

**LOWER TOWNSHIP BOARD OF EDUCATION
MINUTES
REORGANIZATION MEETING
JANUARY 3, 2019**

Reorganization Meeting convenes at 6:00 p.m. in the Carl T. Mitnick School, 905 Seashore Road, Cape May, NJ 08204.

Roll Call:

Roll Call- Board Members:

Monica DiVito
Gary Douglass
Steve Lewis
Joseph McKenna
Patricia Smith
Joseph Thomas
Charles Utsch
Jonathan Vile

Also in Attendance:

Jeff Samaniego, Superintendent
John Hansen, Board Secretary
Taylor Ruilova, 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 Learning, Teaching, Exploring, Succeeding.

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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. Board Secretary will administer the Oath of Office to the following Board Members:

Three Year Term

Mrs. Monica DiVito

Mr. Michael Mader

Mr. Steve Lewis

Election of the President

2. Motion to appoint Board Secretary as temporary chair to conduct the election of the president.

Motion: Utsch Second: McKenna

All In Favor

Board Secretary will take nominations for President of the Lower Township Board of Education commencing January 3, 2019 until the next Reorganization Meeting in 2020.

Mr. Utsch made the motion to nominate Gary Douglass, President and seconded by Mrs. Smith. All members voted in favor of this motion.

Election of the Vice President

3. Board President will conduct the nomination of the Vice President.

Mr. Thomas made the motion to nominate Patricia Smith, Vice President and seconded by Mr. Douglass. All members voted in favor of this motion.

R. REORGANIZATION:

- A. Lower Township Elementary School Code of Ethics:

Code of Ethics

In accordance with N.J.S.A 18A:12-24.1 every Board member will abide by the following Code of Ethics. The Board member will:

1. Uphold and enforce all laws, rules and regulations of the State Board of Education and court orders pertaining to schools. Desired changes shall be brought about only through legal and ethical procedures.
2. Make decisions in terms of the educational welfare of children and seek to develop and maintain public schools that meet the individual needs of all children regardless of their ability, race, creed, sex, or social standing.
3. Confine his/her Board action to policy making, planning and appraisal, and help to frame policies and plans only after the Board has consulted those who will be affected by them.
4. Carry out his/her responsibility not to administer the schools, but together with fellow Board members, insure they are well run.
5. Recognize that authority rests with the Board of Education and make no personal promises nor take any private action that may compromise the Board.
6. Refuse to surrender his/her independent judgment to special interest or partisan political groups or to use the schools for personal gain or for the gain of friends.
7. Hold confidential all matters pertaining to the schools, which, if disclosed, would needlessly injure individuals, or the schools. In all other matters, he/she will provide accurate information and, in concert with fellow Board members, interpret to the staff the aspirations of the community for its school.
8. Vote to appoint the best-qualified personnel available after consideration of the recommendation of the chief administrative officer.
9. Support and protect school personnel in proper performance of their duties.
10. Refer all complaints to the chief administrative officer and act on the complaints at public meetings only after failure of an administrative solution.

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***"Each Board Member signed the Affidavit"**

1. That the Board approve the following Appointments and Resolutions, for the fiscal year January 3, 2019 until the Reorganization Meeting 2020, as listed below;
 - a. **Board Secretary & Records Custodian** – John Hansen
Assistant Board Secretary & Qualified Purchasing Agent (QPA) – Christine Conley
 - b. **ESEA Coordinator** – Sabina Muller
 - c. **Homeless Liaison/DC&P Coordinator** – Julia Sangillo
 - d. **Public Agency Compliance Officer (P.A.C.O.)** – John Hansen
 - e. **Section 504 Compliance Officer** – Debra Keeler
 - f. **Chief Equity/Affirmative Action Officer/Title IX Coordinator** – John Hansen
 - g. **Annuity & Investment Planners & Insurance:**
 - Lincoln Investment
 - Siracusa
 - Equitable Group
 - Franklin Insurance
 - Crest Financial Services
 - Sturdy Financial Services
 - AFLAC
 - AIG
 - Prudential
 - h. **Treasurer** – Lauren Read
 - i. **IPM (Integrated Pest Management) Coordinator** – Fred Fala

2.

"BANK DEPOSITORIES and DIRECT DEPOSIT"

RESOLVED, that as "Sturdy Bank", "The Bank of New York", "First Hope Bank" (Lease) and Sterling National Bank {ESIP} depositories for any and all monies that will be credited from time to time for any and all debt service;

AND, as the above stated bank is the paying agent for such debt service when due;

THEREFORE, BE IT RESOLVED, that an account in the name of this Board be kept with the "Sturdy Bank", "The Depository Trust Co.", "First Hope Bank" (Lease) and "Sterling National Bank {ESIP}" for the deposit in said bank to the credit of this Board from time to time, of any and all monies for said debt service;

RESOLVED, that the Cash Management Plan presented by Sturdy Bank, be approved for the Sweep Account and the Unemployment Trust Money Market Account, as provided in Board Policy #3300;

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RESOLVED, that the following accounts titled, as listed below, in the name of the Board of Education, be kept with the Sturdy Bank for the deposit in said bank, to the credit of the Board from time to time, of any/all monies, checks, drafts, notes, acceptances or other evidence of indebtedness, whether belonging to the Board or otherwise, which may be or hereafter come into its possession, and that the said bank be and is hereby authorized to make payment from the funds on deposit with it open and according to the checks, drafts, notes, or acceptances of this Board signed, effective July 1, 2018.

RESOLVED, in accordance with P.L. 2013 c. 28, that the Board of Education require mandatory direct deposit for all employees for net pay, effective February 1, 2017, in a specific banking institution, based on information provided by the employee.

"BANK DEPOSITORIES"

TYPE	DESCRIPTION	NUMBER	AUTHORIZE SIGNATURE/TRANSFERS
Checking Sturdy General Acct.	Lower Township Board of Education General Acct.	XXXXXX0521	1. Board President or Board Vice President 2. Board Treasurer 3. Board Secretary or Asst. Board Secretary
Checking Sturdy Pay Acct.	Lower Township Board of Education Payroll	XXXXXX0548	1. Board Treasurer or Board Secretary or Asst. Board Secretary
Checking Sturdy Agency Acct.	Lower Township Board of Education Agency Acct.	XXXXXX9574	1. Board Treasurer or Board Secretary or Asst. Board Secretary
Money Market Sturdy Trust Acct.	Lower Township Board of Education Unemployment Trust	XXXXXX0080	1. Board Treasurer or Board Secretary or Asst. Board Secretary
Checking Sturdy Cafeteria Acct.	Lower Township Board of Education Cafeteria Fund	XXXXXX0556	1. Board Secretary or Asst. Board Secretary 2. Cafeteria Supervisor
Checking Sturdy Student Activity Acct.	Lower Township Board of Education Student Activity Acct.	XXXXXX6760	1. Board President or Board Vice President 2. Board Treasurer 3. Board Secretary or Asst. Board Secretary
Checking Sturdy	Bond Proceeds	XXXXXX2696	1. Board President or Board Vice President 2. Board Treasurer 3. Board Secretary or Asst. Board Secretary
Checking Day Care Operations	Lower Township Board of Education Day Care Operations	XXXXXX3805	1. Board President or Board Vice President 2. Board Treasurer 3. Board Secretary or Asst. Board Secretary

RESOLVED: that funds held at Sterling National Bank (Energy Savings Improvement Program (ESIP)) are held in escrow, on behalf of the Lower Township Elementary School District and disbursements from this escrow account are approved by the Lower Township Board of Education.

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3.

"PETTY CASH FUND - NEW JERSEY RIGHT TO KNOW/OPRA COPY COST - BOARD OFFICE"

WHEREAS, THE LOWER TOWNSHIP BOARD OF EDUCATION, has the need to make immediate payments for delivered items of small purchases and provide copies to the public, as requested;

WHEREAS, THE LOWER TOWNSHIP BOARD OF EDUCATION, maintains a cash on hand, not to exceed \$1,300 (\$500 – Board Office/\$200 Each School);

WHEREAS, all funds will be returned to the current expense budget on June 30, 2019;

THEREFORE, BE IT RESOLVED, that the Board Secretary be responsible for petty cash funds established for the 2018-2019 school year, or until the next Reorganization Meeting;

ALSO, THEREFORE BE IT RESOLVED, that the fees for documentation of New Jersey Right To Know and all Open Public Records Act documents, be consistent with law and Board Policy.

4.

"UNEMPLOYMENT CLAIMS AND CHARGES 2018-19"

WHEREAS, THE LOWER TOWNSHIP BOARD OF EDUCATION, has the need to transfer funds for unemployment claims and charges;

WHEREAS, the payments are made from the unemployment trust account;

THEREFORE, BE IT RESOLVED, that transfer funds for unemployment claims and charges are authorized.

5.

"AUTHORIZATION TO ADVERTISE FOR BIDS"

WHEREAS, THE LOWER TOWNSHIP BOARD OF EDUCATION, has the need to advertise for bids according to the "Public School Contracts Law", N.J.S.A. 18A:18A-3(b) and use contracts issued by the State Cooperative Purchasing Bureau;

WHEREAS, the bid threshold has changed to \$40,000.00, effective July 1, 2015;

WHEREAS, the following purchase areas may be advertised for solicitation of bids or state contract use:

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PURCHASE AREAS

Photo Copiers	Equipment Lease Agreement
Computer Equipment	Roof Replacement & Repair
Custodial Supplies	Buildings & Grounds Repair
Maintenance Equipment	Electrical & Plumbing
School Supplies	Office Supplies
Copier Paper	Audio Visual Equipment
Gasoline/Fuel Oil/Natural Gas/Electric	
School Transportation Equipment	
Asbestos Removal Services	

THEREFORE, BE IT RESOLVED, that the Board Secretary be authorized to advertise for bids or utilize the State Cooperative Purchasing Bureau, according to the Public School Contracts Law using the \$40,000.00 bid limit.

MOTION ON FINANCE REORGANIZATION #1-#5

Motion: Vile Second: DiVito

Discussion: None

Voting Yes:

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

MOTION TO ADJOURN REORGANIZATION MEETING

Motion: Smith Second: McKenna

Voting Yes:

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

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MOTION TO CONVENE REGULAR MEETING

Motion: Vile Second: McKenna

Voting Yes:

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

OPEN MEETING TO THE PUBLIC

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.

REGULAR MEETING:

1} REPORTS:

- A} Board President: Congratulated Mrs. DiVito and Mr. Lewis to their re-election to the board and Mr. Mader on his election to the board.
- B} Superintendent: Mr. Samaniego reviewed the agenda items and congratulated Ms. Obst on her retirement.
- C} School Business Administrator:
- D} Presentations: None.

2} ROUTINE MATTERS:

R-1 Approval of Minutes:

November 27, 2018
Work Session
Regular
Close Session

R-2 Approval of Financial Statements:

Secretary's and custodian's reports for **November 30, 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: November 28, 2018-January 3, 2019{Backup R-3}

R-4 Approval of Bill List: November 28, 2018-January 3, 2019{Backup R-4}

R-5 Approval of Cafeteria Report: November & December, 2018 {Backup R-5}

R-6 Approval of Travel: December, 2018 & January, 2019 - None

MOTION ON ROUTINE MATTERS R-1 TO R-6

Motion: Vile Second: McKenna

Voting Yes:

Monica DiVito
Gary Douglass, President
Steve Lewis
Michael Mader {abstained R-1 minutes}
Joseph McKenna
Patricia Smith, Vice President
Joseph Thomas
Charles Utsch
Jonathan Vile

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 WITH COMPLETE DOCUMENTATION

SUBSTITUTE TEACHERS

Tatiana Romanova

SUBSTITUTES NEEDING MORE DOCUMENTATION

SUBSTITUTE TEACHERS

Natalie DiStaulo, Joseph Filachek, Jenna Mucardo, Jillian Dunn

SUBSTITUTE CLASSROOM AIDES

Amanda McCullen, Cecilia Kirkwood, Jillian Dunn

DAY CARE AIDES

Amanda McCullen, Julia Bonney

SUBSTITUTE CAFETERIA AIDE

Julia Bonney

SUBSTITUTE NURSES

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Kelly Benigno, Trisha Reid, Beverly Righter, Jessica Gaughan

2. On the recommendation of the Superintendent, that the Lower Township Board of Education, that the Lower Township Board of Education accept, with regret, the retirement of Michelle Obst, School Nurse at the David C. Douglass Veterans Memorial School, effective June 30, 2019. (Backup P-2)
3. On the recommendation of the Superintendent, that the Lower Township Board of Education, that the Lower Township Board of Education approve Joseph Bridgeman, Computer Teacher at the Sandman Consolidated School, for a 6 week FMLA, effective April 1, 2019 to May 13, 2019. (Backup P-3)
4. On the recommendation of the Superintendent, that the Lower Township Board of Education approve the Medical Leave of Absence for Catie D'Aleo, Special Education Teacher at the Maud Abrams School, effective December 11, 2018 to January 2, 2019. (Backup P-4)
5. On the recommendation of the Superintendent, that the Lower Township Board of Education approve the Medical Leave of Absence for Rachelle Voumard, Preschool Teacher at the David C. Douglass Veterans Memorial School, effective December 17, 2018 to January 28, 2019. (Backup P-5)

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 Health and Safety Evaluation of School Buildings Checklist Statement of Assurance for School Year 2018-2019. (Backup L-1)
2. On the recommendation of the Superintendent, that the Lower Township Board of Education adopt the Job Description for the Preschool Paraprofessional. (Backup L-2)

E. Education: None.

MOTION: P-1 to P-5/L-1 & L-2

Motion: Smith Second: Vile

Voting Yes:

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

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Jonathan Vile

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 authorizes the sale of surplus/obsolete equipment, as listed below:
(Backup F-1)

- A) Compressor
- B) Office Equipment

MOTION: Finance F-1

Motion: McKenna Second: Lewis

Voting Yes:

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

4} OLD/NEW BUSINESS: Strategic Meeting 6:00 pm – Mtinick Cafeteria

5} OPEN MEETING TO THE PUBLIC: *(public comment rules as read above apply):* **None**

6} EXECUTIVE SESSION at 6:18pm:

Lower Township Elementary Education Association Negotiations 2019-2022

Motion: Vile Second: McKenna

Discussion: None

Voting Yes:

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

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Jonathan Vile

Mr. Douglass told the audience that the Board was going to go into executive session and when the executive session was concluded, that the board would re-enter open session, but there would be no action taken.

7} Good of the Order:

- A}** Next Board Meeting: Regular Meeting January 22, 2019 @ 6:00 pm
- B}** Drills: Lockdown Drill – 12/21/18 - 'Table Top' Drill
Fire Drills – 12/3/18 – Maud Abrams School
12/14/18 – Mitnick School

8} ADJOURNMENT

MOTION TO ADJOURN THE MEETING

Motion: Vile Second: McKenna
Time: 7:05 p.m.

Voting Yes:

Michael Mader
Joseph McKenna
Joseph Thomas
Charles Utsch
Jonathan Vile

Respectfully submitted,


John J. Hansen
School Business Administrator/Board Secretary

LOWER TOWNSHIP BOARD OF EDUCATION
RESOLUTION
AUTHORIZING EXECUTIVE SESSION-1/3/2019

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 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 3, 2019 at 6:18 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,

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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.” _____

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“(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” **Lower Township Elementary Education Association Negotiations 2019-2022**

“(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

“(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

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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:



“(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 45 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.

CLOSED SESSION MINUTES – 1/3/2019

6:18 p.m.

Roll Call – Board Members:

Joseph Thomas
Jonathan Vile
Michael Mader
Joseph McKenna
Charles Utsch

Also in Attendance:

John Hansen, Board Secretary
Taylor Ruilova, Board Attorney

The following were discussed during close session:

1. Taylor Ruilova - discussed the negotiations
2. Board asked questions during the discussion.

Motion to Adjourn close session:

MOTION: Thomas Second: Vile

All in Favor Time 7:05 p.m.

Respectfully submitted,



John J. Hansen
School Business Administrator/Board Secretary