

WORK SESSION MINUTES – 3/27/2018

6:00 pm

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

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

Also in Attendance:

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

ABSENT:

Shaun Whittington

1) Administration:

a) Mr. Samaniego: Reviewed: QSAC review that occurred with Mr Bumpas, County Superintendent, School closing for snow, graduation date expected to be Friday, June 15th with the last day of school of Monday, June 18th, 2018-2019 calendar will have a teacher inservice day before the teacher's convention and spring break will remain the week after Easter which is late next year, April 21st and PARCC will occur upon return from break.

b) Mrs. Conley: Reviewed the 2018-2019 budget, including the revenues, appropriations and the approximate tax rate noting the changes from the prior year budget.

2) Board Comment:

- The board discussed the Strategic Planning offered by NJ School Boards suggesting we request a presentation from NJSBA in the future
- The board discussed the self evaluation process for school boards and the superintendent goals. Packets were handed out and are to be handed in to Mr Hansen and then given to Mrs. Smith and Mr Vile to analyze.
- The board discussed audience decorum at school events suggesting the principals offer a positive message at events encouraging respectful behavior. It was also recommended to have something to fill in the gaps in programs to reduce down time and timing grade performances so parents can attend just the performance for the students in certain grades.
- The goal on the 2018-2019 budgetary process and having a financial workshop discussing reports.

3) Close Session: See Authorizing Executive Session 3/27/18 {if ample time does not exist, will be completed in Regular Meeting}

a) HIB INCIDENT REPORT ID 4379

- b) PERSONNEL ISSUE
- c) School Incident #16272

MOTION: Vile Second: McKenna @ 7:02 pm.
All voted in the affirmative.

Returned to Open Session at 7:17 pm.

The Board proceeded to the regular meeting at 7:25 pm.

Respectfully submitted,

Christine Conley
Assistant Board Secretary

**LOWER TOWNSHIP BOARD OF EDUCATION
 RESOLUTION
 AUTHORIZING EXECUTIVE SESSION-3/27/2018**

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 **3** 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 March 27, 2018 at 7:02 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.” The nature of the matter, described as specifically as possible without undermining the need for confidentiality is HIB INCIDENT REPORT ID #4379 - Sandman #1 & Student Disciplinary Action -4th Grade Student-{in-house suspension} and School Incident ID#16272

“(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

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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

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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

“(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 15 minutes after which the public meeting of the Board shall reconvene and proceed with business.

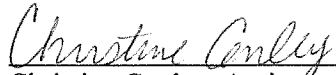
NOW, THEREFORE, BE IT RESOLVED that the Lower Township Board of Education will go into Executive Session for **only** the above stated reasons;

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.

Respectfully Submitted,



Christine Conley, Assistant Board Secretary

EXECUTIVE SESSION MINUTES – 3/27/2018

6:00 pm

Board Members:

PRESENT:

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

ABSENT:

Shaun Whittington

Also in Attendance:

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

Mr. Samaniego reviewed details relative HIB Sandman #4739 with the Board. This HIB will be voted on at the April 24th meeting.

Mr. Samaniego reviewed the details relative to an employee who was placed on administrative leave with pay.

Mr. Samaniego reviewed details on a 4th grade student disciplinary matter which involved the Lower Township Police Department and an alleged threat. The board asked about the school's policy in this matter.

MOTION: Vile Second: Smith @ 7:17 pm.

All voted in the affirmative.

Returned to Open Session at 7:17 pm.

Respectfully submitted,


Christine Conley
Assistant Board Secretary

**LOWER TOWNSHIP BOARD OF EDUCATION
MINUTES
REGULAR MEETING
MARCH 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.

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."

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1} REPORTS:

- A} Board President
- B} Superintendent: Mr. Samaniego reviewed the activities at the school and the agenda items.
- C} Assistant Board Secretary: Reviewed the agenda items, including the motion to approve the submittal of the budget to the county.
- D} Presentations: **Mr. John King, Maud Abrams Presentations**
- E} Board Comments: The board thanked John Lynch, of the "Lunch with Lynch Foundation" for its generosity to Lower Township Elementary School Students.

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:

February 27, 2018
Work Session
Regular
Close Session

R-2 Approval of Financial Statements:

Secretary's and custodian's reports for **February 28, 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: February 28, 2018-March 26, 2018 {Backup R-3}

R-4 Approval of Bill List: February 28, 2018-March 26, 2018{Backup R-4}

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

R-6 Approval of Travel: April, 2018 {Backup R-6}

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

Motion: Smith Second: Vile

Voting Yes:

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Monica DiVito
Stephen Lewis
Joseph McKenna
Joseph Thomas
Charles Utsch
Jonathan Vile
Patricia Smith, Vice President-abstained on check numbers 413667 & 413668
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

Joseph McBride

SUBSTITUTE CAFETERIA AIDE/FOOD SERVICE WORKER

Elsonbaty Ghada

SUBSTITUTE DAY CARE AIDE

Elsonbaty Ghada

SUBSTITUTE BUS AIDE

Elsonbaty Ghada

2. On the recommendation of the Superintendent, that the Lower Township Board of Education approve a Medical Leave of Absence, for Darleen Tester, 1st Grade Teacher at the Carl T. Mitnick School, effective April 24, 2018 until on or about June 5, 2018. (Backup P-2)
3. On the recommendation of the Superintendent, that the Lower Township Board of Education approve the Medical Leave of Absence, for Jacqueline Wagner, Classroom/Cafeteria Aide at the Maud Abrams School, effective March 2, 2018 until on or about June 3, 2018, pending additional information. (Backup P-3)
4. On the recommendation of the Superintendent, that the Lower Township Board of Education approve Amanda Dillon, Guidance Counselor, for a Temporary Maternity Leave of Absence

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position, replacing Hannah Nelson, Sandman Guidance Counselor, effective on or about May 23, 2018, until October 15, 2018, pending receipt of required documentation. (Backup P-4)

Legislative and Internal Policies:

- 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)

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

- 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-2)

<i>NUMBER</i>	<i>TYPE</i>	<i>TITLE</i>
8505	Policy	Wellness Policy/Nutrient Standards for Meals and Other Foods
8507	Policy	Breakfast Offer Versus Serve (OVS)

E. Education:

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

Case #4398-A: A six year old, Kindergarten student, will have a change in out of district placement, anticipated placement will be to Coastal Learning Center, located in Northfield, NJ.

- 2. On the recommendation of the Superintendent, that the Board approve the Revised 2017-2018 District Calendar, due to additional snow days. (Backup E-2)

MOTION: P-#1 to P-#4 {addendum} L-#1 to L-#2/E-#1 to E-#2

Motion: Vile Second: Smith

Discussion: None

Voting Yes:

Monica DiVito
Stephen Lewis

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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.

- 1. On the recommendation of the Superintendent, that the following Resolution be approved: (Backup F-1)

BE IT FURTHER RESOLVED, to approve the submittal of the **2018-2019 Lower Township Elementary School Budget** to the Executive County Superintendent and establish April 24, 2018, as the date for public hearing: (Backup F-1)

		<u>Local Tax Levy</u>
General Fund	\$28,177,062	\$17,148,584
Special Revenue Fund	\$ 1,266,102	
Debt Service Fund	\$ 283,900	\$ 177,363
Total Budget	\$29,727,064	\$17,325,947

BE IT FURTHER RESOLVED, to acknowledge that the 2018-2019 School Budget, as described above, results in a General Fund Tax Levy of **\$17,325,947**.

BE IT FURTHER RESOLVED, that the district establish a maximum of \$12,000 in the 2018-2019 school year for travel related expenditures.

- 2. 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-2)
- 3. On the recommendation of the School Business Administrator, that the Lower Township Board of Education approve DCO Application #3, in the amount of \$40,155.95. (Backup F-3)

2.0	Design Engineering	\$ 6,167.82
3.0	Construction Mgt	\$ 4,901.31
7.	ESCO Overhead	\$ 4,480.64
8.	ESCO Profit	\$ 3,486.18
9.3	Retro-Decommissioning	<u>\$21,130.00</u>
		\$40,155.95

- 4. On the recommendation of the School Business Administrator, that the Lower Township Board of Education approve amendments to the 2017-2018 ESEA: (Backup F-4)

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Title I

	<u>Public</u>	<u>NonPublic</u>
Salaries	\$317,422	\$5,071
Instructional supplies	\$ 43,424	\$4,200
Benefits	\$164,013	\$ 388
Prof & Tech	\$ 5,000	
Other Purchased	<u>\$ 5,453</u>	<u>\$ 98</u>
Totals	\$535,312	\$9,757

Title IIA

Salaries	\$23,000
Benefits	\$ 1,760
Prof & Tech	\$15,000
Other Purchased	\$ 9,328
Supplies	<u>\$ 15,951</u>
Totals	\$65,039

Title III

Salaries	\$ 2,000
Instructional Supplies	\$ 6,951
Benefits	\$ 153
Other Purchased	\$ 1,000
Supplies	<u>\$ 300</u>
	\$ 10,404

5. On the recommendation of the School Business Administrator, that the Lower Township Board of Education reject ESIP Bid "Lighting Retrofit Bid" 1718-02, as the one bid received was over the estimated budget, with re-bid scheduled for April 19, 2018.

MOTION: Finance F-#1 to F-#5 {addendum}

Motion: Smith Second: Vile

Discussion: None

Voting Yes:

Monica DiVito
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: NONE

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6} EXECUTIVE SESSION: NONE

7} Good of the Order:

A} Next Board Meeting: Regular Meeting April 24, 2018 @ 7:30 pm

8} ADJOURNMENT

MOTION TO ADJOURN THE MEETING.

Motion: Vile Second: Smith

All voted in the affirmative:

Time: 8:18 pm

Respectfully submitted,



Christine Conley
Assistant Board Secretary

F.Y.I.

- | | | |
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| 1. Attendance/Enrollment Reports | 7. Supervisor of Special Services Reports | 13. Day Care Report |
| 2. Sandman School Reports | 8. Supervisor of Transportation Reports | April 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 (To be supplied) | |
| 6. Supervisor of Special Services Report | 12. Supervisor of Academic Achievement Report | |