

WORK SESSION AGENDA- 10/17/2017

6:00 pm

Call to Order: Board President calls the meeting to order.

Roll Call: Board Secretary calls the roll.

Roll Call- Board Members:

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

Also In Attendance:

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

1) Administrative:

- a) Mr. Samaniego:
- b) Mr Hansen: Review of Board Policies & Budget Calendar

2) Close Session: See Authorizing Executive Session 10/17/2017 {If ample time does not exists, will be completed in Regular Meeting.}

MOTION: _____ Second: _____

3) Board Comment:

Work session concludes no later than 7:25pm and proceeds to School Board Presentation & Regular Business Meeting

Motion to Adjourn and proceed to Regular Meeting:

MOTION: _____ Second: _____

**LOWER TOWNSHIP BOARD OF EDUCATION
RESOLUTION
AUTHORIZING EXECUTIVE SESSION-10/17/2017**

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 _____ 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 October 17th, 2017 at _____ 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

_____;

"(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

“(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 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 _____ 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)

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
AGENDA
REGULAR MEETING
OCTOBER 17, 2017**

Regular Meeting convenes at 7:30 p.m. in the Carl T. Mitnick School, 905 Seashore Road, Cape May, NJ 08204.

Salute to the Flag.

Statement:

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 **L**earning, **T**eaching, **E**xploring, **S**ucceeding.*

Board Goals:

"Increase board member's knowledge and understanding of by-laws, district policies, and regulations."

"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."

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1} REPORTS:

- A} Board President
- B} Superintendent
- C} School Business Administrator
- D} Presentations: *Mrs. Muller, Supervisor of Curriculum & Instruction*
- E} Board Comments

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:

- September 26, 2017
- Work Session
- Regular Meeting
- Executive Meeting

R-2 Approval of Financial Statements:

Secretary's and custodian's reports for **September 26, 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: September 27, 2017-October 17, 2017{Backup R-3}

R-4 Approval of Bill List: September 27, 2017-October 17, 2017{Backup R-4}

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

R-6 Approval of Travel: {Backup R-6}

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

Motion: _____ **Second:** _____

Discussion:

Vote:

- ___ Monica DiVito
- ___ Stephen Lewis
- ___ Joseph McKenna
- ___ Joseph Thomas
- ___ Charles Utsch
- ___ Jonathan Vile
- ___ Shaun Whittington
- ___ Patricia Smith, Vice President
- ___ Gary Douglass, President

3} SUGGESTED MOTIONS:

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 the following substitutes for the 2017-2018 school year, pending receipt of required documentation: (Backup P-1)

SUBSTITUTES WITH COMPLETED APPLICATIONS:

SUBSTITUTE TEACHERS

Darlene Amacher, Dena Verakus

SUBSTITUTE SECRETARIES/CLERKS

Alice Lopez

SUBSTITUTE CLASSROOM AIDES

Alice Lopez, Theresa Britton

SUBSTITUTE DAY CARE AIDES

Alice Lopez, Theresa Britton

SUBSTITUTE CAFETERIA AIDES/FOOD SERVICE WORKERS

Alice Lopez, Theresa Britton

SUBSTITUTE BUS AIDES

Theresa Britton

SUBSTITUTES NEEDING FURTHER DOCUMENTATION:

SUBSTITUTE TEACHERS

Katie Panamarenko, Lizabeth Bannon

SUBSTITUTE CLASSROOM AIDES

Krista Kane

SUBSTITUTE CAFETERIA AIDES/FOOD SERVICE WORKERS

Krista Kane

SUBSTITUTE BUS AIDE

Valerie Newman

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2. On the recommendation of the Superintendent, that the Board approve Dena Verakus, as Temporary 3rd Grade Teacher, maternity leave position, replacing Heather LaVancher, effective November 20, 2017 to February, 2018, pending receipt of required documentation. (Backup P-2)
3. On the recommendation of the Superintendent, that David Morrison, Music Education Teacher, at the Maud Abrams School, be approved for placement of MA on the LTEEA Teachers' Salary Guide, to reflect an increase of credits to his degree, effective, March 1, 2018. (Backup P-3)
4. On the recommendation of the Superintendent, that the Board approve the transfer of the following to Kindergarten Teacher, at the David C. Douglass Veterans Memorial School, due to class sizes, effective October 16, 2017:

<u>TEACHER</u>	<u>CURRENT POSITION</u>
Karen Weinberg	Interventionist @ Mitnick
Lori Brion	Pre-School Teacher @ Memorial

5. On the recommendation of the Superintendent, that the Board approve Alia Reeb, as a Part-Time Interventionist, at the Carl T. Mitnick School, replacing Karen Weinberg, who is transferring, effective October 16, 2017, pending receipt of required documentation.

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 #4362-A: 11 yr old, 6th grade special education student, who was placed on Homebound Instruction, due to behavioral issues, pending further evaluations.

L. Legislative: First Reading

1. On the recommendation of the Superintendent, that the Board approve the second reading for the following revisions to existing or new Policies and Regulations: (Backup L-1-Separate File)

NUMBER	TYPE	TITLE
0000.01	ByLaw	Introduction
0000.02	ByLaw	Introduction
0000-03	Regulation	Introduction
2415.06	Policy	Unsafe School Choice Options
2464	Policy	Gifted and Talented Students
2467	Policy	Surrogate Parents and Foster Parents
2622	Policy	Student Assessment
3160	Policy & Regulation	Physical Examination

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4160	Policy & Regulation	Physical Examination
5116	Policy & Regulation	Education of Homeless Children
7446	Policy	School Security
8350	Policy	Records Retention

2. On the recommendation of the Superintendent, that the Board approve the first reading for the following revisions to existing or new Policies and Regulations: (Backup L-2-Separate File)

NUMBER	TYPE	TITLE
1240	Policy & Regulation	Evaluation of Superintendent
3126	Policy & Regulation	District Mentoring Program
3221	Policy & Regulation	Evaluations of Teachers
3222	Policy & Regulation	Evaluation of Teacher Staff Members, Excluding Teachers and Administrators
3223	Policy & Regulation	Evaluation of Administrators, Excluding Principals and Vice Principals
3224	Policy & Regulation	Evaluation of Principals, Vice Principals and Assistant Principals
3240	Policy & Regulation	Professional Development for Teachers and School Leaders
5610	Policy & Regulation	Suspensions
5620	Policy & Regulation	Expulsions

3. On the recommendation of the Superintendent, that the Board approve the Nursing Services Plan for the 2017-18 school year. (Backup L-3)
4. On the recommendation of the Superintendent, that approval be granted of the District Performance Review (DPR), being submitted to the New Jersey Department of Education, as part of the comprehensive evaluation, Quality Accountability Continuum (QSAC) Performance Review. (Backup L-4)

MOTION: Personnel P-1 to P-5/ E-1/L-1 to L-4

Motion: _____ **Second:** _____

Discussion:

Vote:

___ Monica DiVito
___ Stephen Lewis
___ Joseph McKenna
___ Joseph Thomas
___ Charles Utsch

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- Jonathan Vile
- Shaun Whittington
- Patricia Smith, Vice President
- Gary Douglass, President

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, that the Board approves the School Business Administrator to execute the Application for Direct Installation Program-Memorial School, as prepared to DCO Energy, consistent with the ESIP. (Backup F-1)
2. On the recommendation of the School Business Administrator, that the Board amend the Fund 20 allocations for ESEA:Title 1A, for the 2017-2018 school year, effective October 15, 2017: (Backup F-2)

<u>NAME</u>	<u>PRIMARY ACCOUNT</u>	<u>ESEA/TITLE 1A ALLOCATION</u>
Karen Weinberg	20-231-100-101-00	0% - effective 10/15/17
Alia Reeb	20-231-100-101-00	Billed per time sheet as Interventionist

3. On the recommendation of the Superintendent, that the Three-Year (2016-2017, 2017-2018, 2018-2019) Facility Maintenance Plan be approved as submitted. (Backup F-3)
4. On the recommendation of the School Business Administrator, that the Board approve a Shared Service’s Agreement, between Lower Township Board of Education and Lower Cape May Regional Board of Education, for the use of Lower Township Board of Education’s fueling facility, effective July 1, 2017 to June 30, 2020. (Backup F-4)

MOTION: Finance F-1 to F-4

Motion:_____ **Second:**_____

Discussion:

Vote:

- Monica DiVito
- Stephen Lewis
- Joseph McKenna
- Joseph Thomas
- Charles Utsch
- Jonathan Vile

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- ___ Shaun Whittington
- ___ Patricia Smith, Vice President
- ___ Gary Douglass, President

4} OLD/NEW BUSINESS

5} OPEN MEETING TO THE PUBLIC (*public comment rules as read above apply*)

6} EXECUTIVE SESSION:

Motion:_____ **Citation:**_____ **Estimated Duration:**_____

Second:_____

Discussion:

Vote:

- ___ Monica DiVito
- ___ Stephen Lewis
- ___ Joseph McKenna
- ___ Joseph Thomas
- ___ Charles Utsch
- ___ Jonathan Vile
- ___ Shaun Whittington
- ___ Patricia Smith, Vice President
- ___ Gary Douglass, President

7} Good of the Order:

A} Next Board Meeting: November 28, 2017 @ 7:30pm

8} ADJOURNMENT

MOTION TO ADJOURN THE MEETING.

Motion:_____ **Second:**_____

All in Favor:_____ **Opposed:**_____

Time:_____

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F.Y.I.

1. Attendance Report
 2. Sandman School Reports
 3. Maud Abrams School Reports
 4. Mitnick School Reports
 5. Memorial School Reports
 6. Supervisor of Special Services Reports
 7. Supervisor of Buildings & Grounds Reports
 8. Supervisor of Transportation Reports
 9. Supervisor of Food Service Reports
 10. Board Secretary Report/SBA
 11. Supervisor of Curriculum & Instruction Reports.
 12. Supervisor of Academic Achievement Reports.
 13. Day Care Reports.
- Correspondence
November Calendar