

WORK SESSION AGENDA- 6/27/2017 6:00 pm

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

Roll Call: Board Secretary calls the roll.

Roll Call- Board Members:

Gary Douglass, President
Patricia Smith, Vice President
Monica DiVito
Joseph McKenna
Joseph Thomas
Charles Utsch
Jonathan Vile
Shaun Whittington @ 6:05pm

Also In Attendance:

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

ABSENT:

Steve Lewis

1) Administrative:

- a) Mr. Samaniego: Discussed year end activities and employee who submitted retirement papers in early June and replacement of said position on agenda.
- b) Mr Hansen:
Agenda Process~Board agreed to modify process with packets out on Friday and addendums at the meeting.
Loss of Adjustment Aid~Mr. Hansen discussed the proposed loss of adjustment aid.
Risk Management Consultant-RMC-Liability Insurance- JIF~Mr. Douglass mentioned the process and the reduction of the cost of this service.
Summer Projects Update
Superintendent Evaluation~~to be compiled by July meeting.
Action Plan Review~~to be turned in to SBA and discussed at July meeting.
- c) July 25th, 2017 Work session @ 6:00 pm & Regular Meeting @ 7:00 pm

Comments: The board discussed the impact on loss of adjustment aid, and asking for specific information to be included in presentations, Board and Administration introduction and events, and Dashboard of Information.

4) Close Session: See Authorizing Executive Session 6/27/2017

MOTION: Vile Second: Whittington @ 6:37pm

All in Favor

- a) HIB REPORTS~~~Mitnick #3 (2016-2017) and Maud #3 (2106-2017)
- b) Personnel~~Reinstatement of employee #4572

Motion to Adjourn and proceed to Regular Meeting at 6:55 pm:

MOTION: Vile Second: Smith

Respectfully Submitted


John J. Hansen, School Business Administrator/Board Secretary

**LOWER TOWNSHIP BOARD OF EDUCATION
RESOLUTION
AUTHORIZING EXECUTIVE SESSION-5/23/17**

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 2 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 June 27, 2017 at 6:37 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 ~ Mitnick #3 (2016-2017) and Maud #3 (2106-2017)

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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” Personnel~Reinstatement~Employee #4572

“(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 _____

“(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 20 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
MINUTES
REGULAR MEETING
JUNE 27th, 2017**

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."

6/27/2017

1} REPORTS:

- A} Board President
- B} Superintendent: Mr. Samaniego reviewed the year end activities, recognized retiring staff, new staff, and agenda items:
- C} School Business Administrator: Mr. Hansen reviewed the receipt of Three (3) bids on the Lower Township School District-Energy Savings Improvement Program with the lowest list bid of 3.35%, term of 20 years for Total Financed project of \$1,899,000 to Sterling National Bank and agenda items.
- D} Presentations: None
- 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.*
NONE

2) ROUTINE MATTERS

R-1 Approval of Minutes:

May 23rd, 2017
Work Session
Regular Meeting
Executive Meeting

R-2 Approval of Financial Statements:

Secretary's and custodian's reports for **May 31, 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: May 24th^d, 2017-June 27th, 2017 {Backup R-3}

R-4 Approval of Bill List: May 24th^d, 2017-June 27th, 2017 {Backup R-4}

R-5 Approval of Cafeteria Report: May 31st, 2017 {Backup R-5}

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

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

Motion: Smith Second: Vile

Discussion: NONE

Voting Yes

Monica DiVito
Joseph McKenna
Joseph Thomas

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Charles Utsch

Jonathan Vile

Shaun Whittington

Patricia Smith, Vice President ~abstained R-4 #412685

Gary Douglass, President

3} SUGGESTED MOTIONS:

P. Personnel: Note P 12 to be added to agenda

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 Board approve an increase of 2.75%, to the base salary of certain non-affiliated staff, for the year 2016-2017, and 2.75% for 2017-2018, and 2018-2019, for non-affiliated staff.
2. On the recommendation of the Superintendent, that the Board accept, with regret, the retirement of Mary Penn, 3VP Teacher, at the David C. Douglass Veterans Memorial School, effective June 30, 2017. (Backup P-2)
3. On the recommendation of the Superintendent, that the Board approve the maternity leave of absence for Heather LaVancher, 3rd Grade Teacher at the Maud Abrams School, effective November 20, 2017 to mid February, 2018. (Backup P-3)
4. On the recommendation of the Superintendent, that Anna Thompson, 3rd Grade Teacher, at the Maud Abrams School, be approved for placement of BA+30 on the LTEEA Teachers' Salary Guide, effective September 1, 2017. (Backup P-4)
5. On the recommendation of the Superintendent, that Eileen McGarry, 3rd Grade Teacher, at the Maud Abrams School, be approved for placement of MA on the LTEEA Teachers' Salary Guide, effective September 1, 2017. (Backup P-5)
6. On the recommendation of the Superintendent, that the Board approve the placement of LCMR seniors, placed in our classrooms, to follow teachers/guidance/speech during the 2017-2018 school year. (Backup P-6)
7. On the recommendation of the Superintendent, that the Board accept, with regret, the resignation of Sondra Schubert, Bus Driver, in Transportation Department, effective June 30, 2017. (Backup P-7)
8. On the recommendation of the Superintendent, that the Board approve the following Custodians, in the District, effective July 1, 2017, pending receipt of required documentation: (Backup P-8)

Warner Muller

Hanna Gioulis

6/27/2017

9. On the recommendation of the Superintendent, that the Board approve Jordan Caplan, as Art Teacher at the Carl T. Mitnick School, effective September 1, 2017, pending receipt of required documentation. (Backup P-9)
10. On the recommendation of the Superintendent, that the Board accept, with regret, the retirement of Karen Bohme, Attendance/Power School Systems Coordinator, in the District, effective June 30, 2017. (Backup P-10)
11. On the recommendation of the Superintendent, that the Board approve Donna Lahn, as Attendance/Power School/NJ Smart Secretary, in the District, effective August 1, 2017, pending receipt of required documentation. (Backup P-11)
12. On the recommendation of the Superintendent, to reinstate Employee #4572.

Legislative:

1. On the recommendation of the Superintendent, that the Board accept and approve the Intervention and Referral Services Final Reports for school year 2016-2017. (Backup L-1)

E. Education:

1. On the recommendation of the Supervisor of Special Services, that the Board approve the following placement:

Case #4275-A – Six year old, special education, first grade student, who is awaiting placement at the Cape May County Special Services School District at Ocean Academy. (Backup E-1)

H. Harassment, Intimidation & Bullying: None

MOTION: Personnel P-1 to P-12/L-1/E-1

Motion: Vile Second: Smith

Discussion: None

Monica DiVito

Joseph McKenna

Joseph Thomas

Charles Utsch

Jonathan Vile

Shaun Whittington

Patricia Smith, Vice President

Gary Douglass, President

F. Finance and Insurance: Note F-16 to be added to the agenda

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 the Board approve an Inter-Local Agreement, between the Lower Township Board of Education and Lower Cape May Regional School District ('LCMR'), to provide a shared Security Supervisor to 'LMCR' for the 2017-2018, 2018-2019, & 2019-2020 school years, which includes an equal sharing of the salary of \$46,000, FICA benefits and vehicle. (Backup F-1)
2. On the recommendation of the School Business Administrator, pursuant to PL 2015, Chapter 47, the Lower Township Board of Education intends to renew, award, or permit to expire, the following Contracts previously awarded by the Board of Education. These Contracts are, have been, and will continue to be, in full compliance with all State and Federal Statutes and Regulations; in particular: New Jersey Title 18A:18. Et seq. NJAC Chapter 23, and Federal Regulations 2CFR Part 200.317 et. Seq. (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, and execute any contracts between the Lower Township Board of Education and the Joint Insurance Fund as listed: (Back-up F-3)

Risk Management Consultant (RMC)/Liability Insurance Broker –Marsh & McLennan, LLC {JIF}: Awarded on a Fair and Open Process.

4. On the recommendation of the School Business Administrator, that the Board agrees and consents as follows: (Backup F-4)

The Approved Private School for Students with Disabilities ("APPSD"), Yale School (s) ("Yale"), is not required to charge District students for any "paid or reduced meals", furnished directly or indirectly by Yale to them. This shall be effective for the 2017-18 school year.

5. On the recommendation of the School Business Administrator, to authorize the School Board Administrator to move up to \$1,000,000, from current operations, to Maintenance Reserve as of June 30th, 2018. (Backup F-5)
6. On the recommendation of the School Business Administrator, to approve the Inter-Local Child Study Team (CST) Contract, between the Lower Township Board of Education and West Cape May Board of Education, for school year 2017-2018. (Backup F-6)

- 7.** On the recommendation of the School Business Administrator, that the Board approve the Breakfast and Lunch rates for the 2017-2018 school year, as listed: (Back-up F-7)

| | |
|---------------|--------|
| Lunch-Full | \$2.55 |
| Lunch-Reduced | \$.40 |
| Lunch-Staff | \$3.65 |
| Milk | \$.50 |

- 8.** On the recommendation of the School Business Administrator, that the Board authorize the submittal and acceptance, of the 2017-2018 IDEA Basic and Pre-School Grant. (Backup F-8)

| | |
|--------|--------------------|
| Basic: | \$473,493 {public} |
| PreK | \$ 26,258 {public} |

- 9.** On the recommendation of the School Business Administrator, that the Board authorize member participation in the Cooperative Pricing System 25CMaCP, between County of Cape May as Lead Agency and Lower Township Board of Education, as participating agency. (Backup F-9)

- 10.** On the recommendation of the School Business Administrator, that the Board authorize the School Business Administrator to dispose of the following items, as deemed obsolete, and surplus items using GovDeals: (Backup F-10)

6 Laptop Carts
180 Laptops
2 Pianos
Other office equipment deemed surplus

- 11.** On the recommendation of the School Business Administrator, that the Board authorize a Tuition Contract between the West Cape May Board of Education, and the Lower Township Board of Education, for the 2017-2018 school year as follows: (Backup F-11)

| | |
|--------|----------|
| PreK | \$12,938 |
| Speech | \$ 1,477 |
| Total | \$14,415 |

*Transportation included, unless current residence changes

- 12.** On the recommendation of the School Business Administrator, that the Board authorize a Tuition Contract between the Cape May City Board of Education and the Lower Township Board of Education, for the 2017-2018 school year as follows: (Backup F-12)

| | |
|------|----------|
| PreK | \$12,938 |
|------|----------|

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| | |
|--------|----------|
| OT | \$ 1,700 |
| PT | \$ 2,040 |
| ESY/PT | \$ 240 |
| Total | \$16,918 |

*Transportation billed separately

- 13. On the recommendation of the School Business Administrator, that the Board authorize to rescind a Tuition Contract, between the Lower Township Board of Education and the Woodbine Board of Education. (Refer to analysis in Backup F-13)
- 14. On the recommendation of the School Business Administrator, that the Board authorize:

CAPE MAY COUNTY Homeless Agreement
2017-2018

The Cape May County school district signing this Agreement will not seek tuition, or any other additional costs related to in-district educational services, for any resident student determined to be homeless at the time the student enrolls from another Cape May district similarly entered into this Agreement. This Agreement excludes costs for out of district placements, transportation to out/from out of district placements, cost for IEP related aides, or any other extra-ordinary costs for special education, or 504 students.

This Agreement does not supersede the district of origin's rights or responsibilities to transport students back to the original placement, if it is in the best interest of the student as determined by the home district. Nor does it effectively change the determination of the district of origin. (Backup F-14)

Districts Participating for 2017-18 as of 6/27/17

- LCMR
- Lower Township Elementary School
- Middle Township
- North Wildwood
- Upper Township
- Wildwood
- Woodbine

- 15. On the recommendation of the School Business Administrator, that the Board confirm the following change orders to school projects known as 'Lower Township Elementary School Project': (*approved previously, not part of referendum) (Backup F-15)

| | |
|-------------------|----------------|
| Original Contract | \$4,090,000.00 |
| Change Order #1 | \$ 55,782.48 |
| Change Order #2 | \$ 81,286.39 |
| Change Order #3 | \$ 17,336.50 |
| Change Order #4 | \$ 9,350.00 |

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Change Order #5

\$ 317,808.00*

Total

\$ **4,571,563.37**

- 16.** On the recommendation of the School Business Administrator, that the Board authorizes the School Business Administrator to change the signatures on the Food Service Account as follows:

Kurt Himstedt

John Hansen

Chris Conley

*two signatures required

MOTION: Finance #1 to #16

Motion: DiVito Second: Thomas

Discussion: None

Voting Yes:

Monica DiVito

Joseph McKenna

Joseph Thomas

Charles Utsch

Jonathan Vile

Shaun Whittington

Patricia Smith, Vice President~abstained F-2

Gary Douglass, President~abstained F-2

4} OLD/NEW BUSINESS: None

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

6} EXECUTIVE SESSION: None

7} Good of the Order:

A} Next Board Meeting: July 25, 2017

8} ADJOURNMENT

MOTION TO ADJOURN THE MEETING.

Motion: Vile Second: Utsch

All in Favor:

Time: 7:25 pm

Respectfully Submitted,


John J. Hansen,
School Business Administrator/Board Secretary

6/27/2017

F.Y.I.

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

7/25/2017 8:48 PM

Executive Session – 6/27/2017

Board President called the executive session meeting to order at 6:37 pm.

PRESENT:

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

Also In Attendance:

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

HIB

Mr. Samaniego briefly reviewed the details of HIB report Mitnick #3 (2016-2017) and Maud #3 (2016-2017).

Reinstatement of Employee #4572

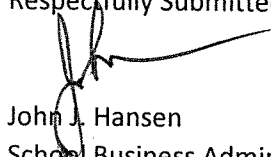
Mr. Samaniego reviewed the issues relative to employee #4572. Mr. Ruilova reviewed the legal facts of the situation. It was recommended that the employee was reinstated for the 2017-2018 school year.

Motion to return to open session:

Motion: Vile Second: Smith @ 6:55 pm.

All in Favor

Respectfully Submitted,



John J. Hansen
School Business Administrator/Board Secretary