WHEREAS, THE LOWER TOWNSHIP BOARD OF EDUCATION, has the need to make immediate payments for delivered items of small purchases and provide copies to the public, as requested;

WHEREAS, THE LOWER TOWNSHIP BOARD OF EDUCATION, maintains a cash on hand, not to exceed \$1,000 (\$200 – Board Office/\$200 Each School);

WHEREAS, all funds will be returned to the current expense budget on June 30, 2018;

THEREFORE, BE IT RESOLVED, that the Board Secretary be responsible for petty cash funds established for the 2017-2018 school year, or until the next Reorganization Meeting;

ALSO, THEREFORE BE IT RESOLVED, that the fees for documentation of New Jersey Right To Know and all Open Public Records Act documents, be consistent with law and Board Policy.

4.

"UNEMPLOYMENT CLAIMS AND CHARGES 2018-19"

WHEREAS, THE LOWER TOWNSHIP BOARD OF EDUCATION, has the need to transfer funds for unemployment claims and charges;

WHEREAS, the payments are made from the unemployment trust account;

THEREFORE, BE IT RESOLVED, that transfer funds for unemployment claims and charges are authorized.

5.

"AUTHORIZATION TO ADVERTISE FOR BIDS"

WHEREAS, THE LOWER TOWNSHIP BOARD OF EDUCATION, has the need to advertise for bids according to the "Public School Contracts Law", N.J.S.A. 18A:18A-3(b) and use contracts issued by the State Cooperative Purchasing Bureau;

WHEREAS, the bid threshold has changed to \$40,000.00, effective July 1, 2015;

WHEREAS, the following purchase areas may be advertised for solicitation of bids or state contract use:

PURCHASE AREAS

- | | |
|--|----------------------------|
| Photo Copiers | Equipment Lease Agreement |
| Computer Equipment | Roof Replacement & Repair |
| Custodial Supplies | Buildings & Grounds Repair |
| Maintenance Equipment | Electrical & Plumbing |
| School Supplies | Office Supplies |
| Copier Paper | Audio Visual Equipment |
| Gasoline/Fuel Oil/Natural Gas/Electric | |
| School Transportation Equipment | |
| Asbestos Removal Services | |

THEREFORE, BE IT RESOLVED, that the Board Secretary be authorized to advertise for bids or utilize the State Cooperative Purchasing Bureau, according to the Public School Contracts Law using the \$40,000.00 bid limit.

MOTION ON FINANCE REORGANIZATION #1-#5

Motion: Vile Second: Whittington

Discussion: None

Voting Yes:

- Monica DiVito
- Gary Douglass
- Steve Lewis
- Joseph McKenna
- Patricia Smith
- Joseph Thomas
- Charles Utsch
- Jonathan Vile
- Shaun Whittington

OPEN MEETING TO THE PUBLIC: None

Mr. Vile made a motion to adjourn the Reorganization Meeting, seconded by Mr. Lewis. All voted in the affirmative.

Mr. Thomas made a motion to convene the Regular Meeting, seconded by Mrs. Smith. All voted in the affirmative.

REGULAR MEETING:

1} REPORTS:

- A} Board President:
- B} Superintendent: Mr. Samaniego reported on the agenda items.
- C} School Business Administrator: Mr. Hansen reported on the agenda items.
- D} Board Comments:

1/2/2018

PUBLIC COMMENT AGENDA ITEMS: *Each speaker shall identify him/herself by giving their name and address and will be allowed to speak once for a period not to exceed four minutes. The public comment portion of all Board Meetings shall not exceed forty minutes in total.*

2} ROUTINE MATTERS

R-1 Approval of Minutes:

November 28, 2017

Work Session

Executive Session

Regular Meeting

R-2 Approval of Financial Statements:

Secretary's and custodian's reports for **November 30, 2017**, which are in agreement as certified by the Board Secretary, that no budgetary account has been over expended, in violation of NJAC 6:20-2.12 (a), (d).

R-3 Approval of Transfers: November 29, 2017- December 22, 2017{Backup R-3}

R-4 Approval of Bill List: November 29, 2017-December 22, 2017{Backup R-4}

R-5 Approval of Cafeteria Report: November 30, 2017 {Backup R-5}

R-6 Approval of Travel: None

MOTION ON ROUTINE MATTERS #R-1 TO #R-6

Motion: DiVito Second: Vile

Discussion: None

Vote:

Monica DiVito-{abstained R-1}

Gary Douglass

Steve Lewis

Joseph McKenna

Patricia Smith-{abstained R-4, ck #413323}

Joseph Thomas

Charles Utsch

Jonathan Vile

Shaun Whittington

3} SUGGESTED MOTIONS:

1/2/2018

P. Personnel:

The following items are believed to be items of a routine nature and will be moved as a block of action items. Prior to the roll call vote, any member may ask for discussion on any of the items within the block.

1. On the recommendation of the Superintendent, that the Board approve Stephanie Abrams, as Temporary Kindergarten Teacher, at the David C. Douglass Veterans Memorial School, effective January 3, 2018 to June 30, 2018, pending receipt of required documentation. (Backup P-1)
2. On the recommendation of the Superintendent, that the Board accept the pending paperwork for a medical leave of absence, for Dana Kelly, 1st Grade Teacher at the Carl T. Mitnick School, effective January 12, 2018 until approximately February 26, 2018. (Backup P-2)
3. On the recommendation of the Superintendent, that the Board accept, with regret, the retirement of Lynne Richman, 2nd Grade Teacher, at the Carl T. Mitnick School, effective June 30, 2018. (Backup P-3)

E. Education:

1. On the recommendation of the Supervisor of Special Services, that the following out of district placement, be approved: (Backup E-1)

Case #4569-A: Seven year old, 2nd grade student, who is awaiting placement at the Cape May County Special Services School District at Ocean Academy.

MOTION: Personnel P-1 - P-3 & E-1

Motion: Smith Second: McKenna

Discussion: None

Voting Yes:

Monica DiVito
Gary Douglass
Steve Lewis
Joseph McKenna
Patricia Smith
Joseph Thomas
Charles Utsch
Jonathan Vile
Shaun Whittington

1/2/2018

F. Finance and Insurance:

The following items are believed to be items of a routine nature and will be moved as a block of action items. Prior to the roll call vote, any member may ask for discussion on any of the items within the block.

Regular Business:

1. On the recommendation of the Superintendent and School Business Administrator, that the Board approve an Inter-local Services Agreement between Wildwood Crest School District and Lower Township Elementary Schools District, to provide the Wildwood Crest School District Security Supervision, for the period January 3, 2018 to June 30, 2018, for a fee of \$8,000.00 {prorated for said period}.

MOTION: Finance F-1

Motion: Vile Second: Whittington

Discussion: None

Voting Yes:

Monica DiVito
Gary Douglass
Steve Lewis
Joseph McKenna
Patricia Smith
Joseph Thomas
Charles Utsch
Jonathan Vile
Shaun Whittington

4} OLD/NEW BUSINESS: None

5} OPEN MEETING TO THE PUBLIC: None

6} EXECUTIVE SESSION: H.I.B. ID #3848 at 6:26pm

Motion: Thomas Second: Vile

All voted in the affirmative

Citation: NJSA 10:4-12 (b) 3 Estimated Duration: 5 minutes

Returned to Open Session at 628pm

7} Good of the Order:

A} Next Board Meeting: January 23rd, 2018
{Work Session at 6:00 pm/Regular Meeting at 7:30 p.m.}

8} ADJOURNMENT

MOTION TO ADJOURN THE MEETING.

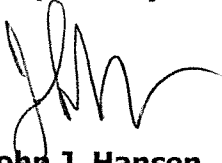
1/2/2018

Motion: Whittington Second: Vile

All voted in the affirmative

Time: 6:28pm

Respectfully submitted,



John J. Hansen

School Business Administrator/Board Secretary

**LOWER TOWNSHIP BOARD OF EDUCATION
RESOLUTION
AUTHORIZING EXECUTIVE SESSION-1/2/2018**

WHEREAS, while the Sen. Byron M. Baer Open Public Meetings Act (N.J.S.A. 10:4-6 et seq.) requires all meetings of the Lower Township Board of Education to be held in public, N.J.S.A. 10:4-12(b) sets forth nine (9) types of matters that may lawfully be discussed in “Executive Session,” i.e. without the public being permitted to attend, and

WHEREAS, the Lower Township Board of Education has determined that 1 issues permitted by N.J.S.A. 10:4-12(b) to be discussed without the public in attendance shall be discussed during an Executive Session to be held on January 2, 2018 at 6:26 P.M, and

WHEREAS, the nine (9) exceptions to public meetings set forth in N.J.S.A. 10:4-12(b) are listed below, and next to each exception is a box within which **the number** of issues to be privately discussed that fall within that exception shall be written, and after each exception is a space where additional information that will disclose as much information about the discussion as possible without undermining the purpose of the exception shall be written.

“(1) Any matter which, by express provision of Federal law, State statute or rule of court shall be rendered confidential or excluded from public discussion.” The nature of the matter, described as specifically as possible without undermining the need for confidentiality is _____.

“(2) Any matter in which the release of information would impair a right to receive funds from the federal government.” The nature of the matter, described as specifically as possible without undermining the need for confidentiality is

_____;

1

“(3) Any material the disclosure of which constitutes an unwarranted invasion of individual privacy such as any records, data, reports, recommendations, or other personal material of any educational, training, social service, medical, health, custodial, child protection, rehabilitation, legal defense, welfare, housing, relocation, insurance and similar program or institution operated by a public body pertaining to any specific individual admitted to or served by such institution or program, including but not limited to information relative to the individual's personal and family circumstances, and any material pertaining to admission, discharge, treatment, progress or condition of any individual, unless the individual concerned (or, in the case of a minor or incompetent, his guardian) shall request in writing that the same be disclosed publicly.” The nature of the matter, described as specifically as possible without undermining the need for confidentiality is H.I.B. ID#3848

“(4) Any collective bargaining agreement, or the terms and conditions of which are proposed for inclusion in any collective bargaining agreement, including the negotiation of terms and conditions with employees or representatives of employees of the public body”

“(5) Any matter involving the purchase lease or acquisition of real property with public funds, the setting of bank rates or investment of public funds where it could adversely affect the public interest if discussion of such matters were disclosed.” The nature of the matter, described as specifically as possible without undermining the need for confidentiality is

“(6) Any tactics and techniques utilized in protecting the safety and property of the public provided that their disclosure could impair such protection. Any investigations of violations or possible violations of the law.” The nature of the matter, described as specifically as possible without undermining the need for confidentiality is

“(7) Any pending or anticipated litigation or contract negotiation in which the public body is or may become a party. Any matters falling within the attorney-client privilege, to the extent that confidentiality is required in order for the attorney to exercise his ethical duties as a lawyer.” The parties to and docket

1/2/2018

numbers of each item of litigation and/or the parties to each contract discussed are and nature of the discussion, described as specifically as possible without undermining the need for confidentiality is



“(8) Any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of the performance, promotion or disciplining of any specific prospective public officer or employee or current public officer or employee employed or appointed by the public body, unless all individual employees or appointees whose rights could be adversely affected request in writing that such matter or matters be discussed at a public meeting.” Subject to the balancing of the public’s interest and the employee’s privacy rights under South Jersey Publishing Co. v. New Jersey Expressway Authority, 124 N.J. 478, the employee(s) and nature of the discussion, described as specifically as possible without undermining the need for confidentiality:



“(9) Any deliberation of a public body occurring after a public hearing that may result in the imposition of a specific civil penalty upon the responding party or the suspension or loss of a license or permit belonging to the responding party as a result of an act of omission for which the responding party bears responsibility.” The nature of the matter, described as specifically as possible without undermining the need for confidentiality is

WHEREAS, the length of the Executive Session is estimated to be 5 minutes after which the public meeting of the Board shall reconvene and proceed with business.

NOW, THEREFORE, BE IT RESOLVED that the Lower Township Board of Education will go into Executive Session for **only** the above stated reasons;

BE IT FURTHER RESOLVED that the Board hereby declares that its discussion of the aforementioned subject(s) will be made public at a time when the public’s interest in disclosure is greater than any privacy or governmental interest being protected from disclosure. For each of the above items, the estimated date by which such disclosure can be made and/or the occurrence that needs to take place before disclosure can be made are listed below (attach separate sheet if necessary)

1/2/2018

BE IT FURTHER RESOLVED that the Board Secretary, at the present public meeting, shall read aloud enough of this resolution so that members of the public in attendance can understand, as precisely as possible, the nature of the matters that will privately discussed.

BE IT FURTHER RESOLVED that the Board Secretary, on the next business day following this meeting, shall furnish a copy of this resolution to any member of the public who requests one at the fees allowed by N.J.S.A. 47:1A-1 et seq.

**LOWER TOWNSHIP BOARD OF EDUCATION
MINUTES
EXECUTIVE SESSION
JANUARY 2, 2018**

Board Members:

PRESENT:

Monica DiVito
Gary Douglass
Steve Lewis
Joseph McKenna
Patricia Smith
Joseph Thomas
Charles Utsch
Jonathan Vile
Shaun Whittington

Also in Attendance:

Jeff Samaniego, Superintendent
John Hansen, Board Secretary
Taylor Ruilova, Board Attorney

6} EXECUTIVE SESSION: H.I.B. ID #3848 at 6:26pm

Motion: Thomas Second: Vile

All voted in the affirmative

Citation: NJSA 10:4-12 (b) 3 Estimated Duration: 5 minutes

Mr. Samaniego discussed HIB #3848

Mr. Thomas made the motion to adjourn the executive session, seconded by Mr. McKenna. All Voted in the affirmative.

Returned to Open Session at 6:28pm

Respectfully submitted,



**John J. Hansen
School Business Administrator/Board Secretary**