

**WORK SESSION  
AGENDA  
March 10, 2020**

**6:00 pm**

**Call to Order:**

**Roll Call:**

**Roll Call – Board Members:**

Gary Douglass, President  
Patricia Smith, Vice President  
Monica DiVito  
Steve Lewis  
Nichole Koch  
Michael Mader  
Charles Utsch  
Jonathan Vile  
Sally Yerk

**Also in Attendance:**

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

- 1) **Administration:**
  - a) Mr. Samaniego:
  - b) Mr. Hansen:

**-Curriculum/Instruction**

**-Finance/Facilities**

2020-2021 Budget-Discussion on Motion to send to county

**-Personnel/Management/Transportation**

Update on LRFP submittal/planning board notification/Modular Administrative Offices

- 2) **Old Business:**
- 3) **New Business:**
- 4) **Policies:**

DP 6471-School District Policy
- 5) **Close Session:**

**MOTION:** Second:  
All in Favor

Employees #4238, #5593, #5657, #4092, #5092, #4232  
Interlocal: LCMR  
Contract Negotiations  
HIB Report Sandman 2019-2020 #3

**6) Board Comment:**

Work session concludes and proceeds to Regular Business Meeting no earlier than 6:45 PM.

**Motion to Adjourn and proceed to Regular Meeting:**

**MOTION: Second:**

Time: \_\_\_\_\_ p.m.

Respectfully submitted,

John J. Hansen  
School Business Administrator/Board Secretary

**LOWER TOWNSHIP BOARD OF EDUCATION  
RESOLUTION  
AUTHORIZING EXECUTIVE SESSION**

**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   3   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 **March 10, 2020** at    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

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**“(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 Sandman 2019-2020 #3.

**“(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”** Contract Negotiations

**“(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

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**“(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: Interlocal:LCMR

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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 #4238, #5593, #5657, #4092, #5092, #4232.

“(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 \_\_\_\_\_ 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 be discussed; and

**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.

**LOWER TOWNSHIP BOARD OF EDUCATION  
AGENDA  
REGULAR MEETING  
MARCH 10, 2020**

Regular Meeting convenes immediately after the work session but not earlier than 6:45 p.m. in the Carl T. Mitnick School, 905 Seashore Road, Cape May, NJ 08204.

**Roll Call:**

**Board Members:**

Monica DiVito  
 Nichole Koch  
 Steve Lewis  
 Michael Mader  
 Charles Utsch  
 Jonathan Vile  
 Sally Yerk  
 Patricia Smith  
 Gary Douglass

**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, 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."*

**2019-2020 District Goal:**

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

**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:
- B} Superintendent:
- C} School Business Administrator:
- D} Presentations: **Mr. John King, Principal, Maud Abrams Presentation**

**2} ROUTINE MATTERS:**

**R-1 Approval of Minutes:**

February 25, 2020  
Work Session  
Regular Meeting  
Closed Session

**R-2 Approval of Financial Statements:**

Secretary's and custodian's reports for **February 29, 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-3 Approval of Transfers:** February 26, 2020 – March 10, 2020 {Backup R-3}

**R-4 Approval of Bill List:** February 26, 2020 – March 10, 2020 {Backup R-4}

**R-5 Approval of Cafeteria Report:** March 2020 {Backup R-5}

**R-6 Approval of Travel:** April 2020 {Backup R-6}

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

**Motion:** \_\_\_\_\_ **Second:** \_\_\_\_\_

**Discussion:**

**Vote:**

- \_\_\_ Monica DiVito
- \_\_\_ Nichole Koch
- \_\_\_ Steve Lewis
- \_\_\_ Michael Mader
- \_\_\_ Charles Utsch
- \_\_\_ Jonathan Vile

- Sally Yerk
- Patricia Smith
- Gary Douglass

**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)

**SUBSTITUTE WITH COMPLETE DOCUMENTATION**  
**BUS AIDE/FOOD SERVICE WORKER/CAFETERIA AIDE**

*Elaine Dougherty*

**SUBSTITUTE NEEDING MORE DOCUMENTATION**  
**BUS DRIVER/BUS AIDE**

*Wilbert Downing*

**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)

<b><i>NUMBER</i></b>	<b><i>TYPE</i></b>	<b><i>TITLE</i></b>
<i>6220</i>	<i>Policy</i>	<i>Budget Preparation</i>
<i>0166</i>	<i>Policy</i>	<i>Executive Session</i>

2. On the recommendation of the Superintendent and the School Business Administrator, that the following Policies have been reviewed by the Administration and Board of Education. (Backup L-2)

<i>NUMBER</i>	<i>TYPE</i>	<i>TITLE</i>
0144	DP	<i>Board Member Orientation and Training</i>
0175	DP	<i>Contracts with Independent Contractors</i>
1320	DP	<i>Duties of School Business Administrator/ Board Secretary</i>

**E. Education: None.**

**MOTION: P-1/L-1 & L-2**

**Motion: \_\_\_\_\_ Second: \_\_\_\_\_**

**Discussion:**

**Vote:**

- Monica DiVito  
 Nichole Koch  
 Steve Lewis  
 Michael Mader  
 Charles Utsch  
 Jonathan Vile  
 Sally Yerk  
 Patricia Smith  
 Gary Douglass

**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 following Resolution be Approved: (Backup F-1)

**BE IT FURTHER RESOLVED**, to approve the submittal of the **2020-2021 Lower Township Elementary School Budget** to the Executive County Superintendent and establish April 28, 2020, as the date for public hearing:

		<u>Local Tax Levy</u>
General Fund	\$27,697,411	\$18,008,838
Special Revenue Fund	\$ 4,191,202	
Debt Service Fund	<u>\$ 317,500</u>	<u>\$ 207,902</u>
Total Budget	\$32,206,113	\$18,216,740

**BE IT FURTHER RESOLVED**, to acknowledge that the 2020-2021 School Budget, as described above, results in a General Fund Tax Levy of **\$17,832,281**;

**BE IT FURTHER RESOLVED**, that the district establish a maximum of \$17,000 in the 2020-2021 school year for travel related expenditures.

**BE IT FURTHER RESOLVED**, that the district approves the withdrawal of \$300,000 from Maintenance Reserve per NJAC 6A:23A-14.2 (d)..

2. On the recommendation of the School Business Administrator, that the Lower Township Board of Education authorizes the School Business Administrator to pay bills from March 11, 2020 to next Board Meeting on April 28, 2020, and to report payments to the Board at the April, 28, 2020 Meeting.
3. On the recommendation of the School Business Administrator, that the Lower Township Board of Education approve the Tuition Contract between Lower Township Board of Education and Willingboro Board of Education for the 2019-2020 school year. (Backup F-3)

**MOTION: F-1 to F-3**

**Motion:** \_\_\_\_\_ **Second:** \_\_\_\_\_

**Discussion:**

**Vote:**

- \_\_\_ Monica DiVito
- \_\_\_ Nichole Koch
- \_\_\_ Steve Lewis
- \_\_\_ Michael Mader
- \_\_\_ Charles Utsch
- \_\_\_ Jonathan Vile
- \_\_\_ Sally Yerk
- \_\_\_ Patricia Smith
- \_\_\_ Gary Douglass

**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
- \_\_\_ Nichole Koch
- \_\_\_ Steve Lewis
- \_\_\_ Michael Mader
- \_\_\_ Charles Utsch
- \_\_\_ Jonathan Vile
- \_\_\_ Sally Yerk
- \_\_\_ Patricia Smith
- \_\_\_ Gary Douglass

**7} Good of the Order:**

- A} Next Board Meeting: Work session: April 28, 2020 @ Note Regular Session commences immediately after the Work Session, but not earlier than 6:45 pm
- B} Emergency Drill: TBD  
Fire Drills: 3/3/20 - Mitnick School, Memorial School

**8} ADJOURNMENT**

**MOTION TO ADJOURN THE MEETING**

**Motion:** \_\_\_\_\_ **Second:** \_\_\_\_\_

**All in Favor:** \_\_\_\_\_ **Opposed:** \_\_\_\_\_

**Time:** \_\_\_\_\_

F.Y.I.

1. Enrollment Reports
  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 and Grounds Report
  8. Supervisor of Transportation Reports
  9. Supervisor of Food Service Reports
  11. Supervisor of Curriculum & Instruction Report
  12. Supervisor of Academic Achievement Report
  13. Day Care Report
- April Calendar