

WORK SESSION AGENDA – 4/30/2019

6:00 pm

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
Michael Mader
Joseph McKenna
Joseph Thomas
Charles Utsch
Jonathan Vile

Also in Attendance:

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

- 1) **Administration:**
 - a) Mr. Samaniego:
 - b) Mr. Hansen:
2019-2020 Budget Discussions
- 2) **Close Session: See Authorizing Executive Session 4/30/2019 {if ample time does not exist, will be completed in Regular Meeting}**

MOTION: _____ **Second:** _____

Employees #4417/#5687/#4238/#5439

HIB: ID#5837 Maud #2 ID#5819 Sandman #2 & ID#5983 Sandman #3

- 3) **Board Comment: Mrs. Smith-update on Strategic Plan**
- 4) **Pending:**
Request by Cape May County to Acquire portion of Property for Road Improvements
{correspondence date March 11, 2019}

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

Motion to Adjourn and proceed to Regular Meeting:

MOTION: _____ **Second:** _____

**LOWER TOWNSHIP BOARD OF EDUCATION
RESOLUTION
AUTHORIZING EXECUTIVE SESSION-4/30/19**

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 6 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 April 30, 2019 at 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: ID#5837 Maud #2 ID#5819 Sandman #2 & ID#5983 Sandman #3

“(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: Employee **Employees #4417/#5687/#4238/#5439**



“(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 _____ 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
AGENDA
REGULAR MEETING
APRIL 30, 2019**

Regular Meeting convened 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 **L**earning, **T**eaching, **E**xploring, **S**ucceeding.*

2018-2020 Board Goals:

"Engage and facilitate the district staff and community stakeholders in a strategic planning process with the intent of developing a long-term action plan focused on common goals."

2018-2019 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."

2018-2020 District Goals:

"To decrease the percentage of Below Grade Level students in Reading by 10% annually over the next two years."

2018-2019 District Goals:

"To continue to foster effective communication and positive relationships with students, parents, staff and the community."

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1} REPORTS:

- A} Board President:
- B} Superintendent:
- C} School Business Administrator:
- D} Presentation: **Mr. Van Cathcart, Sandman School Presentation**

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:

- March 12, 2019
- Work Session
- Regular Meeting
- Close Session
- April 2, 2019 Special Meeting - Strategic Planning

R-2 Approval of Financial Statements:

Secretary's and custodian's reports for **March 31, 2019**, 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 13, 2019 to April 30, 2019{Backup R-3}

R-4 Approval of Bill List: March 13, 2019 to April 30, 2019{Backup R-4}

R-5 Approval of Cafeteria Report: March, 2019{Backup R-5}

R-6 Approval of Travel: April 2019

MOTION ON ROUTINE MATTERS R-1 TO R-6

Motion: _____ **Second:** _____

Vote:

- __ Monica DiVito
- __ Stephen Lewis
- __ Michael Mader
- __ Joseph McKenna
- __ Joseph Thomas
- __ Charles Utsch
- __ Jonathan Vile
- __ Patricia Smith, Vice President
- __ Gary Douglass, President

3} SUGGESTED MOTIONS:

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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 be approved for the 2018-2019 school year, pending receipt of required documentation: (Backup P-1)

SUBSTITUTES AVAILABLE TO WORK

SUBSTITUTE SECRETARY/CLERICAL

Cathryn Armbruster

SUBSTITUTE CLASSROOM AIDE

Cathryn Armbruster

SUBSTITUTE DAY CARE WORKER

Cathryn Armbruster

SUBSTITUTE CAFETERIA WORKER

Cathryn Armbruster

SUBSTITUTE FOOD SERVICE WORKER

Cathryn Armbruster

SUBSTITUTE BUS AIDE

Michael Bingham

SUBSTITUTE CUSTODIAN

Christopher Griffith

SUBSTITUTE NEEDING MORE DOCUMENTATION

SUBSTITUTE CLASSROOM AIDES

Melissa Bryant, Patricia Nelson

SUBSTITUTE CAFETERIA AIDE

Melissa Bryant

SUBSTITUTE DAY CARE AIDES

Melissa Bryant, Patricia Nelson

SUBSTITUTE BUS AIDE

Melissa Bryant

2. On the recommendation of the Superintendent, that the Lower Township Board of Education, approve the maternity leave of absence for Stephanie Abrams, Kindergarten Teacher at the David C. Douglass Veterans Memorial School, effective September 16, 2019 until November 27, 2019. (Backup P-2)

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3. On the recommendation of the Superintendent, that the Lower Township Board of Education approve Christina Granero, Special Education Teacher at the Maud Abrams School, for placement of BA+30 on the LTEEA Teachers' Salary Guide, to reflect an increase of credits to her degree, effective July 1, 2019. (Backup P-3)
4. On the recommendation of the Superintendent, that the Lower Township Board of Education accept, with regret, the resignation of Nicholas Bailey, Principal, David C. Douglass Veterans Memorial School, effective July 1, 2019. (Backup P-4)
5. On the recommendation of the Superintendent, that the Lower Township Board of Education approve the maternity leave of absence for Michelle Keeler, 2nd Grade Teacher, at the Carl T. Mitnick School, effective June 10, 2019 to October 27, 2019. (Backup P-5)
6. On the recommendation of the Superintendent, that the Lower Township Board of Education approves the dismissal of Employee #5687, Paraprofessional Aide at the David C. Douglass Veterans Memorial School, effective immediately. (Backup P-6)
7. On the recommendation of the Superintendent, that the Lower Township Board of Education approve Molly Baldwin's, 2nd Grade Teacher at the Carl T. Mitnick School request for a leave of absence, under the FMLA/NJ Family Medical Leave Act, effective May 1, 2019 to May 31, 2019. (Backup P-7)
8. On the recommendation of the Superintendent, that the Lower Township Board of Education accept, with regret, the retirement of James Dietterich, Behavior Management Assistant, at the Maud Abrams School, effective June 30, 2019. (Backup P-8)
9. On the recommendation of the Superintendent, that the Lower Township Board of Education approve a Medical Leave of Absence for Patricia Cone, Secretary in CST at the Carl T. Mitnick School, effective April 29, 2019 to approximately June 10, 2019. (Backup P-9)

H. Harassment, Intimidation & Bullying: None.

L. Legislative and Internal Policies:

1. On the recommendation of the Superintendent, that the Lower Township Board of Education approve the second reading for the following revisions to existing or new Policies and Regulations: (Backup L-2)

NUMBER	TYPE	TITLE
4219	Policy	Commercial Driver's License Controlled Substance and Alcohol Use Testing
5600	Policy & Regulation	Student Discipline/Code of Conduct

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- 2. On the recommendation of the Superintendent, that the Lower Township Board of Education approve the first reading for the following revisions to existing or new Policies and Regulations: (Backup L-2)

NUMBER	TYPE	TITLE
8461	Policy & Regulation	Reporting Violence, Vandalism, Harassment, Intimidation, Bullying, Alcohol, and Other Drug Offenses

- 3. On the recommendation of the Superintendent, that the Lower Township Board of Education approve Joseph McLaughlin’s usage of the Sandman School parking lot, on May 31, 2019 and June 1, 2019 for parking. Insurance coverage has been obtained and provided by Mr. McLaughlin. (Backup L-3)
- 4. On the recommendation of the Superintendent, that the Lower Township Board of Education approve the 2019-2020 District Calendar. (Backup L-4)
- 5. On the recommendation of the Superintendent, that the Lower Township Board of Education authorize the Affirmative Action Team to conduct the Needs Assessment and develop a Comprehensive Equity Plan. (Backup L-5)

E. Education:

- 1. On the recommendation of the Superintendent, that the Lower Township Board of Education approve the following placements for the 2018-2019 school year: (Backup E-1)

Case #4341-A – Seven year old, kindergarten special education student who transferred into the district and was placed on home instruction while awaiting placement at Cape May County Special Services School District at Ocean Academy.

Case #4715-A – Three year old, preschool special education student who transferred into the district and is continuing placement at the Cape May County Special Services School District at Ocean Academy.

MOTION: P-1 to P-9/L-1 to L-5/E-1

Motion: _____ **Second:** _____

Vote:

- __ Monica DiVito
- __ Stephen Lewis
- __ Michael Mader
- __ Joseph McKenna
- __ Joseph Thomas
- __ Charles Utsch
- __ Jonathan Vile
- __ Patricia Smith, Vice President
- __ Gary Douglass, President

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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 2019-2020 School Budget: {Backup F-Budget-1 - 3}

		<u>Local Tax Levy</u>
General Fund	\$28,083,180	\$17,655,724
Special Revenue Fund	\$ 2,752,346	
Debt Service Fund	<u>\$ 280,700</u>	<u>\$ 185,049</u>
Total Budget	\$31,116,226	\$17,840,773

1. Motion to open the Public Hearing on the 2019-2020 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:

2. Motion to close the Public Hearing on the 2019-2020 Lower Township Elementary School District Budget:

Motion: _____ **Second:** _____

Discussion:

Vote: **All in Favor**

3. Motion to adopt the 2019-2020 Lower Township Elementary School District Budget:

Motion: _____ **Second:** _____

Discussion:

Vote:

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

BE IT FURTHER RESOLVED, to adopt the 2019-2020 Lower Township Elementary School Budget as approved by the Executive County Superintendent:

		<u>Local Tax Levy</u>
General Fund	\$28,083,180	\$17,655,724
Special Revenue Fund	\$ 2,752,346	
Debt Service Fund	<u>\$ 280,700</u>	<u>\$ 185,049</u>
Total Budget	\$31,116,226	\$17,840,773

BE IT FURTHER RESOLVED, to acknowledge that the 2019-2020 School Budget, as described above, results in a General Fund Tax Levy of \$17,840,773; and

BE IT FURTHER RESOLVED, in accordance with N.J.S.A. 6A:234A-10.1, the Lower Township Board of Education request the use of "banked cap"

- for the need to acquire school buses and the amount of the unspent authority in the amount of \$164,168 to be included in the base budget; and
- that said need must be completed by the end of the budget year and cannot be deferred or incrementally completed over a longer period of time.

BE IT FURTHER RESOLVED, that the district establish a maximum of \$17,000 in the 2019-2020 school year for travel related expenditures.

BE IT FURTHER RESOLVED, that the district has anticipated \$300,000 as an item of revenue as a withdrawal from Maintenance Reserve.

Regular Business:

1. On the recommendation of the School Business Administrator, that the Lower Township Board of Education authorize the Superintendent and School Business to acquire one Super Duty 4WD Pickup vehicle for Buildings and Grounds, approximately \$25,000.00. (Backup F-1)
2. On the recommendation of the Superintendent and the School Business Administrator, that the Lower Township Board of Education approve the following Day Care Rates for the 2019-2020 school year: (Backup F-2)

PRESCHOOL RATES

<u>Hours</u>	<u>Cost Per Week</u>
7:00 am – 9:30 am	\$23.00
9:30 am – 1:00 pm	\$63.00
7:00 am – 1:00 pm	\$74.00
12:00 pm – 5:45 pm	\$74.00
12:00 pm – 3:30 pm	\$63.00
3:30 pm – 5:45 pm	\$46.00*

KINDERGARTEN RATES

7:00 am – 9:30 am	\$23.00
3:30 pm – 5:45 pm	\$46.00

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GRADES 1 & 2

7:00 am – 9:00 am	\$23.00
2:45 pm – 5:45 pm	\$46.00

GRADES 3 & 4

7:00 am – 8:30 am	\$23.00
2:15 pm – 5:45 pm	\$46.00

GRADES 5 & 6

7:00 am – 7:45 am	\$23.00
2:15 pm – 5:45 pm	\$46.00

Rates are for a weekly basis, **credits will only be given for a Monday – Friday absence; inclement weather closings; Christmas; and Easter.**
***Only change to rates**

3. On the recommendation of the School Business Administrator, that the Lower Township Board of Education approve the Cape May County Homeless Agreement for the 2019-2020 school year. (Backup F-3)

Participating Districts

Cape May City	Dennis Township	Lower Cape May Regional
Lower Township	Middle Township	North Wildwood
Upper Township	Wildwood	Wildwood Crest
Woodbine	West Cape May {tentative}	

4. On the recommendation of the School Business Administrator, that the Lower Township Board of Education approves to enter into contract with the Cape May County Special Services School District and Cape May County Shared Services for the 2019-2020 contracts, as listed below: (Backup F-4)

Extended School Year (ESY)	\$2,675
ESY 1-1 Aides	\$2,100
Itinerant Services	per schedule

School Year Programs:

Behavior Disabilities	\$42,750
Multiple Disabilities	\$38,250
Pre-School Disabilities Reg	\$35,250
Autism	\$40,000
One-to-One Aides	\$20,950

5. On the recommendation of the School Business Administrator, that the Lower Township Board of Education approves the Lower Township Tax Payment schedule as follows: (Backup F-5)

2018-2019 Amt to be Raised \$17,325,947 Due 11/1/19 – 6/30/19	\$ 8,662,973.50
2019-2020 Amt to be Raised \$17,840,773 Due 7/1/19 – 12/31/19	\$ 8,920,386.50
Total	\$17,583,360.00

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- 6. On the recommendation of the School Business Administrator, that the Lower Township Board of Education approves to establish the annual tuition rates, for attending the Lower Township School District during the 2019-2020 school year: (Backup F-6)

K	\$13,013
Grade 1-5	\$14,654
Grade 6-8	\$13,361
PK Disabled	\$19,274
Learning/Language Disabled	\$18,873
*note: {from Budget Document}	

- 7. On the recommendation of the School Business Administrator, that the Lower Township Board of Education authorizes the participation with Cape May County Special Services School District cooperative transportation program for the 2019-2020 school year. (Backup F-7)
- 8. On the recommendation of the Superintendent, Child Study Team Director, and School Business Administrator to terminate the Shared Services Agreement between Lower Township Board of Education and the West Cape May Board of Education for Child Study Services effective July 1st, 2019, and provide said termination notice as required in the 2018-2019 agreement. (Backup F-8)
- 9. On the recommendation of the Superintendent, that the Lower Township Board of Education authorizes an Inter-local Service Agreement between the Lower Township Board of Education and the Wildwood Crest Board of Education, to provide Business Administrator support and related services from July 1, 2019 to October 31, 2019. (Backup F-9)
- 10. On the recommendation of the Superintendent, that the Lower Township Board of Education authorizes an Inter-local Service Agreement between the Lower Township Board of Education and Lower Cape May Regional, to provide web design, related services and site lock from July 1, 2019 to June 30, 2020. (Backup F-10)

MOTION: Finance F-1 to F-10

Motion: _____ **Second:** _____

Vote:

- __ Monica DiVito
- __ Stephen Lewis
- __ Michael Mader
- __ Joseph McKenna
- __ Joseph Thomas
- __ Charles Utsch
- __ Jonathan Vile
- __ Patricia Smith, Vice President
- __ Gary Douglass, President

4} OLD/NEW BUSINESS:

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

6} EXECUTIVE SESSION:

Motion: _____ **Second:** _____

Discussion:

Vote:

- Monica DiVito
- Stephen Lewis
- Michael Mader
- Joseph McKenna
- Joseph Thomas
- Charles Utsch
- Jonathan Vile
- Patricia Smith, Vice President
- Gary Douglass, President

7} Good of the Order:

- A}** Next Board Meeting: Regular Meeting – May 28, 2019
- B}** Monthly Emergency Drill: April 12, 2019 – Evacuation Drill
 - Fire Drills – April 18, 2019 – All Schools
- C}** Bus Evacuations –
 - March 11, 2019 – Sandman
 - March 12, 2019 – Maud Abrams
 - March 13, 2019 – Mitnick/CMC Spec. Services School
 - March 14, 2019 - Memorial

8} ADJOURNMENT

MOTION TO ADJOURN THE MEETING

Motion: _____ **Second:** _____

Time: _____

Vote:

- Monica DiVito
- Stephen Lewis
- Michael Mader
- Joseph McKenna
- Joseph Thomas
- Charles Utsch
- Jonathan Vile
- Patricia Smith, Vice President
- Gary Douglass, President

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F.Y.I.

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

