

**LOWER TOWNSHIP BOARD OF EDUCATION
AGENDA
REGULAR MEETING
OCTOBER 29, 2019**

Call to Order:

Roll Call:

Roll Call – Board Members:

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

Also in Attendance:

Jeff Samaniego, Superintendent
John Hansen, Board Secretary
Brett Gorman, 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.

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.*

2019-2021 Board Goal:

"To continue the progression to become a highly functioning school board."

2019-2020 Board Goal:

Expand the knowledge and understanding of Board of Education Policies and its relationships to the effective management of this school district.

2019-2021 District Goal:

"To maximize student achievement in our current challenging financial situation."

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2019-2020 District Goal:

"To decrease the percentage of Below Grade Level students in Reading by 10% annually over the next two years."

1} REPORTS:

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

- September 24, 2019
- Work Session
- Regular Meeting
- Close Session

R-2 Approval of Financial Statements:

Secretary's and custodian's reports for September 30, 2019, 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: September 25, 2019-October 29, 2019{Backup R-3}

R-4 Approval of Bill List: September 25, 2019-October 29, 2019{Backup R-4}

R-5 Approval of Cafeteria Report: September 25, 2019 – October 29, 2019 {Backup R-5}

R-6 Approval of Travel: October 2019

MOTION ON ROUTINE MATTERS R-1 TO R-6

Motion: _____ **Second:** _____

Vote:

- __Monica DiVito
- __Stephen Lewis
- __Michael Mader
- __Joseph McKenna
- __Joseph Thomas
- __Charles Utsch
- __Jonathan Vile
- __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 2019-2020 school year, pending receipt of required documentation: (Backup P-1)

SUBSTITUTES AVAILABLE TO WORK

SUBSTITUTE TEACHERS

Paige Cantz, Eileen Mathers

SUBSTITUTE CLASSROOM AIDE/CUSTODIAN/CAFETERIA AIDE/BUS AIDE

Heather LaSerre

SUBSTITUTE FOOD SERVICE WORKERS

Heather LaSerre, Susan Latevola

SUBSTITUTE NEEDING MORE DOCUMENTATION

SUBSTITUTE BUS AIDE/CLASSROOM AIDE/DAY CARE AIDE

Andrea Smith

2. On the recommendation of the Superintendent, that the Lower Township Board of Education approve the hiring of the following regularly scheduled daily part-time employees for the 2019-2020 school year, pending receipt of required documentation: (Backup P-2)

BUS AIDE

Devin Richardson

DAY CARE AIDE

Heather LaSerre

3. On the recommendation of the Superintendent, that the Lower Township Board of Education approve Chrystie Mahler, BSIP Teacher at the David C. Douglass Veterans Memorial School, for a medical leave of absence beginning October 7, 2019 to October 18, 2019. (Backup P-3)
4. On the recommendation of the Superintendent, that the Lower Township Board of Education accept, with regret, the retirement of Patricia McDevitt, BSIP Teacher at the Carl T. Mitnick School, effective July 1, 2020. (Backup P-4)

H. Harassment, Intimidation & Bullying: None.

L. Legislative and Internal Policies:

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

NUMBER	TYPE	TITLE
1642	Policy & Regulation	Earned Sick Leave Law
3159	Policy	Teaching Staff Member/School District Reporting Responsibilities
3218	Policy & Regulation	Use, Possession, or Distribution of Substances
4218	Policy & Regulation	Use, Possession, or Distribution of Substances
4219	Policy	Commercial Driver's License Controlled Substance and Alcohol Use Testing
6112	Policy & Regulation	Reimbursement of Federal and Other Grant Expenditures
7440	Policy & Regulation	School District Security
8600	Policy & Regulation	Student Transportation
8630	Policy	Bus Driver/Bus Aide Responsibility
8630	Regulation	Emergency School Bus Procedures
8670	Policy	Transportation of Special Needs Students
9210	Policy	Parent Organizations
9400	Policy	Media Relations
8550	Policy	Outstanding Food Service Charge
5517	Policy	School District Issued Student Identification Cards

2. On the recommendation of the Superintendent, that the Lower Township Board of Education approve the School Safety and Security Plan Annual Review Statement of Assurance for the 2019-2020 school year. (Backup L-2)
3. On the recommendation of the Superintendent, that the Lower Township Board of Education approve the School Security Officers/Substitute School Security Officers, as listed below, to carry firearms while on duty on school grounds, in accordance with N.J. Statute and Code:

Darrin Hickok – Supervisor
 John Herman – Sandman School
 Kevin Boyle – Memorial School
 Albert Flitcroft – Maud Abrams School

Marlin Hedum – Mitnick School
 Timothy Connelly – Sub. Security
 Christopher Winters – Sub. Security
 Jim Dietterich – Sub. Security

E. Education: None.

MOTION: P-1 to P-4/L-1 to L-3

Motion: _____ **Second:** _____

Vote:

- __ Monica DiVito
- __ Stephen Lewis
- __ Michael Mader
- __ 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.

Regular Business:

1. On the recommendation of the Superintendent, that the Lower Township Board of Education approve the submittal of the 2020-2021 Preschool Expansion Aid (PEA) Grant Application and authorize the District Statement of Assurances. (Backup F-1)

2. On the recommendation of the School Business Administrator, that the Lower Township Board of Education approve the submittal of an Amendment to the FY20 ESEA Title 1A and Title IIA to budget the FY19 carryover as follows: (Backup F-2)

Title IA	\$12,751
Title IIA	\$ 1,862

3. On the recommendation of the School Business Administrator, that the Lower Township Board of Education accept a 2019 Music and Art Grant from California Casualty Management in the amount of \$250.00. (Backup F-3)

4. On the recommendation of the Superintendent, that the Lower Township Board of Education approve the Three-Year (2018-2019, 2019-2020, 2020-2021) Facility Maintenance Plan, as submitted. (Backup F-4)

5. On the recommendation of the School Business Administrator, that the Lower Township Board of Education approve a Joint Transportation Agreement with the Lower Cape May Regional School District for the 2019-2020 school year. (Backup F-5)

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- 6. On the recommendation of the School Business Administrator and the Supervisor of Buildings and Grounds, that the Lower Township Board of Education authorize the sale of a Ride Mower Model #MD21D-GHS+, on GovDeals. (Backup F-6)
- 7. On the recommendation of the School Business Administrator, that the Lower Township Board of Education authorize the FMCSA Entry-Level Training Provider and that Kelly Hewitt, Supervisor of Transportation, be authorized to execute the application. (Backup F-7)
- 8. On the recommendation of the School Business Administrator, that the Lower Township Board of Education authorize the cancellation of the following stale dated warrants: (Backup F-8)

411739	\$ 36.00
412107	\$884.00
413853	\$350.00

- 9. On the recommendation of the School Business Administrator, that the Lower Township Board of Education authorize the execution of the Service Contract with the Commission with Blind and Visually Impaired, for 2019-2020 school year. (Backup F-9)

MOTION: Finance F-1 to F-9

Motion: _____ **Second:** _____

Vote:

- __Monica DiVito
- __Stephen Lewis
- __Michael Mader
- __Joseph McKenna
- __Joseph Thomas
- __Charles Utsch
- __Jonathan Vile
- __Patricia Smith, Vice President
- __Gary Douglass, President

4} OLD/NEW BUSINESS:

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

6} EXECUTIVE SESSION:

Motion:_____ **Second:**_____

Discussion:

Vote:

- __Monica DiVito
- __Stephen Lewis

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- Michael Mader
- Joseph McKenna
- Joseph Thomas
- Charles Utsch
- Jonathan Vile
- Patricia Smith, Vice President
- Gary Douglass, President

7} Good of the Order:

A} Next Board Meeting: Regular Meeting – November 26, 2019

B} Monthly Emergency Drill: 10/17/19 – Active Shooter Drill @ Mitnick

Fire Drills:

10/1/19 – Memorial; 10/2/19 – Maud Abrams; 10/15/19 – Mitnick & Sandman

Bus Evacuation Drills:

9/30/19 @ 8:30 am – CMC Spec. Serv. School - Busses #16 & #2

10/7/19 @ 7:55 am – Sandman School – Routes 4,6,7,8,9,10,11,12,14,15,17,18,27,28,29,30

10/8/19 @ 8:25 am – Maud Abrams School – Routes 4,6,9,10,11,12,14,15,17,18,27,28,29,30

10/9/19 @ 9:00 am – Mitnick School – Routes 4,6,9,10,11,12,14,15,17,18,27,28,29,30

10/10/19 @ 9:30 am – Memorial School – Routes 4,9,10,11,12,14,17,18,27,28,29,30

8} ADJOURNMENT

MOTION TO ADJOURN THE MEETING

Motion: _____ **Second:** _____

Time: _____

Vote:

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

F.Y.I.

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