

WORK SESSION AGENDA- 3/14/2017

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) **Administrative:** Superintendent and School Business Administrator reports on these items.
 - a) Report on Lead Testing
 - b) Demolition of Administration Building/ Sandman Roof: Motions on Regular Meeting agenda
 - c) 2017-2018 School Budget Discussion: Motion on Regular Meeting Agenda
 - d) Discussion on NJSBA presentation
- 2) **Superintendent:**
- 3) **School Business Administrator:**
- 4) **Board Comments/Questions**
- 5) **Close Session: See Authorizing Executive Session 3/14/2017 {If ample time does not exists, will be completed in Regular Meeting.**

Required:

- a) HIB REPORTS:
Maud #1 (2016-2017)
- b) Personnel: None
- c) LITIGATION UPDATE
Negotiations

Work session concludes no later than 6:55pm and proceeds to Regular Business Meeting

**LOWER TOWNSHIP BOARD OF EDUCATION
AGENDA
REGULAR MEETING
MARCH 14, 2017**

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:

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.

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."

3/14/2017

1} REPORTS:

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

2) ROUTINE MATTERS

R-1 Approval of Minutes:

February 21st, 2017

Work Session

Regular Meeting

Executive Meeting

R-2 Approval of Financial Statements:

Secretary's and custodian's reports for **February 28, 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: February 21st, 2017-March 14th, 2017 {Backup R-3}

R-4 Approval of Bill List: February 21st, 2017-March 14th, 2017 {Backup R-4}

R-5 Approval of Cafeteria Report: February 28, 2017 {Backup R-5}

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

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

Motion: _____ **Second:** _____

Discussion:

Vote:

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

3/14/2017

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.*

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 in each category, be approved for the 2016-2017 school year, pending receipt of required documentation. (Backup P-1)

SUBSTITUTE TEACHERS

Steven Church, Jr., Sherry Hazel, Amber Holden, Jamie Richter, Joshua McCarty

SUBSTITUTE BUS DRIVER

Joanne Smith

SUBSTITUTE BUS AIDE

Joanne Smith

SUBSTITUTE CAFETERIA AIDE

Donna Newman

SUBSTITUTE DAY CARE AIDE

Donna Newman

SUBSTITUTE CUSTODIANS

Jeffrey Conway, James Finnegan

2. On the recommendation of the Superintendent, that the Board accept, with regret, the retirement of Robert Morris, Supervisor of Food Service, be accepted, effective July 1, 2017. (Backup P-2)
3. On the recommendation of the Superintendent, that the Board approve the extension of maternity leave for Stephanie Kehoe, BSIP Teacher at the David C. Douglass Veterans Memorial School, from her original return date of April, 2017 to September, 2017. (Backup P-3)

3/14/2017

4. On the recommendation of the Superintendent, that the Board accept, with regret, the resignation of Stephen Allay, Custodian, in the District, effective April 3, 2017. (Backup P-4)
5. On the recommendation of the Superintendent, that the Board approve the appointment of Jordan Caplan, as Art Teacher at the Maud Abrams School, on the 1st Step of the LTEEA Teacher's Salary Guide, effective March 15, 2017, pending receipt of required documentation. (Replacing Sharon Coslop, retiring)(Backup P-5)

H. Harassment, Intimidation & Bullying:

1. The Board affirms the actions taken by the Superintendent and the School Safety Teams, for H.I.B. Sandman #6 (2016-2017), H.I.B. Sandman #7 (2016-2017) and H.I.B. Sandman #8 (2016-2017). (Backup H-1)

L. Legislative: Second Reading and First Reading

1. 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-1-Separate File)

NUMBER	TYPE	TITLE	PURPOSE
2418	Policy	Section 504 of the Rehabilitation Act of 1973 - Students	Eliminate Discrimination
1510	Policy	Americans with Disabilities Act	Individual subject to discrimination
3420	Policy	Professional Development for Teachers and School Leaders	Pursue programs of continuing Professional Development
5117	Policy	Inter-district Public School Choice	Opportunity for school choice
3126	Policy	District Mentoring Program	Approval of Mentoring Plan
2414	Policy & Regulation	At Risk Students	At Risk Students

3/14/2017

2. 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	PURPOSE
2460	Policy & Regulation	Special Education	Update Policy & Regulation
2460.1	Regulation	Special Education - Location, Identification and Referral	Update Regulation
2460.8	Regulation	Special Education - Free and Appropriate Public Education	Update Regulation
2460.9	Regulation	Special Education - Transition from Early Intervention Programs to Preschool Programs	Update Regulation
2460.15	Regulation	Special Education - In-Service Training Needs for Professional and Paraprofessional Staff	Update Regulation
2467	Policy	Surrogate Parents and Foster Parents	Update Policy

MOTION: Personnel P-1 to P-4/ HIB #1/Legislative Second Reading #L-1 and First Reading #L-2

Motion: _____ **Second:** _____

Discussion:

Vote:

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

3/14/2017

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.

1. On the recommendation of the Superintendent, that the following Resolution be approved:

BE IT RESOLVED, to approve the submittal of the **2017-2018 Lower Township Elementary School Budget** to the Executive County Superintendent and establish April 25, 2017, as the date for public hearing: (Bacikup F-1)

General Fund	\$28,033,236	<u>Local Tax Levy</u>
Special Revenue Fund	\$ 1,093,112	\$16,912,338
Debt Service Fund	\$ 287,100	\$ 148,227
Total Budget	\$29,413,448	\$17,060,565

BE IT FURTHER RESOLVED, to acknowledge that the 2016-2017 School Budget, as described above, results in a General Fund Tax Levy of **\$17,060,565**.

BE IT FURTHER RESOLVED, that the district establish a maximum of \$10,250.00 in the 2017-2018 school year for travel related expenditures.

2. On the recommendation of the School Business Administrator, authorizing the Board President to execute the following Tuition Contracts between the Lower Township Elementary School Board of Education and the North Wildwood Board of Education: (Backup F-2)

BD/Grade 6 – Special Education - \$11,597
Homeless
AD/Grade 3 - \$11,361
Homeless
Contract from January 26, 2017 to June 30, 2017

3. On the recommendation of the School Business Administrator, to authorize a purchase order contract, between the Lower Township Board of Education and Mitchell Nichols Enterprises, Inc., in the amount of \$16,900, for the demolition of the former Administration Building, at 834 Seashore Road, Cape May, NJ. (Backup F-3)
4. On the recommendation of the School Business Administrator, to authorize a purchase order contract, between the Lower Township Board of Education and Shaw Crane Co., Inc., in the amount of \$950, for demolition of the radio tower at the former Administration Building, at 834 Seashore Road, Cape May, NJ. (Backup F-4)

3/14/2017

5. On the recommendation of the School Business Administrator, to authorize a purchase order contract, between the Lower Township Board of Education and Tree Surgeon, in the amount of \$6,400., for removal of approximately eighty-five diseased trees, at the Carl T. Mitnick School. (Backup F-5)
6. On the recommendation of the School Business Administrator, to approve the 2017/2018 Inter-Local Services Agreement for Web Design and Related Services and Site Lock with Lower Cape May Regional School District, in the amount of \$6,750. (Backup F-6)
7. On the recommendation of the School Business Administrator, to authorize the award of Alternate #8 "Sandman Roof", in the amount of \$315,000, to United States Roofing as part of Bid Project GA#16-21. All funding of this project shall be borne by capital funds, within the 2016-2017 school budget. (Backup F-7)
8. On the recommendation of the School Business Administrator, to affirm Change Order #1 to South State, Inc., in the amount of \$17,521.27, to the Contract known as "Resurfacing of Parking Lots for Maud Abrams School and Charles Sandman Consolidated School" and approve final payment therein. (Backup F-8)
9. On the recommendation of the School Business Administrator, to approve Phoenix Advisors, LLC, as Continuing Disclosure Agent for the 2017-2018 school year, in the amount of \$850.00. (Backup F-9)
10. On the recommendation of the School Business Administrator to amend the 2016-2017 Tuition Contract between Lower Township Board of Education and Y.A.L.E. School East, for a one to one aide, commencing February 16, 2017.

MOTION: Finance #1 to #10

Motion:_____ **Second:**_____

Discussion:

Vote:

- ___Monica DiVito
- ___Stephen Lewis
- ___Joseph McKenna
- ___Joseph Thomas
- ___Charles Utsch
- ___Jonathan Vile
- ___Shaun Whittington
- ___Patricia Smith, Vice President
- ___Gary Douglass, President

3/14/2017

4} OLD BUSINESS

5} NEW BUSINESS:

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

7} 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

8} Good of the Order:

- A} Next Board Meeting: Budget Hearing/April 25, 2017

9} ADJOURNMENT

MOTION TO ADJOURN THE MEETING.

Motion:_____ **Second:**_____
All in Favor:_____ **Opposed:**_____
Time:_____

F.Y.I.

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| 1. Attendance Report. | 11. Supervisor of Curriculum & Instruction Reports. |
| 2. Sandman School Reports. | 12. Supervisor of Academic Achievement Reports |
| 3. Maud Abrams School Reports. | 13. Day Care Reports. |
| 4. Mitnick School Reports. | April District Calendar |
| 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 | |