

**LOWER TOWNSHIP BOARD OF EDUCATION
MINUTES
REORGANIZATION MEETING
JANUARY 5, 2021**

Mr. Hansen called the reorganization meeting at 6:00 p.m. in the Carl T. Mitnick School, 905 Seashore Road, Cape May, NJ 08204.

Roll Call:

Roll Call- Board Members

Present:

Nichole Koch
Steve Lewis
Michael Mader
Sally Yerk
Charles Utsch

Absent:

Monica DiVito

Also in Attendance:

Jeff Samaniego, Superintendent
John Hansen, Board Secretary
Mike Coskey, Board Attorney

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.

1. Board Attorney administered the Oath of Office to the following Board Members:

Three Year Term

Gary Douglass
Patricia Smith
Joseph Thomas

Election of the President

2. Motion to appoint Board Secretary as temporary chair to conduct the election of the president.

Motion: Yerk Second: Lewis

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All voted in favor:

Board Secretary took nominations for President of the Lower Township Board of Education commencing January 5, 2021 until the next Reorganization Meeting in 2022.

Mr. Lewis made a motion, seconded by Mr. Utsch that Mr. Douglass serve as the Lower Township Board of Education as President. Discussion: None

Voting Yes:

Nichole Koch
Steve Lewis
Michael Mader
Sally Yerk
Charles Utsch
Patricia Smith
Joseph Thomas
Gary Douglass

Election of the Vice President

3. Mr. Douglass took nominations of the Vice President. Mr. Douglass made a motion, seconded by Mr. Utsch that Mrs. Smith serve as the Lower Township Board of Education as President. Discussion: None

Voting Yes:

Nichole Koch
Steve Lewis
Michael Mader
Sally Yerk
Charles Utsch
Patricia Smith
Joseph Thomas
Gary Douglass

R. REORGANIZATION:

- A. Lower Township Elementary School Code of Ethics: Mr. Hansen asked if each Board Member had reviewed the Lower Township Code of Ethics, and sign a certification to that effect:

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***"Each Board Member signed the Affidavit"**

- 1. That the Board approve the following Appointments and Resolutions, for the fiscal year January 5, 2021 until the Reorganization Meeting 2022, as listed below;
 - a. **Board Secretary & Records Custodian** – John Hansen
Assistant Board Secretary & Qualified Purchasing Agent (QPA) – Christine Conley
 - b. **ESEA Coordinator** – Sabina Muller
 - c. **Homeless Liaison/DC&P Coordinator** – Julia Sangillo
 - d. **Public Agency Compliance Officer (P.A.C.O.)** – John Hansen
 - e. **Section 504 Compliance Officer** – Debra Keeler
 - f. **Chief Equity/Affirmative Action Officer/Title IX Coordinator** – John Hansen
 - g. **Annuity & Investment Planners & Insurance:**
Lincoln Investment
Syracusa
Equitable Group
Franklin Insurance
Crest Financial Services
Sturdy Financial Services
AFLAC
AIG
Prudential
 - h. **Treasurer** – Lauren Read
 - i. **IPM (Integrated Pest Management) Coordinator** – Fred Fala

Motion to table the nomination of Delegate and Alternate to the New Jersey School Boards Assembly.

**Motion: Douglass Seconded: Utsch
All voted in favor.**

Motion: Nominating _____ representing the Lower Township Board of Education as the Delegate to the New Jersey School Boards Assembly.

Motion: Nominating _____ representing the Lower Township Board of Education as the Alternate Delegate to the New Jersey School Boards Assembly:

2. "BANK DEPOSITORIES and DIRECT DEPOSIT"

RESOLVED, that as "Sturdy Bank", "The Bank of New York", "First Hope Bank" (Lease) and Sterling National Bank {ESIP} depositories for any and all monies that will be credited from time to time for any and all debt service;

AND, as the above stated bank is the paying agent for such debt service when due;

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THEREFORE, BE IT RESOLVED, that an account in the name of this Board be kept with the "Sturdy Bank", "The Depository Trust Co.", "First Hope Bank" (Lease) and "Sterling National Bank {ESIP}" for the deposit in said bank to the credit of this Board from time to time, of any and all monies for said debt service;

RESOLVED, that the Cash Management Plan presented by Sturdy Bank, be approved for the Sweep Account and the Unemployment Trust Money Market Account, as provided in Board Policy #3300;

RESOLVED, that the following accounts titled, as listed below, in the name of the Board of Education, be kept with the Sturdy Bank for the deposit in said bank, to the credit of the Board from time to time, of any/all monies, checks, drafts, notes, acceptances or other evidence of indebtedness, whether belonging to the Board or otherwise, which may be or hereafter come into its possession, and that the said bank be and is hereby authorized to make payment from the funds on deposit with it open and according to the checks, drafts, notes, or acceptances of this Board signed, effective July 1, 2018.

RESOLVED, in accordance with P.L. 2013 c. 28, that the Board of Education require mandatory direct deposit for all employees for net pay, effective February 1, 2017, in a specific banking institution, based on information provided by the employee.

"BANK DEPOSITORIES"

TYPE	DESCRIPTION	NUMBER	AUTHORIZE SIGNATURE/TRANSFERS
Checking Sturdy General Acct.	Lower Township Board of Education General Acct.	XXXXX0521	1. Board President or Board Vice President 2. Board Treasurer 3. Board Secretary or Asst. Board Secretary
Checking Sturdy Pay Acct.	Lower Township Board of Education Payroll	XXXXX0548	1. Board Treasurer or Board Secretary or Asst. Board Secretary
Checking Sturdy Agency Acct.	Lower Township Board of Education Agency Acct.	XXXXX9574	1. Board Treasurer or Board Secretary or Asst. Board Secretary
Money Market Sturdy Trust Acct.	Lower Township Board of Education Unemployment Trust	XXXXX0080	1. Board Treasurer or Board Secretary or Asst. Board Secretary
Checking Sturdy Cafeteria Acct.	Lower Township Board of Education Cafeteria Fund	XXXXX0556	1. Board Secretary or Asst. Board Secretary 2. Cafeteria Supervisor
Checking Sturdy Student Activity Acct.	Lower Township Board of Education Student Activity Acct.	XXXXX6760	1. Board President or Board Vice President 2. Board Treasurer 3. Board Secretary or Asst. Board Secretary
Checking Sturdy	Bond Proceeds	XXXXX2696	1. Board President or Board Vice President 2. Board Treasurer 3. Board Secretary or Asst. Board Secretary
Checking Day Care Operations	Lower Township Board of Education Day Care Operations	XXXXX3805	1. Board President or Board Vice President 2. Board Treasurer 3. Board Secretary or Asst. Board Secretary

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RESOLVED: That funds held at Sterling National Bank (Energy Savings Improvement Program (ESIP)) are held in escrow, on behalf of the Lower Township Elementary School District and disbursements from this escrow account are approved by the Lower Township Board of Education.

3.

"PETTY CASH FUND - NEW JERSEY RIGHT TO KNOW/OPRA COPY COST - BOARD OFFICE"

WHEREAS, THE LOWER TOWNSHIP BOARD OF EDUCATION, has the need to make immediate payments for delivered items of small purchases and provide copies to the public, as requested;

WHEREAS, THE LOWER TOWNSHIP BOARD OF EDUCATION, maintains a cash on hand, not to exceed \$1,300 (\$500 – Board Office/\$200 Each School);

WHEREAS, all funds will be returned to the current expense budget on June 30, 2021;

THEREFORE, BE IT RESOLVED, that the Board Secretary be responsible for petty cash funds established for the 2021-2022 school year, or until the next Reorganization Meeting;

ALSO, THEREFORE BE IT RESOLVED, that the fees for documentation of New Jersey Right To Know and all Open Public Records Act documents, be consistent with law and Board Policy.

4.

"UNEMPLOYMENT CLAIMS AND CHARGES 2021-22"

WHEREAS, THE LOWER TOWNSHIP BOARD OF EDUCATION, has the need to transfer funds for unemployment claims and charges;

WHEREAS, the payments are made from the unemployment trust account;

THEREFORE, BE IT RESOLVED, that transfer funds for unemployment claims and charges are authorized.

5.

"AUTHORIZATION TO ADVERTISE FOR BIDS"

WHEREAS, THE LOWER TOWNSHIP BOARD OF EDUCATION, has the need to advertise for bids according to the "Public School Contracts Law", N.J.S.A. 18A:18A-3(b) and use contracts issued by the State Cooperative Purchasing Bureau;

WHEREAS, the bid threshold has changed to \$40,000.00, effective July 1, 2015;

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WHEREAS, the following purchase areas may be advertised for solicitation of bids or state contract use:

PURCHASE AREAS

Photo Copiers	Equipment Lease Agreement
Computer Equipment	Roof Replacement & Repair
Custodial Supplies	Buildings & Grounds Repair
Maintenance Equipment	Electrical & Plumbing
School Supplies	Office Supplies
Copier Paper	Audio Visual Equipment
Gasoline/Fuel Oil/Natural Gas/Electric	
School Transportation Equipment	
Asbestos Removal Services	

THEREFORE, BE IT RESOLVED, that the Board Secretary be authorized to advertise for bids or utilize the State Cooperative Purchasing Bureau, according to the Public School Contracts Law using the \$40,000.00 bid limit.

MOTION ON FINANCE REORGANIZATION #1-#5

Motion: Smith Second: Douglass

Discussion: None

Voting Yes:

Gary Douglass
Nichole Koch
Steve Lewis
Michael Mader
Patricia Smith
Joseph Thomas
Charles Utsch
Sally Yerk

MOTION TO ADJOURN REORGANIZATION MEETING

Motion: Douglass Second: Lewis

All Voted in Favor

Respectfully submitted,


John J. Hansen
School Business Administrator/Board Secretary

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MOTION TO CONVENE REGULAR MEETING

Motion: Douglass Second: Smith

All voted in Favor

OPEN MEETING TO THE PUBLIC

PLEASE NOTE: 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.

REGULAR MEETING:

1} REPORTS:

- A} Board President: Mr. Douglass thanked the members of the Board for the vote of Board President.
- B} Superintendent: Mr. Samaniego reviewed the activities of the past month the upcoming January 11th, 2021 opening.
- C} School Business Administrator: None
- D} Presentations: None.

2} Approval of Minutes:

November 24, 2020
Work Session
Regular
Close Session

MOTION ON APPROVAL OF MINUTES

Motion: Smith Second: Lewis

Discussion: None

Voting Yes:

Gary Douglass
Nichole Koch
Steve Lewis
Michael Mader
Patricia Smith
Joseph Thomas-abstained
Charles Utsch
Sally Yerk

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3} ROUTINE MATTERS:

R-1 Approval of Financial Statements:

Secretary's and custodian's reports for **November 30, 2020**, 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-2 Approval of Transfers: November 25, 2020-January 5, 2021{Backup R-3}

R-3 Approval of Bill List: November 25, 2020-January 5, 2021{Backup R-4}

R-4 Approval of Cafeteria Report: None

R-5 Approval of Travel: None

4} 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 following substitute/tutor be approved for the 2020-2021 school year, pending receipt of required documentation: (Backup P-1)

SUBSTITUTES NEEDING MORE DOCUMENTATION

Substitute Teacher/Tutor

Georgina Cook

- 2 On the recommendation of the Superintendent, that the Lower Township Board of Education approve the following Leaves of Absences:

FMLA

<u>Employee #</u>	<u>Position</u>	<u>Effective Date</u>
5173	Teacher	12/7/20 to 1/18/21 (Extended)
5518	Teacher	1/19/21 to 5/17/21
5666	Teacher	1/11/21 – 1/20/21
5293	Teacher	1/20/21 to 6/2021 (Amended)

FAMILIES FIRST CORONA VIRUS RESPONSE ACT {part of FMLA}

<u>Employee #</u>	<u>Position</u>	<u>Reason</u>	<u>Effective Dates</u>
5632	Classroom Aide	Quarantine	11/9/20 – 11/13/20
4453	Secretary	Quarantine	11/10/20 – 12/2/20
4042	Clerk	Quarantine	11/12/20 – 11/20/20
4035	Secretary	Quarantine	11/12/20 – 11/23/20
5070	Classroom Aide	Quarantine	11/12/20 – 11/25/20

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4041	Teacher	Quarantine	11/16/20 – 11/19/20
4325	Clerk	Quarantine	11/16/20 – 11/25/20
5600	Bus Aide	Quarantine	11/17/20 – 11/30/20
5549	Transportation	Quarantine	11/25/20 – 12/3/20
4399	Supervisor	Quarantine	11/25/20 – 12/4/20
5486	Secretary	Quarantine	11/23/20 – 12/20/20
4732	Instructional Aide	Quarantine	11/30/20 – 12/1/20
5785	Custodian	Quarantine	12/2/20 – 12/21/20
4171	Secretary	Quarantine	12/3/20 – 12/14/20
5234	Custodian	Quarantine	12/8/20 – 12/15/20
4834	Custodian	Quarantine	12/8/20 – 12/16/20
5786	Custodian	Quarantine	12/8/20 – 12/16/20
4051	Custodian	Quarantine	12/8/20 – 12/16/20
5557	Custodian	Quarantine	12/8/20 – 12/24/20
5005	Custodian	Quarantine	12/9/20 – 12/15/20

3. On the recommendation of the Superintendent, that the Lower Township Board of Education accept, with regret, the retirement of Mary Hickman, 4th Grade Teacher, at the Maud Abrams School, effective June 30, 2021. (Backup P-3)
4. On the recommendation of the Superintendent, that the Lower Township Board of Education accept, with regret, the retirement of Kristine Kelly, Physical Education Teacher at the Maud Abrams School, effective June 30, 2021. (Backup P-4)
5. On the recommendation of the Superintendent, that the Lower Township Board of Education accept, with regret, the retirement of Teresa Vance, BSIP Teacher at the Maud Abrams School, effective June 30, 2021. (Backup P-5)
6. On the recommendation of the Superintendent, that the Lower Township Board of Education approve Christina Witkowski, Custodian in the District, as Supervisor of Custodians, effective November 16, 2020. (Backup P-6)
7. On the recommendation of the Superintendent, that the Lower Township Board of Education approve Emily Gannon, Preschool Teacher at the Carl T. Mitnick School, for placement of BA+30 on the LTEEA Teachers' Salary Guide, to reflect an increase of credits to her degree, effective February 1, 2021. (Backup P-7)
8. On the recommendation of the Superintendent, that the Lower Township Board of Education approve Kaitlyn Jaber as BSIP Teacher at the David C. Douglass Veterans Memorial School, effective December 4, 2020 to June 30, 2021. (Backup P-8)
9. On the recommendation of the Superintendent, that the Lower Township Board of Education approve Teresa Guido as 3rd Grade Teacher at the Maud Abrams School, effective January 20, 2021 to June 30, 2021. (Backup P-9)

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10. On the recommendation of the Superintendent, that the Lower Township Board of Education approve Emily Champion as Temporary 3rd Grade Teacher at the Maud Abrams School, effective January 19, 2021 to May 17, 2021. (Backup P-10)
11. On the recommendation of the Superintendent, that the Lower Township Board of Education accept, with regret, the resignation of Kacey Chism, Preschool Teacher at the David C. Douglass Veterans Memorial School, effective February 20, 2021. (Backup P-11)
12. On the recommendation of the Superintendent, that the Lower Township Board of Education approve Erin West, 5th Grade Teacher at the Sandman Consolidated School, for placement of BA+15 on the LTEEA Teachers' Salary Guide, to reflect an increase of credits to her degree, pending receipt of required documentation. (Backup P-12)

H. Harassment, Intimidation & Bullying:

1. The Board affirms the actions taken by the Superintendent and the School Safety Teams, for H.I.B. Sandman #1 – 2020-2021. (Backup H-1)

L. Legislative and Internal Policies:

1. On the recommendation of the Superintendent, that the Lower Township Board of Education authorize the Superintendent to execute the Health and Safety Evaluation of School Buildings Checklist Statement of Assurance for School Year 2020-2021. (Backup L-1)
2. On the recommendation of the Superintendent, that the District will be opting to waive our 2020-2021 review for NJQSAC (Quality Single Accountability Continuum) according to the new NJ Law A-4975. The Lower Township Elementary School District was designated a high performance school district on May 2018.

E. Education: None.

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, that the Lower Township Board of Education amend the Cares Emergency Relief Grant in the amount of \$21,017 for a total of \$405,736. (Backup F-1)
2. On the recommendation of the Superintendent and the Administrative Team, that the Lower Township Board of Education confirm the distribution of Chromebooks as revised

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in the outlined "Chromebook Loan Program" as the result of the District's emergency closure based on the result of families who have expressed a need for the Chromebook.

MOTION ON:
ROUTINE MATTERS R-1 TO R-5
PERSONNEL P-1 TO P-12
HARASSMENT, INTIMIDATION & BULLYING H-1
LEGISLATIVE L-1 & L-2
EDUCATION
FINANCE F-1 TO F-2

Motion: Douglass **Second:** Smith

Discussion: None

Voting Yes:

Gary Douglass

Nichole Koch

Steve Lewis

Michael Mader

Patricia Smith

Joseph Thomas-abstained R-1-5, H-1, F-1, F-2

Charles Utsch

Sally Yerik

5} OLD/NEW BUSINESS: Mr. Douglass appointed the following ad hoc committees:

Budget:

Mr. Douglass

Mrs. Smith

Mr. Lewis

Mrs. Yerik~~or another who would want to attend

Health:

Mr. Mader

Mrs. Koch

Mrs. Smith

Mr. Thomas

6} OPEN MEETING TO THE PUBLIC: None

7} EXECUTIVE SESSION: None

8} Good of the Order:

A} Next Board Meeting: Work session: January 26, 2021 @ 6:00 pm/Note Regular Session commences immediately after the Work Session, but not earlier than 6:45 pm

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B} Emergency Drill: 12/16/20 – Shelter in Place – All Schools
Fire Drills: 12/14/20 – Mitnick; 12/15/20 – Sandman, Maud & Memorial

9} ADJOURNMENT

MOTION TO ADJOURN THE MEETING

Motion: Douglass Second: Lewis

All voted in Favor:

Time: 6:30 pm

Respectfully submitted,


John J. Hansen
School Business Administrator/Board Secretary