

WORK SESSION MINUTES- 10/17/2017

6:00 pm

Call to Order: Board Vice President calls the meeting to order.

Roll Call: Board Secretary called the roll.

Roll Call- Board Members:

Gary Douglass, President~Absent

Patricia Smith, Vice President

Monica DiVito

Steve Lewis

Joseph McKenna

Joseph Thomas

Charles Utsch

Jonathan Vile

Shaun Whittington~~arrived at 6:55 pm.

Also In Attendance:

Jeff Samaniego, Superintendent

John Hansen, Board Secretary

1) Administrative:

- a) Mr. Samaniego: Reviewed various Professional Development, wellness committee activities, the new Kindergarten class, and other school issues.
- b) Mr. Hansen: Reviewed in detail the Board Policies that relate to the 2017-2019 board goal and the 2018-2019 Budget Calendar. The Board asked various questions during the presentation.

2) Close Session: NONE

- 3) Board Comment:** Mrs. Smith discussed the 2017 Delegate Assembly and convention. In addition, the board asked Mr. McKenna to consider being the school's delegate.

Motion to Adjourn and proceed to Regular Meeting at 7:30 pm.

MOTION: Vile Second: Lewis

All in Favor

Respectfully submitted,



John J. Hansen

School Business Administrator/Board Secretary

**LOWER TOWNSHIP BOARD OF EDUCATION
MINUTES
REGULAR MEETING
OCTOBER 17, 2017**

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.

Board Goals:

"Increase board member's knowledge and understanding of by-laws, district policies, and regulations."

"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."

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1} REPORTS:

- A} Board President: Mrs. Smith, Vice President presided over the meeting in Mr. Douglass's absence.
- B} Superintendent: Mr. Samaniego reported on the month's activities and various agenda items.
- C} School Business Administrator: Mr. Hansen discussed the agenda items.
- D} Presentations: *Mrs. Muller, Supervisor of Curriculum & Instruction:* Mrs. Muller presented a report on Professional Development Activities.

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:

September 26, 2017
Work Session
Regular Meeting
Executive Meeting

R-2 Approval of Financial Statements:

Secretary's and custodian's reports for **September 30, 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: September 27, 2017-October 17, 2017{Backup R-3}

R-4 Approval of Bill List: September 27, 2017-October 17, 2017{Backup R-4}

R-5 Approval of Cafeteria Report: September 30, 2017 {Backup R-5}

R-6 Approval of Travel: {Backup R-6}

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

Motion: VILE Second: DIVITO

Discussion: NONE

Voting Yes:

Monica DiVito
Stephen Lewis
Joseph McKenna
Joseph Thomas
Charles Utsch
Jonathan Vile

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Shaun Whittington
Patricia Smith, Vice 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

Darlene Amacher, Dena Verakus

SUBSTITUTE SECRETARIES/CLERKS

Alice Lopez

SUBSTITUTE CLASSROOM AIDES

Alice Lopez, Theresa Britton

SUBSTITUTE DAY CARE AIDES

Alice Lopez, Theresa Britton

SUBSTITUTE CAFETERIA AIDES/FOOD SERVICE WORKERS

Alice Lopez, Theresa Britton

SUBSTITUTE BUS AIDES

Theresa Britton

SUBSTITUTES NEEDING FURTHER DOCUMENTATION:

SUBSTITUTE TEACHERS

Katie Panamarenko, Lizabeth Bannon

SUBSTITUTE CLASSROOM AIDES

Krista Kane

SUBSTITUTE CAFETERIA AIDES/FOOD SERVICE WORKERS

Krista Kane

SUBSTITUTE BUS AIDE

Valerie Newman

2. On the recommendation of the Superintendent, that the Board approve Dena Verakus, as Temporary 3rd Grade Teacher, maternity leave position, replacing Heather LaVancher, effective November 20, 2017 to February, 2018, pending receipt of required documentation. (Backup P-2)
3. On the recommendation of the Superintendent, that David Morrison, Music Education Teacher, at the Maud Abrams School, be approved for placement of MA on the LTEEA Teachers' Salary Guide, to reflect an increase of credits to his degree, effective, March 1, 2018. (Backup P-3)
4. On the recommendation of the Superintendent, that the Board approve the transfer of the following to Kindergarten Teacher, at the David C. Douglass Veterans Memorial School, due to class sizes, effective October 16, 2017:

<u>TEACHER</u>	<u>CURRENT POSITION</u>
Karen Weinberg	Interventionist @ Mitnick
Lori Brion	Pre-School Teacher @ Memorial

5. On the recommendation of the Superintendent, that the Board approve Alia Reeb, as a Part-Time Interventionist, at the Carl T. Mitnick School, replacing Karen Weinberg, who is transferring, effective October 16, 2017, pending receipt of required documentation.
6. On the recommendation of the Superintendent, that the Board approve the medical leave of absence for Marion Hubbard, Bus Driver, effective immediately until approximately December 20, 2017. (Backup P-6)

E. Education:

1. On the recommendation of the Supervisor of Special Services, that the following out of district placement, be approved: (Backup E-1)

Case #4362-A: 11 yr old, 6th grade special education student, who was placed on Homebound Instruction, due to behavioral issues, pending further evaluations.

L. Legislative: First Reading

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
0000.01	ByLaw	Introduction
0000.02	ByLaw	Introduction

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0000-03	Regulation	Introduction
2415.06	Policy	Unsafe School Choice Options
2464	Policy	Gifted and Talented Students
2467	Policy	Surrogate Parents and Foster Parents
2622	Policy	Student Assessment
3160	Policy & Regulation	Physical Examination
4160	Policy & Regulation	Physical Examination
5116	Policy & Regulation	Education of Homeless Children
7446	Policy	School Security
8350	Policy	Records Retention

2. On the recommendation of the Superintendent, that the Board approve the first reading for the following revisions to existing or new Policies and Regulations: (Backup L-2-Separate File)

NUMBER	TYPE	TITLE
1240	Policy & Regulation	Evaluation of Superintendent
3126	Policy & Regulation	District Mentoring Program
3221	Policy & Regulation	Evaluations of Teachers
3222	Policy & Regulation	Evaluation of Teacher Staff Members, Excluding Teachers and Administrators
3223	Policy & Regulation	Evaluation of Administrators, Excluding Principals and Vice Principals
3224	Policy & Regulation	Evaluation of Principals, Vice Principals and Assistant Principals
3240	Policy & Regulation	Professional Development for Teachers and School Leaders
5610	Policy & Regulation	Suspensions
5620	Policy & Regulation	Expulsions

3. On the recommendation of the Superintendent, that the Board approve the Nursing Services Plan for the 2017-18 school year. (Backup L-3)
4. On the recommendation of the Superintendent, that approval be granted of the District Performance Review (DPR), being submitted to the New Jersey Department of Education, as part of the comprehensive evaluation, Quality Accountability Continuum (QSAC) Performance Review. (Backup L-4)

MOTION: Personnel P-1 to P-6/ E-1/L-1 to L-4

Motion: VILE Second: McKENNA

Discussion: NONE

Voting Yes:

Monica DiVito

Stephen Lewis

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 Joseph McKenna
 Joseph Thomas
 Charles Utsch
 Jonathan Vile
 Shaun Whittington
 Patricia Smith, Vice 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 Superintendent, that the Board approves the School Business Administrator to execute the Application for Direct Installation Program-Memorial School, as prepared to DCO Energy, consistent with the ESIP. (Backup F-1)
2. On the recommendation of the School Business Administrator, that the Board amend the Fund 20 allocations for ESEA:Title 1A, for the 2017-2018 school year, effective October 15, 2017: (Backup F-2)

<u>NAME</u>	<u>PRIMARY ACCOUNT</u>	<u>ESEA/TITLE 1A ALLOCATION</u>
Karen Weinberg	20-231-100-101-00	0% - effective 10/15/17
Alia Reeb	20-231-100-101-00	Billed per time sheet as Interventionist

3. On the recommendation of the Superintendent, that the Three-Year (2016-2017, 2017-2018, 2018-2019) Facility Maintenance Plan be approved as submitted. (Backup F-3)
4. On the recommendation of the School Business Administrator, that the Board approve a Shared Service's Agreement, between Lower Township Board of Education and Lower Cape May Regional Board of Education, for the use of Lower Township Board of Education's fueling facility, effective July 1, 2017 to June 30, 2020. (Backup F-4)
5. On the recommendation of the School Business Administrator, that the Board approve Change Order No. 1 – Final, on the Project of Parking Lot for Memorial School, as follows: (Backup F-5)

Original Contract	\$242,801.00
Increases	\$ 4,100.00
Decreases	<u>(\$ 28,113.75)</u>
Net Change Order	
No. 1 – Final	<u>(\$ 24,013.75)</u>
Final	\$218,787.25

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- 6. On the recommendation of the Board, that the Board approve the 2017-2019 Board Goal: *To 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.*

MOTION: Finance F-1 to F-6

Motion: UTSCH Second: WHITTINGTON

Discussion: NONE

Voting Yes:

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

4} OLD/NEW BUSINESS: NONE

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

6} EXECUTIVE SESSION: NONE

7} Good of the Order:

- A} Next Board Meeting: November 28, 2017 @ 7:30pm

8} ADJOURNMENT

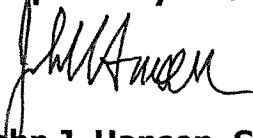
MOTION TO ADJOURN THE MEETING.

Motion: UTSCH Second: WHITTINGTON

All voted in Favor

Time: 8:10 pm

Respectfully Submitted,



John J. Hansen, School Business Administrator/Board Secretary

F.Y.I.

- 1. Attendance Report
- 2. Sandman School Reports

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