

**LOWER TOWNSHIP BOARD OF EDUCATION
AGENDA
REGULAR MEETING
OCTOBER 18, 2016**

Meeting convenes at 7:00 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:

"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:

"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."

Board Member Comments:

Consider approval of the minutes of the Executive Session and the Regular Board Meeting held on September 27, 2016.

Consider approval of secretary's and custodian's reports for September 30, 2016, 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).

Superintendent's Report:

Presentation: Sarah Bowman, Supervisor of Academic Achievement.

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.

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P. Personnel:

- 1. **Suggested Motion:** 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. (Backup P-1)

SUBSTITUTE TEACHERS

Sarah Bove, Katrina Nicoletta

SUBSTITUTE SECRETARIES

Jessica Snyder, Jaclyn DiGuglielmo

SUBSTITUTE CLASSROOM AIDES

Jessica Snyder, DeAnn Powers, Jaclyn DiGuglielmo, Sherien Mahmoud, Natalie DiStaulo, Barbara Marsalo

SUBSTITUTE DAY CARE AIDES

DeAnn Powers, Sherien Mahmoud, Barbara Marsalo

SUBSTITUTE BUS AIDES

Jessica Snyder, Sherien Mahmoud

SUBSTITUTE CAFETERIA AIDES

Jessica Snyder, Barbara Marsalo

SUBSTITUTE FOOD SERVICE WORKER

Barbara Marsalo

SUBSTITUTE CUSTODIANS

Jaclyn DiGuglielmo, Barbara Marsalo

VOTE: JR ___ RB ___ CU ___ PS ___ SW ___ JT ___ GD ___ JV ___ MD ___

- 2. **Suggested Motion:** On the recommendation of the Superintendent, that John Hansen be appointed as School Business Administrator, in the District, effective January 1, 2017, pending receipt of required documentation. (Replacing Frank Onorato who is retiring.) (Backup P-2)

VOTE: JR ___ RB ___ CU ___ PS ___ SW ___ JT ___ GD ___ JV ___ MD ___

- 3. **Suggested Motion:** On the recommendation of the Superintendent, that the Board accept the retirement of Virginia Effen, Custodian, in the District, with regret, effective October 28, 2016. (Backup P-3)

VOTE: JR ___ RB ___ CU ___ PS ___ SW ___ JT ___ GD ___ JV ___ MD ___

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P. Personnel cont'd.

4. **Suggested Motion:** On the recommendation of the Superintendent, that approval be given for Alison Paras, LDT/C and Special Education Case Manager at Carl T. Mitnick School, for a maternity leave of absence effective January 23, 2017 until April 24, 2017. (Backup P-4)

VOTE: JR ___ RB ___ CU ___ PS ___ SW ___ JT ___ GD ___ JV ___ MD ___

5. **Suggested Motion:** On the recommendation of the Superintendent, that the following be appointed as Custodians, in the District, effective November 1, 2016, pending receipt of required documentation. (Backup P-5)

Stephen Allay

Kathryn M. Freese

VOTE: JR ___ RB ___ CU ___ PS ___ SW ___ JT ___ GD ___ JV ___ MD ___

L. Legislative:

1. **Suggested Motion:** 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 provided earlier)

NUMBER	TYPE	TITLE	PURPOSE
1220	POLICY	Employment of Chief School Administrator (M)	Recodification of N.J.A.C.6A
1310	POLICY	Employment of School Business Administrator/Board Secretary	Recodification of N.J.A.C.6A Revisions to training and experience language and appointment in line with revised code.
3111	POLICY	Creating Positions	Recodification of N.J.A.C.6A Additional revisions to align with new code.
3124	POLICY	Employment Contract	Recodification of N.J.A.C.6A Additional revisions to align with new code.
3125	POLICY	Employment of Teaching Staff Members (M)	Recodification of N.J.A.C.6A Additional revisions to align with new code. Language revision as a result of Supreme Court decision.
3125.2	POLICY	Employment of Substitute Teachers	Recodification of N.J.A.C.6A Additional revisions to align with new code and N.J.S.A.18A.
3141	POLICY	Resignation	Recodification of N.J.A.C.6A Additional revisions to align with N.J.S.A.18A.
3144	POLICY & REG.	Certification of Tenure Charges	Recodification of N.J.A.C.6A.
3159	POLICY	Teaching Staff Member/School District Reporting Responsibilities	Recodification of N.J.A.C.6A. DYFS updated to DCP&P

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3231	POLICY	Outside Employment as Athletic Coach	Recodification of N.J.A.C.6A.
3244	POLICY & REG.	In Service Training (ABOLISHED)	See Policy & Reg. 3240 (Pending Review)
4159	POLICY	Support Staff Member/School District Reporting Responsibilities	Recodification of N.J.A.C.6A.
5305	POLICY	Health Services Personnel	Recodification of N.J.A.C.6A.
5330	REG.	Administration of Medication (M)	Recodification of N.J.A.C.6A.
5350	POLICY & REG.	Student Suicide Prevention	Recodification of N.J.A.C.6A. DYFS updated to DCP&P
9541	POLICY	Student Teachers/Interns	Recodification of N.J.A.C.6A.

VOTE: JR ___ RB ___ CU ___ PS ___ SW ___ JT ___ GD ___ JV ___ MD ___

- Suggested Motion:** On the recommendation of the Superintendent, that the Board approve the Nursing Services Plan for the 2016-17 school year. (Backup L-2)

VOTE: JR ___ RB ___ CU ___ PS ___ SW ___ JT ___ GD ___ JV ___ MD ___

- Suggested Motion:** On the recommendation of the Superintendent, that approval be granted for the Annual Statement of Assurances be submitted to the New Jersey Department of Education, as part of the requirements of the on-going Quality School Accountability Continuum (QSAC) Performance Review. (Backup L-3)

VOTE: JR ___ RB ___ CU ___ PS ___ SW ___ JT ___ GD ___ JV ___ MD ___

F. Finance and Insurance:

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.

- Suggested Motion:** On the recommendation of the School Business Administrator, that pursuant to NJAC 6A:23-2.11(c) 4, the Board certifies that, as of September 30, 2016, to the best of our knowledge, no major accounts or funds have been over expended and no major revenues are anticipating a shortfall. (Backup F-1)

VOTE: JR ___ RB ___ CU ___ PS ___ SW ___ JT ___ GD ___ JV ___ MD ___

- Suggested Motion:** On the recommendation of the School Business Administrator, that all bills approved and certified be paid. (Backup F-2)

VOTE: JR ___ RB ___ CU ___ PS ___ SW ___ JT ___ GD ___ JV ___ MD ___

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F. Finance cont'd.

3. Suggested Motion: On the recommendation of the School Business Administrator, that the cafeteria report be accepted as presented for September 30, 2016. (Backup F-3)

VOTE: JR ___ RB ___ CU ___ PS ___ SW ___ JT ___ GD ___ JV ___ MD ___

4. Suggested Motion: Pursuant to Title 18:22-8.1 that line item transfers made by the Superintendent be approved as presented in Board backup. (Backup F-4)

VOTE: JR ___ RB ___ CU ___ PS ___ SW ___ JT ___ GD ___ JV ___ MD ___

5. Suggested Motion: On the recommendation of the Superintendent, that approval be given for travel for district purposes as listed in backup. (Backup F-5)

VOTE: JR ___ RB ___ CU ___ PS ___ SW ___ JT ___ GD ___ JV ___ MD ___

6. Suggested Motion: On the recommendation of the School Business Administrator, that approval be given to enter into a tuition agreement for an autistic student (DM) with the Upper Township School District for the 2016-17 school year. (Backup F-6)

VOTE: JR ___ RB ___ CU ___ PS ___ SW ___ JT ___ GD ___ JV ___ MD ___

7. Suggested Motion: On the recommendation of the Superintendent, that the Three Year (2014-15, 2015-16, 2016-17) Facility Maintenance Plan be approved as submitted. (Backup F-7)

VOTE: JR ___ RB ___ CU ___ PS ___ SW ___ JT ___ GD ___ JV ___ MD ___

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.

MOTION TO ADJOURN THE MEETING.

_____ In Favor _____ Opposed

F.Y.I.

1. Attendance Report.
2. Sandman School Reports.
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
November Calendar