

CLOSED SESSION MINUTES – 1/22/2019

6:43 p.m.

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
John Hansen, Board Secretary
Taylor Ruilova, Board Attorney

The following were discussed during close session:

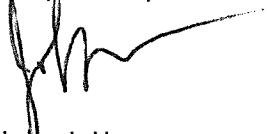
1. Mr. Samaniego: Discussed HIB #5536
2. Mr. Hansen: Discussed #WC2018123445
3. Mr. Ruilova advised the board about a request by an employee to be part of the discussion on a PreK letter that had been sent to the Board Secretary. There was discussion on the PreK letter.

Motion to Adjourn close session:

MOTION: Thomas Second: McKenna

All in Favor Time 7:00 p.m.

Respectfully submitted,



John J. Hansen
School Business Administrator/Board Secretary

WORK SESSION MINUTES – 1/22/2019

6:00 pm

Call to Order: Board President called the meeting to order.

Roll Call: Board Secretary called the roll.

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
John Hansen, Board Secretary
Taylor Ruilova, Board Attorney

1) Administration:

- a) Mr. Samaniego:
- b) Mr. Hansen:
Reviewed the 6/39/2018 surplus
Reviewed the Revenue Projection with impact of S-2

- 2) Board Comment:** Ms. Smith discussed the Strategic Action Plan.
Mr. McKenna discussed the Delegate Assembly process.

- 3) Pending: None**

Close Session: See Authorizing Executive Session 1/22/2019

MOTION: McKenna Second: Thomas

HIB-ID#5536 Sandman #1
WC#2018123445
Prek Letter {Employee #4810/4839/4341}

Motion to Adjourn and proceed to Regular Meeting:

MOTION: Vile Second: Thomas

Time 7:00 pm

Respectfully submitted,


John J. Hansen
School Business Administrator/Board Secretary

**LOWER TOWNSHIP BOARD OF EDUCATION
RESOLUTION
AUTHORIZING EXECUTIVE SESSION-1/22/2019**

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 January 22, 2019 at 6:43 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."

HIB-ID#5536 Sandman #1, & Prek Letter {Employee #4810/4839/4341}

“(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

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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: WC#2018123445

“(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: Employee



“(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 15 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.

**LOWER TOWNSHIP BOARD OF EDUCATION
MINUTES
REGULAR MEETING
JANUARY 22, 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."

1} REPORTS:

- A} Board President:
- B} Superintendent: Mr. Samaniego reviewed various activities of the past month.
- C} School Business Administrator:
- D} Presentations: ***Mr. Nicholas Bailey, Memorial School Presentation***

PUBLIC COMMENT AGENDA ITEMS: None

2} ROUTINE MATTERS

R-1 Approval of Minutes:

1/22/2019

January 3, 2019
Reorganization Meeting
Regular Meeting
Close Session

R-2 Approval of Financial Statements:

Secretary's and custodian's reports for **December 2018**, 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: January 4, 2019 to January 22, 2019{Backup R-3}

R-4 Approval of Bill List: January 4, 2019 to January 22, 2019{Backup R-4}

R-5 Approval of Cafeteria Report: January 2, 2019 to January 22, 2019 {Backup R-5}

R-6 Approval of Travel: January 2019 - None

MOTION ON ROUTINE MATTERS R-1 TO R-6

Motion: Vile Second: McKenna

Voting Yes:

Monica DiVito
Stephen Lewis
Michael Mader
Joseph McKenna
Joseph Thomas
Charles Utsch
Jonathan Vile
Patricia Smith, Vice President {abstained R-4 check 414807}
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.

1. On the recommendation of the Superintendent, that the following substitutes be approved for the 2018-2019 school year, pending receipt of required documentation: (Backup P-1)

SUBSTITUTES NEEDING MORE DOCUMENTATION

SUBSTITUTE TEACHER

Karen Cain

SUBSTITUTE BUS MECHANIC

Joseph Roth

1/22/2019

2. On the recommendation of the Superintendent, that the Lower Township Board of Education, accept, with regret, the resignation of Alexandra Chey, Case Manager at David C. Douglass Veterans Memorial School, effective January 3, 2019. (Backup P-2)

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 District Statement of Assurance for the Three-Year Preschool Program Plan for 2019-2020. (Backup L-1)

E. Education:

1. On the recommendation of the Superintendent, that the Lower Township Board of Education approve the following placement for the 2018-2019 school year: (Backup E-1)

Case #4351-A – Eight year old, 3rd grade special education student was placed on home instruction, pending placement at Cape May County Special Services School District at Ocean Academy.

Case #4307-A – Ten year old, 4th grade special education student was placed on home instruction, pending placement at the Cape May County Special Services School District at Ocean Academy.

Case #4582-A – Four year old, preschool special education student awaiting placement at the Cape May County Special Services School District at Ocean Academy.

Case #4514-A – Nine year old, 4th grade special education student awaiting placement at the Cape May County Special Services School District at Ocean Academy.

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

Motion: DiVito Second: Vile

Voting Yes:

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.

1/22/2019

Regular Business:

1. On the recommendation of the School Business Administrator that the Lower Township Board of Education approve the 2018-2019 Joint Transportation Agreement between the Lower Township Board of Education and West Cape May Board of Education. (Backup F-1)

MOTION: Finance F-1

Motion: McKenna Second: Lewis

Voting Yes:

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: None

5} OPEN MEETING TO THE PUBLIC: None

6} EXECUTIVE SESSION: None

7} Good of the Order:

- A} Next Board Meeting: Regular Meeting - February 26, 2019
- B} Monthly Emergency Drill: 1/17/19 – Active Shooter Drill
- Fire Drills: 1/4/19 – Mitnick School/Maud Abrams School
1/8/19 – Sandman School
1/16/19 – Memorial School

8} ADJOURNMENT

MOTION TO ADJOURN THE MEETING

Motion: McKenna Second: Lewis

Time: 7:28 p.m.

All in Favor

Respectfully Submitted,



**John J. Hansen
School Business Administrator/Board Secretary**

1/22/2019