

**LOWER TOWNSHIP BOARD OF EDUCATION
MINUTES
REGULAR MEETING
NOVEMBER 26, 2019**

Call to Order: 7:07 P.M.

Roll Call:

Roll Call – Board Members:

Gary Douglass, President
Patricia Smith, Vice President
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

Absent:

Monica DiVito

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.

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: Mr. Samaniego reviewed school activities and acknowledged Kathy Hatela saving a child at Memorial.
- C} School Business Administrator: Mr. Hansen reviewed the agenda items.
- D} Presentations: Mrs. Debra Keeler, Supervisor of Special Services did a presentation.

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: As Amended

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: Vile Second: McKenna

Voting Yes:

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

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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 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, 2020. (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)
- 7. 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.
- 8. 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.
- 9. On the recommendation of the Superintendent, that the Lower Township Board of Education authorize a revision to the employment contract of the Interim Principal per diem rate from \$375 to \$400.

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
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

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8550	Policy	Outstanding Food Service Charge
5517	Policy	School District Issued Student Identification Cards

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.

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 & Addendums P7 to P9/ L-1/E-1

Motion: Smith Second: McKenna

Voting Yes:

Stephen Lewis
Michael Mader
Joseph McKenna
Joseph Thomas
Charles Utsch
Jonathan Vile
Patricia Smith, Vice President – {Abstain P9}
Gary Douglass, President – {Abstain P9}

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

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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)
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.

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MOTION: Finance F-1 to F-11

Motion: McKenna Second: Lewis

Voting Yes:

Stephen Lewis
Michael Mader
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: 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

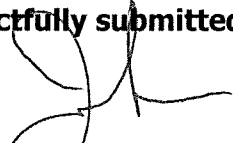
MOTION TO ADJOURN THE MEETING

Motion: McKenna Second: Vile

Time: 7:50 p.m.

All in Favor

Respectfully submitted,



**John J. Hansen,
School Business Administrator/Board Secretary**

WORK SESSION MINUTES – 11/26/2019

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
Steve Lewis
Michael Mader
Joseph McKenna
Joseph Thomas
Charles Utsch
Jonathan Vile

Also in Attendance:

Jeff Samaniego, Superintendent
John J. Hansen School Business Admin./
Board Secretary
Brett Gorman, Board Attorney

Absent:

Monica DiVito

1) Administration:

- a) Mr. Samaniego: Mr. Samaniego reviewed Curriculum/ Instruction
- b) Mr. Hansen: Mr. Hansen reviewed Finance/Facilities
 - 1) Intercoms – Begin process for school wide replacement.
 - 2) Ramp- Facilities constructed IT ramp.
 - 3) Acquisition and Renovation of Board Office and Renovations of Classroom – Resolution to approve amendment to Long Range Facility Plane and acquire trailers is on agenda.
 - 4) Food operation: Acquisition of new Point of Sale System (POS) – Current POS and software is outdated approx. 15 years. Motion will be on 1/7/20 to update.

2) Old Business:

2019-2022 & 2019-2021 Board Goals –discussion

3) New Business:

4) Policies:

Personnel #7:

DP 3152 Withholding An Increment

Harassment, Intimidation and Bullying #1:

DP 5512.01

Finance and Insurance #2:

DP 6422 Transfer of Funds

Finance and Insurance #3:

DP 7100 Long range Facility Plans

4) Close Session: See Authorizing Executive Session 11/26/19

**MOTION: Vile Second: Lewis
All in Favor
Time: 6:30 pm**

5) Board Comment:

Mr. Vile asked about Crisis Management after an event and about TV/Filming
Mrs. Smith asked about Security.
Mrs. Smith discussed committee start time.
Mr. Mader discussed Health Information January 2020.

Motion to Adjourn and proceed to Regular Meeting:

**MOTION: Vile Second: McKenna
All in Favor
Time: 7:05 pm**

Respectfully submitted,


John J. Hansen
School Business Administrator/Board Secretary

**LOWER TOWNSHIP BOARD OF EDUCATION
RESOLUTION
AUTHORIZING EXECUTIVE SESSION-11/26/2019**

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 7 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 November 26, 2019 at 6:30 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.” HIB Report Sandman 2019-2020 #1

“(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” Negotiations and members on the team~New Contract effective 7/1/2020-

“(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

“(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

“(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: Middle Township BOE v Lower Twp BOE, and K.P. o/b/o D.R.

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“(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: Employees #4417 #4238 #5597 #4075 #5749 #4399 #5547

“(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 35 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.

CLOSED SESSION MINUTES – 11/26/2019

6:30 p.m.

Roll Call – Board Members:

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

Also in Attendance:

Jeff Samaniego, Superintendent
John Hansen, Business Administrator
Brett Gorman, Board Attorney

Absent:

Monica DiVito

Close Session: See Authorizing Executive Session 11/29/2019

Employee #4417 LB – Mr. Gorman discussed the agreement and told the board that it would act on the agreement in January, 2020.

Employee #4238 GD – Mr. Samaniego Mr. Gorman updated the board.

Employee #5749 AL – Mr. Samaniego discussed extending leave into 2020.

Employee #5597 AT – Mr. Gorman discussed the process also, including Employee #4399 KH and #5547 KK.

Employee #4075 SB – Mr. Samaniego and Mr. Hansen discussed the amendment to the employee's contract. Mr. Douglass and Mrs. Smith were absent from the room.

HIB Report Sandman 2019-2020 #1 – Mr. Samaniego discussed the incident.

Negotiations and members on the team- Mr. Vile, Mr. Mader, and Mr. Utsch were asked to participate in contract negotiations.

Middle Township BOE v Lower Twp BOE, and K.P. o/b/o D.R. – Mr. Samaniego, Mr. Gorman and Mr. Hansen discussed that this litigation was being handled by the Comengo Law Group and an agreement had been reached.

Motion to Adjourn and proceed to Regular Meeting:

MOTION: Vile Second: Mckenna

All in Favor

Time: 7:05 p.m.

Respectfully submitted,


John Hansen,
Business Administrator/Board Secretary