

**LOWER TOWNSHIP BOARD OF EDUCATION  
AGENDA  
REGULAR MEETING  
JULY 23, 2019**

Regular Meeting convened at 7:00 p.m. in the Carl T. Mitnick School, 905 Seashore Road, Cape May, NJ 08204.

**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.*

**2018-2020 Board Goals:**

*"Engage and facilitate the district staff and community stakeholders in a strategic planning process with the intent of developing a long-term action plan focused on common goals."*

**2018-2019 Board Goals:**

*"Increase Board Member understanding of the Lower Township School District finances and broad base categories that make up the school budget, which will carry out the educational plan in a thorough and efficient manner."*

**2018-2020 District Goals:**

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

**2018-2019 District Goals:**

*"To continue to foster effective communication and positive relationships with students, parents, staff and the community."*

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**1} REPORTS:**

- A} Board President:
- B} Superintendent:
- C} School Business Administrator:
- D} Presentations: **Kurt Himstedt, Supervisor of Food Service Programs**  
**Mary Ann Friedman, School Boards Assoc., Strategic Planning**

**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:**

- June 25, 2019
- Work Session
- Regular Meeting
- Close Session

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

Secretary's and custodian's reports for June 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: 2018-2019 June 25, 2019 to June 30, 2019**  
**2019-2020 July 1, 2019-July 23, 2019 {Backup R-3}**

**R-4 Approval of Bill List: 2018-2019 June 25, 2019 to June 30, 2019**  
**2019-2020 July 1, 2019-July 23, 2019{Backup R-4}**

**R-5 Approval of Cafeteria Report: June & July, 2019{Backup R-5}**

**R-6 Approval of Travel:**

**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 Lower Township Board of Education approve the attached list of on-call daily substitutes being rehired for the 2019-2020 school year, pending receipt of required documentation: (Backup to be supplied)
2. On the recommendation of the Superintendent, that the Lower Township Board of Education approve Sarah King, 6<sup>th</sup> Grade Teacher at Sandman Consolidated School, for placement of Masters on the LTEEA Teachers' Salary Guide, to reflect an increase of credits to her degree, effective, September 1, 2019. (Backup P-2)
3. On the recommendation of the Superintendent, that the Lower Township Board of Education approve Allyson O'Shea, 5<sup>th</sup> Grade Teacher at the Sandman Consolidated School, for placement of MA+15 on the LTEEA Teachers' Salary Guide, to reflect an increase of credits to her degree, effective September 1, 2019. (Backup P-3)
4. On the recommendation of the Superintendent, that the Lower Township Board of Education approve Eileen Gianakopoulos, 3<sup>rd</sup> Grade Teacher at the Maud Abrams School, for placement of MA+30 on the LTEEA Teachers' Salary Guide, to reflect an increase of credits to her degree, effective September 1, 2019. (Backup P-4)
5. On the recommendation of the Superintendent, that the Lower Township Board of Education approve Erin Meehan, as Preschool Disabled Teacher at the David C. Douglass Veterans Memorial School, effective September 1, 2019, pending receipt of required documentation. (Backup P-5)
6. On the recommendation of the Superintendent, that the Lower Township Board of Education approve Joseph Filachek as School Psychologist/Case Manager, at the Carl T. Mitnick School, effective September 1, 2019, pending receipt of required documentation. (Backup P-6)
7. On the recommendation of the Superintendent, that the Lower Township Board of Education approve a Contract to approve Sherry Bosch, as Interim Principal at the David C. Douglass Veterans Memorial School, for the period of July 24, 2019 to June 30, 2019, at a rate of \$375.00 per day, pending receipt of required documentation. (Backup P-7)
8. On the recommendation of the Superintendent, that the Lower Township Board of Education approve Amanda Vassar, as Preschool Teacher at the Carl T. Mitnick School, effective September 1, 2019, pending receipt of required documentation. (Backup P-8)
9. On the recommendation of the Superintendent, that the Lower Township Board of Education approve the Maternity Leave of Absence/FLMA for Jillian Harris, 6<sup>th</sup> Grade Basic Skills Teacher at the Sandman Consolidated School, effective October 25, 2019 until January 24, 2019. (Backup P-9)

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- 10. On the recommendation of the Superintendent, that the Lower Township Board of Education approve Karen Wadding/Alliance of Therapy Dogs, for dog therapy program at the David C. Douglass Veterans Memorial School and Carl T. Mitnick School for the 2019-2020 school year. (Backup P-10)
- 11. On the recommendation of the Superintendent, that the Lower Township Board of Education approve the following transfers for the 2019-2020 school year:

<u>STAFF</u>	<u>CURRENT POSITION</u>	<u>TRANSFERRED TO</u>
Lori Brion	PreK Special Ed. @ Memorial	PreK Special Ed @ Mitnick

**H. Harassment, Intimidation & Bullying: None**

**L. Legislative and Internal Policies: None.**

**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 #4743-A** – Five year old, kindergarten special education student transferred into the district and is continuing placement at the Cape May County Special Services School District at Ocean Academy.

**Case #4742-A** – Six year old, 1<sup>st</sup> grade special education student transferred into the district and is continuing placement at the Cape May County Special Services School District at Ocean Academy.

**MOTIONS: P-1 to P-11/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.*

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**Regular Business:**

1. On the recommendation of the School Business Administrator, that the Lower Township Board of Education approve the following hourly paid rates:

**Daily:**

Cafeteria Aides	\$12.00
Clerks	\$13.25
Food Service Workers	\$12.00

**Day Care:**

Aide	\$12.75
Lead Aide	\$13.00
Lead Aide with Certification	\$14.00
<b><u>Custodians (Part-Time):</u></b>	\$14.00

**Transportation:**

Driver-Part Time (Hourly)	\$20.40
Driver-Part Time (Run)	\$14.00
Bus Aide-Part Time (Hourly)	\$12.00
Bus Aide-Part Time (Run)	\$ 8.25

**On Call Substitutes:**

Substitute Teacher	\$94.00 per diem
Instruction Aide w/60 Credits & Sub Teacher Cert.	\$13.25 hr
Classroom Aide w/o 60 Credits & Sub Teacher Cert.	\$12.25 hr
Substitute Secretary	\$12.00 hr or \$84.00 per diem

**ESY Staff Hourly Rates: (On-Call Per Diem):**

Substitute Teacher (Certified)	\$13.25 hr
Personal Instructional Aide w/Teacher Sub. Cert.	\$13.25
Classroom Aide w/o Teacher Sub. Cert.	\$12.25

2. On the recommendation of the School Business Administrator, that the Lower Township Board of Education approve the increase of 2.8% to the non-affiliated full time staff.
3. On the recommendation of the School Business Administrator, that the Lower Township Board of Education authorize the School Business Administrator to dispose of the following items, as deemed obsolete and any surplus items, using GovDeals:

Tractor  
Other Items Deemed Obsolete

4. On the recommendation of the School Business Administrator, that the Lower Township Board of Education approve the Fund 20 allocations for ESSA/NCLB Title IA allocations: (Backup F-4)

<b><u>Name</u></b>	<b><u>Primary Account</u></b>	<b><u>ESSA/TITLE 1A</u></b>	<b><u>LOCAL</u></b>
Amanda Cardaci	20-231-100-101-00-080	75%	25%
Heather Roth	20-231-100-101-00-080	75%	25%
Rebecca Johnson	20-231-100-101-00-080	75%	25%
Patricia McDevitt	20-231-100-101-00-080	75%	25%
Erica O'Neill	20-231-100-101-00-080	75%	25%

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- 5. On the recommendation of the School Business Administrator, that the Lower Township Board of Education authorizes an Inter-Local Agreement between the Lower Township Board of Education and the Wildwood Crest Board of Education to provide Security Supervision for the 2019-2020 school year in the amount of \$8,000.00. (Backup F-5)
- 6. On the recommendation of the School Business Administrator, that the Lower Township Board of Education approve the 2019-2020 Inter-Local Agreement between the Lower Township School District and Lower Cape May Regional School District to be amended to reflect a pro-rated portion for Wildwood Crest for Security Supervision for the 2019-2020 school year as follows: (Backup F-6)

Total Salaries, Benefit and Car:	\$58,124
Less W.C. Contribution:	< \$ 8,000 >
	\$50,124
 LCMR @ 50%	 \$25,062

- 7. On the recommendation of the School Business Administrator, that the Lower Township Board of Education does not apply for Emergency Aid due to Guidance on Application for 2019-2020 Emergency Aide, dated July 9, 2019, that all options available to the school district must be considered prior to submittal reflecting fiscal distress. (Backup F-7)

**MOTION: Finance F-1 to F-7**

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

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**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 – August 27, 2019

**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.**

10. Board Secretary Report