

LOWER TOWNSHIP BOARD OF EDUCATION

MINUTES

REORGANIZATION MEETING

JANUARY 5, 2017

Meeting convened at 6:00 p.m.

PRESENT

Mr. Ralph Bakley
Mrs. Monica DiVito
Mr. Gary Douglass
Dr. James Rochford
Mrs. Patricia Smith
Mr. Joseph Thomas
Mr. Charles Utsch
Mr. Jonathan Vile
Mr. Shaun Whittington

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

District Mission Statement:

“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 Comments:

- Mr. Samaniego spoke on behalf of Jeanne Oetting and other activities.
- Goal Policy was discussed by Mrs. Smith.
- The Security Summit will be held at the Ocean City High School on January 31, 2017.
- Leadership will be held on February 4, 2017.

Meeting was turned over to the Secretary of the Board for installation of members and election of the President.

Installation of new members:

Mr. Charles Utsch – Three year term
Mr. Joseph McKenna – Three year term
Mr. Joseph Thomas – Three year term

Election of Officers:

The Board Secretary presides over this nomination.

For the Office of President- Mr. Ralph Bakley made a motion for Mr. Gary Douglass and Mr. Thomas made a motion for Mrs. Patricia Smith. Mr. Douglass was elected president on a secret ballot.

The Board President presides over this nomination and the remainder of the meeting.

For the Office of Vice President- Mr. Joseph Thomas made a motion for Mrs. Patricia Smith for office of Vice President and Mr. Charles Utsch made a motion for Mr. Shaun Whittington for Vice President. After the second secret ballot, Mr. Shaun Whittington withdrew his name and Mrs. Patricia Smith was elected Vice President of the School Board.

FINANCE

Approved – Appointments and Resolutions

1. That the Board approve the following Appointments and Resolutions for the fiscal year January 1, 2017 through June 30, 2018, as listed below;
 - a. **Board Secretary & Records Custodian – John Hansen**
Assistant Board Secretary & Qualified Purchasing Agent (QPA)- Christine Conley
 - b. **NCLB 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/Affirmation Officer/Title IX Coordinator- John Hansen**
 - g. **Annuity & Investment Planners:**
 - Lincoln Investment
 - Siracusa
 - Equitable Group
 - Franklin Insurance
 - Crest Financial Services
 - AFLAC
 - Sturdy Financial Services
 - h. **Treasurer – Lauren Read**
 - i. **IPM (Integrated Pest Management) Coordinator – Fred Fala**

“BANK DEPOSITORIES and DIRECT DEPOSIT

RESOLVED, that as “Sturdy Bank”, “The Bank of New York” and “First Hope Bank” (Lease) 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 Bank of New York” and “First Hope Bank” (Lease) 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.

RESOLVED, that the following accounts titled, as listed below, in the name of the Board of Education, be kept with the “Sturdy Savings 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, 2017.

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	ACCOUNT #	AUTHORIZED
Checking Sturdy General Acct.	Lower Township Board of Education General Acct.	0455000521	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 Acct.	0455000548	1. Board Treasurer or Board Secretary or Asst. Board Secretary
Checking Sturdy Agency Acct.	Lower Township Board of Education Agency Acct.	9800599574	1. Board Treasurer or Board Secretary or Asst. Board Secretary
Money Market Sturdy Trust Acct.	Lower Township Board of Education Unemployment Trust	0474440080	1. Board Treasurer or Board Secretary or Asst. Board Secretary
Checking Sturdy Cafeteria Acct.	Lower Township Board of Education Cafeteria Fund	0455000556	1. Board Secretary or Asst. Board Secretary 2. Cafeteria Supervisor
Checking Sturdy Student Activity Acct.	Lower Township Board of Education Student Activity Acct.	9800186760	1. Board President or Board Vice President 2. Board Treasurer 3. Board Secretary or Asst. Board Secretary
Checking Sturdy	Bond Proceeds	9400022696	1. Board President or Board Vice President 2. Board Treasurer 3. Board Secretary or Asst. Board Secretary

**“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 \$500.00;

WHEREAS, all funds will be returned to the current expense budget on June 30, 2018.

THEREFORE, BE IT RESOLVED, that the Board Secretary be responsible for petty cash funds established for the 201 – 2018 school year.

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.

**“MEDICARE REIMBURSEMENT NJ, S M B P 2017– 2018”
“UNEMPLOYMENT CLAIMS AND CHARGES 2017– 2018”**

WHEREAS, THE LOWER TOWNSHIP BOARD OF EDUCATION, has the need to reimburse qualified employee’s Medicare payment, according to NJ Chapter 231-PL 1970 and transfer funds for unemployment claims and charges.

WHEREAS, the payments are made from payroll agency account and the unemployment trust account.

THEREFORE, BE IT RESOLVED, that transfers be authorized for Medicare payments to payroll agency for Medicare reimbursement, according to NJ Chapter 231-PL 1970 and transfer funds for unemployment claims and charges.

“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.

PURCHASE AREAS

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

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.

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

P. Personnel

Approved – Approve

1. On the recommendation of the Superintendent that the Board approve Debra Schellinger, as Part Time Speech Therapist at the Carl T. Mitnick School, effective January 10, 2017, pending receipt of required documentation. (Replacing Sarah Powell who is resigning.)

First – Mrs. Smith		Second – Mrs. DiVito
Mrs. Monica Divito	YES	
Mr. Ralph Bakley	YES	
Mr. Gary Douglass	YES	
Mr. Joseph McKenna	YES	
Mrs. Patricia Smith	YES	
Mr. Joseph Thomas	YES	

Mr. Charles Utsch YES
Mr. Jonathan Vile ABSENT
Mr. Shaun Whittington YES

Approved – Retirement

2. On the recommendation of the Superintendent, that the Board accept, with regret, the retirement of Jeanne Oetting, Special Education Teacher at the Sandman Consolidated School, effective July 1, 2017.

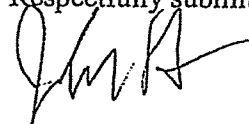
First – Mrs. Smith		Second – Mrs. DiVito
Mrs. Monica Divito	YES	
Mr. Ralph Bakley	YES	
Mr. Gary Douglass	YES	
Mr. Joseph McKenna	YES	
Mrs. Patricia Smith	YES	
Mr. Joseph Thomas	YES	
Mr. Charles Utsch	YES	
Mr. Jonathan Vile	ABSENT	
Mr. Shaun Whittington	YES	

OPEN MEETING TO THE PUBLIC – The Board President asked, “Are there any questions or comments from the public?”

None

There being no further business, on a motion by Mr. McKenna and seconded by Mrs. Smith and the unanimous consent of the Board, the meeting adjourned at 6:30p.m.

Respectfully submitted,



John Hansen
Board Secretary