

LOWER TOWNSHIP BOARD OF EDUCATION

BOARD MINUTES

EXECUTIVE SESSION

July 26, 2016

Meeting convened at 6:55 p.m.

Present at meeting were:

Mr. Ralph Bakley - ABSENT

Mrs. Monica DiVito

Mr. Gary Douglass

Dr. James Rochford

Mrs. Patricia Smith

Mr. Joseph Thomas

Mr. Charles Utsch

Mr. Jonathan Vile

Mr. Shaun Whittington - ABSENT

Jeff Samaniego, Superintendent

Frank Onorato, Board Secretary

The following was discussed:

- Discussion of personnel matters related to custodial employees.

On a Motion by Mr. Vile and seconded by Mr. Douglass and the unanimous consent of the Board that the meeting returned to open session at 7:00 p.m.

Respectfully submitted,



Frank A. Onorato
Board Secretary

LOWER TOWNSHIP BOARD OF EDUCATION

BOARD MINUTES

REGULAR MEETING

JULY 26, 2016

Meeting convened at 7:00 p.m.

Salute to the Flag

Mr. Ralph Bakley - ABSENT
Mrs. Monica DiVito
Mr. Gary Douglass
Dr. James Rochford
Mrs. Patricia Smith
Mr. Joseph Thomas
Mr. Charles Utsch
Mr. Jonathan Vile
Mr. Shaun Whittington - ABSENT

Jeff Samaniego, Superintendent
Frank Onorato, Board Secretary

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 Gazette-Leader Newspaper, the Atlantic City Press, posted at the Municipal Building, and a copy thereof delivered to the Township Clerk; in accordance with the Open Meeting Act.

District Mission Statement:

“It Takes a Community of Learners to Educate a Student”

It is the mission of the Lower Township Elementary School District to provide quality educational programs, capable of supporting all learners to achieve proficiency in the Common Core State Standards in English, Language Arts and Mathematics and the New Jersey Core Curriculum Content Standards in all other content areas.

Through the establishment of collaboration within and outside of the school community, we will support the sharing of resources to foster an environment, which will enable students to make informed decisions that prepare them to engage as active citizens in a dynamic global society and to successfully meet the challenges and opportunities of the 21st century global workplace.

Board Goals 2016-17:

1. *Increase Board Member’s knowledge and understanding of by-laws, district policies and regulations.*

2. *To proactively support appropriate activities and events throughout the district with increased Board Member attendance.*

District Goals 2016-17:

1. *To foster effective communication and positive relationships with students, parents, staff and the community.*
2. *To increase measures that educate parents and students about the importance of school attendance and its link to student achievement.*

Present at the meeting were: Danielle Rechner, Terry Morris, John King, Sue Jordan, Michelle Winter, Jeffrey Keeler, Christopher Winter Jr., Kelly Hewitt, Van Cathcart, Vicki Winter, Chris Winter, Ann Marissa Ambacher, Amanda-lyn Pierce, Irene Gibbons, Sarah Bowman, Pam Levin, Paul Yerk, Sally Yerk, Rita Marie Fulginiti, Larry Wilson, Carol Wilson, Tara Wilson, Micah Yerk, Bryce Yerk, Clara Yerk, Chris Isenhardt, Deb Keeler, Bill Schlitzer, Sally Schlitzer, Sara Schlitzer, Dianne Wunder, Martha Cella, Ed Proud, Amanda Flynn Brojakowski, Sabina Muller, Sherry Bosch, Marge Wunder, John Herman, Jeff McKenna, Donna Cooper

Public comment regarding agenda items only.

On a motion by Mr. Thomas and seconded by Mrs. Smith and the unanimous consent of the Board, the minutes of the Regular Board Meeting and the Executive Meeting held on June 28, 2016 were approved.

Work session began at 6:00 p.m. Mr. Samaniego discussed the following with the Board:

- Reported on action/plans for District Goals to the BOE. Detailed discussion of student attendance was undertaken.
- Parent surveys and comments relative to cleanliness comments voiced.
- Discussion about elimination of June BOE Meeting.
- Mrs. DiVito distributed copies of action plan for BOE Goals. Discussion among BOE members ensued.
- Dr. Rochford spoke on Superintendent Evaluations.
- Discussion on ESIP Program.

On a Motion by Mr. Vile and seconded by Mr. Douglass and the unanimous consent of the Board the Board passed the following resolution at 6:55 p.m.

**LOWER TOWNSHIP BOARD OF EDUCATION
RESOLUTION
AUTHORIZING EXECUTIVE SESSION**

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 1 issue is 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 26, 2016 at 6:55 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

“(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” The collective bargaining contract(s) discussed are between the Board and

“(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 that the solar contracts were discussed.

1

“(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:

1. Discussion of Personnel matters related to custodial employees.

“(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 5 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.

The Board returned from Executive Session at 7:00 p.m. on a motion by Mr. Vile and seconded by Mr. Douglass and the unanimous consent of the Board that the meeting return to the work session.

On a motion by Mrs. Smith and seconded by Mr. Thomas and the unanimous consent of the Board, the Board approved the secretary's and treasurer's reports for June 30, 2016, which are in agreement as certified by the Board Secretary, that no account has been over expended in violation of NJAC 6:20-2.11(a), (d).

Superintendent's Report:

The following items were shared with the public:

- Story Hour with Mrs. Sekela at Memorial School
- Verizon back-pack give away is July 30th at their local stores.
- Smartboards are being installed in all the Kindergarten classrooms in the Memorial School.
- Major District construction: Maud Abrams roof, Mitnick roof and parking lots at Sandman and Maud Abrams
- PTA Playground
- New Staff

Presentation: None

P. Personnel

Approved –Substitutes

1. On the recommendation of the Superintendent, that the following substitutes and the attached list of substitutes, in each category, be approved for the 2016-2017 school year, pending receipt of required documentation.

SUBSTITUTE TEACHER

John Muth, Marion Binder, Dianne Saunders

SUBSTITUTE CLASSROOM AIDES

Alicia Rivera, Jessica Elliott

First – Mrs. Smith

Second – Mr. Utsch

Mr. Bakley	ABSENT
Mrs. DiVito	YES
Mr. Douglass	YES
Dr. Rochford	YES
Mrs. Smith	YES
Mr. Thomas	YES
Mr. Utsch	YES
Mr. Vile	YES
Mr. Whittington	ABSENT

Approved – Temporary

2. On the recommendation of the Superintendent, that the Board approve the following temporary maternity leave positions:

TEACHER	REPLACING	DATES
Martha Cella	Lindsay Davis - R.R. @ Maud	9/1/16 – 11/7/16
Marcie Samartino	Catie D'Aleo – R.R. @ Maud	9/1/16 – 2/21/17

- | | | |
|------------------|--------|---------------------|
| First – Mr. Vile | | Second – Mrs. Smith |
| Mrs. DiVito | YES | |
| Mr. Bakley | ABSENT | |
| Mr. Douglass | YES | |
| Dr. Rochford | YES | |
| Mrs. Smith | YES | |
| Mr. Thomas | YES | |
| Mr. Utsch | YES | |
| Mr. Vile | YES | |
| Mr. Whittington | ABSENT | |

Approved – Positions

3. On the recommendation of the Superintendent, that the Board approve the following positions, on the 1st Step of the LTEEA Teacher’s Salary Guide, effective September 1, 2016, pending receipt of required documentation:

NAME	POSITION
Michelle Winter	3 rd Grade
Amanda Pierce	4 th Grade
Bryce Yerk	Basic Skills @ Maud Abrams
Danielle Rechner	ESL Teacher
Ann Marissa Ambacher	6 th Grade
Sara Schlitzer	Special Ed. @ Mitnick
Tara Wilson	4 th Grade

- | | | |
|---------------------|--------|-----------------------|
| First – Mrs. DiVito | | Second – Mr. Douglass |
| Mr. Bakley | ABSENT | |
| Mrs. DiVito | YES | |
| Mr. Douglass | YES | |
| Dr. Rochford | YES | |
| Mrs. Smith | YES | |
| Mr. Thomas | YES | |
| Mr. Utsch | YES | |
| Mr. Vile | YES | |
| Mr. Whittington | ABSENT | |

Approved – Retirement

4. On the recommendation of the Superintendent, it is with regret, that the retirement of Frank Onorato, Business Administrator, be accepted, effective December 31, 2016.

First – Mrs. Smith	Second – Mrs. DiVito
Mr. Bakley	ABSENT
Mrs. DiVito	YES
Mr. Douglass	ABSTAIN
Dr. Rochford	YES
Mrs. Smith	YES
Mr. Thomas	YES
Mr. Utsch	ABSTAIN
Mr. Vile	YES
Mr. Whittington	ABSENT

Approved – Transfers

5. On the recommendation of the Superintendent, that the Board approve the following transfers, effective September 1, 2016:

STAFF	TRANSFER FROM	TRANSFER TO
Lori Brion	Special Ed. @ Mitnick	Pre-School In Class Support w/Tsosie – Due to Enrollment
Stephanie Kehoe	Pre-School	Basic Skills Math @ Memorial
Victoria France	Pre-K Spec. Ed.	Pre-School
Courtney Peterson	6 th Grade	Special Ed.

First – Mr. Vile	Second – Mrs. Smith
Mr. Bakley	ABSENT
Mrs. DiVito	YES
Mr. Douglass	YES
Dr. Rochford	YES
Mrs. Smith	YES
Mr. Thomas	YES
Mr. Utsch	YES
Mr. Vile	YES
Mr. Whittington	ABSENT

Approved – 3VP

6. On the recommendation of the Superintendent, that Mary Penn and Megan Young, be approved as Home Visitation Staff for the 3 Year-Old Home Visitation Program (3VP) effective September 1, 2016.

First – Mr. Utsch	Second – Mr. Vile
Mr. Bakley	ABSENT
Mrs. DiVito	YES
Mr. Douglass	YES
Dr. Rochford	YES

Mrs. Smith	YES
Mr. Thomas	YES
Mr. Utsch	YES
Mr. Vile	YES
Mr. Whittington	ABSENT

Approved – Driver

- On the recommendation of the Superintendent, that the Board approve Edward Proud, as a Bus Driver, for the District, on the 1st Step of the LTEEA Salary Guide, effective September 1, 2016, pending receipt of required documentation.

First – Mrs. Smith		Second – Mr. Utsch
Mr. Bakley	ABSENT	
Mrs. DiVito	YES	
Mr. Douglass	YES	
Dr. Rochford	YES	
Mrs. Smith	YES	
Mr. Thomas	YES	
Mr. Utsch	YES	
Mr. Vile	YES	
Mr. Whittington	ABSENT	

E. Education

Approved – Reports

- On the recommendation of the Superintendent, that the Board of Education accept and approve the Intervention and Referral Services Final Reports for SY 2015-16.

First – Mr. Vile		Second – Mrs. DiVito
Mr. Bakley	ABSENT	
Mrs. DiVito	YES	
Mr. Douglass	YES	
Dr. Rochford	YES	
Mrs. Smith	YES	
Mr. Thomas	YES	
Mr. Utsch	YES	
Mr. Vile	YES	
Mr. Whittington	ABSENT	

L. Legislative & Internal Policies

Approved – Meeting

- On the recommendation of the Superintendent, that the Board approve the removal of the June Board Meeting and adding a Regular Board Meeting on Tuesday, January 24, 2017.

First – Mr. Douglass		Second – Mrs. Smith
Mr. Bakley	ABSENT	
Mrs. DiVito	YES	
Mr. Douglass	YES	
Dr. Rochford	YES	

Mrs. Smith	YES
Mr. Thomas	YES
Mr. Utsch	YES
Mr. Vile	NO
Mr. Whittington	ABSENT

F. Finance

The following items are believed to be items of a routine nature requiring no discussion and which are to be voted upon by a single roll call vote of the Board of Education. Any single member of the Board of Education may have any of the items on the consent agenda removed for discussion merely by so indicating prior to the vote to be taken on the consent agenda.

Approved – Fund

1. On the recommendation of the School Business Administrator, that pursuant to NJAC 6A:23-2:11 (c) 4, the Board certifies that as of June 30, 2016, to the best of our knowledge, no major account or fund has been over expended and no major revenue is anticipating a shortfall.

First – Mr. Thomas

Second – Mr. Douglass

Mr. Bakley	ABSENT
Mrs. DiVito	YES
Mr. Douglass	YES
Dr. Rochford	YES
Mrs. Smith	YES
Mr. Thomas	YES
Mr. Utsch	YES
Mr. Vile	YES
Mr. Whittington	ABSENT

Approved – Bills

2. On the recommendation of the School Business Administrator that all bills approved and certified be paid.

First – Mr. Thomas

Second – Mr. Douglass

Mr. Bakley	ABSENT
Mrs. DiVito	YES
Mr. Douglass	YES
Dr. Rochford	YES
Mrs. Smith	YES
Mr. Thomas	YES
Mr. Utsch	YES
Mr. Vile	YES
Mr. Whittington	ABSENT

Approved – Transfers

3. Pursuant to Title 18:22-8.1 that the line item transfers made by the Superintendent, be approved as presented in Board back-up.

First – Mr. Thomas		Second – Mr. Douglass
Mr. Bakley	ABSENT	
Mrs. DiVito	YES	
Mr. Douglass	YES	
Dr. Rochford	YES	
Mrs. Smith	YES	
Mr. Thomas	YES	
Mr. Utsch	YES	
Mr. Vile	YES	
Mr. Whittington	ABSENT	

Approved – Grant

4. On the recommendation of the Superintendent, that approval be given to make application for the Fiscal Year 2017 Individuals and Disabilities Education Act (IDEA) Grant covered programs for the purposes described in the application, as listed below:

Basic Application	\$479,418.00
Preschool Application	<u>\$ 26,362.00</u>
Total	\$505,780.00

First – Mr. Thomas		Second – Mr. Douglass
Mr. Bakley	ABSENT	
Mrs. DiVito	YES	
Mr. Douglass	YES	
Dr. Rochford	YES	
Mrs. Smith	YES	
Mr. Thomas	YES	
Mr. Utsch	YES	
Mr. Vile	YES	
Mr. Whittington	ABSENT	

Approved – Agreement

5. On the recommendation of the Superintendent, that approval be given to enter into an inter-local service agreement to provide Child Study Team services to the West Cape May Elementary School District, for the period 9/1/2016 – 6/30/2017.

First – Mr. Thomas		Second – Mr. Douglass
Mr. Bakley	ABSENT	
Mrs. DiVito	YES	
Mr. Douglass	YES	
Dr. Rochford	YES	
Mrs. Smith	YES	
Mr. Thomas	YES	

Mr. Utsch	YES
Mr. Vile	YES
Mr. Whittington	ABSENT

Approved – Resolution

6. On the recommendation of the School Business Administrator, that the Board approve the following resolution:

A resolution to award the project bid for the parking lot paving projects at the Sandman Consolidated and Maud Abrams Schools to South State, Inc., as the lowest responsible bidder, in the amount of \$238,964.82. Other bids received are detailed in back-up.

First – Mr. Thomas		Second – Mr. Douglass
Mr. Bakley	ABSENT	
Mrs. DiVito	YES	
Mr. Douglass	YES	
Dr. Rochford	YES	
Mrs. Smith	YES	
Mr. Thomas	YES	
Mr. Utsch	YES	
Mr. Vile	YES	
Mr. Whittington	ABSENT	

Approved – Plan


7. On the recommendation of the School Business Administrator, that approval be given to enter into an Energy Savings Plan (ESIP) with DCO Energy, LLC. (ESCO).

First – Mr. Thomas		Second – Mr. Douglass
Mr. Bakley	ABSENT	
Mrs. DiVito	YES	
Mr. Douglass	YES	
Dr. Rochford	YES	
Mrs. Smith	YES	
Mr. Thomas	YES	
Mr. Utsch	YES	
Mr. Vile	YES	
Mr. Whittington	ABSENT	

OPEN MEETING TO THE PUBLIC – Dr. Rochford asked, “Are there any questions or comments from the public?”

On a Motion by Mr. Thomas and seconded by Mr. Utsch and the unanimous consent of the Board that the meeting be adjourned at 7:20 p.m.

Respectfully submitted,


 Frank A. Onorato
 Board Secretary