

WORK SESSION MINUTES

9/26/2017

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

Roll Call: Board Secretary calls the roll.

Roll Call- Board Members:

PRESENT:

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

Also In Attendance:

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

ABSENT:

Shaun Whittington

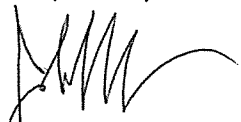
1) Administrative:

- a) Mr. Samaniego: Reviewed various school events.
 - b) Mr. Hansen: Reviewed and answered questions about the Board Goal for 2017-2018. *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.*
 - c) Ms. Sarah Bowman: Presented in detail the Lower Township Elementary Schools PARCC 2017 Data Analysis and Action Plan.
- 2) Mrs. Smith discussed an upcoming NJSBA seminar. Mr. Samaniego responded to a Mr. Utsch question relative to the new student drop off at Mitnick.
- 3) Close Session: NONE

Motion to Adjourn and proceed to Regular Meeting:

All voted in favor @7:20 pm.

Respectfully submitted,



John J. Hansen
School Business Administrator/Board Secretary

**LOWER TOWNSHIP BOARD OF EDUCATION
MINUTES
REGULAR MEETING
SEPTEMBER 26, 2017**

Regular Meeting convenes 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 **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: Mr. Douglass greeted all in attendance.
- B} Superintendent: Mr. Samaniego reported on school activities and agenda items.
- C} School Business Administrator: Mr. Hansen reported on agenda items.
- D} Presentations: *Ms. Bowman, Supervisor of Academic Achievement* reported on the PARCC 2017 Data Analysis and Action Plan
- E} Board Comments: The board acknowledged that Patricia Smith was awarded Master Board Member status by New Jersey School Boards

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 29, 2017
- Work Session
- Regular Meeting
- Executive Meeting

R-2 Approval of Financial Statements:

Secretary's and custodian's reports for **August 31, 2017**, which are in agreement as certified by the Board Secretary that no budgetary account has been over expended in violation of NJAC 6:20-2.12 (a), (d).

R-3 Approval of Transfers: August 30, 2017-September 26, 2017{Backup R-3}

R-4 Approval of Bill List: August 30, 2017-September 26, 2017{Backup R-4}

R-5 Approval of Cafeteria Report: September 18, 2017 {Backup R-5}

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

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

Motion: THOMAS Second: VILE

Discussion: NONE

Voting Yes:

- Monica DiVito
- Stephen Lewis
- Joseph McKenna
- Joseph Thomas
- Charles Utsch
- Jonathan Vile
- Patricia Smith, Vice President

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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 TEACHERS

Heather Bailey, Alexa Piro, Roseanna Dominick, Pauline McCloskey, Ruth Rosenberg, Kimberly Shannon Settlemyre

SUBSTITUTE SECRETARIES/CLERKS

Ryan Hannahan, Kristen Casella, Tiffany Stefanovicz

SUBSTITUTE CLASSROOM AIDES

Ryan Hannahan, Kristen Casella, Tammy Hughes, Jennifer Abate, Helen Catrone, Roseanna Dominick, Tiffany Stefanovicz

SUBSTITUTE CUSTODIANS

Ryan Hannahan, Angel Gonzalez, Robert Cooper, Salvatore Marsalo, Joseph Horn

SUBSTITUTE FOOD SERVICE WORKERS

Ryan Hannahan, Angel Gonzalez, Helen Catrone

SUBSTITUTE DAY CARE AIDES

Ryan Hannahan, Angel Gonzalez, Tiffany Stefanovicz

SUBSTITUTE CAFETERIA AIDES

Ryan Hannahan, Angel Gonzalez, Tiffany Stefanovicz

SUBSTITUTE BUS AIDES

Ryan Hannahan, Angel Gonzalez, Amizadai Mercado, Krista Faircloth, Emily Swartz, Tiffany Stefanovicz

SUBSTITUTE BUS DRIVERS

Gregory Winter, Garry Mathis, John Pasternak

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2. On the recommendation of the Superintendent, that the Board approve the application to Lower Cape May Regional High School, for use of its' facility on October 22, 2017, to hold the Lower Township Elementary School 5K Walk/Run. (Backup P-2)
3. On the recommendation of the Superintendent, that the Board approve Marcie Samartino, as Temporary Resource Room Teacher at the Carl T. Mitnick School, a maternity leave of absence position, replacing Tracy Rutherford, effective September 11, 2017 to December, 2017, pending receipt of required documentation. (Backup P-3)
4. On the recommendation of the Superintendent, that the Board approve the promotion of Kevin Kapp, as Head Mechanic, effective September 27, 2017. (Back-up F-4)
5. On the recommendation of the Superintendent, that the Board accept the resignation of Christine Sundstrom, who was approved as Temporary ESL Teacher, replacing Kyrstalynne Roach, on a maternity leave of absence, effective September 26, 2017. (Backup P-5)
6. On the recommendation of the Superintendent, that the Board approve Amber Holden, as Temporary ESL Teacher, replacing Kyrstalynne Roach, a maternity leave of absence position, effective September 27, 2017 to December 1, 2017, pending receipt of required documentation. (Backup P-6)
7. On the recommendation of the Superintendent, that the Board approve Jennifer Abate, as the Part-Time Three-Year Old Visitation Program (3VP) Teacher, at the David C. Douglass Veterans Memorial School, pending receipt of required documentation. (Backup P-7)
8. On the recommendation of the Superintendent, that the Board revise the effective date of Board Approved Motion P-7, on the May 23, 2017 Board Agenda, to reflect the change of the maternity leave of absence effective date for Tracy Rutherford, Resource Room Teacher at the Carl T. Mitnick School, from October 30, 2017 - February, 2018 to September 11, 2017 - December, 2017. (Backup P-8)

E. Education:

1. On the recommendation of the Supervisor of Special Services, that the following out of district placements, be approved: (Backup E-1)

Case #3784-A – 10 yr old, 5th grade, special education student, will continue home instruction for the 2017-2018 school year, due to disciplinary issues.

Case #4567-A – 11 yr old, 6th grade, special education student, requires a sign language interpreter as part of her Individual Education Plan, and is being reviewed as homeless, possibly out of Vineland.

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Case #4200-A – 6 yr old, 2nd grade, special education student, who is currently on Homebound Instruction due to a medical condition.

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 2017-2018 school year, as listed below:

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
21st Century Life & Career Skills

Services

Child Study Team
Guidance/Counseling
School Nursing
Speech

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)
4. On the recommendation of the Superintendent, that the Board approve the Annual Statement of Assurance being submitted to the New Jersey Department of Education, as part of the requirements of the on-going Quality Single Accountability Continuum (QSAC) Performance Review. (Backup E-4)
5. On the recommendation of the Supervisor of Curriculum and Instruction, the Supervisor of Academic Achievement, and the School Business Administrator, that the District's Mentoring Plan for 2017-18; One-Year Operational Plan, be reviewed for fiscal impact. (Backup E-5)

L. Legislative: First Reading

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

NUMBER	TYPE	TITLE
0000.01	ByLaw	Introduction
0000.02	ByLaw	Introduction
0000-03	Regulation	Introduction
2415.06	Policy	Unsafe School Choice Options
2464	Policy	Gifted and Talented Students
2467	Policy	Surrogate Parents and Foster Parents
2622	Policy	Student Assessment
3160	Policy & Regulation	Physical Examination
4160	Policy & Regulation	Physical Examination
5116	Policy & Regulation	Education of Homeless Children
7446	Policy	School Security
8350	Policy	Records Retention

MOTION: Personnel P-1 to P-8 {as amended} 7/ E-1 to E-5/L-1

Motion: SMITH Second: THOMAS

Discussion: NONE

Voting Yes:

Monica DiVito

Stephen Lewis

Joseph McKenna

Joseph Thomas

Charles Utsch

Jonathan Vile

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.

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Regular Business:

1. On the recommendation of the Superintendent and School Business Administrator, that the Board the board approve Sturdy Financial Services as a 403 (b) provider for the district. (Backup F-1)
2. On the recommendation of the School Business Administrator, that the Board approve the purchase of a tractor/mower from Cherry Valley Tractor Sales, in the amount of \$19,472.55, per New Jersey State Approved Co-op #:65MCECCPS. (Backup F-2)

MOTION: Finance F-1 to F-2

Motion: DiVITO Second: THOMAS

Discussion: NONE

Voting Yes:

Monica DiVito

Stephen Lewis

Joseph McKenna

Joseph Thomas

Charles Utsch

Jonathan Vile

Patricia Smith, Vice President

Gary Douglass, President

4} OLD/NEW BUSINESS: NONE

5} OPEN MEETING TO THE PUBLIC: NONE

6} EXECUTIVE SESSION: NONE

7} Good of the Order:

A} Next Board Meeting: October 17, 2017 @ 7:30pm

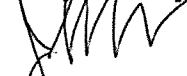
8} ADJOURNMENT

Motion to adjourn:

Motion: THOMAS Second: LEWIS

All voted in Favor

Respectfully submitted,



John J. Hansen

School Business Administrator/Board Secretary

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F.Y.I.

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