

WORK SESSION AGENDA – 11/27/2018

6:00 pm

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

Roll Call: Board Secretary calls the roll.

Roll Call – Board Members:

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

Also in Attendance:

Jeff Samaniego, Superintendent
John Hansen, Board Secretary
Taylor Ruilova, Board Attorney

1) Administration:

- a) Mr. Samaniego:
Strategic Planning
- b) Mr. Hansen:
Financial: Monthly Transfer Report

2) Close Session: See Authorizing Executive Session 11/27/2018 {if ample time does not exist, will be completed in Regular Meeting}

MOTION: _____ Second: _____

**Lower Township Elementary Education Association Negotiations
2019-2022**

3) Board Comment:

4) Pending:

Work session concludes no later than 7:25 pm and proceeds to School Board Presentation & Regular Business Meeting

Motion to Adjourn and proceed to Regular Meeting:

MOTION: _____ Second: _____

**LOWER TOWNSHIP BOARD OF EDUCATION
RESOLUTION
AUTHORIZING EXECUTIVE SESSION-11/27/18**

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 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 November 27, 2018 at 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, 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” 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:

1

“(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 ID#4377



“(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 _____ 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.

**LOWER TOWNSHIP BOARD OF EDUCATION
AGENDA
REGULAR MEETING
NOVEMBER 27, 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.

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."

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."

1} REPORTS:

- A} Board President:
- B} Superintendent:
- C} School Business Administrator:
- D} Presentations: *Mrs. Debra Keeler, Supervisor of Special Services*

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.*

10/30/2018

2} ROUTINE MATTERS

R-1 Approval of Minutes:

October 30, 2018
Work Session
Regular
Close Session

R-2 Approval of Financial Statements:

Secretary's and custodian's reports for **October 31, 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: October 31, 2018-November 27, 2018{Backup R-3}

R-4 Approval of Bill List: October 31, 2018-November 27, 2018{Backup R-4}

R-5 Approval of Cafeteria Report: October 2018 {Backup R-5}

R-6 Approval of Travel: November 2018 {Backup R-6}

MOTION ON ROUTINE MATTERS R-1 TO R-6

Motion: _____ **Second:** _____

Vote:

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

3} SUGGESTED MOTIONS:

10/30/2018

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

Lee Marcotte, Robert Sangillo

SUBSTITUTE CLASSROOM AIDE

Christine Torres-Cordingly

SUBSTITUTE FOOD SERVICE WORKER

Kathryn Golden, Christine Torres-Cordingly

SUBSTITUTE CAFETERIA WORKER

Christine Torres-Cordingly

SUBSTITUTE DAY CARE WORKER

BobbieLee Koelle

SUBSTITUTE CUSTODIAN

Rebecca Allen

SUBSTITUTES NEEDING MORE DOCUMENTATION

SUBSTITUTE TEACHERS

Yifat Karvounis, Crystal Purfield

SUBSTITUTE CLASSROOM AIDE/DAY CARE AIDES

Yifat Karvounis, Caroline Wunder

SUBSTITUTE BUS AIDE

Dorina Bell

2. On the recommendation of the Superintendent, that the Lower Township Board of Education, accept, with regret, the resignation of Amanda McCormick, Preschool Teacher at the David C. Douglass Veterans Memorial School, effective December 31, 2018. (Backup P-2)
3. On the recommendation of the Superintendent, that the Lower Township Board of Education approve the Maternity Leave of Absence for Amanda-lyn Pierce, 4th Grade Teacher at the Maud Abrams School, effective March 4, 2019 to June 7, 2019. (Backup P-3)

10/30/2018

4. On the recommendation of the Superintendent, that the Lower Township Board of Education approve the Maternity Leave of Absence for Victoria Davenport, Part-Time Social Worker at the Carl T. Mitnick School, effective April 30, 2019 to beginning of 2019 school year. (Backup P-4)
5. On the recommendation of the Superintendent, that the Lower Township Board of Education accept, with regret, the retirement of Wilfredo Payad, Custodian in the District, effective November 1, 2018. (Backup P-5)
6. On the recommendation of the Superintendent, that the Lower Township Board of Education accept, with regret, the retirement of Stephen Pace, Custodian, in the District, effective June 1, 2019. (Backup P-6)
7. On the recommendation of the Superintendent that the Lower Township Board of Education approve, Kelly Edmunds as Temporary Maternity Leave Kindergarten Teacher at the David C. Douglass Veterans Memorial School, replacing Kymberly Ridgway, effective January 2, 2019 to April 30, 2019, pending required documentation. (Backup P-7)
8. On the recommendation of the Superintendent, that the Lower Township Board of Education, approve Shannon Alvarez, as Temporary PreSchool Teacher at the David C. Douglass Veterans Memorial School, replacing Amanda McCormick who resigned, effective January 2, 2019, pending receipt of required documentation. (Backup P-8)
9. On the recommendation of the Superintendent, that the Lower Township Board of Education approve, Tammy Bonino, as Speech Therapist at the David C. Douglass Veterans Memorial School, replacing Joy Silver-Carty, retired, effective date to be determined, pending required documentation. (Backup P-9)

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

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

2. On the recommendation of the Superintendent, that the Lower Township Board of Education approve the School Safety and Security Plan Annual Review Statement of Assurance for the 2018-2019 school year: (Backup L-2)

10/30/2018

- 3. On the recommendation of the Superintendent, that the Lower Township Board of Education approve the School Security Officers, as listed below, to carry firearms while on duty on school grounds, in accordance with N.J. Statute and Code:

Darrin Hickok – Supervisor	Albert Flitcroft – Sandman/Mitnick Schools
John Herman – Sandman School	Marlin Hedum – Mitnick School
James Dietterich – Maud Abrams School	Kevin Boyle – Memorial School

E. Education:

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

Case #5412-A – Seven year old, 2nd gr. special education student is pending placement at the Cape May County Special Services School District at Ocean Academy.

Case #4351-A – Eight year old, 3rd gr. special education student placed on home instruction at the request of physician.

Case #4600-A – Eight year old, 3rd gr. special education student waiting placement at the Cape May County Special Services School District at Ocean Academy.

MOTION: P-1 to P-9/L-1 to L-3/E-1

Motion: _____ **Second:** _____

Vote:

- ___ Monica DiVito
- ___ Stephen Lewis
- ___ Joseph McKenna
- ___ Joseph Thomas
- ___ Charles Utsch
- ___ Jonathan Vile
- ___ Shaun Whittington
- ___ Patricia Smith, Vice President
- ___ Gary Douglass, 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 School Business Administrator that the Lower Township Board of Education adopts the 2019-2020 Lower Township School District’s Budget Calendar. (Backup F-1)

10/30/2018

2. On the recommendation of the School Business Administrator, that the Lower Township Board of Education approve the issuance of Purchase Order #19-00881, to Surety Mechanical Services, in the amount of \$68,521.51, for the emergency Sandman Boiler Room Roof Repairs. (Backup F-2)

MOTION: Finance F-1 & F-2

Motion: _____ **Second:** _____

Vote:

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

4} OLD/NEW BUSINESS:

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

6} EXECUTIVE SESSION:

Motion: _____ **Citation:** _____ **Estimated Duration:** _____

Second: _____

Discussion:

Vote:

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

7} Good of the Order:

- A} Next Board Meeting: Regular Meeting December 18, 2018 @ 7:30 pm
- B} Election Results: Monica M. DiVito – 35.65% / Stephen A. Lewis – 32.80% / Michael P. Mader – 31.31% / Write-In – 35

10/30/2018

- C} Drills: Lockdown Drill – 11/20/18
- Fire Drills – 11/19/18 – Sandman School/Mitnick School/Memorial School
- 11/20/18 – Maud Abrams School

8} ADJOURNMENT

MOTION TO ADJOURN THE MEETING.

Motion: _____ **Second:** _____

Time: _____

F.Y.I.

1. Enrollment Reports
 2. Sandman School Reports
 3. Maud Abrams School Reports
 4. Mitnick School Reports
 5. Memorial School Reports
 6. Supervisor of Special Services Report
 7. Supervisor of Buildings and Grounds
 8. Supervisor of Transportation Reports
 9. Supervisor of Food Service Reports
 10. Board Secretary Report
 11. Supervisor of Curriculum & Instruction Report
 12. Supervisor of Academic Achievement Report (On Honeymoon)
 13. Day Care Report
- December Calendar