

**LOWER TOWNSHIP BOARD OF EDUCATION
AGENDA
REGULAR MEETING
APRIL 24, 2018**

Regular Meeting convened 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 Learning, Teaching, Exploring, Succeeding.

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} REPORTS:

- A} Board President
- B} Superintendent:
- C} School Business Administrator:
- D} Presentations: ***Mr. Van Cathcart, Sandman Presentation***
- 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:

March 27, 2018
Work Session
Regular
Close Session

R-2 Approval of Financial Statements:

Secretary's and custodian's reports for **March 31, 2018**, 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: March 28, 2018-April 24, 2018 {Backup R-3}

R-4 Approval of Bill List: March 28, 2018-April 24, 2018{Backup R-4}

R-5 Approval of Cafeteria Report: March, 2018 {Backup R-5}

R-6 Approval of Travel: May, 2018 {Backup R-6}

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

Motion: _____ **Second:** _____

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 notice of continuation of employment for the 2018-2019 school year, be issued to the following **tenured** personnel, as listed below:

ADMINISTRATION:

Muller, Sabina, Supervisor of Curriculum and Instruction
Bowman, Sarah, Supervisor of Academic Achievement
Fala, Fred, Supervisor of Buildings and Grounds
Hewitt, Kelly, Supervisor of Transportation

CENTRAL OFFICE

Leipert, Joseph, Technology Assistant
Hooyman, Richard, Technology Assistant
Sturm, Joann, Technology Assistant
Jacob, Patricia, Secretary to the Superintendent
Downie, Leigh, Secretary to the Office of Curriculum & Instruction
Conley, Christine, Purchasing Agent/Assistant Board Secretary
Ryan, Patricia, Payroll Clerk

TEACHERS

Ackroyd, Robert
Ackroyd, Jennifer
Bada, Annmarie
Baldwin, Molly
Barcas, Bonnie
Baxter, Janet
Boyle, Sheryl
Brannan, Megan
Brasch, Danielle
Breuss, Jessica
Bridgemen, Joseph
Brion, Lori
Bryan, Jessica
Bur, Barbara
Bur, David
Camillo, Jennifer
Cardaci, Amanda
Carson, Diane
Cobleigh, Ashley

Coombs, Kevin
Cucci-Smith, Jill
D'Aleo, Catie
Danze, Matthew
Desmond, Margaret
Donahue, Glenn
Donohue, Jessica
Eckel, Cari
Flannelly, Sandra
Franklin, Justine
Gannon, Alyssa
Gantz, Doreen
Garagozzo, Heather
Georgio-Blum, Jennifer
Giesel, Tara
Golden, Holly
Gowen, Virginia
Grace, Frances
Grenaro, Christina

Griffin, Gerald
Hansberry, Diana
Harron, Keri
Hart, Barbara
Hawthorne, Carol
Hickman, Mary
Hickok, Sharon
Hinker, Dawn
Holden, Anissa
Hotaling, Stacy
Iames, Krista
Isenhardt, Christina
Johnson, Rebecca
Johnson, Gena
Kelly, Dana
Kelly, Jeffrey
Kelly, Kristine
Kennedy, Heather
LaVancher, Heather

Levin, Pamela
Lindsay, Janeen
Lloyd, Erine
LoMonaco, Melissa
Long, Laurie
Lunde, Christina
Mahler, Chrystie
Martino, Diane
Mastalski, Carolanne
Matteucci, Sharon
McDevitt, Patricia
McGarry, Eileen
Mestre, Jane
Milstead, Douglas
Morales, Carlos
Morris, Madeleine
Morris, Teresa
Nuscis, Amanda
Obst, Michelle
Oleksiak-Hall, Eileen
O'Neill, Erica
O'Shea, Allyson
O'Shea, Patricia
Osmundsen, Kimberly

Osmundsen, Samantha
Pacevich, Greta
Paras, Alison
Parkinson, Nicole
Parson, Patricia
Peoples, Linda
Peterson, Courtney
Prendergast, Melissa
Rambo, Jenna
Reidenbach, Matthew
Richman, Lynn
Ridgway, Kymberly
Risley, Krista
Rivers, Shannon
Robinson, Heather
Robinson, Jeffrey
Rosenberg, Cynthia
Roth, Heather
Rutherford, Tracy
Salerno, Stacey
Sangillo, Julia
Scheff, Leanne
Sekela, Heather
Sheets, Miken

Shillingford, Lila
Silver-Carty, Joy
Skerry, Anne Marie
Slaney, Crystal
Smeltzer, Susan
Smith, Karen
Spriggs, Sharon
Sweeten, Janet
Sweeney, Diana
Temple, Susan
Tester, Darlene
Thompson, Anna
Tostevin, Annika
Tsosie, Robin
Vance, Teresa
Voumard, Rachelle
Walmsley, Kimberly
Weeks, Sydney
Wilson, Brian
Wuerker-Reed, Mary Ellen
Wunder, Marge
Yarwarsky, Sharon
Young, Gregg

SECRETARIES

Bailey, Joanne
Booth, Mary
Cardaci, Linda
Cone, Patricia
Coover, Teresa
Einhaus, Theresa

Falck, Debra
Hunke, Christine
Jacob, Debra
Menzano, Jessica
Paluch, Carla
Roussos, Eileen

CLERKS

Barger, Marguerite
Gentek, Donna

Douglass, Debra

CUSTODIANS

Champion, John
Donati, Bridgit
Lloyd, James
Lowe, Richard
O'Shea, Gary
Pace, Steve

Paget, Mark
Payad, Wilfredo
Sovani, Joseph
Watson, Nancy
Williamson, Donna
Witkowski, Christina

INSTRUCTIONAL AIDES

Beason, Regina	Smith, Kimberly
Fisher, Erin	Wagner, Jacqueline
Gittings, Donna	Warner, Kathy
Moorby, Karen	Young, Stacy

FOOD SERVICE WORKERS

Brooks, Kathleen	Hoff, Maria
Carroll, Fiorella	Horn, Susan
Halbruner, Christine	Mellina, Alison

FOOD SERVICE WORKER

Wunder, George

SECURITY

Boyle, Kevin	Hedum, Mel
Flitcroft, Albert	

DAY CARE DIRECTOR

Basco, Shannon

BEHAVIORAL MANAGEMENT

Dietterich, James	Herman, John
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BUS DRIVERS

Berry, Lana	Rementer, Cristina
Bingham, Maureen	

2. **Suggested Motion:** On the recommendation of the Superintendent, that notice of continuation of employment for the 2018-19 school year, be issued to the following personnel **obtaining tenure**, as listed below:

ADMINISTRATOR

Keeler, Debra, Supervisor of Special Services

DATE HIRED:

1/15

TEACHERS:

Kathleen Mazari
 Calverly, Pamela Rose
 DeShields, Beth
 Magnavita, Lauren
 Voumard, Genee
 Winter, Erin
 Blomkvest, Carrin

DATE HIRED:

9/13
 9/14
 9/14
 9/14
 9/14
 9/14
 10/14

- 3. Suggested Motion:** On the recommendation of the Superintendent, that notice of continuation of employment for the 2018-19 school year, be issued to the following **non-tenured** personnel, as listed below:

<u>ADMINISTRATORS</u>	<u>DATE HIRED:</u>
Cathcart, Van, Principal	7/15
Shivers, Christopher, Principal	2/16
King, John, Principal	7/16
Hickok, Darrin, Supervisor of School Security	9/16
Hansen, John, Business Administrator	1/17
Bailey, Nicholas, Principal	1/17
<u>TEACHERS</u>	
Davis, Lindsay	9/15
Johnston, Amber	9/15
King, Sarah	9/15
Morrison, David	9/15
Nelson, Hannah	9/15
Pierce, Amanda	9/15
Adams, Emily	10/15
Ambacher, Ann Marissa	10/15
Roach, Krystalynne	11/15
Barger, Brittany	12/15
Harris, Jillian	1/16
Davenport, Victoria	9/16
Rechner, Danielle	9/16
Schlitzer, Sara	9/16
Keeler, Michelle	9/16
Yerk, Bryce	9/16
Furey, Christine	1/17
Bongiovanni, Andrew	9/17
Caplan, Jordan	9/17
Farreny, Gina	9/17
McGarrity, Kimberly	9/17
Melo, Jenna	9/17
Milder, Samantha	9/17
Morey, Michael	9/17
Munsick, Jesse	9/17
Pruitt, Deborah	9/17
<u>3 VP</u>	
Abate, Jennifer	9/17

CLERKS/SECRETARIES

Crossley, Debra	9/15
Wunder, Diane	9/15
Nelson, Susan	10/15
Brooks, Kimberly	9/16
Geiger, Donna	12/16
Lahn, Donna	8/17

CUSTODIANS

Freese, Kathryn	11/16
Morales, Andrew	1/17
Hunter, Dean	5/17
Sherel, Linda	5/17
Gioulis, Hannah	7/17
Muller, Warner	7/17

BUS DRIVERS

Kavalus, Joseph	9/16
Proud, Edward	9/16
Lafferty, Tanner	9/17
Layton, Sherry	9/17

BUS MECHANIC & ASST. P/T BUS MECHANIC

Kapp, Kevin	10/16
Thomas, Andrew	8/17

FOOD SERVICE WORKER

Abrams, LaTrice	9/16
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4. 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-4)

SUBSTITUTES WITH COMPLETED APPLICATIONS:

SUBSTITUTE TEACHERS

Amanda Dillon, Miranda Gray

5. On the recommendation of the Superintendent, that the Lower Township Board of Education approve Natalie Entz, as a Summer Intern, for LDTC Summer Work, from Rowan effective June 26, 2018 to August 13, 2018. (Backup P-5)
6. On the recommendation of the Superintendent, that the Lower Township Board of Education accept, with regret, the resignation of Stephanie Kehoe, Kindergarten-BSI Teacher, at the David C. Douglass Veteran's Memorial School, effective April 25, 2018. (Backup P-6)

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- 7. On the recommendation of the Superintendent, that the Lower Township Board of Education approve Kelly Edmunds, as Temporary 1st Grade Teacher, at the Carl T. Mitnick School, replacing Darleen Tester, medical leave of absence, effective April 25, 2018 to June 6, 2018. (Backup P-7)
- 8. On the recommendation of the Superintendent, that the Lower Township Board of Education approve Erin Kelly, as Temporary 2nd Grade Teacher, at the Carl T. Mitnick School, replacing Molly Baldwin, maternity leave of absence, effective April 30, 2018 to June 18, 2018. (Backup P-8)

Legislative and Internal Policies:

- 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)

<i>NUMBER</i>	<i>TYPE</i>	<i>TITLE</i>
<i>8505</i>	<i>Policy</i>	<i>Wellness Policy/Nutrient Standards for Meals and Other Foods</i>
<i>8507</i>	<i>Policy</i>	<i>Breakfast Offer Versus Serve (OVS)</i>

- 2. On the recommendation of the Superintendent, that the Lower Township Board of Education approve the 2018-2019 District Calendar. (Backup L-2)

H. Harassment, Intimidation & Bullying:

- 1. The Board affirms the actions taken by the Superintendent and the School Safety Teams, for H.I.B. Sandman #1 (4379) – 2017-18. (Backup H-1)

MOTION: P-#1 to P-#8/L-#1 & L-#2/H-#1)

Motion: _____ **Second:** _____

Vote:

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

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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.

PUBLIC HEARING on 2018-2019 School Budget: {Back up F-Budget-1 - 3}

	<u>Appropriations</u>	<u>Local Tax Levy</u>
General Fund	\$28,177,062	\$17,148,584
Special Revenue Fund	\$ 1,266,102	
Debt Service Fund	<u>\$ 283,900</u>	<u>\$ 177,363</u>
Total Budget	\$29,727,064	\$17,325,947

1. Motion to open the Public Hearing on the 2018-2019 Lower Township Elementary School District Budget:

Motion: _____ **Second:** _____

Discussion:

Vote: All in Favor

Presentation: John J. Hansen, School Business Administrator/Board Secretary

Public Comment:

Board Comment:

2. Motion to close the Public Hearing on the 2018-2019 Lower Township Elementary School District Budget:

Motion: _____ **Second:** _____

Discussion:

Vote: All in Favor

3. Motion to adopt the 2018-2019 Lower Township Elementary School District Budget:

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

	<u>Appropriations</u>	<u>Local Tax Levy</u>
General Fund	\$28,177,062	\$17,148,584
Special Revenue Fund	\$ 1,266,102	
Debt Service Fund	<u>\$ 283,900</u>	<u>\$ 177,363</u>
Total Budget	\$29,727,064	\$17,325,947

BE IT FURTHER RESOLVED, to adopt the 2018-2019 School Budget, as described above, results in a General Fund Tax Levy of **\$17,148,584**.

BE IT FURTHER RESOLVED, that the district establish a maximum of \$12,000.00 in the 2018-2019 General Fund Budget, allotted for travel and travel related expenditures.

Regular Business:

1. On the recommendation of the School Business Administrator, that approval be given to enter into contract with the Cape May County Special Services School District and Cape May County Shared Services for the 2018-2019 contracts, as listed below: (Backup F-1)

Extended School Year (ESY)	\$2,675
ESY 1-1 aides	\$2,000
Itinerant Services	per schedule

School Year Programs:

Behavior Disabilities	\$42,750
Multiple Disabilities	\$38,250
Pre-School Disabilities Reg	\$34,500
Autism	\$40,000
One-to-One Aides	\$19,950

2. On the recommendation of the School Business Administrator, approving Lower Township Tax Payment schedule as follows: (Backup F-2)

2017-2018 Amt to be Raised \$16,960,565 Due 1/1/18- 6/30/18	<u>\$ 8,480,282.50</u>
2018-2019 Amt to be Raised \$17,325,947 Due 7/1/18- 12/31/18	<u>\$ 8,662,973.50</u>
	\$17,143,256.00

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- 3. On the recommendation of the School Business Administrator, that approval be given to establish the annual tuition rates, for attending the Lower Township School District during the 2018-2019:

PK (Half Day)	\$ 7,087
K	\$14,173
Grade 1-5	\$14,252
Grade 6-8	\$12,874
PK Disabled	\$15,226
Learning/Language Disabled	\$20,080
*note: {from Budget Document} {Backup F-3}	

- 4. On the recommendation of the School Business Administrator, that the Lower Township Board of Education approve DCO Application #3, in the amount of \$25,068.20. (Backup F-4)

2.0	Design Engineering	\$ 6,167.82
3.0	Construction Mgt	\$ 4,901.31
5.0	System Commissioning	\$ 2,611.75
6.	Equipment Initial Training	\$ 1,920.50
7.	ESCO Overhead	\$ 4,480.64
8.	ESCO Profit	\$ 3,486.18
9.3	Retro-Decommissioning	<u>\$ 1,500.00</u>
		\$25,068.20

- 5. On the recommendation of DCO Energy and the School Business Administrator, that the Lower Township Board of Education approve the submittal of an application, to the New Jersey Direct Install Program, for the following schools: (Backup F-5)

Carl T. Mitnick Elementary School
Maud Abrams Elementary School

- 6. On the recommendation of DCO Energy and the School Business Administrator, that the Lower Township Board of Education approve the submittal of an application for Pay for Performance Existing Buildings Application Form - David C. Douglass Veterans Memorial Elementary School. (Backup F-6)
- 7. On the recommendation of DCO Energy and the School Business Administrator, that the Lower Township Board of Education authorize the award of the Lower Township Elementary School District Lighting Retrofit ESIP Project to Power Secure, Inc., in the amount of \$184,150.00, consistent with the ESIP Project Agreement. (Backup F-7)
- 8. On the recommendation of DCO Energy and the School Business Administrator, that the Lower Township Board of Education authorize the award of the Lower Township Elementary School District HVAC, CHP, and EMS ESIP Project to Surety Mechanical Services of N.J., LLC, in the amount of \$1,047,903.00, consistent with the ESIP Project Agreement: (Backup F-8)

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Base Bio	\$ 736,558.00
Alternate #1	\$ 103,387.00
Alternate #2	\$ 56,328.00
Alternate #3	\$ 57,822.00
Alternate #4	\$ 56,328.00
Alternate #5	<u>\$ 37,480.00</u>
	\$1,047,903.00

- 9. On the recommendation of the School Business Administrator, that the Lower Township Board of Education authorizes the participation with Cape May County Special Services School District cooperative transportation program for the 2018-2019 school year. {Backup F-9}
- 10. On the recommendation of the School Business Administrator, that the final payment to United State Roofing Corporation in the amount of \$21,640.41, for Roof Replacement: Sandman Consolidated School. {Back up F-10}

MOTION: Finance F-#1 to F-#10

Motion: _____ **Second:** _____

Vote:

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

4/24/2018

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: Regular Meeting May 22, 2018 @ 7:30 pm

8} ADJOURNMENT

MOTION TO ADJOURN THE MEETING.

Motion: _____ **Second:** _____
Time: _____

F.Y.I.

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