

## WORK SESSION AGENDA- 3/14/2017

**Call to Order:** Board President called the meeting to order at 6:00 pm.

### **Roll Call:**

#### **Roll Call- Board Members:**

##### **PRESENT:**

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

##### **Also In Attendance:**

Jeff Samaniego, Superintendent  
John Hansen, Board Secretary

##### **ABSENT:**

Charles Utsch

- 1) **Administrative:** Superintendent and School Business Administrator reported on these items.
  - a) Mr. Samaniego discussed: Lead Testing Results and Corrective Action Plan
  - b) Mr. Samaniego discussed the difficulty of having enough substitutes. Recommendations will be reviewed at the April 25<sup>th</sup>, 2017 meeting.
  - c) Mr. Hansen discussed: Demolition of Administration Building/ Sandman Roof and removal of diseased trees at Mitnick: Questions were raised if there was a well on property.
  - d) Mr. Hansen discussed: 2017-2018 School Budget
  - d) Discussion on NJSBA presentation
  
- 4) **Board Comments/Questions**
  - a) Mr. Douglass lead a discussion of the NJSBA presentation. It was agreed to have the presentation at the May 23<sup>rd</sup> meeting from 6:00-7:00, with the work session commencing at 5:30 pm. The topic would be roles and responsibilities of board members.
  - b) Mr. Douglass discussed how the board would handle close session. Board comment would have time during the work session for comment. If ample time did not remained, close session would be part of the regular meeting. Prior to executive session during the regular meeting, the board would recess for five (5) minutes.
  - c) Mrs. Smith questioned certain aspects of the transportation report. Her questions were answered by Mr. Samaniego.
  
- 5) **Executive Session:** To discuss HIB report Maud #1 (2016-2017) and Personnel  
**Motion:** Vile **Second:** Whittington @ 6:53 pm.  
**All in Favor**  
Executive Session concluded at 6:55 pm.

Respectfully Submitted,

John J. Hansen  
School Business Administrator/Board Secretary

**LOWER TOWNSHIP BOARD OF EDUCATION  
RESOLUTION  
AUTHORIZING EXECUTIVE SESSION-3/14/17**

**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 3 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 November 22, 2016 at 6:35 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 HIB REPORTS: Maud #1 2016-2017 & Personnel

“(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

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“(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

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“(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 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)

**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

## BOARD MINUTES

### REGULAR MEETING

MARCH 14, 2017

Meeting convened at 7:00 p.m.

#### Salute to the Flag

*Mr. Morrison's class played for the Board.*

#### PRESENT

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

#### ALSO IN ATTENDANCE

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

#### ABSENT

Charles Utsch

#### **Statement: Read by Gary Douglass**

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: Read by Patricia Smith**

##### **"It Takes a Community of Learners to Educate a Student"**

*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.*

**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.”*

**1. REPORTS:**

- A. Board President
- B. Superintendent
  - Mr. Samaniego reviewed his monthly report.
  - Mr. Samaniego reviewed the agenda items.
- C. School Business Administrator
  - Mr. Hansen reviewed the agenda items.
- D. Presentations: Mr. Chris Shivers, Mitnick Programs
- E. Board Comments
  - None

**2. ROUTINE MATTERS:**

- R-1     **Approval of Minutes:**  
February 21<sup>st</sup>, 2017  
Work Session  
Regular Meeting  
Executive Meeting
- R-2     **Approval of Financial Statements:**  
Secretary’s and custodian’s reports for February 28, 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.
- R-3     **Approval of Transfers:**  
February 21, 2017 – March 14, 2017
- R-4     **Approval of Bill List:**  
February 21, 2017 – March 14, 2017



3. On the recommendation of the Superintendent, that the Board approve the extension of maternity leave for Stephanie Kehoe, BSIP Teacher at the David C. Douglass Veterans Memorial School, from her original return date of April, 2017 to September, 2017.
4. On the recommendation of the Superintendent, that the Board accept, with regret, the resignation of Stephen Allay, Custodian, in the District, effective April 3, 2017.
5. On the recommendation of the Superintendent, that the Board approve the appointment of Jordan Caplan, as Art Teacher at the Maud Abrams School, on the 1<sup>st</sup> Step of the LTEEA Teacher's Salary Guide, pending receipt of required documentation and release from former school district.

**H. Harassment, Intimidation & Bullying:**

1. The Board affirms the actions taken by the Superintendent and the School Safety Teams, for H.I.B. Sandman #6 (2016-2017), H.I.B. Sandman #7 (2016-2017) and H.I.B. Sandman #8 (2016-2017).

**L. Legislative: Second Reading and 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 provided earlier)

NUMBER	TYPE	TITLE	PURPOSE
2418	POLICY	Section 504 of the Rehabilitation Act of 1973 - Students	Eliminate discrimination
1510	POLICY	Americans with Disabilities Act	Individual subject to discrimination
3420	POLICY	Professional Development for Teachers and School Leaders	Pursue programs of continuing Professional Development
5117	POLICY	Inter-district Public School Choice	Opportunity for school choice
3126	POLICY	District Mentoring Program	Approval or Mentoring Plan
2414	POLICY & REGULATION	At Risk Students	At Risk Students

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 provided earlier)

NUMBER	TYPE	TITLE	PURPOSE
2460	POLICY & REGULATION	Special Education	Update Policy & Regulation
2460.1	REGULATION	Special Education-Location, Identification and Referral	Update Regulation
2460.8	REGULATION	Special Education-Free and Appropriate Public Education	Update Regulation
2460.9	REGULATION	Special Education-Transition from Early Intervention Programs to Preschool Programs	Update Regulation
2460.15	REGULATION	Special Education-In-Service Training Needs for Professional and Paraprofessional Staff	Update Regulation
2467	POLICY	Surrogate Parents and Foster Parents	Update Policy



**MOTION: Personnel P-1 TO P-4/HIB #1/Legislative Second Reading #L-1 and First Reading #L-2**

Motion: Mrs. Smith                      Second – Mr. Vile

Discussion: None

Voting Yes:

Mrs. Monica DiVito	YES
Mr. Stephen Lewis	YES
Mr. Joseph McKenna	YES
Mr. Joseph Thomas	YES
Mr. Jonathan Vile	YES
Mr. Shaun Whittington	YES
Mrs. Patricia Smith, Vice President	YES
Mr. Gary Douglass, President	YES

All Motions Approved.

**F. Finance**

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 following Resolution be approved:

**BE IT RESOLVED**, to approve the submittal of the 2017-2018 Lower Township Elementary School Budget to the Executive County Superintendent and establish April 25, 2017, as the date for the public hearing:

		<u>Local Tax Levy</u>
<b>General Fund</b>	<b>\$27,883,236</b>	<b>\$16,812,338</b>
<b>Special Revenue Fund</b>	<b>\$ 1,093,112</b>	
<b>Debt Service Fund</b>	<b>\$ 287,100</b>	<b>\$ 148,227</b>
<b>Total Budget</b>	<b>\$29,263,448</b>	<b>\$16,960,565</b>

**BE IT FURTHER RESOLVED**, to acknowledge that the 2017-2018 School Budget, as described above, results in a General Fund Tax Levy of **\$16,960,565**.

**BE IT FURTHER RESOLVED**, that the district establish a maximum of \$10,250.00 in the 2017-2018 school year for travel related expenditures.

2. On the recommendation of the School Business Administrator, authorizing the Board President to execute the following Tuition Contracts between the Lower Township Elementary School Board of Education and the North Wildwood Board of Education:

BD/Grade 6-Special Education-\$11,597  
Homeless  
AD/Grade 3-\$11,361  
Homeless  
Contract from January 26, 2017 to June 30, 2017



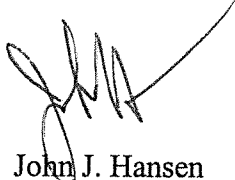
All Motions Approved.

**OPEN MEETING TO THE PUBLIC** – Mr. Douglass opened the meeting to the Public.

Mr. Skowronski asked the Board to consider the tax impact on the seniors of Lower Township.

On a Motion by Mr. Vile and seconded by Mr. Whittington and the unanimous consent of the Board that the meeting be adjourned at 7:35p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to be 'J. Hansen', written over a horizontal line.

John J. Hansen  
Board Secretary

**Executive Session - 3/14/2017**

Board President called the executive session meeting to order at 6:53 pm.

**PRESENT:**

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

**Also In Attendance:**

Jeff Samaniego, Superintendent  
John Hansen, Board Secretary

Mr. Samaniego reviewed the details of HIB report Maud #1 (2016-2017).

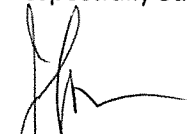
Mr. Samaniego mentioned that he was dealing with three personnel issues and he would report to the board when they can to a conclusion.

**Motion to return to open session:**

**Motion:** Thomas **Second:** Vile @ 6:55 pm.

**All in Favor**

Respectfully Submitted,



John J. Hansen  
School Business Administrator/Board Secretary