

**LOWER TOWNSHIP BOARD OF EDUCATION
AGENDA
REGULAR MEETING
SEPTEMBER 24, 2019**

Call to Order:

Roll Call:

Roll Call – Board Members:

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

Also in Attendance:

Jeff Samaniego, Superintendent
Chris Conley, Assistant 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 **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."

2019-2020 Board Goals

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

8/27/2019

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."

1} REPORTS:

- A} Board President:
- B} Superintendent:
- C} School Business Administrator:
- D} Presentations: **Sabina Muller, Supervisor of Curriculum and Instruction**

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:

- August 27, 2019
- Work Session
- Closed Session
- Regular Meeting

R-2 Approval of Financial Statements:

Secretary's and custodian's reports for August 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: August 28, 2019 – September 23, 2019 {Backup R-3}

R-4 Approval of Bill List: August 28, 2019 – September 23, 2019 {Backup R-4}

R-5 Approval of Cafeteria Report: September, 2019 {Backup R-5}

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

8/27/2019

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 AIDES

Brittany Miller, Jillian Leinenbach, Kaitlynn Robinson

SUBSTITUTE CAFETERIA AIDE

Kaitlynn Robinson

SUBSTITUTE DAY CARE AIDE

Kaitlynn Robinson

SUBSTITUTE BUS AIDES

Kaitlynn Robinson, Jillian Leinenbach, Alexis Willis

SUBSTITUTES NEEDING DOCUMENTATION

SUBSTITUTE FOOD SERVICE WORKERS

Sophia Bolton, Karen Singley

SUBSTITUTE TEACHER/CLASSROOM AIDE

Brooke Parker

SUBSTITUTE FOOD SERVICE WORKER

Candice Keating

2. On the recommendation of the Superintendent, that the Lower Township Board of Education approve/affirm 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)

PARAPROFESSIONAL

Rachelle Carbonaro

SUBSTITUTE CLASSROOM AIDE

Rabiha King

BUS AIDES

Alyssa Frazier, Talia Gellura

DAY CARE AIDE
Jillian Leinenbach

3. On the recommendation of the Superintendent, that the Lower Township Board of Education approve Jennifer Boyle as Temporary Kindergarten Teacher at the David C. Douglass Veterans Memorial School, effective September 16, 2019 to November 27, 2019, pending receipt of required documentation (replacing Stephanie Abrams’ maternity leave of absence). (Backup P-3)
4. On the recommendation of the Superintendent, that the Lower Township Board of Education approve Leah Yost as Temporary BSIP Teacher at Sandman Consolidated School, effective October 25, 2019 to January 24, 2020, pending receipt of required documentation (replacing Jillian Harris’ maternity leave of absence). (Backup P-4)
5. On the recommendation of the Superintendent, that the Lower Township Board of Education approve Brinley Edwards as Music Education Teacher at the Carl T. Mitnick School, pending receipt of required documentation. (Backup P-5)
6. On the recommendation of the Superintendent, that the Lower Township Board of Education approve that the continuation of employment for the 2019-2020 school year, be issued to the following non-certificated personnel **obtaining tenure** per LTEEA Contract as listed:

<u>Clerk/Secretary:</u>	<u>Date Hired:</u>	<u>Tenure Date:</u>
Brooks, Kimberly	9/16	9/19
Geiger, Donna	12/16	, 12/19
 <u>Custodians:</u>		
Freese, Kathryn	11/16	11/19
Moralas, Andrew	1/17	1/20
Hunter, Dean	5/17	5/20
Sherel, Linda	5/17	5/20
Gioulis, Hannah	7/17	7/20
Muller, Warner	7/17	7/20
Cooper, Robert	7/18	7/21
 <u>Transportation:</u>		
Proud, Edward	9/16	9/19
Lafferty, Tanner	9/17	9/20
Layton, Sherry	9/17	9/20
 <u>Food Service:</u>		
Abrams, LaTrice	9/16	9/19

7. On the recommendation of the Superintendent, that the Lower Township Board of Education approve the Medical Leave of Absence for Teresa Morris, 3rd Grade Teacher at the Maud Abrams School, effective September 3, 2019 to October 15, 2019. (Backup P-7)

8/27/2019

- 8. On the recommendation of the Superintendent, that the Lower Township Board of Education approve the Medical Leave of Absence for Kathleen Brooks, Food Service Worker at the Carl T. Mitnick School, effective September 8, 2019 to approximately October 28, 2019. (Backup P-8)
- 9. On the recommendation of the Superintendent, that the Lower Township Board of Education approve the following Mentors for the 2019-2020 school year:

<u>New Teacher</u>	<u>Mentor</u>	<u>Position</u>
Erin Meehan	Carolann Mastalski	Preschool Disabled Teacher
Amanda Barry	Patty O'Shea	Preschool Teacher
Megan Downie	Emily Adams	Preschool Teacher
Amanda Lorenz	Mary Hickman	4 th Grade Teacher
Beverly Righter	Ginny Gowen	Memorial School Nurse
Joseph Filachek	Jennifer Blum	School Psychologist
*Brinley Edwards	Jennifer Camillo	Music Education Teacher
*Stephanie Fowler	Krista Risley	Speech Therapist
*(Pending receipt of required documentation)		

- 10. On the recommendation of the School Business Administrator, that the Lower Township Board of Education increase the long term substitute rate for certificated staff, to \$120.00 per day until the sixtieth day, at which time said employee would be placed on Step 1, BA Scale on the LTEEA Teachers Salary Guide.
- 11. On the recommendation of the Superintendent, that the Lower Township Board of Education approve Seton Hall University Graduate Student Brenda Alvarez, to do her Counseling Internship at the David C. Douglass Veterans Memorial School, under the supervision of Julia Sangillo, School Counselor, beginning January, 2020 to June, 2020, pending receipt of required documentation. (Backup P-11)

H. Harassment, Intimidation & Bullying:

- 1. On the recommendation of the Superintendent, that the Board approve the H.I.B. School Self-Assessment scores for the 2018-2019 school year. (Backup H-1)

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 the existing or new Policy: (Backup L-1)

NUMBER	TYPE	TITLE
0162	Policy	Notice of Board Meetings

- 2. On the recommendation of the Superintendent, that the Lower Township Board of Education approve the Nursing Services Plan for the 2019-2020 school year. (Backup L-2)

E. Education:

- 1. On the recommendation of the Superintendent, that the Lower Township Board of Education approve the following placements for the 2019-2020 school year: (Backup E-1)

Case #4577-A: Seven year old, 2nd grade special education student requires an alternative placement with transportation, due to medical reasons.

Case #4341-A: Seven year old, 2nd grade special education student transferred into the district and is awaiting placement at Cape May County Special Services School District, Ocean Academy.

Case #4307-A: Ten year old, 5th grade special education student requires an alternative placement with transportation, due to medical reasons.

- 2. On the recommendation of the Superintendent, that the Lower Township Board of Education approve the curricula for the following Programs and Educational Services offered in grades Preschool through Grade 6, for the 2019-2020 school year, as listed below: (Backup E-2)

Programs

Art Education
 Basic Skills Instruction
 Comprehensive Health and Physical Education

Advanced Skills
 Handwriting
 Instrumental Music/Strings
 Language Arts Literacy
 Library/Media
 Mathematics
 Science

Special Education – Resource Program
 Special Education – Self-Contained
 Special Education – Preschool Disabled
 Technology/STEM
 Vocal Music
 World Languages/Spanish
 Social Studies
 21st Century Life & Career Skills

Services

Child Study Team
 Guidance/Counseling
 School Nursing
 Speech

- 3. On the recommendation of the Superintendent, that the Lower Township Board of Education approve the five-year Evaluation Schedule for all content areas at all grade levels. (Backup E-3)
- 4. On the recommendation of the Superintendent, that the Lower Township Board of Education approves to adopt the new Social Studies Curriculum Units being given for the 2019-2020 school year.

MOTION: P-1 to P-11/H-1/L-1 & L-2/E-1 to E-4

Motion: _____ **Second:** _____

8/27/2019

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 authorize a Professional Service Contract with Cumberland Therapy Services, L.L.C. to provide an occupational therapist at \$78.00 per hour for the 2019-2020 school year. (Backup F-1)
2. On the recommendation of the School Business Administrator, that the Lower Township Board of Education approve the Joint Transportation Agreement between Lower Township Elementary School District and Lower Cape May Regional School District, for the 2019-2020 school year. (Backup F-2)

MOTION: Finance F-1- F-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

4} OLD/NEW BUSINESS:

5} OPEN MEETING TO THE PUBLIC: (*public comment rules as read above apply*):

6} EXECUTIVE SESSION:

Motion: _____ **Second:** _____

8/27/2019

Discussion:

Vote:

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

8} Policies Reference:
~~~Including but not limited to the following policies:

- #6820 – Financial Reports
- #5120 – Assignment of Pupils

9} Good of the Order:

- A}** Next Board Meeting: Regular Meeting – October 29, 2019
- B}** Monthly Emergency Drill: 9/26 – Evacuation Drill @ Sandman/Maud
 Fire Drills: 9/11 – Maud Abrams, 9/13 – Memorial, 9/18 – Mitnick, TBD - Sandman

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.

- | | | |
|-------------------------------|---|---|
| 1. Enrollment Report | 5. Memorial School Reports | 10. Board Secretary Report |
| 2. Sandman School Reports | 6. Supervisor of Special Services Report | 11. Supervisor of Curriculum & Instruction Report |
| 3. Maud Abrams School Reports | 7. Supervisor of Buildings & Grounds Report | 12. Supervisor of Academic Achievement |
| 4. Mitnick School Reports | 8. Supervisor of Transportation Report | 13. Day Care Report |
| | | October Calendar |