

**WORK SESSION AGENDA- 1/23/2018**

**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  
Monica DiVito  
Steve Lewis  
Joseph McKenna  
Joseph Thomas  
Charles Utsch  
Jonathan Vile  
Shaun Whittington

**Also In Attendance:**

Jeff Samaniego, Superintendent  
John Hansen, Board Secretary  
Taylor Ruilova, Board Attorney

**1) Administrative:**

- a) Mr. Samaniego:
- b) Mr Hansen: 2018-2019 Budget Update

**2) Close Session: See Authorizing Executive Session 1/23/2018 {If ample time does not exists, will be completed in Regular Meeting.}**

**HIB INCIDENT REPORT ID 4032**

**MOTION:** \_\_\_\_\_ **Second:** \_\_\_\_\_

**3) Board Comment:**

Work session concludes no later than 7:25pm and proceeds to School Board Presentation & Regular Business Meeting

**Motion to Adjourn and proceed to Regular Meeting:**

**MOTION:** \_\_\_\_\_ **Second:** \_\_\_\_\_

**LOWER TOWNSHIP BOARD OF EDUCATION  
RESOLUTION  
AUTHORIZING EXECUTIVE SESSION-1/23/2018**

**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   1   issues 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 23, 2018 at \_\_\_\_\_ 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.”** The nature of the matter, described as specifically as possible without undermining the need for confidentiality is **HIB INCIDENT REPORT ID #4032**

**“(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

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**“(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

**“(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:

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**“(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   5   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  
AGENDA  
REGULAR MEETING  
JANUARY 23, 2018**

Regular Meeting convenes at 7:30 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.*

**2017-2019 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."*

**2017-2018 Board Goals:**

*"To proactively support appropriate activities and events throughout the district with increased board member attendance."*

**District Goals:**

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

*"To increase measures that educate parents and students, about the importance of school attendance and its link to student achievement."*

1/23/2018

**1} REPORTS:**

- A} Board President
- B} Superintendent
- C} School Business Administrator
- D} Presentations: *Mr. Nicholas Bailey, Memorial Presentation*
- E} Board Comments

**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:**

January 2, 2018  
Regular and Reorganization Meeting  
Close Session

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

Secretary's and custodian's reports for **December 31, 2017**, 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 2, 2018-January 23, 2018** {Backup R-3}

**R-4 Approval of Bill List: January 2, 2018-January 23, 2018** {Backup R-4}

**R-5 Approval of Cafeteria Report: December 31, 2017** {Backup R-5}

**R-6 Approval of Travel: December & January** {Backup R-6}

**MOTION ON ROUTINE MATTERS #R-1 TO #R-6**

**Motion:** \_\_\_\_\_ **Second:** \_\_\_\_\_

**Discussion:**

1/23/2018

**Vote:**

- \_\_\_ Monica DiVito
- \_\_\_ Stephen Lewis
- \_\_\_ Joseph McKenna
- \_\_\_ Joseph Thomas
- \_\_\_ Charles Utsch
- \_\_\_ Jonathan Vile
- \_\_\_ Shaun Whittington
- \_\_\_ Patricia Smith, Vice President
- \_\_\_ 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 Board approve the following substitutes for the 2017-2018 school year, pending receipt of required documentation: (Backup P-1)

**SUBSTITUTES WITH COMPLETED APPLICATIONS:**

**SUBSTITUTE TEACHERS**

Janette Spada, Amy Strolle, Jennifer Dilworth, Shelby Townsend

**SUBSTITUTE SECRETARIES/CLERKS**

Jennifer Dilworth, Shelby Townsend

**SUBSTITUTE CLASSROOM AIDES**

Jennifer Dilworth, Shelby Townsend

**SUBSTITUTE DAY CARE AIDE**

Shelby Townsend

**SUBSTITUTE CAFETERIA AIDES/FOOD SERVICE WORKERS**

Jennifer Dilworth, Pamela Carothers, Michelle Shields

**SUBSTITUTE CUSTODIAN**

Alexis Witkowsky

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2. On the recommendation of the Superintendent, that Heather Roth, BSIP Teacher at the Carl T. Mitnick School, be approved for placement of MA+15 on the LTEEA Teachers' Salary Guide, to reflect an increase of credits to her degree, effective, March 1, 2018. (Backup P-2)
3. On the recommendation of the Superintendent, that the Board approve the maternity leave of absence for Hannah Nelson, Guidance Counselor at the Sandman Consolidated School, commencing May 23, 2018 until October 15, 2018. (Backup P-3)
4. On the recommendation of the Superintendent, that the Board approve the maternity leave of absence for Molly Baldwin, 2<sup>nd</sup> Grade Teacher at the Carl T. Mitnick School, commencing April 30, 2018 until beginning of the 2018-2019 school year. (Backup P-4)
5. On the recommendation of the Superintendent and the School Business Administrator, that the Board approve a medical leave of absence (FMLA), for Allen Swanson, Custodian, commencing January 24, 2018 until April 18, 2018 or at which time Mr. Swanson is released for work, prior to April 18, 2018. (Backup P-5)
6. On the recommendation of the Superintendent, that Bonnie Barcas, Special Education Teacher at the Maud Abrams School, be approved for placement of BA+15 on the LTEEA Teachers' Salary Guide, to reflect an increase of credits to her degree, effective March 1, 2018. (Backup P-6)
7. On the recommendation of the Superintendent, that the Board approve an unpaid medical leave of absence, effective January 10, 2018 until March 31, 2018, based on Article XIX, to Marion Hubbard, Bus Driver. (A Disability Retirement Application is being filed.) (Backup P-7)

#### **H. Harassment, Intimidation & Bullying:**

1. The Board affirms the actions taken by the Superintendent and the School Safety Teams, for Mitnick #1 (2017-18). (Backup H-1)

#### **Legislative and Internal Policies:**

1. On the recommendation of the Superintendent, that the Board approve the second reading for the following revisions to existing or new Policies and Regulations:  
(Backup L-1-Separate File)

NUMBER	TYPE	TITLE
2700	Policy	Services to Non-Public School Students
7100	Policy & Regulation	Long-Range Facilities Planning
7101	Policy & Regulation	Education adequacy of Capital Projects
7102	Policy & Regulation	Site Selection and Acquisition
7130	Policy	School Closing
7300	Policy	Disposition of Property
7300.1	Regulation	Disposition of Instructional Property



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7300.2	Regulation	Disposal of Land
7300.3	Regulation	Disposition of Personal Property
7300.4	Regulation	Disposition of Federal Property

**MOTION: Personnel P-1 to P-7/H-1/L-1**

**Motion:**\_\_\_\_\_ **Second:**\_\_\_\_\_

**Discussion:**

**Vote:**

- \_\_\_ Monica DiVito
- \_\_\_ Stephen Lewis
- \_\_\_ Joseph McKenna
- \_\_\_ Joseph Thomas
- \_\_\_ Charles Utsch
- \_\_\_ Jonathan Vile
- \_\_\_ Shaun Whittington
- \_\_\_ 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 approval be given to enter into a Tuition Agreement for Regular – Grade 2 student (JR-Homeless) and a Regular, Grade 5 student (MR-Homeless), with the Gloucester City Board of Education (Sending District) for the 2017-2018 school year (9/12/2017 – 6/15/18). (Backup F-1)
2. On the recommendation of the School Business Administrator, that approval be given to enter into a Tuition Agreement for Regular, Grade 1 student (VG-Homeless), Regular, Grade 4 student (CV-Homeless), Regular, Grade 5 student (JG-D-Homeless, with the Toms River Regional Schools Board of Education (Receiving District), for the 2017-2018 school year (11/28/17 – 6/15/18). (Backup F-2)
3. On the recommendation of the School Business Administrator, that approval be given to cancel outstanding Payroll Agency Check #685, in the amount of \$50.
4. On the recommendation of the School Business Administrator, that the Board approve an Amendment to the Inter-local Agreement between Lower Township Elementary School District and Lower Cape May Regional School District. (Backup F-4)

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5. On the recommendation of the School Business Administrator, that the Board approve application #2 in the amount of \$53,131.51. (Backup F-5)

2.0	Design Engineering	\$ 6,167.82
3.0	Construction Mgt	\$ 4,901.31
4.	Bond	\$15,775.56
7.	ESCO Overhead	\$ 4,480.64
8.	ESCO Profit	\$ 3,486.18
9.3	Retro-Decommissioning	<u>\$18,320.00</u>
		\$53,131.51

**MOTION: Finance F-1 to F-5**

**Motion:**\_\_\_\_\_ **Second:**\_\_\_\_\_

**Discussion:**

**Vote:**

- \_\_\_ Monica DiVito
- \_\_\_ Stephen Lewis
- \_\_\_ Joseph McKenna
- \_\_\_ Joseph Thomas
- \_\_\_ Charles Utsch
- \_\_\_ Jonathan Vile
- \_\_\_ Shaun Whittington
- \_\_\_ 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:**\_\_\_\_\_ **Citation:**\_\_\_\_\_ **Estimated Duration:**\_\_\_\_\_

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

**Discussion:**

1/23/2018

**Vote:**

- \_\_\_ Monica DiVito
- \_\_\_ Stephen Lewis
- \_\_\_ Joseph McKenna
- \_\_\_ Joseph Thomas
- \_\_\_ Charles Utsch
- \_\_\_ Jonathan Vile
- \_\_\_ Shaun Whittington
- \_\_\_ Patricia Smith, Vice President
- \_\_\_ Gary Douglass, President

**7} Good of the Order:**

A} Next Board Meeting: Regular Meeting – February 27, 2018 @ 7:30 pm

**8} ADJOURNMENT**

**MOTION TO ADJOURN THE MEETING.**

**Motion:** \_\_\_\_\_ **Second:** \_\_\_\_\_  
**All in Favor:** \_\_\_\_\_ **Opposed:** \_\_\_\_\_  
**Time:** \_\_\_\_\_

F.Y.I.

1. Attendance/Enrollment Reports
  2. Sandman School Reports
  3. Maud Abrams School Reports
  4. Mitnick School Reports
  5. Memorial School Reports
  6. Supervisor of Special Services Report
  7. Supervisor of Buildings & Grounds Report
  8. Supervisor of Transportation Reports
  9. Supervisor of Food Service Report
  10. Board Secretary Report/SBA
  11. Supervisor of Curriculum & Instruction Report
  12. Supervisor of Academic Achievement Report
  12. Day Care Report
- February Calendar