

LOWER TOWNSHIP BOARD OF EDUCATION

BOARD MINUTES

EXECUTIVE SESSION

October 18, 2016

Meeting convened at 6:55 p.m.

Present at meeting were:

Mr. Ralph Bakley
Mrs. Monica DiVito - ABSENT
Mr. Gary Douglass - ABSENT
Dr. James Rochford
Mrs. Patricia Smith
Mr. Joseph Thomas
Mr. Charles Utsch
Mr. Jonathan Vile
Mr. Shaun Whittington - ABSENT

Jeff Samaniego, Superintendent
Frank Onorato, Board Secretary

The following was discussed:

- Mr. Samaniego introduced the new Business Administrator, Mr. John Hansen.
- The solicitor updated the Board of Education on contract negotiations. (Mrs. Smith and Mr. Samaniego exited).

On a Motion by Mr. Thomas and seconded by Mr. Vile and the unanimous consent of the Board that the meeting returned to open session at 7:59 p.m.

Respectfully submitted,



Frank A. Onorato
Board Secretary

LOWER TOWNSHIP BOARD OF EDUCATION

BOARD MINUTES

REGULAR MEETING

OCTOBER 18, 2016

Meeting convened at 7:00 p.m.

Salute to the Flag

Mr. Ralph Bakley
Mrs. Monica DiVito - ABSENT
Mr. Gary Douglass - ABSENT
Dr. James Rochford
Mrs. Patricia Smith
Mr. Joseph Thomas
Mr. Charles Utsch
Mr. Jonathan Vile
Mr. Shaun Whittington - ABSENT

Jeff Samaniego, Superintendent
Frank Onorato, Board Secretary

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 Atlantic City Press, posted at the Municipal Building, and a copy thereof delivered to the Township Clerk; in accordance with the Open Meeting Act.

District Mission Statement:

“It Takes a Community of Learners to Educate a Student”

It is the mission of the Lower Township Elementary School District to provide quality educational programs, capable of supporting all learners to achieve proficiency in the Common Core State Standards in English, Language Arts and Mathematics and the New Jersey Core Curriculum Content Standards in all other content areas.

Through the establishment of collaboration within and outside of the school community, we will support the sharing of resources to foster an environment, which will enable students to make informed decisions that prepare them to engage as active citizens in a dynamic global society and to successfully meet the challenges and opportunities of the 21st century global workplace.

Board Goals

- 1. Increase Board Member's knowledge and understanding of by-laws, district policies and regulations.*
- 2. To proactively support appropriate activities and events throughout the district with increased Board Member attendance.*

District Goals

1. *To foster effective communication and positive relationships with students, parents, staff and the community.*
2. *To increase measures that educate parents and students about the importance of school attendance and its link to student achievement.*

Board Member Comments:

- Mrs. Smith commented on Sunday’s Fun Run.

Present at the meeting were: Sabina Muller, Barbara Bur, Karen Smith, John Hansen, Kelly Hewitt, Sherry Bosch, Kathryn Freese, Chris Isenhardt, Debra Crossley, Michelle Obst, Emily Adams, Debbie Adams, Steve Lewis, Barb Hart, Kim E. Smith, Heather Roth, Dianne Wunder, Anissa Holden, John Skowronski, Amanda Flynn Brojakowski, Sharon Hickok, Darrin Hickok, Jeff Robinson, Heather Robinson, Cyndi Rosenberg, Debbie Keeler, Marge Wunder, Jeffrey Kelly, Van Cathcart, John King, Stephen Allay, Chris Shivers, Julia Sangillo, Mitchell Plen, Bob Morris, Shelly Voumard, Stacey Salerno, Heather Sekela, Hannah Nelson, Joy Carty, Jennifer Giorgio-Blum, Joe McKenna, Sharon Yarwasky, Krista Risley, Doug Milstead

Public comment regarding agenda items only.

On a motion by Mr. Bakley and seconded by Mr. Utsch and the unanimous consent of the Board, the minutes of the Regular Board Meeting and the Executive Board Meeting held on September 27, 2016 were approved.

On a Motion by Mrs. Smith and seconded by Mr. Vile and the unanimous consent of the Board the Board passed the following resolution at 6:55 p.m.

**LOWER TOWNSHIP BOARD OF EDUCATION
RESOLUTION
AUTHORIZING EXECUTIVE SESSION**

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 2 issues are 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 18, 2016 at 6:55 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

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“(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” The negotiations are right where we were before.

“(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

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“(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: The Superintendent introduced John Hansen our new Business Administrator.



“(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 4 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.

The Board returned from Executive Session at 6:59 p.m. on a motion by Mr. Thomas and seconded by Mr. Vile and the unanimous consent of the Board that the meeting return to the work session.

Work session began at 6:00 p.m.

- The Superintendent briefed on the new Business Administrator
- The Superintendent released on roofing odor incident at the Mitnick School on October 13th, also the incident at Maud Abrams.
- Spoke on incident relative to conflict between two girls and Halloween clown issue and letter to parents banning clown costumes.
- Spoke on the October 7th In-Service.
- The Wellness Fun Run at LCMR.
- Reported that the PTA Fitness Park was delivered. Volunteers will begin building it on October 26th.

- Maud Abrams 50th Anniversary celebration will be Monday, November 7th.

On a motion by Mr. Vile and seconded by Mr. Bakley and the unanimous consent of the Board, the Board approved the secretary's and treasurer's reports for September 30, 2016, which are in agreement as certified by the Board Secretary, that no account has been over expended in violation of NJAC 6:20-2.12(a), (d).

Superintendent's Report:

The following items were shared with the public:

1. Annual Facilities Checklist Health & Safety Evaluation of School Buildings.
2. School Board Referendum.

Presentation: Ms. Sarah Bowman, Supervisor of Academic Achievement: Presented PAARC Data.

P. Personnel

Approved – Substitutes

1. On the recommendation of the Superintendent, that the following substitutes in each category be approved for the 2016-2017 school year, pending receipt of required documentation.

SUBSTITUTE TEACHERS

Sarah Bove, Katrina Nicoletta

SUBSTITUTE SECRETARIES

Jessica Snyder, Jaclyn DiGuglielmo

SUBSTITUTE CLASSROOM AIDES

Jessica Snyder, DeAnn Powers, Jaclyn DiGuglielmo, Sherien Mahmoud, Natalie DiStaulo,
Barbara Marsalo

SUBSTITUTE DAY CARE AIDES

DeAnn Powers, Sherien Mahmoud, Barbara Marsalo

SUBSTITUTE BUS AIDES

Jessica Snyder, Sherien Mahmoud

SUBSTITUTE CAFETERIA AIDES

Jessica Snyder, Barbara Marsalo

SUBSTITUTE FOOD SERVICE WORKER

Barbara Marsalo

SUBSTITUTE CUSTODIANS

Jaclyn DiGuglielmo, Barbara Marsalo

First – Mrs. Smith
Mr. Ralph Bakley

Second – Mr. Utsch

Mrs. Monica DiVito - ABSENT
Mr. Gary Douglass - ABSENT
Dr. James Rochford
Mrs. Patricia Smith
Mr. Joseph Thomas
Mr. Charles Utsch
Mr. Jonathan Vile
Mr. Shaun Whittington - ABSENT

Approved –School Business Administrator

2. On the recommendation of the Superintendent, that John Hansen be appointed as School Business Administrator, in the District, effective January 1, 2017, pending receipt of required documentation.

First – Mr. Utsch
Mr. Ralph Bakley
Mrs. Monica DiVito - ABSENT
Mr. Gary Douglass - ABSENT
Dr. James Rochford
Mrs. Patricia Smith
Mr. Joseph Thomas
Mr. Charles Utsch
Mr. Jonathan Vile
Mr. Shaun Whittington - ABSENT

Second – Mrs. Smith

Approved –Retirement

3. On the recommendation of the Superintendent, that the Board accept the retirement of Virginia Effen, Custodian, in the District, with regret, effective October 28, 2016.

First – Mr. Thomas
Mr. Ralph Bakley
Mrs. Monica DiVito - ABSENT
Mr. Gary Douglass - ABSENT
Dr. James Rochford
Mrs. Patricia Smith
Mr. Joseph Thomas
Mr. Charles Utsch
Mr. Jonathan Vile
Mr. Shaun Whittington - ABSENT

Second – Mr. Vile

Approved –Maternity Leave of Absence

4. On the recommendation of the Superintendent, that approval be given for Alison Paras, LDT/C and Special Education Case Manager at Carl T. Mitnick School, for a maternity leave of absence effective January 23, 2017 until April 24, 2017.

First – Mr. Bakley
Mr. Ralph Bakley
Mrs. Monica DiVito - ABSENT

Second – Mr. Vile

NUMBER	TYPE	TITLE	PURPOSE
3125.2	POLICY	Employment of Substitute Teachers	Recodification of N.J.A.C.6A Additional revisions to align with new code and N.J.S.A.18A.
3141	POLICY	Resignation	Recodification of N.J.A.C.6A Additional revisions to align with N.J.S.A.18A.
3144	POLICY& REG.	Certification of Tenure Charges	Recodification of N.J.A.C.6A.
3159	POLICY	Teaching Staff Member/School District Reporting Responsibilities	Recodification of N.J.A.C.6A. DYFS updated to DCP&P
3231	POLICY	Outside Employment as Athletic Coach	Recodification of N.J.A.C.6A
3244	POLICY& REG.	In Service Training (ABOLISHED)	See Policy & Reg. 3240 (Pending Review)
4159	POLICY	Support Staff Member/School District Reporting	Recodification of N.J.A.C.6A
5305	POLICY	Health Services Personnel	Recodification of N.J.A.C.6A
5330	REG.	Administration of Medication (M)	Recodification of N.J.A.C.6A
5350	POLICY& REG.	Student Suicide Prevention	Recodification of N.J.A.C.6A DYFS updated to DCP&P
9541	POLICY	Student Teachers/Interns	Recodification of N.J.A.C.6A

First – Mrs. Smith
 Mr. Ralph Bakley
 Mrs. Monica DiVito - ABSENT
 Mr. Gary Douglass - ABSENT
 Dr. James Rochford
 Mrs. Patricia Smith
 Mr. Joseph Thomas
 Mr. Charles Utsch
 Mr. Jonathan Vile
 Mr. Shaun Whittington - ABSENT

Second – Mr. Vile

Approved – Plan

2. On the recommendation of the Superintendent, that the Board approve the Nursing Services Plan for the 2015-16 school year.

First – Mr. Utsch
 Mr. Ralph Bakley
 Mrs. Monica DiVito - ABSENT
 Mr. Gary Douglass - ABSENT
 Dr. James Rochford
 Mrs. Patricia Smith
 Mr. Joseph Thomas
 Mr. Charles Utsch
 Mr. Jonathan Vile
 Mr. Shaun Whittington - ABSENT

Second – Mr. Bakley

Approved – QSAC

3. On the recommendation of the Superintendent, that approval be granted for the Annual Statement of Assurances be submitted to the New Jersey Department of Education, as part of

the requirements of the on-going Quality School Accountability Continuum (QSAC) Performance Review.

First – Mr. Vile
Mr. Ralph Bakley
Mrs. Monica DiVito - ABSENT
Mr. Gary Douglass - ABSENT
Dr. James Rochford
Mrs. Patricia Smith
Mr. Joseph Thomas
Mr. Charles Utsch
Mr. Jonathan Vile
Mr. Shaun Whittington - ABSENT

Second – Mrs. Smith

F. Finance

The following items are believed to be items of a routine nature requiring no discussion and which are to be voted upon by a single roll call vote of the Board of Education. Any single member of the Board of Education may have any of the items on the consent agenda removed for discussion merely by so indicating prior to the vote to be taken on the consent agenda.

Approved – Fund

1. On the recommendation of the School Business Administrator, that pursuant to NJAC 6A:23-2:11(c), the Board certifies that as of September 30, 2016, to the best of our knowledge, no major account or fund has been over expended and no major revenue is anticipating a shortfall.

First – Mr. Thomas
Mr. Ralph Bakley
Mrs. Monica DiVito - ABSENT
Mr. Gary Douglass - ABSENT
Dr. James Rochford
Mrs. Patricia Smith
Mr. Joseph Thomas
Mr. Charles Utsch
Mr. Jonathan Vile
Mr. Shaun Whittington - ABSENT

Second – Mr. Vile

Approved – Bills

2. On the recommendation of the School Business Administrator that all bills approved and certified be paid.

First – Mr. Thomas
Mr. Ralph Bakley
Mrs. Monica DiVito - ABSENT
Mr. Gary Douglass - ABSENT
Dr. James Rochford
Mrs. Patricia Smith
Mr. Joseph Thomas

Second – Mr. Vile

Mr. Charles Utsch
Mr. Jonathan Vile
Mr. Shaun Whittington - ABSENT

Approved – Report

3. On the recommendation of the School Business Administrator that the cafeteria report be accepted as presented for September 30, 2016.

First – Mr. Thomas
Mr. Ralph Bakley
Mrs. Monica DiVito - ABSENT
Mr. Gary Douglass - ABSENT
Dr. James Rochford
Mrs. Patricia Smith
Mr. Joseph Thomas
Mr. Charles Utsch
Mr. Jonathan Vile
Mr. Shaun Whittington - ABSENT

Second – Mr. Vile

Approved – Transfers

4. Pursuant to Title 18:22-8.1 that line item transfers made by the Superintendent be approved as presented in Board backup.

First – Mr. Thomas
Mr. Ralph Bakley
Mrs. Monica DiVito - ABSENT
Mr. Gary Douglass - ABSENT
Dr. James Rochford
Mrs. Patricia Smith
Mr. Joseph Thomas
Mr. Charles Utsch
Mr. Jonathan Vile
Mr. Shaun Whittington - ABSENT

Second – Mr. Vile

Approved –Travel

5. On the recommendation of the Superintendent, that approval be given for travel for district purposes as listed in back-up.

First – Mr. Thomas
Mr. Ralph Bakley
Mrs. Monica DiVito - ABSENT
Mr. Gary Douglass - ABSENT
Dr. James Rochford
Mrs. Patricia Smith
Mr. Joseph Thomas
Mr. Charles Utsch
Mr. Jonathan Vile
Mr. Shaun Whittington – ABSENT

Second – Mr. Vile

Approved –Agreement

6. On the recommendation of the School Business Administrator, that approval be given to enter into a tuition agreement for an autistic student (DM) with the Upper Township School District for the 2016-17 school year.

First – Mr. Thomas
Mr. Ralph Bakley
Mrs. Monica DiVito - ABSENT
Mr. Gary Douglass - ABSENT
Dr. James Rochford
Mrs. Patricia Smith
Mr. Joseph Thomas
Mr. Charles Utsch
Mr. Jonathan Vile
Mr. Shaun Whittington - ABSENT

Second – Mr. Vile

Approved – Plan

7. On the recommendation of the Superintendent, that the Three Year (2014-15, 2015-16, 2016-17) Facility Maintenance Plan be approved as submitted.

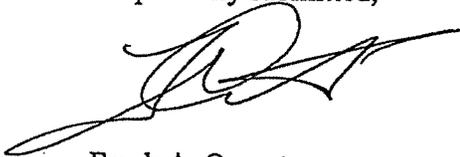
First – Mr. Thomas
Mr. Ralph Bakley
Mrs. Monica DiVito - ABSENT
Mr. Gary Douglass - ABSENT
Dr. James Rochford
Mrs. Patricia Smith
Mr. Joseph Thomas
Mr. Charles Utsch
Mr. Jonathan Vile
Mr. Shaun Whittington - ABSENT

Second – Mr. Vile

OPEN MEETING TO THE PUBLIC – Dr. Rochford asked, “Are there any questions or comments from the public?”

On a Motion by Mr. Thomas and seconded by Mr. Vile and the unanimous consent of the Board that the meeting be adjourned at 7:40p.m.

Respectfully submitted,



Frank A. Onorato
Board Secretary