

WORK SESSION MINUTES- 11/28/2017

6:00 pm

Call to Order: Board President called the meeting to order at 6:00 pm.

Roll Call:

Present:

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

Also In Attendance:

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

Absent:

Monica DiVito
Shaun Whittington

1) Administrative:

- a) Mr. Samaniego: Reviewed various school activities for the months of November and December.
- b) Mr. Hansen: Reviewed the FYE 6/30/17 Audit and Management Report and answered questions relative to the district's finances.
- c) The board discussed the December 12th, 2017 meeting to include business at the reorganization meeting.

2) Close Session:

MOTION: Vile Second: Mckenna @6:55pm

All voted in favor

Board returned from close session at 7:00 pm.

3) Board Comment:

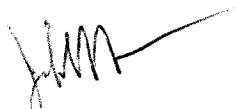
The Board had general questions about tuition, computer security and attendance.

Motion to Adjourn and proceed to Regular Meeting at 7:25pm:

MOTION: Lewis Second: Vile

All voted in favor

Respectfully submitted,



John J. Hansen
School Business Administrator/Board Secretary

**LOWER TOWNSHIP BOARD OF EDUCATION
RESOLUTION
AUTHORIZING EXECUTIVE SESSION-11/28/2017**

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 2 issues 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 28th, 2017 at 6:55 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.” The nature of the matter, described as specifically as possible without undermining the need for confidentiality is

“(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

“(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

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“(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:
Personnel: appointment and contractual



“(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 5 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
MINUTES
REGULAR MEETING
NOVEMBER 28, 2017**

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."

1} REPORTS:

- A} Board President
- B} Superintendent: Mr. Samaniego reviewed the school's activities and the agenda items.
- C} School Business Administrator: Mr. Hansen reviewed the agenda items.
- D} Presentations: *Mrs. Debra Keeler, Special Education: Reported on the various Child Study Team Activities.*
- E} Board Comments

PUBLIC COMMENT AGENDA ITEMS: NONE

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2} ROUTINE MATTERS

R-1 Approval of Minutes:

October 17, 2017
Work Session
Regular Meeting

R-2 Approval of Financial Statements:

Secretary's and custodian's reports for **October 31, 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: October 18, 2017-November 28, 2017{Backup R-3}

R-4 Approval of Bill List: October 18, 2017-November 28, 2017{Backup R-4}

R-5 Approval of Cafeteria Report: October 31, 2017 {Backup R-5}

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

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

Motion: VILE Second: SMITH

Discussion: NONE

Voting Yes:

Stephen Lewis
Joseph McKenna
Joseph Thomas
Charles Utsch
Jonathan Vile
Patricia Smith, Vice President {abstained bill#413420}
Gary Douglass, 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

Brittany Brooks, Amanda Ferguson, Erika Richman, Holly Heacock, Lizabeth Bannon

SUBSTITUTE SECRETARY/CLERK

Rebecca DeVicco

SUBSTITUTE CAFETERIA AIDES/FOOD SERVICE WORKERS

Rebecca DeVicco, Justina Hatala, Jacqueline Doherty

SUBSTITUTE BUS AIDE

Dana Skain

SUBSTITUTE CUSTODIAN

David Tomkinson

SUBSTITUTE NEEDING FURTHER DOCUMENTATION:

SUBSTITUTE SECRETARY/CLERK

Ruth Schipa

SUBSTITUTE FOOD SERVICE WORKER

Sharon Moser

2. On the recommendation of the Superintendent, that Board rescinds Motion P-3, passed at the October 17, 2017 Board Meeting, approving an increase of credits to Music Education Teacher, David Morrison's degree, based on the LTEEA Teacher's Contract.
3. On the recommendation of the Superintendent, that the Board accept, with regret, the retirement of Karen Weinberg, Kindergarten Teacher at the David C. Douglass Veterans Memorial School, effective January 1, 2018. (Backup P-3)
4. On the recommendation of the Superintendent, that the Board approve Linda Sherel, as Custodian, in the District, effective December 1, 2017, pending receipt of required documentation. (Backup P-4)

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 #4569-A – Seven year old, 2nd grade student, who was placed on home instruction, pending a Child Study Team evaluation.

Case #4577-A – Five year old, kindergarten, special education student who is awaiting placement at the Cape May County Special Services School District at Ocean Academy.

Case #4352-A – Seven year old, 2nd grade, special education student who is awaiting placement at the Cape May County Special Services School District at Ocean Academy.

Case #4406-A – Five year old, kindergarten, special education student who will be returning to the district, effective 11/20/2017, from the Cape May County Special Services School District at Ocean Academy.

Case #4332-A – Nine year old, 4th grade special education student who was placed on home instruction, due to acceptance in to CHOP Behavioral Program.

Case #4514-A – Eight year old, 3rd grade student who was placed on home instruction pending a Child Study Team evaluation.

Legislative and Internal Policies:

1. 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-1-Separate File)

NUMBER	TYPE	TITLE
2700	Policy	Services to Non-Public School Students
7100	Policy & Regulation	Long-Range Facilities Planning
7101	Policy & Regulation	Education adequacy of Capital Projects
7102	Policy & Regulation	Site Selection and Acquisition
7130	Policy	School Closing
7300	Policy	Disposition of Property
7300.1	Regulation	Disposition of Instructional Property
7300.2	Regulation	Disposal of Land
7300.3	Regulation	Disposition of Personal Property
7300.4	Regulation	Disposition of Federal Property

2. 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-2-Separate File)

NUMBER	TYPE	TITLE
1240	Policy & Regulation	Evaluation of Superintendent
3126	Policy & Regulation	District Mentoring Program
3221	Policy & Regulation	Evaluations of Teachers

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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 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

MOTION: Personnel P-1 to P-4/ E-1/L-1 to L-3

Motion: SMITH Second: LEWIS

Discussion: NONE

Voting Yes:

Stephen Lewis
Joseph McKenna
Joseph Thomas
Charles Utsch
Jonathan Vile
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 Board approve the submittal of the Carryover Amendment to the ESEA Grant, appropriating the 2016-2017 Carryover Funds to the 2017-2018 Grant, pending the original grants submission approval: (Backup F-1)

Title 1A

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Non-Public	\$ 2,923
Public	<u>\$13,817</u>
TOTAL	\$16,740

Title IIA

2016-2017 Overpayment \$33

2. On the recommendation of the School Business Administrator and the Food Service Supervisor, that the Board approve the 2017-2018 Plan of Delinquent Meal Account Collections. (Backup F-2)
3. On the recommendation of the School Business Administrator, that the Board approve the Energy Savings Improvement Program (ESIP) Award of the Retro Commissioning Contract to Grayhawk, in the amount of \$40,940. (Recommended by DCO). (Backup F-3)
4. On the recommendation of the School Business Administrator, that annual audit for the fiscal year ending June 30, 2017, be accepted as presented by Inverso & Stewart, LLC, and the recommendations and disposition be read to the public: (Backup F-4)

FY 2017 Annual School Audit Lower Twp. Schools

Finding 2017: None

Recommendation:

- #1 Administrative Practices and Procedures-None
- #2 Financial Planning. Accounting and Reporting-None
- #3 School Purchasing Programs-None
- #4 School Food Service-None
- #5 Student Body Activities-None
- #6 Application for State School Aid-None
- #7 Pupil Transportation-None
- #8 Facilities and Capital Assets-None
- #9 Miscellaneous-None

#10 Status of Prior Year Audit Findings/Recommendations-A review was performed on the prior recommendation and corrective action was taken on the prior year finds.

Corrective Action Plan: None

Mr. Hansen reviewed the FYE 6/30/17 School Audit and its findings during the work session and regular session.

5. On the recommendation of the School Business Administrator, that the Board rescinds Motion F-11, passed at the June 27, 2017 Board Meeting, authorizing a Tuition Contract between the West Cape May Board of Education and the Lower Township Board of Education, for the 2017-2018 school year, as follows:

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PreK	\$12,938
Speech	\$ 1,477
Total	\$14,415

*Transportation included, unless current residence changes.

- 6. On the recommendation of the School Business Administrator, that the Board adopts the 2018-2019 Lower Township School District’s Budget Calendar. (Backup F-6)

ADDENDUM

- 1. Motion to cancel the December 12, 2017 Lower Township Board of Education Meeting.
- 2. Motion to authorize the School Business Administrator to process bills from November 29, 2017 to December 22, 2017 and report to the Board the bill list, at its January 2, 2018 Reorganization Meeting.
- 3. Motion to approve a Contract for “In-School” Nursing Services with Bayad, for the period November 22, 2017 to June 30, 2018, at a rate of \$55 per hr for RN Services and \$45 per hr for LPN Services.

MOTION: Finance F-1 to F-6 & ADDENDUM 1,3,&4

Motion: VILE Second: LEWIS

Discussion: NONE

Voting Yes:

- Stephen Lewis
- Joseph McKenna
- Joseph Thomas
- Charles Utsch
- Jonathan Vile
- Patricia Smith, Vice President
- Gary Douglass, 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: Reorganization Meeting - January 2, 2018 @ 6:00 pm
- B} Election Results: Gary Douglass, Sr. – 35.96% / Patricia Smith – 32.43% / Jonathan Vile - 31.38% / Write In – 0.24%
- C} **Bus Evacuation Drill’s Held** – Front and Rear Door Evacuations for each:

11/28/2017

CMC Spec. Services School Bus: Sheppard Bus W39 & Bus #17 – 10/2/2017
Maud Abrams School – All Buses/Routes: 10/17/17
Carl T. Mitnick School – All Buses/Routes: 10/18/2017
David C. Douglass Memorial School – All Buses/Routes: 10/19/2017
Charles W. Sandman Consolidated School – All Buses/Routes: 10/23/2017

8} ADJOURNMENT

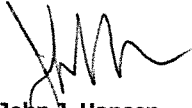
MOTION TO ADJOURN THE MEETING.

Motion: THOMAS Second: VILE

All voted in favor

Time: 8:05pm

Respectfully submitted,



John J. Hansen
School Business Administrator/Board Secretary

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 Report
 10. Board Secretary Report/SBA
 11. Supervisor of Curriculum & Instruction Report
 12. Supervisor of Academic Achievement Report
 13. Day Care Report
- December Calendar

EXECUTIVE SESSION MINUTES

11/28/2017

6:55 pm

Board Members Present:

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

Also In Attendance:

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

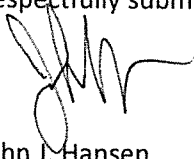
The attorney discussed the motion on the addendum relative to appointing the replacement teacher and answered a question on a contractual issue.

Motion to Adjourn and proceed to Work Session Meeting at 7:00pm:

MOTION: Thomas Second: Lewis

All voted in favor

Respectfully submitted,



John J. Hansen
School Business Administrator/Board Secretary