

## WORK SESSION AGENDA- 8/29/2017

6:00 pm

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

**Roll Call:** Board Secretary calls the roll.

**Roll Call- Board Members:**

**Also In Attendance:**

**PRESENT:**

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

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

Shaun Whittington arrived at 6:16 pm

**1) Administrative:**

- a) Mr. Samaniego: Start-up of School, Board Goals, Discussed Mold at Maud.
- b) Mr Hansen: Summer Projects
- c) October 24<sup>th</sup>, 2017~~**change of date to October 17<sup>th</sup>, 2017** due to conflict with NJ School Boards Conference. In addition, the work session for all meetings will start at 6:00 and regular meetings will start at 7:30 pm.

DISCUSSION OF BOARD GOALS: The board and the administration had a discussion on the Board Goal as presented by Hansen, Smith and DiVito. After much discussion the goal was defined as **Increase board member understanding of the Lower Township District finances and various broad base categories that make up the school budget.** Discussion will continue as to development of the action plan to achieve the goal.

**4) Close Session: See Authorizing Executive Session 8/29/2017:**

**MOTION: Thomas Second: Vile**

**All in Favor: @6:17pm**

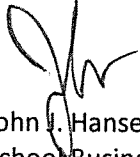
A} Personnel: to discuss rescinding Motion P-2 on the July 25, 2017 Board Agenda, approving Megan Young, as Home Visitation Staff of the 3 Year-Old Home Visitation Program (3VP), effective September 1, 2017.

**Motion to Adjourn work session @ 6:55pm and proceed to regular session**

**MOTION: Thomas Second: Vile**

**All in Favor**

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'John J. Hansen', written in a cursive style.

John J. Hansen

School Business Administrator/Board Secretary

**LOWER TOWNSHIP BOARD OF EDUCATION  
RESOLUTION  
AUTHORIZING EXECUTIVE SESSION-8/29/17**

**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 1 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 August 29th at 6:17 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”**

**“(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

**“(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:  
to discuss rescinding Motion P-2 on the July 25, 2017 Board Agenda, approving Megan Young, as Home Visitation Staff of the 3 Year-Old Home Visitation Program (3VP), effective September 1, 2017.



**“(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

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**WHEREAS**, the length of the Executive Session is estimated to be 10 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  
AUGUST 29, 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 **L**earning, **T**eaching, **E**xploring, **S**ucceeding.*

**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."*

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**1} REPORTS:**

- A} Board President
- B} Superintendent
- C} School Business Administrator
- 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:**

- July 25<sup>th</sup>, 2017
- Work Session
- Regular Meeting
- Executive Meeting

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

Secretary's and custodian's reports for **July 31st, 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:** July 25<sup>th</sup>, 2017-August 29<sup>th</sup>, 2017 {Backup R-3}

**R-4 Approval of Bill List:** July 25<sup>th</sup>, 2017-August 29<sup>th</sup>, 2017{Backup R-4}

**R-5 Approval of Cafeteria Report:** None.

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

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

**Motion: VILE Second: MCKENNA**

**Discussion: NONE**

**Voting Yes:**

- Monica DiVito
- Stephen Lewis
- Joseph McKenna
- Joseph Thomas
- Charles Utsch
- Jonathan Vile
- Shaun Whittington
- Patricia Smith, Vice President {abstained #412880}
- 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 Board approve the following substitutes for the 2017-2018 school year, pending receipt of required documentation: (Backup P-1)

**SUBSTITUTE PRINCIPAL**

Sherry Bosch

**SUBSTITUTE TEACHERS**

Alfred Stephen Miller, Damien Cwik, Diane Hooyman, Barbara White

**SUBSTITUTE SECRETARY/CLERK**

Barbara White

**SUBSTITUTE CLASSROOM AIDES**

Miranda Gray, Angela Isaacson, Elizabeth Byrne, Erin Pisieczko, Kristen Casella

**SUBSTITUTE CUSTODIAN**

Eric Hall

**SUBSTITUTE FOOD SERVICE WORKERS**

Elizabeth Byrne, Kim Almodovar

**SUBSTITUTE DAY CARE AIDES**

Elizabeth Byrne, Angela Isaacson, Kim Almodovar, Keri Thomas, Erin Pisieczko

**SUBSTITUTE CAFETERIA AIDES**

Elizabeth Byrne, Anegla Isaacson, Kim Almodovar

**SUBSTITUTE BUS AIDES**

Eric Hall, Elizabeth Byrne, Patricia Grugan

**SUBSTITUTE BUS DRIVERS**

Patricia Finkbeiner, Anthony Dambra

2. On the recommendation of the Superintendent, that the Board accept, with regret, the retirement of Richard Barber, Bus Driver, effective September 1, 2017. (Backup P-2)



3. On the recommendation of the Superintendent, that the Board approve Edward Rubbert, as Temporary Physical Education Teacher, medical leave of absence position, replacing Gerald Griffin, effective September 5, 2017, pending receipt of required documentation. (Backup P-3)
4. On the recommendation of the Superintendent, that the Board approve the transfer of Allison Mellina, Food Service Worker at Carl T. Mitnick School to Head Cook at Maud Abrams School, replacing Patricia Boyle, who retired, effective September 1, 2017.
5. On the recommendation of the Superintendent, that the Board approve the following Mentors, for the 2017-2018 school year:

<b><u>MENTOR</u></b>	<b><u>TEACHER</u></b>	<b><u>GRADE</u></b>
Christina Lunde	Kimberly McGarrity	Kindergarten
Janeen Lindsay	Jordan Caplan	Art @ Mitnick
Jennifer Camillo	Deborah Pruitt	Music @ Mitnick
Samantha Osmundsen	Jenna Melo	2 <sup>nd</sup>
Bonnie Barcas	Andrew Bongiovanni	4 <sup>th</sup>
Pam Levin	Jesse Munsick	4 <sup>th</sup>
Kim Osmundsen	Gina Farreny	5 <sup>th</sup>
Allison O'Shea	Samantha Milder	5 <sup>th</sup>
Frances Grace	Michael Morey	5 <sup>th</sup>

6. On the recommendation of the Superintendent, that the Board approve the re-hire of Debra Schellinger as Part-Time Speech Therapist, at the Carl T. Mitnick School, effective September 5, 2017 to June 30, 2018, an at hourly rate of \$55.00. (Backup P-6)
7. On the recommendation of the Superintendent, that the Lower Township Board of Education approve the On-Call Substitutes-Hourly Rates for 2017-2018, as listed below:

Bus Driver (CDL Certified)	\$13.75/Run
Bus Aides	\$ 8.08/Run
Instructional Aide <b>with</b> 60 Credits & County Substitute Cert.	\$13.25
Classroom Aide <b>without</b> 60 Credits & County Substitute Cert.	\$12.25
Substitute Teacher	\$94.00/Diem
Security Guard (Night and Weekends)	\$13.25
Day Care Lead Staff	\$12.75
Day Care Worker	\$12.50
Secretary	\$12.00
Custodian	\$13.71
Clerk	\$11.75
Cafeteria Aide	\$11.75
Food Service Worker	\$11.75

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8. On the recommendation of the Superintendent, that the Board rescind Motion P-13 on the July 25, 2017 Board Agenda, approving Devon Vanderslice, as Temporary 1<sup>st</sup> Grade Teacher, maternity leave of absence position, replacing Amanda Nuscis, effective September 5, 2017 to December 15, 2017.
9. On the recommendation of the Superintendent, that the Board approve Kelly Edmunds, as Temporary 1<sup>st</sup> 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-9)
10. On the recommendation of the Superintendent, that the Board rescind Motion P-2 on the July 25, 2017 Board Agenda, approving Megan Young, as Home Visitation Staff for the 3 Year-Old Home Visitation Program (3VP), effective September 1, 2017.
11. On the recommendation of the Superintendent, that the Board approve the Job Description known as 5th grade "Teacher of Advanced Skills: consistent with the motion #10, approved at the July 25th, 2017 board meeting.

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

1. On the recommendation of the Superintendent, that the Board approve the H.I.B. School Self-Assessment scores for the 2016-2017 school year. (Backup H-1)

#### **E. Education and Legislative:**

1. On the recommendation of the Supervisor of Special Services, that the following out of district placements be approved, as listed below:

**Case #4231-A** – Six year old, special education, 1<sup>st</sup> grade student transferred into the district from Wildwood Crest, NJ and is attending the Cape May County Special Services School District at Ocean Academy.

**Case #4231-A** – Six year old, special education, 1<sup>st</sup> grade student at Ocean Academy who requires 1:1 nursing services, due to a medical condition. The nursing services will be provided by Preferred Health Care & Nursing Services, Inc.

**Case #4200-A** – Six year old, special education, 2<sup>nd</sup> grade student re-entered the district and is waiting placement at the Cape May County Special Services School District at Ocean Academy.

**MOTION: Personnel P-1 to P-11 {as amended} /H-1/E-1**

**Motion: DIVITO      Second: SMITH**

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**Discussion: NONE**

**Voting Yes:**

- Monica DiVito
- Stephen Lewis
- Joseph McKenna
- Joseph Thomas
- Charles Utsch
- Jonathan Vile
- Shaun Whittington {abstained p-11}
- 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 and School Business Administrator, that the Board accept the Settlement Agreement and General Release in the matter of Nancy G. McLaughlin vs. Lower Township Board of Education, et al., Docket No. CPM-L-568-15. (Backup F-1)
2. On the recommendation of the School Business Administrator, that the Board approve the Fund 20 allocations for ESEA:Title IA, for the 2017-2018 school year. (Backup F-2)

<u>NAME</u>	<u>PRIMARY ACCOUNT</u>	<u>ESEA/TITLE IA ALLOCATION</u>	<u>LOCAL ALLOCATIONS</u>
Karen Weinberg	20-231-100-101-00	30%	70%
Amanda Cardaci	20-231-100-101-00	75%	25%
Rebecca Johnson	20-231-100-101-00	75%	25%
Patricia McDevitt	20-231-100-101-00	75%	25%
Erica O'Neill	20-231-100-101-00	75%	25%
Heather Roth	20-231-100-101-00	75%	25%

3. On the recommendation of the School Business Administrator, that the Board accept the following Grant and amend Fund 20 accordingly: (Backup F-3)

**Cape Education Fund:     \$492.87**

4. On the recommendation of the School Business Administrator, that the Board approve a Tuition Contract with Gibbsboro School District, for the 2017-2018 school year, in the amount of \$13,464. (Backup F-4)

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5. On the recommendation of the School Business Administrator, to amend the Cape May County Homeless Agreement adopted June 27, 2017, to include Dennis Township School District. (Backup F-5)
6. On the recommendation of the School Business Administrator, that the Board authorize the School Business Administrator to secure Nursing Services for up to two (2) students, for the 2017-2018 school year. (Backup F-6)
7. On the recommendation of the School Business Administrator, that the Board does not apply for additional State Assistance, due to fiscal distress. (Backup F-7)
8. On the recommendation of the School Business Administrator, that the Board approve the 2017-18 Joint Transportation Agreement, with Lower Cape May Regional School Board of Education. (Backup F-8)
9. On the recommendation of the School Business Administrator, to approve a Contract between Lower Township Board of Education, and Paul's Commodity Hauling, Inc., for the 2017-2018 school year, for hauling State Commodities from Safeway Cold Storage. (Backup F-9)
10. On the recommendation of the School Business Administrator, to confirm the first amendment to the Energy Saving Implementation Agreement and Agreement between Lower Township Board of Education and DCO. (Backup F-10)
11. On the recommendation of the School Business Administrator, to amend the 2017-2018 Regular Meeting Schedule as follows:  
  
Reschedule October 24th, 2017 Regular Meeting to October 17th, 2017 & Work Session at 6:00 pm and Regular Meeting at 7:30 pm

**MOTION: Finance F-1 to F-11 {as amended}**

**Motion: SMITH Second: VILE**

**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

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**4} OLD/NEW BUSINESS: NONE**

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

**7} Good of the Order:**

A} Next Board Meeting: September 26th, 2017  
Work session at 6:00 pm/Regular Meeting at 7:30pm

**8} ADJOURNMENT**

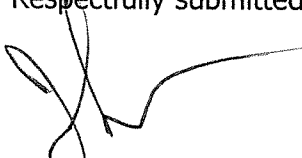
**MOTION TO ADJOURN THE MEETING.**

**Motion: VILE Second: SMITH**

**All in Favor:**

**Time: 7:25PM**

Respectfully submitted,



John J. Hansen  
School Business Administrator/Board Secretary

F.Y.I.

7. Supervisor of Buildings & Grounds Reports

10. Board Secretary Report/SBA

September Calendar

**EXECUTIVE SESSION**

**8/29/2017**

**6:17 pm**

**Roll Call- Board Members:**

**PRESENT:**

Gary Douglass, President  
Patricia Smith, Vice President  
Monica DiVito  
Steve Lewis  
Joseph McKenna  
Joseph Thomas  
Charles Utsch  
Jonathan Vile  
Shaun Whittington arrived at 6:16 pm

**Also In Attendance:**

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

**4) Close Session: See Authorizing Executive Session 8/29/2017:**

**MOTION: Thomas Second: Vile**

**All in Favor: @6:17pm**

A} Personnel: to discuss rescinding Motion P-2 on the July 25, 2017 Board Agenda, approving Megan Young, as Home Visitation Staff of the 3 Year-Old Home Visitation Program (3VP), effective September 1, 2017.

Mr. Samaniego discussed the reason behind his recommendation for rescinding the appointment of the employee. Mr. Ruilova discussed other legal issues relative to this matter. The board asked questions of Mr. Samaniego and Ruilova.

**Motion to Adjourn Close Session @ 6:28pm and return to work session**

**MOTION: Thomas Second: Vile**

**All in Favor**

Respectfully submitted,



John J. Hansen  
School Business Administrator/Board Secretary