

CLOSED SESSION MINUTES – 8/27/2019

6:41 p.m.

Roll Call – Board Members:

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

Absent:

Monica DiVito
Michael Mader
Joseph McKenna

Also in Attendance:

Jeff Samaniego, Superintendent
John Hansen, Board Secretary
Brett Gorman, Board Attorney

The following was discussed during close session:

1. Mr. Gorman: Reviewed his discussion with Mrs. (Stacey) Salerno and Employee #4417 prior to the meeting.
 - a. Discuss employee #4417, process, dates and potential settlement.
2. Mr. Gorman: Reviewed the status of employee #4238.

Motion to Adjourn and proceed to Regular Meeting:

MOTION: Vile SECOND: Lewis

All in Favor

Time: 6:57 p.m.

Respectfully submitted,


John J. Hansen
School Business Administrator/Board Secretary

**LOWER TOWNSHIP BOARD OF EDUCATION
MINUTES
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 **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: Mr. Samaniego reviewed agenda items. Thanked the entire staff for all activities leading up to new school year.
- C} School Business Administrator:
- D} Presentations: None

PUBLIC COMMENT AGENDA ITEMS: None

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: Vile Second: Smith

Voting Yes:

Stephen Lewis
Joseph Thomas
Charles Utsch
Jonathan Vile
Patricia Smith, Vice President {Abstain R4 #415545}
Gary Douglass, President

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.

8/27/2019

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

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

STAFF MEMBER

TRANSFER FROM

TRANSFER TO

8/27/2019

Samantha Milder	4 th Grade @ Maud Abrams	5 th 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 Sweeny	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 4th 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 3rd 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-12, which approved Kelly Edmunds as a Temporary Kindergarten Teacher.
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)

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- 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.
- 13. On the recommendation of the Superintendent, that the Lower Township Board of Education approve Meghann Kellaway as Part Time Nurse’s Clerk at Sandman School for the 2019-2020 school year, pending receipt of required documentation.

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)

NUMBER	TYPE	TITLE
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)

MOTION: P-1 to P-12/L-1 {Tabled}, L-2/E-1, E-2

Motion: Smith Second: Lewis

Voting Yes:

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Stephen Lewis
Michael Mader
Joseph McKenna
Joseph Thomas
Charles Utsch
Jonathan Vile
Patricia Smith, Vice President {Abstain P-1}
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)

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

MOTION: Finance F-1 to F-3

Motion: Vile Second: Lewis

Voting Yes:

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

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4} OLD/NEW BUSINESS: None

5} OPEN MEETING TO THE PUBLIC:

There following represented comments made by the public:

- Suggested monthly meeting time change from 7:00 p.m. to 6:00 p.m., work session to 5:00 p.m.
- Suggested making a cash donation instead of buying through fund raising.
- Commented on the new 1st grade playground.

6} EXECUTIVE SESSION: None

7} Good of the Order:

A} Next Board Meeting: Regular Meeting – September 24, 2019

8} ADJOURNMENT

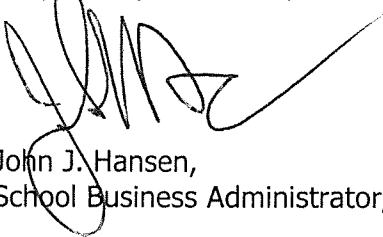
MOTION TO ADJOURN THE MEETING

Motion: Utsch Second: Vile

All in Favor

Time: 7:23 p.m.

Respectfully submitted,



John J. Hansen,
School Business Administrator/Board Secretary

WORK SESSION MINUTES – 8/27/2019

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
Joseph Thomas
Charles Utsch
Jonathan Vile

Also in Attendance:

Jeff Samaniego, Superintendent
John Hansen, Board Secretary
Brett Gorman, Board Attorney

Absent:

Monica DiVito
Michael Mader
Joseph McKenna

1) Administration:

- a) Mr. Samaniego: Reviewed activities for the 2019-2020 school opening, 1st grade playground and new hires.
- b) Mr. Hansen: Reviewed financial motions on agenda

2) New Business: Mrs. Smith: Discussed 2019-2020 District Goals needs more work. The 2019-2020 Board Goal would be on the next agenda. Mr. Samaniego: Discussed the handout.

2019-2020 DISTRICT GOALS~~needs more work.

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.*

3) Close Session: See Authorizing Executive Session 8/27/2019

MOTION: Vile Second: Smith

All in Favor

Time: 6:40 p.m.

Employees #4417 & #4238

4) Board Comment:

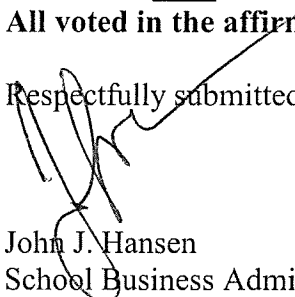
- 1) Mr. Vile had a comment on overall cyber security and the hiring of non-tenure teachers.
- 2) Mrs. Smith had question which the School Business Administrator responded on the ESIP and transfer resolution.

Motion to Adjourn and proceed to Regular Meeting:

MOTION: Vile Second: Lewis

All voted in the affirmative:

Respectfully submitted,


John J. Hansen
School Business Administrator/Board Secretary

**LOWER TOWNSHIP BOARD OF EDUCATION
RESOLUTION
AUTHORIZING EXECUTIVE SESSION-8/27/19**

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 2 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 August 27, 2019 at 6:40 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.”

“(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”

“(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:

2

“(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

“(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 20 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.