

**LOWER TOWNSHIP BOARD OF EDUCATION
AGENDA
REGULAR MEETING
NOVEMBER 26, 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."

2019-2022 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: ***Mrs. Debra Keeler, Supervisor of Special Services***

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:

- October 29, 2019
- Work Session
- Regular Meeting
- Close Session

R-2 Approval of Financial Statements:

Secretary's and custodian's reports for **October 31, 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: **October 30, 2019-November 26, 2019{Backup R-3}**

R-4 Approval of Bill List: **October 30, 2019-November 26, 2019{Backup R-4}**

R-5 Approval of Cafeteria Report: **October, 2019{Backup R-5}**

R-6 Approval of Travel: **November/December/January**

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 CLASSROOM AIDE/CUSTODIAN/CAFETERIA AIDE/FOOD SERVICE
WORKER/DAY CARE AIDE/CLERK/BUS AIDE**

Tracy Taylor, Halee Bryant

SUBSTITUTES NEEDING DOCUMENTATION

SUBSTITUTE DAY CARE AIDES

Cierra Crawley, Sally Kanas

SUBSTITUTE CUSTODIAN

Sally Kanas

SUBSTITUTE CLASSROOM AIDE

Lauren Ryan

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)

CUSTODIAN

Janzell Rodriguez

3. On the recommendation of the Superintendent, that the Lower Township Board of Education approve the Medical Leave of Absence for Lana Abrams, Bus Driver, in the District, effective December 10, 2019 to February 11, 2019. (Backup P-3)
4. On the recommendation of the Superintendent, that the Lower Township Board of Education approve Krystalynne Roach, ESL Teacher at the David C. Douglass Veterans Memorial School, for placement of MA+15 on the LTEEA Teachers' Salary Guide, to reflect an increase of credits to her degree, effective March 1, 2020. (Backup P-4)
5. On the recommendation of the Superintendent, that the Lower Township Board of Education approve Emily Adams, Preschool Teacher at the Carl T. Mitnick School, for placement of BA+15 on the LTEEA Teachers' Salary Guide, to reflect an increase of credits to her degree, effective March 1, 2020. (Backup P-5)

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6. On the recommendation of the Superintendent, that the Lower Township Board of Education approve the Medical Leave of Absence for Shannon Basco, Day Care Director, in the District, effective November 6, 2019 to January 6, 2020. (Backup P-6)

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 second reading for the following revisions to existing or new Policies and Regulations: (Backup L-1)

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

E. Education:

1. On the recommendation of the Superintendent, that the Lower Township Board of Education approve the following placement for the 2019-2020 school year: (Backup E-1)

Case #4567-A: Seven year old, 2nd grade, special education student awaiting placement at Cape May County Special Services School District, Ocean Academy.

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Case #4591-A: Five year old, kindergarten, special education student awaiting placement at Cape May County Special Services School District, Ocean Academy.

MOTION: P-1 to P-6/ L-1/E-1

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 School Business Administrator and the Supervisor of Curriculum and Instruction, that the Lower Township Board of Education authorize a purchase order contract to HMH, in the approximate amount of \$39,700, to replace and replenish the GoMath 2015 for one year. (Backup F-1)
- 2.** On the recommendation of the Superintendent and School Business Administrator, that the Lower Township Board of Education authorize a transfer of \$350,000 from the Capital Reserve Account for expenses for the purpose of construction of the Board Office space at Carl T. Mitnick School. (Backup F-2)
- 3.** On the recommendation of the Superintendent and School Business Administrator that the Lower Township Board of Education authorize Garrison Architect to prepare and submit an NJDOE other capital project application for Carl T. Mitnick School PK classroom change in use and Board of Education office TCU's. The district acknowledges that these projects will receive no state aid and the Board of Education further authorizes Garrison Architect to amend the districts LRFP to include these projects. (Backup F-3)
- 4.** On the recommendation of the Superintendent, that the Lower Township Board of Education amend the School Business Administrators Contract for additional compensation relative to the extension of the Inter-local Agreement with Wildwood Crest. (Backup F-4)

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- 5. On the recommendation of the School Business Administrator, that the Lower Township Board of Education authorize an extension to the Inter-local Agreement between Lower Township Elementary School District and Wildwood Crest School District for School Business Administrator services until December 31, 2019. (Backup F-5)
- 6. On the recommendation of the School Business Administrator, that the Lower Township Board of Education authorizes directing distribution of Net Returned Surplus Funds held in Trust. (Backup F-6)
- 7. On the recommendation of the School Business Administrator, that the Lower Township Board of Education authorize renewal in the Atlantic and Cape May County School Business Officials Joint Insurance Fund for a three year term. (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 Food Service checks: (Backup F-8)

Check #6875 - \$14.70	Check #6880 - \$4.34
Check #6876 - \$16.60	Check #6884 - \$23.25
Check #6877 - \$10.45	Check #6803 - \$15.00
Check #6867 - \$156.96	Check #6786 - \$25.00
Check #6879 - \$38.40	Check #6785 - \$54.95
- 9. On the recommendation of the School Business Administrator, that the Lower Township Board of Education approve the increase of the following Day Care Leads effective December 1, 2019:

Without Teacher Cert.	\$13.00 to \$13.35 per hr
With Teacher Cert.	\$14.00 to \$14.40 per hr
- 10. On the recommendation of the School Business Administrator, that the Lower Township Board of Education authorizes the School Business Administrator to pay bills during the month of December and report payments to the Board at the January 7, 2020 Reorganization Meeting.
- 11. On the recommendation of the Superintendent and the School Business Administrator, that the Lower Township Board of Education authorize the School Business Administrator and Superintendent to acquire two (2) trailers from a NJ Cooperative in the amount not to exceed \$100,000 per trailer.

MOTION: Finance F-1 to F-11

Motion: _____ **Second:** _____

Vote:

- __ Monica DiVito
- __ Stephen Lewis
- __ Michael Mader
- __ Joseph McKenna
- __ Joseph Thomas

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- 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
- 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 – January 7, 2020-Reorganization Meeting
Note time: 6:00 pm.
- B} Monthly Emergency Drill:** 11/21/19 – Lock Down Drill
Fire Drills: 11/4/19 – Memorial School – 11/11/19 – Sandman and Mitnick Schools
11/22/19 – Maud Abrams
- C} November 5, 2019 Board of Education Election:**
Charles P. Utsch
Sally D. Yerk
Nicole Koch

8} ADJOURNMENT

MOTION TO ADJOURN THE MEETING

Motion: _____ **Second:** _____

Time: _____

Vote:

- Monica DiVito
- Stephen Lewis
- Michael Mader

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___Joseph McKenna

___Joseph Thomas

___Charles Utsch

___Jonathan Vile

___Patricia Smith, Vice President

___Gary Douglass, President

F.Y.I.

1. Attendance/Enrollment
 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
 11. Supervisor of Curriculum & Instruction Report
 12. Supervisor of Academic Achievement Report
 13. Supervisor of Day Care Report
- December Calendar

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ADDENDUM TO NOVEMBER 26, 2019 BOARD AGENDA

PERSONNEL:

- 7.** On the recommendation of the Superintendent, that the Lower Township Board of Education approves the rescinding of the withholding increment for Employee #4417, to be effective in the January 1, 2020 payroll (approved at the June 25, 2019 Board Meeting).
- 8.** On the recommendation of the Superintendent, that the Lower Township Board of Education authorize the Superintendent to execute a release between the Lower Township School District and Employee #5597.
- 9.** On the recommendation of the Superintendent, that the Lower Township Board of Education authorize a release between the Lower Township School District and Middle Township Board of Education and K.P. o/b/o D.R.