

**LOWER TOWNSHIP BOARD OF EDUCATION  
AGENDA  
REGULAR MEETING  
May 23, 2017**

Meeting convenes at 5:30 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.*

**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."*

5/23/2017

**PRESENTATION BY MARYANN FRIEDMAN, NEW JERSEY SCHOOL BOARDS  
ROLES & RESPONSIBILITIES OF THE BOARD OF EDUCATION**

**1} REPORTS:**

- A} Board President
- B} Superintendent
- C} School Business Administrator
- D} Presentations: *Mr. Robert Morris, Supervisor of Food Service Programs*
- E} Board Comments

**2) ROUTINE MATTERS**

**R-1 Approval of Minutes:**

April 25<sup>th</sup>, 2017

- Work Session
- Regular Meeting
- Executive Meeting

**R-2 Approval of Financial Statements:**

Secretary's and custodian's reports for **April 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:** April 25th, 2017-May 23<sup>rd</sup>, 2017 {Backup R-3}

**R-4 Approval of Bill List:** April 25th, 2017-May 23<sup>rd</sup>, 2017 {Backup R-4}

**R-5 Approval of Cafeteria Report:** April 30<sup>th</sup>, 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

**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.*

**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. Suggested Motion:** On the recommendation of the Superintendent, to approve the 2017-2018 employment Contract, between the Lower Township Board of Education and John J. Hansen, School Business Administrator/Board Secretary, as approved by the Executive County Superintendent. (Backup P-1)
- 2. Suggested Motion:** On the recommendation of the Superintendent and School Business Administrator, to approve the Contract, between the Lower Township Board of Education and the Lower Township Elementary Education Association, for the 2016-2017, 2017-2018, and 2018-2019 school years, pending approval/ratification of the Contract by the Lower Township Elementary Education Association. (Backup P-2)
- 3.** On the recommendation of the Superintendent, that the following substitutes in each category, be approved for the remainder of the 2016-2017 school year, pending receipt of required documentation. (Backup P-3)

**SUBSTITUTE TEACHER**

Shannon Alvarez

**SUBSTITUTE SCHOOL NURSE**

Heather Lanzalotti

**SUBSTITUTE CLASSROOM AIDE**

Pamela Henry

**SUBSTITUTE SECRETARY**

Rita Peca

**BUS DRIVER**

Ronald Wenger

**SUBSTITUTE BUS AIDE**

Teresa Rader

**SUBSTITUTE CAFETERIA AIDES**

Rita Peca, Pamela Henry, Elizabeth Conway

**SUBSTITUTE FOOD SERVICE WORKERS**

Rita Peca, Elizabeth Conway

4. On the recommendation of the Superintendent, that the Board approve a maternity leave of absence for Amanda Nuscis, 1<sup>st</sup> Grade Teacher, at the Carl T. Mitnick School, effective September 5, 2017 to November 22, 2017. (Backup P-4)
5. On the recommendation of the Superintendent, that the Board accept, with regret, the resignation, of Karen Cohen, Itinerant Occupational Therapist, in the District, effective June 30, 2017. (Backup P-5)
6. On the recommendation of the Superintendent, that the Board accept the maternity leave of absence for Krystalynne Roach, ESL Teacher at the David C. Douglass Veterans Memorial School, effective September 5, 2017 to December 1, 2017. (Backup P-6)
7. On the recommendation of the Superintendent, that the Board approve the maternity leave of absence for Tracy Rutherford, Resource Room Teacher at the Carl T. Mitnick School, effective October 30, 2017 until February, 2018. (Backup P-7)
8. On the recommendation of the Superintendent, that the Board accept, with regret, the retirement of Mary Beth Tostevin, Instruction Classroom Aide, in the Carl T. Mitnick School, effective July 1, 2017. (Backup P-8)
9. On the recommendation of the Superintendent, that the Board approve the hiring of Kurt E. Himstedt, as Food Service Supervisor, effective July 1, 2017 to June 30, 2018, (ten month position) pending receipt of required documentation. (Backup P-9)

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

1. The Board affirms the actions taken by the Superintendent and the School Safety Teams, for Mitnick #2 (2016-17), Sandman #9 (2016-17) and Maud Abrams #2 (2016-17). (Backup H-1)

**L. Legislative:**

1. On the recommendation of the Superintendent, that the Board approve the Lower Township Elementary School Board Meeting Schedule for the 2017-2018 School Year. (Backup L-1)
2. On the recommendation of the Superintendent, that the Board approve the English Language Service Three-Year Program Plan for 2017-2020 school years. (Backup L-2)

**MOTION: Personnel P-1 to P-9/ HIB Mitnick #2, Sandman #9 and Maud Abrams #2/Legislative L-1 & L-2**

**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

**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 approval be given to submit the application for dual use of educational space, for the 2017-2018 school year, as indicated in the application and that approval be given to use the alternate method of compliance, in accordance with NJAC 6:22-5.4(h)4.11, by providing toilet rooms adjacent to, or outside the classroom, in lieu of individual toilet rooms in each kindergarten classroom, as indication in the application for the 2017-18 school year. (Backup F-1)
2. On the recommendation of the School Business Administrator, that the Board approve the following, awarded as an Extraordinary and Unspecified Service (EUS), for the fiscal year July 1, 2017 through June 30, 2018, and execute any contracts between the Lower Township Board of Education and the Joint Insurance Fund as listed:

**Risk Management Consultant (RMC)/Liability Insurance Broker- {JIF} Marsh & McLennan- Awarded on a Fair and Open Process. (Backup F-2)**

3. On the recommendation of the School Business Administrator, that the Board approve the following, awarded as an Extraordinary and Unspecified Service (EUS), for the fiscal year July 1, 2017 through June 30, 2018, as listed:

5/23/2017

**Risk Management Consultant (RMC)/Health Insurance Broker** – Marsh & McLennan – Awarded on a Fair and Open Process. (Backup F2)

4. On the recommendation of the School Business Administrator, that the Board approve the following, awarded as Professional Services Contracts, for the fiscal year July 1, 2017 through June 30, 2018, as listed: (Backup F-2)
  - a. **Auditors** – Inverso & Stewart, LLC – Awarded on a Fair and Open Process.
  - b. **School Psychologist** – Terrence E. Tracey, Ph.D., NCSP - Awarded on a Fair and Open Process
  - c. **Psychiatrist** – Inua Momodu, M.D., M.P.H. (Shore Behavioral Healthcare, Inc.) - Awarded on a Fair and Open Process.
  - d. **Solicitor** – John B. Comegno (Comegno Law Group, P.C.) - Awarded on a Fair and Open Process.
  - e. **Medical Inspector** – Dr. William Weisberg, Cape Urgent Care - Awarded on a Fair and Open Process.
  - f. **Employee Assistance Program** – Shore Counseling, LLC - Awarded on a Fair and Open Process.
  - g. **Architect of Record** – Garrison Architects - Awarded on a Fair and Open Process.
  - h. **Behavior Therapy Specialist** – Brett Dinovi & Associates, LLC & Interactive Kids - Awarded on a Fair and Open Process.
  - i. **Physical Therapy Services P/T Services** – Therapy Source & Kim Vona - Awarded on a Fair and Open Process.
  - j. **Neurological Services (Evals)** – Neumours DuPont Pediatrics - Awarded on a Fair and Open Process.
  - k. **Bond Counsel**—McManninmon, Scotland & Bauman – Awarded on a Fair and Open Process.
5. On the recommendation of the School Business Administrator, that the board approve the following 2017-2018 ESIP program resolution and authorize the School Business Administration to execute all associated documents: (Backup F-3)

**The Board of Education of the Township of Lower, in the County of Cape May, New Jersey, determining to acquire and to finance certain energy conservation measures and equipment by means of a Lease Purchase Financing, in an amount not exceeding \$2,000,000, authorizing the advertisement for bids to finance the energy conservation measures, and equipment, delegating the authority to award the bid, authorizing the execution of the Lease Purchase Agreement, and related documents and authorizing other actions necessary to complete the transaction.**

6. On the recommendation of the School Business Administrator, to rescind the two (2) Tuition Contracts between the Lower Township Board of Education and Middle Township Board of Education approved at March 15<sup>th</sup>, 2017 Board Meeting. (Backup F-4)

5/23/2017

- 7. On the recommendation of the School Business Administrator, to approve the Inter-Local Food Service Contract between the Lower Township Board of Education and West Cape May Board of Education for school year 2017-2018. (Backup F-5)
- 8. On the recommendation of the School Business Administrator, that the board approve the following resolution: (Back up F-6)

**A resolution to award the project bid for the reconstruction of Parking Lots for the David C. Douglass Veterans Memorial School to Ricky Slade Construction, Inc., as the lowest responsible bidder, in the amount of \$242,801 (Base Bid = \$228,671 / Alternative #1 \$6,480 / Alternative #2 \$7,650)**

- 9. On the recommendation of the School Business Administrator, to authorize the transfer of \$118,000 from the Maintenance reserve account, to the 2016-2017 budget, for the following maintenance projects: (Backup F-7)

Sandman School – Roof  
Memorial School – Parking Lot

- 10. On the recommendation of the School Business Administrator, that the Board authorize the execution of the Energy Savings Implementation Agreement. (Backup F 8)

**MOTION: Finance #1 to #10**

**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

**4} OLD/NEW BUSINESS**

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

5/23/2017

**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: June 27<sup>th</sup>, 2017: Work session 6:00 pm & Regular Meeting @ 7 pm. **Note: meeting has been added.**

**8} ADJOURNMENT**

**MOTION TO ADJOURN THE MEETING.**

**Motion:**\_\_\_\_\_ **Second:**\_\_\_\_\_  
**All in Favor:**\_\_\_\_\_ **Opposed:**\_\_\_\_\_  
**Time:**\_\_\_\_\_

F.Y.I.

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| 1. Attendance Report.                        | 11. Supervisor of Curriculum & Instruction Reports. |
| 2. Sandman School Reports.                   | 12. Supervisor of Academic Achievement Reports      |
| 3. Maud Abrams School Reports.               | 13. Day Care Reports.                               |
| 4. Mitnick School Reports.                   | June Calendar                                       |
| 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               |   |

5/22/2017 9:35 AM