

**LOWER TOWNSHIP BOARD OF EDUCATION  
MINUTES  
REGULAR MEETING  
OCTOBER 30, 2018**

Regular Meeting convened 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.*

**2017-2019 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."*

**2017-2018 Board Goals:**

*"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."*

10/30/2018

**1} REPORTS:**

- A} Board President:
- B} Superintendent:
- C} School Business Administrator:
- D} Presentations: Mrs. Sabina Muller, Supervisor of Curriculum and Instruction

**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 25, 2018  
Work Session  
Regular  
Close Session

**R-2 Approval of Financial Statements:**

Secretary's and custodian's reports for **September 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: September 26, 2018-October 30, 2018 {Backup R-3}**

**R-4 Approval of Bill List: September 26, 2018-October 30, 2018 {Backup R-4}**

**R-5 Approval of Cafeteria Report: September 26, 2018 {Backup R-5}**

**R-6 Approval of Travel: October 30, 2018 {Backup R-6}**

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

**Motion: Vile Second: Smith**

**Voting Yes:**

Stephen Lewis  
Joseph Thomas  
Charles Utsch  
Jonathan Vile  
Patricia Smith, Vice President – abstain R-4 #414460  
Gary Douglass, President

**Absent:**

Monica DiVito  
Joseph McKenna  
Shaun Whittington

**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**

Sarah Barreca, Laura Kane

**SUBSTITUTE BUS AIDE**

John Sexton, Verma Aikens

**SUBSTITUTE DAY CARE WORKER**

Maryann Tamilio

**SUBSTITUTES NEEDING MORE DOCUMENTATION**

**SUBSTITUTE BUS DRIVER/AIDE**

Christian Kraus

**SUBSTITUTE CAFETERIA/FOOD SERVICE WORKER AIDE**

Latoya White

**SUBSTITUTE CUSTODIANS**

Brad-Lee MacDonald, Renata Castillo

2. On the recommendation of the Superintendent, that the Lower Township Board of Education accept, with regret, the retirement of Patricia Parson, Second Grade Teacher at Carl T. Mitnick School, effective June 30, 2019. (Backup P-2)
3. On the recommendation of the Superintendent, that the Lower Township Board of Education accept, with regret, the retirement of George Wunder, Food Service Worker, in the District, effective January 1, 2019. (Backup P-3)
4. On the recommendation of the Superintendent, that the Lower Township Board of Education approve the Maternity Leave of Absence for Sarah Haring, 1<sup>st</sup> Grade S/C Teacher, at the Carl T. Mitnick School, FMLA effective November 26, 2018 to January 28, 2019. (Backup P-4)

10/30/2018

5. On the recommendation of the Superintendent, that the Lower Township Board of Education approve the Maternity Leave of Absence for Leigh Downie, Secretary to Curriculum Office, FMLA effective November 12, 2018 to January 25, 2019. (Backup P-5)
6. On the recommendation of the Superintendent, that the Lower Township Board of Education amend the Maternity Leave of Absence, approved September 25<sup>th</sup>, 2018 for Alexandra Chey, School Psychologist at the David C. Douglass Veterans Memorial School, as follows: {Delete FMLA} effective December 3, 2018 until March 8, 2019.
7. On the recommendation of the Superintendent, that the Lower Township Board of Education amend the Maternity Leave of Absence for Kymberly Ridgway, Kindergarten Teacher at the David C. Douglass Veterans Memorial School, as follows: FMLA effective January 2, 2019 to February 20, {Delete February 1}, 2019 then NJ Family Leave Act until April 30, 2019. (Backup P-7)
8. On the recommendation of the Superintendent, that the Lower Township Board of Education accept, with regret, the retirement of Fiorella Carroll, Food Service Worker at Maud Abrams School, effective April 1, 2019. (Backup P-8)
9. REMOVED.
10. On the recommendation of the Superintendent, that the Lower Township Board of Education approve Kaitlyn Rodia, as a Temporary 1<sup>st</sup> Grade Self-Contained Teacher at the Carl T. Mitnick School, maternity leave of absence position, replacing Sarah Haring, effective November 26, 2018 to January 28, 2019. (Backup P-10)
11. On the recommendation of the Superintendent, that the Lower Township Board of Education approve the following transfer:  

Emily Hand From: PreK To: PreK Special Education
12. On the recommendation of the Superintendent, that the Lower Township Board of Education accept, with regret, the retirement of Joe Kavalus, Bus Driver, in the District, effective November 1, 2018. (Backup P-12)

**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 first reading for the following revisions to existing or new Policies and Regulations: (Backup L-1)

<i>NUMBER</i>	<i>TYPE</i>	<i>TITLE</i>
8561	Policy	Procurement Procedures for School Nutrition Programs Appendix

10/30/2018

2. On the recommendation of the Superintendent, that the Lower Township Board of Education approve the Nursing Services Plan for the 2018-2019 school year. (Backup L-2)

**E. Education:**

1. On the recommendation of the Superintendent, that the Lower Township Board of Education approve the following placements: (Backup E-1)

**Case #4377-A** – Six year old, 1<sup>st</sup> grade special education student was placed on home instruction, pending placement at the Cape May County Special Services School District at Ocean Academy.

**Case #4600-A** – Eight year old, 3<sup>rd</sup> grade special education student was placed on home instruction, pending further evaluations.

**MOTION: P-#1 to P-#12, L-#1 & L-#2, E-#1 {P7-removed}**

**Motion: Vile Second: Smith**

**Voting Yes:**

Stephen Lewis  
Joseph Thomas  
Charles Utsch  
Jonathan Vile  
Patricia Smith, Vice President  
Gary Douglass, President – abstain P-7

**Absent:**

Monica DiVito  
Joseph McKenna  
Shaun Whittington

**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 and School Business Administrator, that the Lower Township Board of Education approve the following Board Goals:

**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."*

2. On the recommendation of the School Business Administrator, that the Lower Township Board of Education confirm the sale of surplus/obsolete equipment including, but not limited to, one 1991 GMC Sierra 3500 and equipment. (Backup F-2)
3. On the recommendation of the Superintendent, that the Lower Township Board of Education approve the Three-Year (2017-2018, 2018-2019, 2019-2020) Facility Maintenance Plan, as submitted. (Backup F-3)
4. On the recommendation of the School Business Administrator, that the Lower Township Board of Education approve the submittal of the Carryover Amendment to the ESEA Grant, appropriating the 2017-2018 Carryover Funds to the 2018-2019 Grant, pending the amendment grants submission approval: (Backup F-4)

**Title IA**

2018-2019 Allocation	\$ 511,201
2017-2018 Carryover	\$ <u>10,437</u>
<b>Total</b>	<b>\$ 521,638</b>

**Title IIA**

2018-2019 Allocation	\$ 66,437
2017-2018 Carryover	\$ <u>16,604</u>
<b>Total</b>	<b>\$ 83,041</b>

Title IA 2017-2018 Overpayment \$2

5. On the recommendation of the School Business Administrator, that the Lower Township Board of Education authorizes the Transportation Joint Agreement with the Cape May County Special Services Transportation for the 2018-2019 School Year. (Backup F-5)
6. On the recommendation of the School Business Administrator and the Supervisor of Food Service, that the Lower Township Board of Education approve the following checks be canceled: (Backup F-6)

<b><u>Date</u></b>	<b><u>Number</u></b>	<b><u>Amount</u></b>
6/11/2009	4648	-\$17.65
6/11/2009	4650	-\$17.30
6/11/2009	4657	-\$ 9.00
6/11/2009	4647	-\$ 7.05
6/11/2009	4649	-\$ 6.00

10/30/2018

6/15/2011	5095	-\$12.45
6/15/2011	5096	-\$ 7.80
6/15/2011	5080	-\$ 6.20
4/4/2012	5261	-\$110.92
5/18/2012	Stop pymt fee	-\$25.00
6/11/2012	5313	-\$21.30
6/11/2012	5312	-\$14.00
6/18/2014	5745	-\$14.00
6/18/2014	5752	-\$ 8.25
6/24/2015	5957	-\$24.05
6/24/2015	5961	-\$14.15
	<b>Total</b>	<b>-\$315.12</b>

7. On the recommendation of the School Business Administrator, that the Lower Township Board of Education approve the Tuition Contract with the Gloucester City Board of Education, for the 2018-2019 school year as follows: (Backup F-7)

Grade 2 (JR) \$12,874/\$71.52 per diem  
Grade 5 (MR) \$12,874/\$71.52 per diem

8. On the recommendation of the Superintendent, that the Lower Township Board of Education accept approximately fifteen (15) radios from the Township of Lower. (Backup F-8)
9. On the recommendation of the School Business Administrator, that the Lower Township Board of Education approve DCO Application #6, in the amount of 654,457.37. (Backup F-9)

**MOTION: Finance F-#1 to F-#9**

**Motion: Vile    Second: Utsch**  
**Voting Yes:**

Stephen Lewis  
Joseph Thomas  
Charles Utsch  
Jonathan Vile  
Patricia Smith, Vice President  
Gary Douglass, President

**Absent:**

Monica DiVito  
Joseph McKenna  
Shaun Whittington

10/30/2018

**4} OLD/NEW BUSINESS: None**

**5} OPEN MEETING TO THE PUBLIC:** *(public comment rules as read above apply):*

John Skowronski – Questioned the Board regarding the PreSchool Grant continued implementation and funding. Ms. Bowman responded funding is expected to continue however without it the program would be impossible to continue.

**6} EXECUTIVE SESSION: None**

**7} Good of the Order:**

A} Next Board Meeting: Regular Meeting November 27, 2018 @ 7:30 pm

B} Drills:

Fire Drills:

Maud Abrams School – 9/14/18

Memorial School – 9/20/18

Mitnick School – 9/25/18

Sandman School – 9/27/18

Evacuation/Shelter-In-Place – 9/19/18

School Bus Emergency Drills:

Maud Abrams – 10/10/18

Memorial – 10/12/18

Mitnick – 10/18/18

Sandman – 10/9/18

**8} ADJOURNMENT**

**MOTION TO ADJOURN THE MEETING.**

**Motion: Smith      Second: Vile**

**All in Favor**

**Time: 8:05 pm**

Respectfully submitted,



Christine Conley  
Assistant Board Secretary



## WORK SESSION MINUTES – 10-30-2018

6:00 pm

**Call to Order:** Board President called the meeting to order.

**Roll Call:** Board Secretary called the roll.

**Roll Call – Board Members Present**

Gary Douglass, President  
Patricia Smith, Vice President  
Steve Lewis  
Joseph Thomas  
Charles Utsch  
Jonathan Vile

**Also in Attendance:**

Jeff Samaniego, Superintendent  
Christine Conley, Assistant Board Secretary  
Taylor Ruilova, Board Attorney

**Absent:**

Monica DiVito  
Joseph McKenna  
Shaun Whittington

**1) Administration:**

- a) Mr. Samaniego discussed the Rotary Breakfast, Penny Drive and Claire's Gourmet Desserts
- b) In Mr. Hansen's absence Mr. Samaniego discussed the projected reduction in school funding via State Aid-FY20-FY25

**2) Close Session: See Authorizing Executive Session 10/30/18**

**MOTION: Vile Second: Smith**

**All in favor Time: 6:50 pm**

Employee #4377  
Assistant Bus Mechanic Position  
Board comment

**Close session ended at 7:02 pm**

**3) Board Comment:**

A) Mrs. Smith: Discussion on Finance Goals, reading reports and their meaning


B) Discussion on the District Goals 2018-2020. The discussion was tabled until the November 2018 meeting.

**Motion to Adjourn and proceed to Regular Meeting:**

**MOTION: Vile Second: Douglass**

**All in Favor Time: 7:12 pm**

Respectfully submitted,



Christine Conley  
Assistant Board Secretary

**LOWER TOWNSHIP BOARD OF EDUCATION  
RESOLUTION  
AUTHORIZING EXECUTIVE SESSION-10/30/2018**

**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 issue 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 October 30, 2018 at 6:50 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

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**"(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."**

**"(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"**

**"(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

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**"(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

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**"(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 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: Employee #4377 and Assistant Bus Mechanic Position



**“(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

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**WHEREAS**, the length of the Executive Session is estimated to be 12 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.

**CLOSE SESSION MINUTES – 10-30-2018**

**6:50 pm**

**Roll Call – Board Members Present**

Gary Douglass, President  
Patricia Smith, Vice President  
Steve Lewis  
Joseph Thomas  
Charles Utsch  
Jonathan Vile

**Absent:**

Monica DiVito  
Joseph McKenna  
Shaun Whittington

**Also in Attendance:**

Jeff Samaniego, Superintendent  
Christine Conley, Assistant Board Secretary  
Taylor Ruilova, Board Attorney

**The following were discussed during close session:**

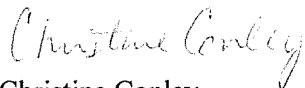
- A) Discussion regarding the discipline of Employee #4377 regarding a Social Media Post
- B) Discussion on Personnel Item #9-removed from agenda which was the hiring of an Assistant Bus Mechanic
- C) Discussion and advisement by Board Attorney Taylor Ruilova regarding identifying as a BOE member while speaking in public and clarifying your opinion on a subject is personal not necessarily that of the School Board.

**Motion to Adjourn close session:**

**MOTION: Vile      Second: Thomas**

**All in favor      Time: 7:02 pm**

Respectfully submitted,



Christine Conley  
Assistant Board Secretary