

**LOWER TOWNSHIP BOARD OF EDUCATION
AGENDA
REGULAR MEETING
APRIL 25, 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."

1} REPORTS:

- A} Board President
- B} Superintendent
- C} School Business Administrator
- D} Presentations: *Mr. John King, Principal, Maud Abrams Presentations*
- E} Board Comments

2) ROUTINE MATTERS

R-1 Approval of Minutes:

March 14th, 2017
 Work Session
 Regular Meeting
 Executive Meeting

R-2 Approval of Financial Statements:

Secretary's and custodian's reports for **March 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: March 14th, 2017-April 25th, 2017 {Backup R-3}

R-4 Approval of Bill List: March 14th, 2017-April 25th, 2017 {Backup R-4}

R-5 Approval of Cafeteria Report: March 31st, 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

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. Suggested Motion:** On the recommendation of the Superintendent, that notice of continuation of employment for the 2017-2018 school year be issued to the following tenured personnel, as listed below:

ADMINISTRATION:

Samaniego, Jeff, Superintendent
Muller, Sabina, Supervisor of Curriculum & Instruction
Bowman, Sarah, Supervisor of Academic Achievement
Fala, Fred, Supervisor of Buildings & Grounds
Hewitt, Kelly, Supervisor of Transportation

CENTRAL OFFICE

Leipert, Joseph, Technology Assistant
Hooyman, Richard, Technology Assistant
Sturm, Joann, Technology Assist
Jacob, Patricia, Secretary to the Superintendent
Downie, Leigh, Secretary to the Office of Curriculum & Instruction
Conley, Christine, Purchasing Agent
Bohme, Karen, Attendance/Power School Systems Coordinator

TEACHERS

Ackroyd, Robert
Ackroyd, Jennifer
Bada, Annmarie
Baldwin, Molly
Barcus, Bonnie
Baxter, Janet
Boyle, Sheryl
Brannan, Megan

Breuss, Jessica
Bridgemen, Joseph
Brion, Lori
Bryan, Jessica
Bur, Barbara
Bur, David
Camillo, Jennifer
Cardaci, Amanda

Carson, Diane
Cobleigh, Ashley
Coombs, Kevin
Cucci-Smith, Jill
D'Aleo, Catie
Danze, Matthew
Desmond, Margaret
Donahue, Glenn

Donohue, Jessica
Eckel, Cari
Flannelly, Sandra
France, Victoria
Franklin, Justine
Gantz, Doreen
Garagozzo, Heather
Georgio-Blum, Jennifer
Giesel, Tara
Golden, Holly
Gowen, Virginia
Grace, Frances
Grenaro, Christina
Griffin, Gerald
Harron, Keri
Hart, Barbara
Hawthorne, Carol
Hickman, Mary
Hickok, Sharon
Hinker, Dawn
Holden, Anissa
Hotaling, Stacy
James, Kristia
Isenhardt, Christina
Johnson, Rebecca
Johnson, Gena
Kelly, Dana
Kelly, Jeffrey
Kelly, Kristine
Kennedy, Heather
Kornacki, Susan
LaVancher, Heather
Levin, Pamela

Lindsay, Janeen
Lloyd, Erine
LoMonaco, Melissa
Long, Laurie
Lunde, Christina
Mahler, Chrystie
Martino, Diane
Mastalski, Carolanne
Matteucci, Sharon
McDevitt, Patricia
Mestre, Jane
Milstead, Douglas
Morales, Carlos
Morris, Madeleine
Morris, Teresa
Nuscis, Amanda
Obst, Michelle
Oleksiak-Hall, Eileen
O'Neill, Erica
O'Shea, Allyson
O'Shea, Patricia
Osmundsen, Kimberly
Osmundsen, Samantha
Pacevich, Greta
Paras, Alison
Parkinson, Nicole
Parson, Patricia
Peoples, Linda
Prendergast, Melissa
Rambo, Jenna
Reidenbach, Matthew
Richman, Lynn
Risley, Krista

Robinson, Heather
Robinson, Jeffrey
Rosenberg, Cynthia
Roth, Heather
Rutherford, Tracy
Salerno, Stacey
Sangillo, Julia
Scheff, Leanne
Sekela, Heather
Sheets, Miken
Shillingford, Lila
Skerry, Anne Marie
Slaney, Crystal
Smeltzer, Susan
Smith, Karen
Spriggs, Sharon
Sweeten, Janet
Sweeney, Diana
Tees, Diana
Temple, Susan
Tester, Darlene
Tostevin, Annika
Tsosie, Robin
Vance, Teresa
Voumard, Rachele
Weeks, Sydney
Weinberg, Karen
Wilson, Brian
Wuerker-Reed, Mary Ellen
Wunder, Marge
Yarwarsky, Sharon
Young, Gregg

SECRETARIES

Bailey, Joanne
Cardaci, Linda
Cone, Patricia
Coover, Teresa
Einhaus, Theresa
Falck, Debra

Hunke, Christine
Jacob, Debra
Menzano, Jessica
Paluch, Carla
Roussos, Eileen

CLERKS

Barger, Marguerite
Booth, Mary

Douglass, Debra
Gentek, Donna

CUSTODIANS

Champion, John	Paget, Mark
Donati, Bridgit	Payad, Wilfredo
Lloyd, James	Sovani, Joseph
Lowe, Richard	Watson, Nancy
O'Shea, Gary	Williamson, Donna
Pace, Steve	Witkowski, Christina

INSTRUCTIONAL AIDES

Beason, Regina	Tostevin, Marybeth
Fisher, Erin	Wagner, Jacqueline
Gittings, Donna	Warner, Kathy
Moorby, Karen	Young, Stacy
Smith, Kimberly	

FOOD SERVICE WORKERS

Brooks, Kathleen	Hoff, Maria
Carroll, Fiorella	Horn, Susan
Halbruner, Christine	Mellina, Alison

FOOD SERVICE WORKER

Wunder, George

SECURITY

Boyle, Kevin	Hedum, Mel
Flitcroft, Albert	Hickok, Darrin

DAY CARE DIRECTOR

Basco, Shannon

BEHAVIORAL MANAGEMENT

Dietterich, James	Herman, John
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BUS DRIVERS

Berry, Lana	Hubbard, Marion
Bingham, Maureen	Rementer, Cristina
Dilworth, Joel	Schubert, Sondra

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- 2. Suggested Motion:** On the recommendation of the Superintendent, that notice of continuation of employment for the 2017-18 school year, be issued to the following personnel obtaining tenure, as listed below:

<u>TEACHERS:</u>	<u>DATE HIRED:</u>
Silver-Carty, Joy	2/13
Brasch, Danielle	9/13
Gannon, Alyssa	9/13
Mazari, Kathleen	9/13
McGarry, Eileen	9/13
Peterson, Courtney	9/13
Rivers, Shannon	9/13
Thompson, Anna	9/13
Walmsley, Kimberly	9/13

- 3. Suggested Motion:** On the recommendation of the Superintendent, that notice of continuation of employment for the 2017-18 school year, be issued to the following non-tenured personnel, as listed below:

<u>ADMINISTRATORS</u>	<u>DATE HIRED:</u>
Ryan, Patricia, Payroll Clerk	4/14
Keeler, Debra, Supervisor of Special Services	1/15
Cathcart, Van, Principal	7/15
Shivers, Christopher, Principal	2/16
King, John, Principal	7/16
Hansen, John, Business Administrator	1/17
Bailey, Nicholas, Principal	1/17

<u>TEACHERS</u>	
Ridgway, Kymberly	12/13
Kehoe, Stephanie	1/14
Calverly, Pamela Rose	9/14
DeShields, Beth	9/14
McVey, Lauren	9/14
Voumard, Genee	9/14
Winter, Erin	9/14
Blomkvest, Carrin	10/14
Davis, Lindsay	9/15
Hindle, Brian	9/15
Johnston, Amber	9/15
King, Sarah	9/15
Morrison, David	9/15
Nelson, Hannah	9/15
Pierce, Amanda	9/15
Adams, Emily	10/15
Ambacher, Ann Marissa	10/15

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Roach, Krystalynne	11/15
Barger, Brittany	12/15
Harris, Jillian	1/16
Davenport, Victoria	9/16
Rechner, Danielle	9/16
Schlitzer, Sara	9/16
Winter, Michelle	9/16
Yerk, Bryce	9/16
Furey, Christine	1/17
Schellinger, Debra	1/17

CLERKS/SECRETARY

Crossley, Debra	9/15
Wunder, Diane	9/15
Nelson, Susan	10/15
Brooks, Kimberly	9/16
Geiger, Donna	12/16

CUSTODIANS

Swanson, Alan	7/15
Freese, Kathryn	11/16
Morales, Andrew	1/17

BUS DRIVERS

Barber, Richard	9/15
Kavalus, Joseph	9/16
Proud, Edward	9/16

ASSISTANT BUS MECHANIC

Kapp, Kevin	10/16
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FOOD SERVICE WORKER

Abrams, LaTrice	9/16
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2. 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-2)

SUBSTITUTE TEACHERS

Sharon Holden, Kellianne O'Shea

SUBSTITUTE CLASSROOM AIDES

Sharon Holden, Alyssa Fazio

SUBSTITUTE CUSTODIAN

Bruce Townsend

SUBSTITUTE BUS DRIVER

James Premaza

3. On the recommendation of the Superintendent, that the Board approve Andrew Bongiovanni as a temporary 5th Grade Teacher at the Sandman Consolidated School, replacing Greta Pacevich who will be on a maternity leave of absence. (Backup P-3)
4. On the recommendation of the Superintendent, that the Board accept, with regret, the retirement of Megan Donohue, Business Office Secretary, effective June 30, 2017. (Backup P-4)
5. On the recommendation of the Superintendent, that the Board accept, with regret, the retirement of Victoria France, Preschool Teacher at the David C. Douglass Veterans Memorial School, effective June 30, 2017. (Backup P-5)
6. On the recommendation of the Superintendent, that the Board approve the maternity leave of absence for Annmarie Bada, Kindergarten Teacher, at the David C. Douglass Veterans Memorial School, effective September 5, 2017 until November, 2017. (Backup P-6)
7. On the recommendation of the Superintendent, that the Board accept the resignation, with regret, of Ryan Adams, Bus Mechanic, in the District, effective April 28, 2017. (Backup P-7)
8. On the recommendation of the Superintendent, that the Board accept the retirement, with regret, of Susan Kornacki, 2nd Grade Teacher at the Carl T. Mitnick School, effective July 1, 2017. (Backup P-8)
9. On the recommendation of the Superintendent, that the Board approve the maternity leave of absence for Alyssa Gannon, Kindergarten Teacher at the David C. Douglass Veterans Memorial School, effective September 5, 2017 to October 20, 2017. (Backup P-9)
10. On the recommendation of the Superintendent, that the Board approve Edward Rubbert, as Temporary Physical Education Teacher, at the Carl T. Mitnick School, effective April 26, 2017 until June 14, 2017, pending receipt of required documentation. (Backup P-10) (Replacing Jerry Griffin, on medical leave)
11. On the recommendation of the Superintendent, that the Board approve raising the Substitute Rates, as listed below: (Backup P-11)

Substitute Certificate

6.5 hrs @ \$14.46 per hr = \$94.00 Daily

12. On the recommendation of the Superintendent, that the Board approve Dean Hunter, as Custodian, in the District, effective May 1, 2017, pending receipt of required documentation. (Replacing Stephen Allay, who resigned.) (Backup P-12)

E. Education:

1. On the recommendation of the Supervisor of Special Services, that the following out of district placement be approved, as listed below:

Case #4258-A – 8 year old, 2nd grade special education student transferred into the district and is waiting placement at the Cape May County Special Services School District at Ocean Academy. (Backup E-1)

2. On the recommendation of the Superintendent, that the Board approve the 2017-2018 District Calendar. (Backup E-2)

H. Harassment, Intimidation & Bullying:

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

L. Legislative: Second 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)

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

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MOTION: Personnel P-1 to P-12/ E-1 and E-2/ HIB #1/Legislative - Second Reading #L-1

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

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.

PUBLIC HEARING on 2017-2018 School Budget: {Back up F-1}

	<u>Appropriations</u>	<u>Local Tax Levy</u>
General Fund	\$27,884,736	\$16,812,338
Special Revenue Fund	\$ 1,093,112	
Debt Service Fund	<u>\$ 287,100</u>	<u>\$ 148,227</u>
Total Budget	\$29,264,948	\$16,960,565

1} Motion to open the Public Hearing on the 2017-2018 Lower Township Elementary School District Budget:

Motion: _____ **Second:** _____

Discussion:

Vote: ___All in Favor

Presentation: John J. Hansen, School Business Administrator/Board Secretary

Public Comment:

Board Comment:

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2} Motion to close the Public Hearing on the 2017-2018 Lower Township Elementary School District Budget:

Motion: _____ **Second:** _____

Discussion:

Vote: **All in Favor**

3} Motion to adopt the 2017-2018 Lower Township Elementary School District Budget:

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

	<u>Appropriations</u>	<u>Local Tax Levy</u>
General Fund	\$27,884,736	\$16,812,338
Special Revenue Fund	\$ 1,093,112	
Debt Service Fund	\$ 287,100	\$ 148,227
Total Budget	\$29,264,948	\$16,960,565

BE IT FURTHER RESOLVED, to adopt the 2017-2018 School Budget, as described above, results in a General Fund Tax Levy of **\$16,960,565**.

BE IT FURTHER RESOLVED, that the district establish a maximum of \$10,250.00 in the 2017-2018 General Fund Budget allotted for travel and travel related expenditures.

Regular Business:

1. On the recommendation of the School Business Administrator, that approval be given to enter into contract with the Cape May County Special Services School District and Cape May County Shared Services for the 2017-2018 contracts, as listed below: (Back up F-2)

Extended School Year (ESY)	\$2,600
ESY Transportation	\$1,350
ESY 1-1 aides	\$1,900
Itinerant Services	\$per schedule

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School Year Programs:

Cognitive-Severe	\$30,750
Behavior Disabilities	\$42,750
Multiple Disabilities	\$37,550
Pre-School Disabilities Reg	\$31,750
Autism	\$39,100
One-to-One Aides	\$19,550

Transportation-dated 3 31 2017 (Back up F 3)

- 2. On the recommendation of the School Business Administrator, approving Lower Township Tax Payment schedule as follows: (Back up F-4)

2016-2017 Amt to be Raised	\$16,772,744	Due 7/1/17-12/31/17	\$ 8,386,372
2017-2018 Amt to be Raised	\$16,960,565	Due 1/1/18- 6/30/18	<u>\$ 8,480,283</u>
			\$16,866,655

- 3. On the recommendation of the School Business Administrator, that approval be given to establish the annual tuition rates for attending the Lower Township School District during the 2017-2018:

PK (Half Day)	\$ 7,308
K	\$14,615
Grade 1-5	\$16,943
Grade 6-8	\$17,444
PK Disabled	\$12,938
Learning/Language Disabled	\$10,725

*note: {from Budget Document}

- 4. On the recommendation of the Superintendent and School Business Administrator, authorizing the Director of Special Education Services and Chief School Administrator to execute the Statement of Assurances per IDEA Part B and NJAC 6A:14-1.1.(b). (Back up F-5)

MOTION: Finance #1 to #4

Motion:_____ **Second:**_____

Discussion:

Vote:

- ___ Monica DiVito
- ___ Stephen Lewis
- ___ Joseph McKenna
- ___ Joseph Thomas

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- 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: May 23rd, 2017~~note starting time:
 5:30pm~worksession; 6pm-7pm NJSBA presentation; Regular Meeting @ 7 pm.

8} ADJOURNMENT

MOTION TO ADJOURN THE MEETING.

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

F.Y.I.

- | | |
|--|---|
| 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. | May 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 | |