

WORK SESSION MINUTES- 1/24/17

Call to Order: Board President calls the meeting to order at 6:00pm.

Roll Call: Board Secretary calls the roll.

Roll Call- Board Members:

 x Gary Douglass, President
 x Patricia Smith, Vice President
 A Ralph Bakley
 x Monica DiVito
 x Joseph McKenna
 x Joseph Thomas
 x Charles Utsch
 x Jonathan Vile
 x Shaun Whittington

Also In Attendance:

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

The administration reviewed the new format, as well as the format of Regular Meeting Agenda. The Board asked questions and commented positively.

- 1) **Administrative:** Superintendent and School Business Administrator reports on these items.
 - a) Ongoing Projects: Demolition of Administration Building/Memorial Parking lot/Sandman Roof - Mr. Hansen reviewed these projects and agenda items.
 - b) 2017-2018 School Budget-analysis of Fund Balance & Reserves – Mr. Hansen reviewed this report.
 - c) FLSA – Mr. Hansen reviewed this rule.
 - d} Revised Attendance Letter – Mr. Samaniego reviewed the revised attendance letter.
 - e} HIB District Self Assessment-2015-2016 – Mr. Samaniego reviewed and commented about this report.

- 2) **Superintendent:** Review of Agenda items that require discussion and are not considered routine in nature. – Covered above

- 3) **School Business Administrator:** Review of Agenda items that require discussion and are not considered routine in nature. – Covered above

- 4) **Close Session:** see Authorizing Executive Session 1/24/17

On a Motion by Mr. Vile and seconded by Mr. Thomas and the unanimous consent of the Board the Board passed the following resolution at 6:40 p.m. Reason for the Executive Session was cited and appear on Board Resolution.

- a} HIB REPORTS:
 - Sandman #2 (2016-2017)
 - Sandman #3 (2016-2017)
 - Sandman #4 (2016-2017)
 - Sandman #5 (2016-2017)

- b) Personnel: None
- c) LITIGATION UPDATE

Negotiations – Mr. Samaniego, Mr. Douglass, Mr. Whittington Mrs. DiVito, Mrs. Smith and Mr. Vile exited.

5) **Board Comments/Questions** - None

Close session concluded at 6:59pm and proceeded to Regular Business Meeting

**LOWER TOWNSHIP BOARD OF EDUCATION
RESOLUTION
AUTHORIZING EXECUTIVE SESSION-1/24/2017**

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 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 November 22, 2016 at 6:35 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 REPORTS: #2-#5 Sandman (2016-2017)

2

“(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”
Negotiation Update

“(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 _____

3

“(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:
Personnel



“(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.

LOWER TOWNSHIP BOARD OF EDUCATION

BOARD MINUTES

REGULAR MEETING

JANUARY 24, 2017

Meeting convened at 7:00 p.m.

Salute to the Flag

PRESENT

Gary Douglass, President
Patricia Smith, Vice President
Monica DiVito
Joseph McKenna
Joseph Thomas
Charles Utsch
Jonathan Vile
Shaun Whittington

ALSO IN ATTENDANCE

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

Statement: Read by Gary Douglass

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 Atlantic City Press, posted at the Municipal Building, and a copy thereof delivered to the Township Clerk; in accordance with the Open Meeting Act.

District Mission Statement: Read by Pat Smith

“It Takes a Community of Learners to Educate a Student”

It is the mission of the Lower Township Elementary School District to provide quality educational programs, capable of supporting all learners to achieve proficiency in the Common Core State Standards in English, Language Arts and Mathematics and the New Jersey Core Curriculum Content Standards in all other content areas.

Through the establishment of collaboration within and outside of the school community, we will support the sharing of resources to foster an environment, which will enable students to make informed decisions that prepare them to engage as active citizens in a dynamic global society and to successfully meet the challenges and opportunities of the 21st century global workplace.

Board Goals

- 1. Increase Board Member's knowledge and understanding of by-laws, district policies and regulations.*
- 2. To proactively support appropriate activities and events throughout the district with increased Board Member attendance.*

District Goals

1. *To foster effective communication and positive relationships with students, parents, staff and the community.*
2. *To increase measures that educate parents and students about the importance of school attendance and its link to student achievement.*

Board Member Comments:

- The entire board acknowledged Mr. Bakley's dedication to the Board and his replacement.
- Discussed Mr. Bakley's resignation process.
- Mrs. Smith spoke on the Leadership Meeting on February 4, 2017 and the Security Meeting on January 31, 2017.
- Mrs. DiVito spoke on the Board Evaluation process.
- Mr. Samaniego reviewed the January 20, 2017 Informational Memo.
- Mr. Samaniego reported on H.I.B. self-assessment.

On a motion by Mr. Vile and seconded by Mr. Whittington and the unanimous consent of the Board, the minutes of the Regular Board Meeting and Executive Meeting held on December 13, 2016 and the Reorganization Meeting held on January 5, 2017 were approved.

On a motion by Mrs. Smith and seconded by Mr. Vile and the unanimous consent of the Board, the Board approved the secretary's and treasurer's reports for December 31, 2016, which are in agreement as certified by the Board Secretary, that no account has been over expended in violation of NJAC 6:20-2.12(a), (d).

Superintendent's Report:

The following items were shared with the public:

1. The PTA Magic Night was January 13th.
2. The staff members were able to receive a 5 minute chair massage from a professional massage therapist which was organized by the LTES Wellness Committee.
3. The 2nd Grade teachers had a Writing Professional Development led by Sarah Bowman.
4. The Emergency Drill Observation from State Officials took place on January 20th.
5. 2nd Marking Period Report Cards will be issued on Thursday, January 26th.
6. Mr. Steve Holler of our local Elks chapter offered to send fourteen of our 6th grade students to a Leadership Conference. Our local Elks chapter paid for our students and advisors.
7. We are asking staff members to "Go Red for Women" on Friday, February 3rd in support of the American Heart Association. With a \$5 donation, a staff member can choose from a bracelet or a pin, and they may Dress Down on Monday, February 6th.
8. Mr. Morrison's Winter Choral will be at the Maud Abrams School on February 7th at 7:00 pm.
9. The 100th Day of School is Thursday, February 9th!!
10. LTES welcomes Memorial's new principal, Mr. Nick Bailey.
11. Thank you Mr. Bakely for your 50 years of dedicated service to the education of our children of Lower Township!

Presentation: *Mr. Darrin Hickok, Supervisor of School Security*

Public comment regarding agenda items only.

PLEASE NOTE: 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.

P. Personnel

Approved – Substitutes

1. On the recommendation of the Superintendent, that the following substitutes in each category be approved for the 2016-2017 school year, pending receipt of required documentation.

SUBSTITUTE TEACHERS

Margaret Lloyd, Alexander Meyers, Andrea Bispels

SUBSTITUTE SECRETARY

Madison Tyson

SUBSTITUTE CLASSROOM AIDES

Madison Tyson, Tara Catanosa

SUBSTITUTE CAFETERIA AIDE

Madison Tyson

SUBSTITUTE DAY CARE AIDE

Madison Tyson

SUBSTITUTE FOOD SERVICE WORKER

Brittany DeLano

SUBSTITUTE BUS AIDE

Madison Tyson

First – Mr. Vile	Second – Mr. Douglass
Mr. Ralph Bakley	ABSENT
Mrs. Monica DiVito	YES
Mr. Joseph McKenna	YES
Mr. Joseph Thomas	YES
Mr. Charles Utsch	YES
Mr. Jonathan Vile	YES
Mr. Shaun Whittington	YES
Mrs. Patricia Smith	YES
Mr. Gary Douglass	YES

Approved –Retirement

2. On the recommendation of the Superintendent, that the Board accept the retirement, with regret, of Kevin Crookston, Custodian at Maud Abrams School, effective July 1, 2017. (Mr. Thomas commented on this resolution noting he was going to vote no.)

First – Mr. Vile	Second – Mr. Douglass
Mr. Ralph Bakley	ABSENT
Mrs. Monica DiVito	YES
Mr. Joseph McKenna	YES
Mr. Joseph Thomas	NO
Mr. Charles Utsch	YES
Mr. Jonathan Vile	YES
Mr. Shaun Whittington	YES
Mrs. Patricia Smith	ABSTAIN
Mr. Gary Douglass	YES

Approved –Appointed

3. On the recommendation of the Superintendent, that Marth Cella be appointed as Temorary Maternity Leave Self Contained Teacher at Maud Abrams School, replacing Kathleen Mazari, effective January 17, 2017, end date to be determined, pending receipt of required documentation.

First – Mr. Douglass	Second – Mr. Whittington
Mr. Ralph Bakley	ABSENT
Mrs. Monica DiVito	YES
Mr. Joseph McKenna	YES
Mr. Joseph Thomas	YES
Mr. Charles Utsch	YES
Mr. Jonathan Vile	YES
Mr. Shaun Whittington	YES
Mrs. Patricia Smith	YES
Mr. Gary Douglass	YES

Approved –Appointed

4. On the recommendation of the Superintendent, that Courtney Gingrich be appointed as Temporary Maternity Leave 6th Grade BSI Teacher at Sandman Consolidated School, replacing Jillian Harris, effective January 23, 2017 to April 10, 2017, pending receipt of required documentation.

First – Mr. Douglass	Second – Mr. Whittington
Mr. Ralph Bakley	ABSENT
Mrs. Monica DiVito	YES
Mr. Joseph McKenna	YES
Mr. Joseph Thomas	YES
Mr. Charles Utsch	YES
Mr. Jonathan Vile	YES
Mr. Shaun Whittington	YES
Mrs. Patricia Smith	YES
Mr. Gary Douglass	YES

Approved –Appointed

5. On the recommendation of the Superintendent, that Jenna Melo be appointed as Temporary Maternity Leave 2nd Grade Teacher at the Carl T. Mitnick School, replacing Ashley Cobleigh, effective March 13, 2017 to June 5, 2017, pending receipt of required documentation.

First – Mr. Utsch	Second – Mrs. Smith
Mr. Ralph Bakley	ABSENT
Mrs. Monica DiVito	YES
Mr. Joseph McKenna	YES
Mr. Joseph Thomas	YES
Mr. Charles Utsch	YES
Mr. Jonathan Vile	YES
Mr. Shaun Whittington	YES
Mrs. Patricia Smith	YES
Mr. Gary Douglass	YES

Approved –Resignation

6. On the recommendation of the Board of Education to accept, with regret, the resignation of Ralph E. Bakley, from the Lower Township Elementary School Board of Education, and acknowledging Mr. Bakley’s fifty years of dedicated service to the school district.

First – Mrs. Smith	Second – Mr. Whittington
Mr. Ralph Bakley	ABSENT
Mrs. Monica DiVito	YES
Mr. Joseph McKenna	YES
Mr. Joseph Thomas	YES
Mr. Charles Utsch	YES
Mr. Jonathan Vile	YES
Mr. Shaun Whittington	YES
Mrs. Patricia Smith	YES
Mr. Gary Douglass	YES

E. Education

Approved – Placement

1. On the recommendation of the Supervisor of Special Services, that the following out of district placement be approved, as listed below:

Case #3944-A – A nine year old, special education, 4th grade student who transferred into the district from Wildwood Crest, NJ and is attending the Cape May County Special Services School District at Ocean Academy.

First – Mr. Douglass	Second – Mrs. DiVito
Mr. Ralph Bakley	ABSENT
Mrs. Monica DiVito	YES
Mr. Joseph McKenna	YES
Mr. Joseph Thomas	YES
Mr. Charles Utsch	YES
Mr. Jonathan Vile	YES

Mr. Shaun Whittington	YES
Mrs. Patricia Smith	YES
Mr. Gary Douglass	YES

F. Finance

The following items are believed to be items of a routine nature requiring no discussion and which are to be voted upon by a single roll call vote of the Board of Education. Any single member of the Board of Education may have any of the items on the consent agenda removed for discussion merely by so indicating prior to the vote to be taken on the consent agenda.

1. On the recommendation of the School Business Administrator, that pursuant to NJAC 6A:23-2:11(c), the Board certifies that as of December 31, 2016, to the best of our knowledge, no major account or fund has been over expended and no major revenue is anticipating a shortfall.
2. On the recommendation of the School Business Administrator that all bills approved and certified be paid.
3. On the recommendation of the School Business Administrator that the cafeteria report be accepted as presented for December 31, 2016.
4. Pursuant to Title 18:22-8.1 that line item transfers made by the Superintendent be approved as presented in Board backup.
5. On the recommendation of the Superintendent, that approval be given for travel for district purposes as listed in back-up.
6. On the recommendation of the School Business Administrator, that approval be given to enter into a tuition agreement for a Kindergarten student (PM-Homeless), with the Woodbine School District, for the 2016-17 School Year. (11/6/2016-06/14/2017)
7. On the recommendation of the School Business Administrator, that approval be given to enter into a tuition agreement for a Pre-K student (JP-Homeless), and a 6th grade student (SW-Homeless) with the Middle Township Public School District, for school year 2016-2017.
8. On the recommendation of the School Business Administrator and the auditor, a motion to cancel the attached list of old outstanding checks.
9. On the recommendation of the School Business Administrator, that the Lower Township Elementary School District renew its' membership in the Atlantic and Cape May County Association of School Business Officials Joint Insurance Fund for a three year term, commencing July 1, 2017, and execute the Indemnity & Trust Agreement.
10. On the recommendation of the School Business Administrator, to authorize a purchase order contract to DeHart Company, to purchase three (3) School Buses, in the amount of \$341,352.
11. On the recommendation of the School Business Administrator, to authorize the transfer of \$500,000.00 from the Maintenance reserve account, to the 2016-2017 budget for the following maintenance projects:

1. Refurbishment of a portion of the roof at the Sandman Consolidated School; and
 2. Maintenance improvement of the Memorial School Parking Lot including resurfacing, relining and drainage.
12. On the recommendation of the School Business Administrator, to authorize the School Business Administrator, in conjunction with the Superintendent and the Facility Supervisor, to implement the following projects:
1. Refurbishment of a portion of the roof at the Sandman Consolidated School; and
 2. Maintenance improvement of the Memorial School Parking Lot including resurfacing, relining and drainage review and modification; and
 3. Demolition of the administration building, including site remediation.
13. On the recommendation of the School Business Administrator, to authorize a professional services contract to van note-harvey, for engineering services to provide design and construction phase services for the repaving of the Parking Area at Memorial School, in the amount not to exceed \$32,900.
14. On the recommendation of the School Business Administrator, to approve as part of its' self - insurance program excluding transgender /gender dysphoria coverages.

Motion on Finance 1-14 By: Mrs. Smith	Second – Mr. Vile
Mrs. Monica DiVito	YES
Mr. Joseph McKenna	YES
Mr. Joseph Thomas	YES
Mr. Charles Utsch	YES
Mr. Jonathan Vile	YES
Mr. Shaun Whittington	YES
Mrs. Patricia Smith	YES (bill # 00496 and abstained item #13)
Mr. Gary Douglass	YES

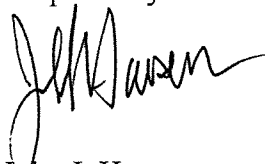
All Motions Approved.

OPEN MEETING TO THE PUBLIC – Mr. Douglass opened the meeting to the Public.

John Skowronski had a question regarding #12: sale of property.
Mr. Douglass responded that the Board has decided.

On a Motion by Mr. Thomas and seconded by Mr. Vile and the unanimous consent of the Board that the meeting be adjourned at 7:36p.m.

Respectfully submitted,



John J. Hansen
Board Secretary

LOWER TOWNSHIP BOARD OF EDUCATION

BOARD MINUTES

EXECUTIVE SESSION

January 24, 2017

Meeting commenced at 6:40 p.m.

Roll Call: Board Secretary calls the roll.

Roll Call- Board Members:

 x Gary Douglass, President
 x Patricia Smith, Vice President
 A Ralph Bakley
 x Monica DiVito
 x Joseph McKenna
 x Joseph Thomas
 x Charles Utsch
 x Jonathan Vile
 x Shaun Whittington

Also In Attendance:

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

The following was discussed:

- Sandman H.I.B. #2 and #5 (2016-2017) were reviewed by Mr. Samaniego and he commented on his recommendations relative to each.
- Board discussion on a retirement that appeared on the agenda and issues on the retirement.
- Mr. Ruilova apprised the board members about the status of negotiations. (Present: Mr. McKenna, Mr. Thomas, Mr. Utsch and Mr. Whittington)

On a Motion by Mr. Utsch and seconded by Mr. Whittington and the unanimous consent of the Board that the meeting returned to open session at 6:59 p.m.

Respectfully submitted,

John J. Hansen
Board Secretary