

WORK SESSION MINUTES- 7/25/2017

6:00 pm

Call to Order: Board President calls the meeting to order.

Roll Call: Board Secretary calls the roll.

Roll Call- Board Members:

PRESENT:

Gary Douglass, President
Patricia Smith, Vice President
Monica DiVito
Steve Lewis
Joseph Thomas
Charles Utsch
Jonathan Vile
Shaun Whittington arrived at 7:00pm

Also In Attendance:

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

ABSENT: Joseph McKenna

1) Administrative:

- a) Mr. Samaniego: Lead a discussion of goals with the board and the previous goal would move up the Number 1 and the administration and the board would develop the budget goal by September meeting.
- b) Mr Hansen:
Discussed a change in how policies are introduced and adopted by the board.
Discussed acquiring a car for the security officer to shared by with LCMR. Based on the information the SBA has received, it would be better to acquire a vehicle off of state contract.
- c) August 29th, 2017~~**change of date.**
- d} Board discussed having a district activity calendar and questions on one of the positions that was on agenda. A job description will be developed for the 8/29/17 meeting.

4) Close Session: See Authorizing Executive Session 7/25/2017 {If ample time does not exists, will be completed in Regular Meeting.

MOTION: Thomas Second: Vile @ 6:40 pm.

All voted in the affirmative

- a) Litigation-Nancy G. McLaughlin v Lower Township Board of Education, et al. Docket No. CPN-L-568-15~all members present remained.
- b) Personnel~~Superintendent Evaluation~~only non-conflicted members remained.

Work session concludes no later than 6:55pm and proceeds to School Board Presentation & Regular Business Meeting

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

MOTION: Thomas Second: Vile

All voted in the affirmative.

Respectfully submitted,

John J. Hansen,
School Business Administrator/Board Secretary

**LOWER TOWNSHIP BOARD OF EDUCATION
RESOLUTION
AUTHORIZING EXECUTIVE SESSION-7/25/17**

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 July 25th at 6:40 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.

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"(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

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"(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

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"(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

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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”

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“(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 Litigation-Nancy G. McLaughlin v Lower Township Board of Education, et al. Docket No. CPN-L-568-15

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“(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:
Personnel~Superintendent Evaluation



“(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
JULY 25th, 2017**

Regular Meeting convenes 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."

7/25/2017

1} REPORTS:

- A} Board President
- B} Superintendent: Mr. Samaniego reviewed the summer activities and introduced each of the new employees.
- C} School Business Administrator: Mr. Hansen reviewed the summer activities and the various 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.*

2) ROUTINE MATTERS

R-1 Approval of Minutes:

June 27th, 2017

Work Session

Regular Meeting

Executive Meeting

R-2 Approval of Financial Statements:

Secretary's and custodian's reports for **June 30th, 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: June 27th, 2017 - June 30th, 2017 for 2016-2017 & July 1st, 2017 - July 25th, 2017 {Backup R-3}

R-4 Approval of Bill List: June 27th, 2017 - June 30th, 2017 for 2016-2017 & July 1st, 2017 - July 25th, 2017 {Backup R-4}

R-5 Approval of Cafeteria Report: June 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: DiVito

Discussion: NONE

Voting Yes::

Monica DiVito

Stephen Lewis

Joseph Thomas

Charles Utsch

7/25/2017

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 the attached list of substitutes, and the following substitutes, be approved for the 2017-2018 school year, pending receipt of required documentation: (Backup P-1)

SUBSTITUTE TEACHERS

Valerie Winter, Melissa Alvord

SUBSTITUTE CUSTODIAN

Michael Long

2. On the recommendation of the Superintendent, that Megan Young, be approved as Home Visitation Staff for the 3 Year-Old Home Visitation Program (3VP) effective September 1, 2017.
3. On the recommendation of the Superintendent, that the Board accept, with regret, the retirement of Joel Dilworth, Bus Driver, Transportation Department, effective June 30, 2017. (Backup P-3)
4. On the recommendation of the Superintendent, that the Board accept, with regret, the resignation of Brian Hindle, 5/6th Grade Special Education Teacher at the Sandman Consolidated School, effective July 20, 2017. (Backup P-4)
5. On the recommendation of the Superintendent, that the Board approve Jenna Melo, as 2nd Grade Teacher at the Carl T. Mitnick School, effective September 1, 2017, pending receipt of required documentation. (Backup P-5) (Replacing Susan Kornacki who retired)
6. On the recommendation of the Superintendent, that the Board approve Deborah Pruitt, as Music Education Teacher at the Carl T. Mitnick School, effective September 1, 2017, pending receipt of required documentation. (Backup P-6) (Replacing Jennifer Camillo who is being transferred to Sandman)

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- 7.** On the recommendation of the Superintendent, that the Board approve Andrew Bongiovanni, as a 4th Grade Teacher at the Maud Abrams School effective September 1, 2017, pending receipt of required documentation. (Backup P-7) (Replacing, not rehired)
- 8.** On the recommendation of the Superintendent, that the Board approve Jesse Munsick, as 4th Grade Teacher, at the Maud Abrams School, effective September 1, 2017, pending receipt of required documentation. (Backup P-8) (Replacing Bonnie Barcas, who transferred to Erin Winter's position, who is replacing Brian Hindle, who resigned.)
- 9.** On the recommendation of the Superintendent, that the Board approve, Gina Farreny, as 5th Grade Teacher, at the Sandman Consolidated School, effective September 1, 2017, pending receipt of required documentation. (Backup P-9) (Student enrollment increased)
- 10.** On the recommendation of the Superintendent, that the Board approve Michael Morey, as 5th Grade Teacher, at the Sandman Consolidated School, effective September 1, 2017, pending receipt of required documentation. (Backup P-10) (Replacing Kim Osmundsen who is being transferred)
- 11.** On the recommendation of the Superintendent, that the Board approve Lisa Yiannos, as Temporary Kindergarten Teacher, maternity leave of absence position, replacing Alyssa Gannon, effective September 5, 2017 to October 20, 2017, pending receipt of required documentation. (Backup P-11)
- 12.** On the recommendation of the Superintendent, that the Board approve Stephanie Abrams, as Temporary Kindergarten Teacher, maternity leave of absence position, replacing Annmarie Bada, effective September 5, 2017 to November 27, 2017, pending receipt of required documentation. (Backup P-12)
- 13.** On the recommendation of the Superintendent, that the Board approve Devon Vanderslice, as Temporary 1st Grade Teacher, maternity leave of absence position, replacing Amanda Nuscis, effective September 5, 2017 to December 15, 2017, pending receipt of required documentation. (Backup P-13)
- 14.** On the recommendation of the Superintendent, that the Board approve Christine Sundstrom, as Temporary ESL Teacher, maternity leave position, replacing Krystalynne Roach, effective September 5, 2017 to December 1, 2017, pending receipt of required documentation. (Backup P-14)
- 15.** On the recommendation of the Superintendent, that the Board approve Andrew Thomas, Jr., as Part Time Assistant Bus Mechanic, in Transportation, effective July 26, 2017, pending receipt of required documentation. (Backup P-15)

- 16.** On the recommendation of the Superintendent, that the Board approve the following Bus Drivers, in Transportation Department, effective September 1, 2017, pending receipt of required documentation. (Backup P-16)

Tanner Lafferty

Sherry Layton

- 17.** On the recommendation of the Superintendent, that the Board approve the following transfers for the 2017-2018 school year:

<u>TEACHER</u>	<u>CURRENT POSITION</u>	<u>TRANSFERRED TO/REASON</u>
<i>Karen Weinberg</i>	<i>BSIP @ Memorial</i>	<i>BSI/Title 1 Intervention @ Mitnick</i>
<i>Diane Martino</i>	<i>2nd Gr. Teacher @ Mitnick</i>	<i>BSI Math @ Memorial (Weinberg)</i>
<i>Lynn Richman</i>	<i>3rd Gr. Teacher @ Maud</i>	<i>2nd Gr. Teacher @ Mitnick (Martino)</i>
<i>Jennifer Camillo</i>	<i>Music Education @ Mitnick</i>	<i>Music Education @ Sandman (Dunlap)</i>
<i>Janeen Lindsay</i>	<i>Art Teacher @ Mitnick</i>	<i>Art Teacher @ Maud Abrams (Coslop)</i>
<i>Tara Geisel</i>	<i>BSIP @ Maud</i>	<i>4th Gr. Teacher @ Maud (Young)</i>
<i>Greg Young</i>	<i>4th Gr. Teacher @ Maud</i>	<i>BSIP @ Maud (Geisel)</i>
<i>Bonnie Barcas</i>	<i>4th Gr. Teacher @ Maud</i>	<i>Resource Room @ Maud (E. Winter)</i>
<i>Doug Milstead</i>	<i>Self Contained @ Sandman</i>	<i>Resource Room & Sandman (Oetting)</i>
<i>Kathleen Mazari</i>	<i>Self Contained @ Maud</i>	<i>Self Contained @ Sandman (Milstead)</i>
<i>Erin Winter</i>	<i>Resource Room @ Maud</i>	<i>Resource Room @ Sandman</i>
<i>Carol Hawthorne</i>	<i>Resource Room @ Sandman</i>	<i>Self Contained @ Sandman (Mazari-LOA)</i>
<i>Carrin Blomkvest</i>	<i>BSI @ Sandman</i>	<i>Resource Room @ Sandman (Hawthorne)</i>
<i>Diana Tees</i>	<i>5th Gr. Teacher @ Sandman</i>	<i>BSI @ Sandman (Blomkvest)</i>
<i>Stacey Salerno</i>	<i>Kindergarten BSI Teacher</i>	<i>BSI Reading @ Memorial (Kehoe)</i>

- 18.** On the recommendation of the Superintendent, that the Board approve Kathleen Mazari, 5th Grade Self Contained Teacher, for a leave of absence for the 2017-2018 school year, consistent with Article XIX, section C of the LTEA Agreement. (Backup P-18)
- 19.** On the recommendation of the Superintendent, that the Board approve Stephanie Kehoe, Kindergarten BSI Teacher, at the David C. Douglass Veterans Memorial School, for a leave of absence for the 2017-2018 school year, consistent with Article XIX, section C of the LTEA Agreement. (Backup P-19)
- 20.** On the recommendation of the Superintendent, that the Board approve Gerald Griffin, Physical Education Teacher at the Carl T. Mitnick School, for a medical leave of absence, beginning September 5, 2017 until further notice, consistent with Article XIX, section C of the LTEA Agreement. (Backup P-20)
- 21.** On the recommendation of the Superintendent, that the Board approve Samantha Milder, as 5th Grade Teacher, at the Sandman School, effective September 1, 2017, pending receipt of required documentation. (Backup P-21) (Replacing Dianna Tees, who is transferring to Carrin Blomkvests' position, who is transferring to Carol Hawthornes' position, who is replacing Kathleen Mazari, LOA)

22. On the recommendation of the Superintendent, that the Board approve Kimberly McGarrity, as a Kindergarten Teacher at the David C. Douglass Veterans Memorial School, effective September 1, 2017, pending receipt of required documentation. (Backup P-22) (Replacing Stacey Salerno who is replacing Stephanie Kehoe, LOA)
23. On the recommendation of the Superintendent, that the Board approve Heather Roth, BSIP Teacher at the Carl T. Mitnick School, for a medical leave of absence, beginning August 29, 2017 until September 27, 2017, consistent with Article XIX, section C of the LTEA Agreement. (Backup P-23)

H. Harassment, Intimidation & Bullying:

1. The Board affirms the actions taken by the Superintendent and the School Safety Teams for H.I.B. Case Maud Abrams #3 (2016-2017) and H.I.B. Case Mitnick #3 (2016-2017), as presented, no further actions have been requested, therefore these matters are closed. (Backup H-1)

MOTION: Personnel P-1 to P-23/H.I.B. #1

Motion: DiVito Second: Vile

Discussion: None

Voting Yes:

Monica DiVito {abstained/sub Jerry McBride}

Stephen Lewis

Joseph Thomas

Charles Utsch

Jonathan Vile

Shaun Whittington {abstained #10}

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.

Regular Business:

1. On the recommendation of the School Business Administrator, the Lower Township Board of Education authorize the following changes to the 2017-2018 School Budget: (Backup F-1)

	<u>Adopted</u>	<u>Adjustment</u>	<u>Revised</u>
Adjustment Aid	\$ 2,030,412	<\$203,543>	\$ 1,826,869
Extraordinay Aid	\$ -0-	\$ 35,536	\$ 35,536
Totals	\$27,884,736	<\$ 168,007>	\$27,716,729

Appropriations:

Grades 1-5: Salaries	\$ 5,599,100	<\$50,000>	\$5,549,100
CST: Salaries	\$ 601,100	<\$30,000>	\$ 571,100
Security: Salaries	\$ 291,500	<\$20,000>	\$ 271,500
Required Maint {261}	\$ 170,000	<\$33,000>	\$ 137,000
Transportation {270}	\$ 148,000	<\$30,007>	\$ 117,993
Tuition	\$ 45,000	<\$ 5,000>	\$ 40,000
Totals	\$27,884,736	<\$168,007>	\$27,716,729

2. On the recommendation of the School Business Administrator, that the Board confirm Invoice #1,{DCO-\$76,266 and Phoenix-\$7,500 {administrative} in the amount as withdrawal from the ESIP Escrow Funds, consistent with the terms of the Energy Savings Implementation Agreement. (Backup F-2)
3. On the recommendation of the School Business Administrator, that the Board authorize the School Business Administrator to execute a Remote Deposit Agreement, between Sturdy Bank and the Lower Township Board of Education. (Backup F-3)
4. On the recommendation of the School Business Administrator, that the Board accept the following grants and amend fund 20 accordingly: (Backup F-4)

Cape Education Fund: \$300.00
Cape Education Fund: \$492.15
Cape Education Fund: \$492.85

5. On the recommendation of the School Business Administrator, that the Board authorize a professional Contract, between Jennifer A. Blankley and the Lower Township Board of Education, to provide Occupational Therapy, at a rate of \$100 per hour, pending receipt of required documentation. (Backup F-5)

7/25/2017

- 6 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-6)

**Five (5) School Buses
One (1) Crown Vic
Other misc. surplus items**

7. On the recommendation of the School Business Administrator, that the Board authorize the License Applications for the Lower Township Day Care Program and pay the appropriate license fee. (Backup F-7)
8. On the recommendation of the School Business Administrator, that the Board authorize the submittal and acceptance, of the 2017-2018 Elementary and Secondary Education (ESEA) Grant. (Backup F-8)

Title I Part A Basic	\$518,239
Title II, Part A	\$ 66,006
Title III	\$ 9,404
Title IV	\$ 10,000

MOTION: Finance #1 to #8

Motion: Smith Second: Ustch

Discussion: None

Voting Yes:

Monica DiVito
Stephen Lewis
Joseph Thomas
Charles Utsch
Jonathan Vile
Shaun Whittington
Patricia Smith, Vice President {abstained #4}
Gary Douglass, President

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: August 22nd, 2017

7/25/2017

B} November School Elections: Nominating Petition due the last Monday in July by 4:00 pm.

8} ADJOURNMENT

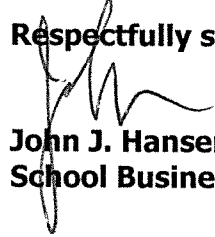
MOTION TO ADJOURN THE MEETING.

Motion: Vile Second: Whittington

All in Favor:

Time: 7:30 pm

Respectfully submitted,



John J. Hansen

School Business Administrator/Board Secretary

F.Y.I.

1. Attendance Report.
7. Supervisor of Buildings & Grounds Reports
9. Supervisor of Food Service Reports.
10. Board Secretary Report/SBA

9/28/2017 3:41 PM

EXECUTIVE SESSION MINUTES- 7/25/2017

6:40 pm

PRESENT:

Gary Douglass, President
Patricia Smith, Vice President
Monica DiVito
Steve Lewis
Joseph Thomas
Charles Utsch
Jonathan Vile

Also in attendance

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

4) Close Session: See Authorizing Executive Session 7/25/2017 {If ample time does not exists, will be completed in Regular Meeting.

MOTION: Thomas Second: Vile @ 6:40 pm.

All voted in the affirmative

- a) Litigation-Nancy G. McLaughlin v Lower Township Board of Education, et al. Docket No. CPN-L-568-15~all members present remained. Mr. Hansen reviewed and answered questions concerning the referenced litigation. A general release of the litigation will be acted on at the August 29th, 2017 meeting.
- b) Personnel~~Superintendent Evaluation~~only non-conflicted members remained, being: DiVito, Lewis, Thomas, Ustch, and Vile. Mr. Hansen reviewed Mr. Samaniego's evaluation with the board. Mr. Samaniego commented on the evaluation and his tenure with the district.

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

MOTION: Thomas Second: Vile

All voted in the affirmative.

Respectfully submitted,


John J. Hansen,
School Business Administrator/Board Secretary