

Executive Session – 5/23/2017

Board President called the executive session meeting to order at 5:30 pm.

PRESENT:

Gary Douglass, President
Patricia Smith, Vice President
Monica DiVito
Steve Lewis
Joseph McKenna
Joseph Thomas
Charles Utsch {arrived @ 5:51 pm ~after HIBs}
Jonathan Vile
Shaun Whittington

Also In Attendance:

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

Mr. Samaniego briefly reviewed the details of HIB report Mitnick #2 (2016-2017)
Sandman #9 (2016-2017) and Maud #2 (2016-2017).

Contract Negotiations:

PRESENT:

Monica DiVito
Steve Lewis
Joseph McKenna
Joseph Thomas
Charles Utsch
Jonathan Vile

Also In Attendance:

John Hansen, Board Secretary
Taylor Ruilova, Board Attorney

Mr. Ruilova informed Mrs. DiVito that she was not conflicted as the LTEA had ratified the contract. He further discussed the ratified Memorandum of Understanding relative to the LTEA 2016-2019 contract. There was brief questions by the Board to Mr. Ruilova and Mr. Hansen.

Motion to return to open session:

Motion: Thomas Second: Vile @ 5:59 pm.

All in Favor

Respectfully Submitted,



John J. Hansen

School Business Administrator/Board Secretary

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

6:00-7:00 PM

PRESENTATION BY: Mary Ann Friedman and Mary Walter, New Jersey School Boards
"ROLES & RESPONSIBILITIES OF THE BOARD OF EDUCATION"

Regular Meeting convened at 7:00 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."

1} REPORTS:

- A} Board President: Mr. Douglass welcomed the public.
- B} Superintendent; Mr. Samaniego reviewed the previous and current year end activities. In addition, he reported on the agenda items.
- C} School Business Administrator: Mr. Hansen reported on the agenda items.
- D} Presentations: *Mr. Robert Morris, Supervisor of Food Service Programs*
- E} Board Comments: Several Board of Education members thanked Mr. Morris for his dedication to the Lower Township School District and its students and faculty.

Mr. Douglass asked for:

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. NONE*

2) ROUTINE MATTERS

R-1 Approval of Minutes:

- April 25th, 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 23rd, 2017 {Backup R-3}

R-4 Approval of Bill List: April 25th, 2017-May 23rd, 2017 {Backup R-4}

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

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

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

Motion: Vile **Second:** Whittington

Discussion: None

Voting Yes:

- Monica DiVito
- Stephen Lewis
- Joseph McKenna

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Joseph Thomas

Charles Utsch

Jonathan Vile

Shaun Whittington

Patricia Smith, Vice President abstained Check #412494

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. 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. (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, 1st 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 findings 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)

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

Motion: Smith **Second:** Vile

Discussion: None

Voting Yes:

Monica DiVito abstained P-2

Stephen Lewis

Joseph McKenna

Joseph Thomas

Charles Utsch

Jonathan Vile

Shaun Whittington abstained P-2

Patricia Smith, Vice President abstained P-2

Gary Douglass, President abstained P-2

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:

Motion to Table F-2

Motion: Vile Second: Smith

All voted in Favor

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)

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)

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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:

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** –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** –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.

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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 15th, 2017 Board Meeting. (Backup F-4)
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 and #3 to #10

Motion: Vile **Second:** Smith

Discussion: None

Voting Yes:

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: NONE

5} OPEN MEETING TO THE PUBLIC (*public comment rules as read above apply*):NONE

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6} EXECUTIVE SESSION: NONE

7} Good of the Order:

A} Next Board Meeting: June 27th, 2017: Work session 6:00 pm & Regular Meeting @ 7 pm. **Note: meeting has been added.**

8} ADJOURNMENT

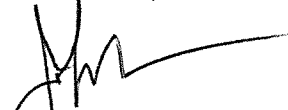
MOTION TO ADJOURN THE MEETING.

Motion: Whittington **Second:** McKenna

All in Favor

Time:@ 7:45pm_____

Respectfully Submitted,



John J. Hansen
School Business Administrator/Board Secretary

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 | |

6/28/2017 8:39 AM