

**LOWER TOWNSHIP BOARD OF EDUCATION  
AGENDA  
REGULAR MEETING  
AUGUST 27, 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 Learning, Teaching, Exploring, Succeeding.*

**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: None

**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:**

- July 16, 2019
- Special Regular Meeting
- Close Session
- July 23, 2019
- Work Session
- Regular Meeting
- Close Session

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

Secretary's and custodian's reports for July 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: July 23, 2019-August 27, 2019 {Backup R-3}**

**R-4 Approval of Bill List: July 23, 2019-August 27, 2019 {Backup R-4}**

**R-5 Approval of Cafeteria Report: None**

**R-6 Approval of Travel: None.**

**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**

*Linda McGinley*

**SUBSTITUTE PARAPROFESSIONALS**

*Ashley Nelson, Kaitlyn Jaber, William Grier, Krysta Hickman*

**SUBSTITUTE CLERK**

*Meghann Kellaway*

**SUBSTITUTE CLASSROOM AIDE**

*Olena Petrovska, Lori Tanghare*

**SUBSTITUTE BUS DRIVER**

*Marina Bosell, Dana Skain*

**SUBSTITUTES NEEDING MORE DOCUMENTATION**

**SUBSTITUTE TEACHERS**

*Brinley Edwards, Sandra Hale*

**SUBSTITUTE PARAPROFESSIONALS**

*Maryanna Oberg, Quentona Whitsett, Catherine Hoffman, Alexis Douglass*

**SUBSTITUTE FOOD SERVICE WORKER**

*Brian Heenan*

**SUBSTITUTE BUS DRIVER**

*Angelina Demtshuk*

**SUBSTITUTE CUSTODIAN**

*Thomas Donati*

**SUBSTITUTE SECURITY GUARDS**

*Christopher Winter, Sr., Thomas Connelly, Jr., James Dietterich*

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2. On the recommendation of the Superintendent, that the Lower Township Board of Education approve the following transfers for the 2019-2020 school year (as amended):

<u>STAFF MEMBER</u>	<u>TRANSFER FROM</u>	<u>TRANSFER TO</u>
Samantha Milder	4 <sup>th</sup> Grade @ Maud Abrams	5 <sup>th</sup> Grade @ Sandman
Deborah Pruitt	Music Teacher @ Mitnick	Music Teacher @ Maud Abrams
Al Flitcroft	Security @ Sandman	Security @ Maud Abrams
Jeff Kelly	Case Manager @ Sandman	Case Manager @ Maud Abrams
Diana Sweeney	Case Manager @ Maud Abrams	Special Ed. @ Mitnick

3. On the recommendation of the Superintendent, that the Lower Township Board of Education approve Amanda Lorenz, as Temporary 4<sup>th</sup> Grade Teacher, at the Maud Abrams School, effective September 1, 2019 to December 20, 2019, pending receipt of required documentation. (Backup P-3)
4. On the recommendation of the Superintendent, that the Lower Township Board of Education approve Taylor Franchville, as Temporary 3<sup>rd</sup> Grade LLD Teacher, at the Maud Abrams School, effective September 3, 2019 to December 16, 2019, replacing Lauren Magnavita who is on maternity leave of absence, pending receipt of required documentation. (Backup P-4)
5. On the recommendation of the Superintendent, that the Lower Township Board of Education approve Megan Downie, as Preschool Teacher at the Carl T. Mitnick 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 accept, with regret, the resignation of Megan Kolojeski, Speech-Language Specialist at the David C. Douglass Veterans Memorial School, effective September 1, 2019, contingent on motion # 8, then October 14, 2019. (Backup P-6)
7. On the recommendation of the Superintendent, that the Lower Township Board of Education approve Dr. Mary Emilie Steinacker, Ed.D., to conduct teacher observations for the 2019-2020 school year, pending receipt of required documentation. (Backup P-7)
8. On the recommendation of the Superintendent, that the Lower Township Board of Education approve Stephanie Fowler, as Speech-Language Specialist at the David C. Douglass Veterans Memorial School, effective September 1, 2019, replacing Megan Kolojeski who is resigning, pending receipt of required documentation. (Backup P-8)
9. On the recommendation of the Superintendent, that the Lower Township Board of Education authorizes the Superintendent to hire new staff between August 28, 2019 and the next Board Meeting on September 24, 2019, with confirmation at that Board Meeting.
10. On the recommendation of the Superintendent, that the Lower Township Board of Education rescind the July 23, 2019 Agenda Motion P-13, which approved Kelly Edmunds as a Temporary Kindergarten Teacher.

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- 11. On the recommendation of the Superintendent, that the Lower Township Board of Education approve a race sponsored by the Cape May Running Co. to run through the Carl T. Mitnick parking lot to the dirt access road on Saturday, September 21, 2019, from 9:13 a.m. to 9:45 a.m. as recommended by the Lower Township Police Department. (Backup P-11)
- 12. On the recommendation of the Superintendent, that the Lower Township Board of Education establishes the substitute position of Substitute Security and establish a rate of \$125.00 per day when serving in that capacity.

**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)

<b>NUMBER</b>	<b>TYPE</b>	<b>TITLE</b>
0162	Policy	Notice of Board Meetings

- 2. On the recommendation of the Lower Township Board of Education Members, the Lower Township Board of Education approves the 2019-2020 District and Board Goals as follows:

**2019-2020 DISTRICT GOALS**

- 1. *To continue to foster effective communication, positive relationships, and family involvement with students, families, school/staff, and our community.*

**2019-2020 BOARD GOALS**

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

**E. Education:**

- 1. On the recommendation of the Supervisor of Curriculum and Instruction, Supervisor of Academic Achievement and the School Business Administrator, that the Lower Township Board of Education review the District's Mentoring Plan for the 2019-2020, One Year Operational Plan for fiscal impact. (Backup E-1)
- 2. On the recommendation of the Superintendent, that the Lower Township Board of Education authorize the Superintendent to execute the Field Experience Agreement with Drexel University for the 2019-2020 school year as amended. (Backup E-2)

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**MOTION: P-1 to P-12/L-1, L-2/E-1, E-2**

**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 that the Lower Township Board of Education approve the submittal of an amendment to the 2019-2020 ESEA Title IV A Grant as follow: (Backup F-1)

200-300 Prof & Tech	<\$1,980>
200-100 Salaries	\$1,839
200-200 Benefits	<u>\$ 141</u>
	\$1,980

2. On the recommendation of the School Business Administrator, that the Lower Township Board of Education approve the award of Route LWRIHS to Great American Trolley, in the amount of \$255.00 per day for an approximate period of eight weeks or longer. (Backup F-2)
3. On the recommendation of the School Business Administrator, that the Lower Township Board of Education approve the following Tuition Contract with the Phillipsburg Board of Education: (Backup F-3)

	<b><u>2019-2020</u></b>		
17752	Grade 4	\$14,486	
17762	Grade 2	\$14,486	

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**MOTION: Finance F-1 to F-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

**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 – September 24, 2019

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**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
- September Calendar