

**LOWER TOWNSHIP BOARD OF EDUCATION  
AGENDA  
REGULAR MEETING  
SEPTEMBER 25, 2018**

Regular Meeting convened at 7:30 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.*

**2017-2019 Board Goals:**

*"Increase Board Member understanding of the Lower Township School District finances and broad base categories that make up the school budget, which will carry out the educational plan in a thorough and efficient manner."*

**2017-2018 Board Goals:**

*"To proactively support appropriate activities and events throughout the district with increased board member attendance."*

**District Goals:**

*"To foster effective communication and positive relationships with students, parents, staff and the community."*

*"To increase measures that educate parents and students, about the importance of school attendance and its link to student achievement."*

**1} REPORTS:**

9/25/2018

- A} Board President:
- B} Superintendent:
- C} School Business Administrator:
- D} Presentations: Mrs. Sabina Muller, Supervisor of Curriculum and Instruction/Ms. Sarah Bowman, Supervisor of Academic Achievement

**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:**

August 28, 2018  
Work Session  
Regular  
Close Session

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

Secretary's and custodian's reports for **August 31, 2018**, 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: August 29<sup>th</sup>, 2018-September 25<sup>th</sup>, 2018 {Backup R-3}**

**R-4 Approval of Bill List: August 29<sup>th</sup>, 2018-September 25<sup>th</sup>, 2018 {Backup R-4}**

**R-5 Approval of Cafeteria Report: July-August, 2018 {Backup R-5}**

**R-6 Approval of Travel: September - NONE**

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

**Motion:** \_\_\_\_\_ **Second:** \_\_\_\_\_

**Vote:**

- \_\_\_ Monica DiVito
- \_\_\_ Stephen Lewis
- \_\_\_ Joseph McKenna
- \_\_\_ Joseph Thomas
- \_\_\_ Charles Utsch
- \_\_\_ Jonathan Vile
- \_\_\_ Shaun Whittington
- \_\_\_ Patricia Smith, Vice President
- \_\_\_ Gary Douglass, President

**3} SUGGESTED MOTIONS:**

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**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 following substitutes be approved for the 2018-2019 school year, pending receipt of required documentation: (Backup P-1)

***SUBSTITUTES WITH COMPLETE DOCUMENTATION***

**SUBSTITUTE TEACHER**

Diana Demosiuk

**SUBSTITUTE BUS DRIVER**

Christian Titerence

***SUBSTITUTES NEEDING MORE DOCUMENTATION***

**SUBSTITUTE TEACHER**

Laura Michels-Nusbaum

**SUBSTITUTE PRESCHOOL PARAPROFESSIONAL**

Kathleen Harris

**SUBSTITUTE CLASSROOM AIDE**

Jennifer Long, Joseph Filachek

**SUBSTITUTE BUS AIDE**

Marina Bosell, Kathy Bakley

**SUBSTITUTE CAFETERIA/FOOD SERVICE WORKER AIDE**

Marina Bosell

**SUBSTITUTE DAY CARE AIDE**

Marina Bosell

- 2. On the recommendation of the Superintendent, that the Lower Township Board of Education approve the following Mentors, for the 2018-2019 school year: (Backup P-2)

**MENTOR**

*Erine Lloyd  
Sherri Boyle  
Eileen McGarry  
Heather Robinson  
Lila Shillingford  
Robert Ackroyd  
Gena Johnson  
Janet Baxter*

**TEACHER**

*Kimberly Castelucci  
Amanda Dillon  
Erine Kelly  
Joann McLaughlin  
Elena Viscomi  
Amanda Vassar  
Sarah Haring  
Stephanie Abrams*

**POSITION**

*1<sup>st</sup> Grade Teacher  
Guidance Counselor @ Maud Abrams  
3<sup>rd</sup> Grade Teacher  
6<sup>th</sup> Grade Teacher  
6<sup>th</sup> Grade Teacher  
3<sup>rd</sup> Grade Teacher (1 yr. position)  
1<sup>st</sup> Grade S/C Teacher  
Kindergarten Teacher*

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<i>Ashley Cobleigh</i>	<i>Michelle Keeler</i>	<i>2<sup>nd</sup> Grade Teacher (transferred)</i>
<i>Krista Risley</i>	<i>Megan Kolojeski</i>	<i>Speech @ Memorial</i>
<i>Jennifer Blum</i>	<i>Alexandra Chey</i>	<i>School Psychologist</i>
<i>Julia Sangillo</i>	<i>Jamie Grimes</i>	<i>PIRT</i>
<i>Barbara Bur</i>	<i>Amanda McCormick</i>	<i>Preschool Teacher</i>
<i>Nicole Parkinson</i>	<i>Jane Barr</i>	<i>Preschool Teacher</i>
<i>Rachelle Voumard</i>	<i>Kasey Chism</i>	<i>Preschool Teacher</i>
<i>Lori Brion</i>	<i>Tammy Hughes</i>	<i>Preschool Teacher</i>
<i>Stacy Hotaling</i>	<i>Meaghan Mann</i>	<i>Preschool Teacher</i>
<i>Robin Tsosie</i>	<i>Emily Hand</i>	<i>Preschool Teacher</i>
<i>Carolann Mastalski</i>	<i>Casey Merrill</i>	<i>Preschool Teacher</i>

3. On the recommendation of the Superintendent, that the Lower Township Board of Education approve the amended Maternity Leave of Absence for Hannah Nelson, Guidance Counselor at the Sandman Consolidated School, to reflect her return date as October 1, 2018, instead of October 15, 2018, as previously approved. (Backup P-3)
4. On the recommendation of the Superintendent, that the Lower Township Board of Education accept, with regret, the retirement of Joy Silver Carty, Speech/Language Specialist at the David C. Douglass Veterans Memorial School, effective December 31, 2018. (Backup P-4)
5. On the recommendation of the Superintendent, that the Lower Township Board of Education approve the Maternity Leave of Absence for Alexandra Chey, School Psychologist at the David C. Douglass Veterans Memorial School, FMLA effective December 3, 2018 until March 8, 2018. (Backup P-5)
6. On the recommendation of the Superintendent, that the Lower Township Board of Education authorize Sherry Bosch, Retired Principal in the District, to conduct, between the four schools, approximately 30 Teacher Evaluations during the 2018-2019 school year.
7. On the recommendation of the Superintendent, that the Lower Township Board of Education approve the Maternity Leave of Absence for Kymberly Ridgway, Kindergarten Teacher at the David C. Douglass Veterans Memorial School, FMLA effective January 2, 2019 to February 1, 2019 then NJ Family Leave Act until April 30, 2019. (Backup P-7)

#### **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 2017-2018 school year. (Backup H-1)

**L. Legislative and Internal Policies:**

1. On the recommendation of the Superintendent, that the Lower Township Board of Education approve the second reading for the following revisions to existing or new Policies and Regulations: (Backup L-1)

<b>NUMBER</b>	<b>TYPE</b>	<b>TITLE</b>
2423	Policy & Regulation	Bilingual and ESL Education
1240	Policy	Evaluation of Superintendent: Addendum to Regulation #1240

2. On the recommendation of the Superintendent, that the Lower Township Board of Education approve the job descriptions for the following: (Backup L-2)

Master Teacher  
 PIRT  
 PEEA Food Service Transport  
 Delivery/Porter/Food Transporter

**E. Education:**

1. On the recommendation of the Superintendent, that the Lower Township Board of Education approve the following placement for the 2018-2019 school year: (Backup E-1)

**Case #4660-A** – Five year old, Kindergarten special education student, who transferred into the district and is continuing placement at the Cape May County Special Services School District at Ocean Academy.

2. On the recommendation of the Superintendent, that the Board approve the curricula for the following programs and educational services offered in grades Preschool through Grade 6, for the 2018-2019 school year, as listed below: (Backup E-2)

**Programs**

Art Education  
 Basic Skills Instruction  
 Comprehensive Health and Physical Education

Advanced Skills  
 Handwriting  
 Instrumental Music/Strings  
 Language Arts Literacy  
 Library/Media  
 Mathematics  
 Science

Special Education – Resource Program  
 Special Education – Self-Contained  
 Special Education – Preschool Disabled  
 Technology/STEM  
 Vocal Music  
 World Languages/Spanish  
 Social Studies  
 21<sup>st</sup> Century Life & Career Skills

**Services**

Child Study Team  
 Guidance/Counseling  
 School Nursing  
 Speech

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- 3. On the recommendation of the Superintendent, that the Board approve the five-year curriculum evaluation schedule for all content areas at all grade levels. (Backup E-3)

**MOTION: P-1 to P-7, H-1, L-1 & L-2, E-1 to E-3**

**Motion:** \_\_\_\_\_ **Second:** \_\_\_\_\_

**Vote:**

- \_\_\_ Monica DiVito
- \_\_\_ Stephen Lewis
- \_\_\_ Joseph McKenna
- \_\_\_ Joseph Thomas
- \_\_\_ Charles Utsch
- \_\_\_ Jonathan Vile
- \_\_\_ Shaun Whittington
- \_\_\_ 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 Lower Township Board of Education approve the submittal of the Lower Cape May Regional School District "Application and agreement for Use Of Facilities" for use of Track and Cross Country Course for the Family Fun Run on October 21, 2018. (Backup F-1)
- 2. On the recommendation of the School Business Administrator, that the Lower Township Board of Education approve the amendment of the 2018-2019 ESEA Consolidated Application Amendment as follows: (Backup F-2)

**From:**

#200-300	Purchase Professional & Tech Services	\$11,000
#200-500	Non-Instructional Other Purchased Services	\$ 9,147

**To:**

#200-300	Purchase Professional & Tech Services	\$18,000
#200-500	Non-Instructional Other Purchased Services	\$ 2,147

- 3. On the recommendation of the School Business Administrator, that the Lower Township Board of Education approve a contract between the Lower Township Board of Education and New Jersey School Boards Association for the Strategic Planning #D Model in the amount of \$4,000. (Backup F-3)

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4. On the recommendation of the School Business Administrator, that the Lower Township Board of Education authorizes joining the Educational Services Commission of New Jersey (ESCNJ) Cooperative Pricing System for participation in the Electric Aggregation Program and authorizes MRESC to act as Lower Township Elementary Schools' agent. (Backup F-4)
5. On the recommendation of the School Business Administrator, that the Lower Township Board of Education approves the opening of a bank account entitled "Day Care Operations" at Sturdy Savings Bank: (Backup F-5)

**Authorized Signors:**

**Facsimile:**

Board President

Treasurer of Schools Monies

**Actual Signatures:**

School Business Administrator or Assistant Board Secretary

6. On the recommendation of the Superintendent, that the Lower Township Board of Education confirm the issuance of Purchase Order #19-00553 to Alliano Brothers, in the amount of \$214,100.00, for the emergency Sandman Boiler Room Roof Repairs. (Backup F-6)
7. On the recommendation of the Superintendent, that the Lower Township Board of Education confirm the issuance of Purchase Order #19-00571 to Garrison Architects, Architect of Record in the amount of \$23,551.00 for the emergency Sandman Boiler Room Roof Repairs. (Backup F-7)
8. On the recommendation of the School Business Administrator, the Lower Township Board of Education approve a rate of \$14.00 per hour, for the Delivery/Porter/Food Transporter {part time}.
9. On the recommendation of the School Business Administrator, that the Lower Township Board of Education authorize a Contract with Multilingual Assessment Services, for bilingual speech - language evaluations, in the amount of \$500.00 per evaluation. (Backup F-9)

**MOTION: Finance F-#1 to F-#9**

**Motion:** \_\_\_\_\_ **Second:** \_\_\_\_\_

**Vote:**

\_\_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:**

**5} OPEN MEETING TO THE PUBLIC:** *(public comment rules as read above apply):*

**6} EXECUTIVE SESSION:**

**Motion:** \_\_\_\_\_ **Citation:** \_\_\_\_\_ **Estimated Duration:** \_\_\_\_\_

**Second:** \_\_\_\_\_

**Discussion:**

**Vote:**

- \_\_\_ Monica DiVito
- \_\_\_ Stephen Lewis
- \_\_\_ Joseph McKenna
- \_\_\_ Joseph Thomas
- \_\_\_ Charles Utsch
- \_\_\_ Jonathan Vile
- \_\_\_ Shaun Whittington
- \_\_\_ Patricia Smith, Vice President
- \_\_\_ Gary Douglass, President

**7} Good of the Order:**

A} Next Board Meeting: Regular Meeting October 30, 2018 @ 7:30 pm

**8} ADJOURNMENT**

**MOTION TO ADJOURN THE MEETING.**

**Motion:** \_\_\_\_\_ **Second:** \_\_\_\_\_

**Time:** \_\_\_\_\_

F.Y.I.

1. Enrollment Reports
  2. Sandman School Reports
  3. Maud Abrams School Reports
  4. Mitnick School Reports
  5. Memorial School Reports
  6. Supervisor of Special Services Report
  7. Supervisor of Buildings and Grounds
  8. Supervisor of Transportation Reports
  9. Supervisor of Food Service Reports
  10. Board Secretary Report
  11. Supervisor of Curriculum & Instruction Report
  12. Supervisor of Academic Achievement Report
  13. Day Care Report
- October Calendar



**WORK SESSION AGENDA – 9/25/2018**

**6:00 pm**

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

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

**Roll Call – Board Members:**

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

**Also in Attendance:**

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

**1) Administration:**

- a) Mr. Samaniego:  
-Mrs. Sabina Muller & Ms. Sarah Bowman-Presentation on PARCC
- b) Mr. Hansen

**2) Close Session: See Authorizing Executive Session 9/25/2018 {if ample time does not exist, will be completed in Regular Meeting}**

**MOTION:** \_\_\_\_\_ **Second:** \_\_\_\_\_

**3) Board Comment:**

**4) Pending:**

Work session concludes no later than 7:25 pm and proceeds to School Board Presentation & Regular Business Meeting

**Motion to Adjourn and proceed to Regular Meeting:**

**MOTION:** \_\_\_\_\_ **Second:** \_\_\_\_\_

**LOWER TOWNSHIP BOARD OF EDUCATION  
RESOLUTION  
AUTHORIZING EXECUTIVE SESSION-8/28/2018**

**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 \_\_\_ issue 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 September 25, 2018 at \_\_\_ 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.”**

**“(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:



**“(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 \_\_\_\_\_ 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.