

WORK SESSION MINUTES – 2/27/2018

6:00 pm

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

Roll Call:

Roll Call – Board Members:

PRESENT:

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: Mr. Samaniego discussed various school activities. In addition, there was a discussion on the various aspects of school security.
- b) Mr. Hansen: There was discussion on the March meeting date and moving the March 13th meeting to March 27th, 2018 as the result of the date of the notification on state aid. Mr. Hansen discussed the 2018-2019 budget.

2) Close Session:

MOTION: VILE Second: MCKENNA @ 6:55pm

All voted in the affirmative

- a) Personnel Issue and HIB Mitnick #2.

The work session resumed at 7:13 pm.

3) Board Comment:

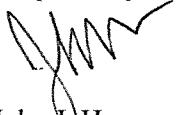
There were board comments relative to the Board creating a District Strategic Action Plan. In addition, there was discussion about the Board's participation in labor contracts.

Motion to Adjourn and proceed to Regular Meeting:

MOTION: LEWIS Second: VILE

All voted in the Affirmative

Respectfully submitted,



John J. Hansen
School Business Administrator/Board Secretary

**LOWER TOWNSHIP BOARD OF EDUCATION
RESOLUTION
AUTHORIZING EXECUTIVE SESSION-2/27/2018**

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 2 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 February 27, 2018 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." HIB #2 Mitnick

“(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

“(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-Employee #4755



“(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 20 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
FEBRUARY 27, 2018**

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.

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."

1/23/2018

1} REPORTS:

- A} Board President
- B} Superintendent
- C} School Business Administrator
- D} Presentations: *Mr. Christopher Shivers, Mitnick Presentation*
- E} Board Comments

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:

January 23, 2018
Work Session
Regular
Close Session

R-2 Approval of Financial Statements:

Secretary's and custodian's reports for **January 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: January 24, 2018-February 26, 2018 {Backup R-3}

R-4 Approval of Bill List: January 24, 2018-February 26, 2018 {Backup R-4}

R-5 Approval of Cafeteria Report: January 31, 2018 {Backup R-5}

R-6 Approval of Travel: February & March, 2018 {Backup R-6}

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

Motion: VILE Second: MCKENNA

Discussion: NONE

Voting Yes:

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

1/23/2018

Patricia Smith, Vice President {abstained #413529}

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 TEACHER

Sondra McNicholas

SUBSTITUTE CLASSROOM AIDE

Sondra McNicholas

SUBSTITUTE DAY CARE AIDE

Rosemary Schreiner

SUBSTITUTES NEEDING MORE DOCUMENTATION:

SUBSTITUTE CLASSROOM AIDES

Anna Allen, Jayde Cobleigh

SUBSTITUTE DAY CARE AIDES

Anna Allen, Jayde Cobleigh, Amanda Jasinski

SUBSTITUTE CAFETERIA WORKER

Jayde Cobleigh

SUBSTITUTE BUS AIDE

Betina Piergrossi

- Addendum P#1. On the recommendation of the Superintendent, that Employee #4755 be required to undergo a Fitness for Duty Exam.

H. Harassment, Intimidation & Bullying:

1. The Board affirms the actions taken by the Superintendent and the School Safety Teams, for Mitnick #2 - ID 4032 (2017-18). (Backup H-1)

Legislative and Internal Policies:

1. On the recommendation of the Superintendent and the School Business Administrator, that the Lower Township Board of Education approve the rescheduling of the March 13, 2018 Regular Board of Education Meeting, to March 27th, 2018, as the result in the delay of the posting of the State Aide for school year 2018-2019.
2. On the recommendation of the Superintendent, that the Lower Township Board of Education approve the Lower Cape May Little League Baseball permission to build three pitching mounds for practice and to install a new 8' by 30' long fence. The location of this is behind Mitnick School field. (Backup L-2)
3. 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-3)

<i>NUMBER</i>	<i>TYPE</i>	<i>TITLE</i>
7101	<i>Regulation</i>	<i>Educational Adequacy of Capital Projects</i>
7425	<i>Policy</i>	<i>Lead Testing of Water in Schools</i>
7440	<i>Policy & Regulation</i>	<i>School District Security</i>
7441	<i>Policy & Regulation</i>	<i>Electronic Surveillance in School Buildings and on School Grounds</i>
8630	<i>Policy</i>	<i>Bus Driver/Bus Aide Responsibility</i>
8630	<i>Regulation</i>	<i>Emergency School Bus Procedures</i>

E. Education:

1. On the recommendation of the Supervisor of Special Services, that the Lower Township Board of Education approve the following out of district placements: (Backup E-1)

Case #3784-A – 11 year old, 5th grade Special Education Student, awaiting placement at Coastal Learning Academy, Northfield, NJ, pending necessary application documentation.

Case #4200-A – 7 year old, 2nd grade student, awaiting placement at Cape May County Special Services School District at Ocean Academy, pending necessary application documentation.

2. On the recommendation of the Superintendent, that the Lower Township Board of Education approves the 2018-2019 Early Childhood Program Aide (ECPA) Grant Application for submittal to the New Jersey Department of Education. (Backup E-2)

1/23/2018

3. On the recommendation of the Superintendent, that the Lower Township Board of Education submits an Equivalency Application Request to the New Jersey Department of Education to waive the requirements of the New Jersey Single Accountability Continuum (NJQSAC), for the 2017-2018 based on test scores. (Backup E-3)

MOTION: Personnel P-1/H-1/L-1 to L-3/E1 to E-3 & Addendum P1

Motion: SMITH Second: DIVITO

Discussion: NONE

Voting Yes:

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 approve a Tuition Contract with Coastal Learning Center Atlantic Corp., consistent with Education (Case #3784-A). (Backup F-1)

Addendum F#1. On the recommendation of the School Business Administrator, that the Board approve an Inter-local Agreement between the Lower Township Elementary School Board of Education and the Lower Cape May Regional Board of Education, for Web Design, Related Services and Site Lock for the 2018-2019 school year.

MOTION: Finance F-1 & Addendum F#1

Motion: VILE Second: DIVITO

Discussion: NONE

Voting Yes:

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

1/23/2018
Shaun Whittington
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: Regular Meeting March 27, 2018 @ 7:30 pm

8} ADJOURNMENT

MOTION TO ADJOURN THE MEETING.

Motion: LEWIS Second: DIVITO

All voted in the affirmative:

Time: 8:05 pm

Respectfully Submitted,

John J. Hansen
School Business Administrator/Board Secretary

F.Y.I.

- | | | |
|--|---|---------------------|
| 1. Attendance/Enrollment Reports | 7. Supervisor of Special Services Reports | 13. Day Care Report |
| 2. Sandman School Reports | 8. Supervisor of Transportation Reports | March Calendar |
| 3. Maud Abrams School Reports | 9. Supervisor of Food Service Reports | |
| 4. Mitnick School Reports | 10. Board Secretary Report/SBA | |
| 5. Memorial School Reports | 11. Supervisor of Curriculum & Instruction Report | |
| 6. Supervisor of Special Services Report | 12. Supervisor of Academic Achievement Report | |

EXECUTIVE SESSION MINUTES

2/27/2018

6:00 pm

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

HIB INCIDENT REPORT & Mitnick #2

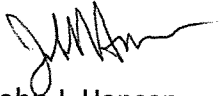
Mr. Samaniego reviewed the details relative to Mitnick #2. The board will discuss HIB Mitnick #2 at tonight's meeting.

Mr. Samaniego reviewed the details relative to Personnel – Employee ID #4755. The board asked questions to both Mr. Samaniego and Mr. Ruilova relative to the situation and process on the Fitness for Duty evaluation. The board will take action at tonight's meeting.

MOTION: McKenna Second: Smith @ 7:13 pm

All voted in the affirmative

Respectfully submitted,



John J. Hansen
School Business Administrator/Board Secretary