

**WORK SESSION AGENDA – 5/22/2018**

**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  
Joseph McKenna  
Joseph Thomas  
Charles Utsch  
Jonathan Vile  
Shaun Whittington

**Also in Attendance:**

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

**6:00pm-6:30pm**

**Q&A-6:40pm**

**Representative from New Jersey**

1) **Administration:**

**Preschool Education expansion Aid (PEEA)**

- a) Mr. Samaniego:
- b) Mr. Hansen

2) **Close Session: See Authorizing Executive Session 5/22/18 {if ample time does not exist, will be completed in Regular Meeting}**

**MOTION:** \_\_\_\_\_ **Second:** \_\_\_\_\_

- a) Contractual Issue:  
LT Administrators' Association Contract (7/1/18-6/30/21)
- b) HIB Sandman #2 (#4738)  
HIB Maud #2 (#4782)

3) **Board Comment:**

- a) Board Self Evaluation-summarized-to be discussed at June 26<sup>th</sup> board mtg.
- b) Superintendent Evaluation:2017-2018-to be discussed at June 26<sup>th</sup> board mtg.
- c) Superitnentdent Evaluation:2018-2019-July board mtg.

Work session concludes no later than 7:25 pm and proceeds to School Board Presentation & Regular Business Meeting

**Motion to Adjourn and proceed to Regular Meeting:**

**MOTION:** \_\_\_\_\_ **Second:** \_\_\_\_\_

**LOWER TOWNSHIP BOARD OF EDUCATION  
RESOLUTION  
AUTHORIZING EXECUTIVE SESSION-5/22/2018**

**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   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 May 22, 2018 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 Sandman#2 (4738) & HIB Maud #2 (#4782)

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**“(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” LT Administrators’ Association Contract (7/1/18-6/30/21)**

**“(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

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**“(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



“(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:



“(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  
MAY 24, 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:
- C} School Business Administrator:
- D} Presentations: **Kurt Himstedt , Supervisor of Food Service 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:**

April 24, 2018  
 Work Session  
 Regular  
 Close Session

**R-2 Approval of Financial Statements:**

Secretary's and custodian's reports for **April 30, 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: April 24, 2018-May 22, 2018** {Backup R-3 will follow}

**R-4 Approval of Bill List: April 24, 2018-May 24, 2018**{Backup R-4}

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

**R-6 Approval of Travel: June, 2018** {Backup R-6 will follow}

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

**Motion:** \_\_\_\_\_ **Second:** \_\_\_\_\_

**Vote:**

- \_\_\_ Monica DiVito
- \_\_\_ Stephen Lewis
- \_\_\_ Joseph McKenna
- \_\_\_ Joseph Thomas
- \_\_\_ Charles Utsch
- \_\_\_ Jonathan Vile
- \_\_\_ Shaun Whittington
- \_\_\_ Patricia Smith, Vice President
- \_\_\_ 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 remainder of the 2017-2018 school year, pending receipt of required documentation: (Backup P-1)

***SUBSTITUTES NEEDING MORE DOCUMENTATION***

**SUBSTITUTE TEACHER & SUBSTITUTE PRINCIPAL**

James Marchesani

**SUBSTITUTE FOOD SERVICE WORKERS**

Christine Terwilliger, Karen Singley

- 2. On the recommendation of the Superintendent, that the Lower Township Board of Education accept, with regret, the resignation of Kathleen Mazari, Teacher, effective immediately. (Backup P-2)
- 3. On the recommendation of the Superintendent, that the Lower Township Board of Education approve the request from Heather LaVancher, 3<sup>rd</sup> Grade Teacher at the Maud Abrams School, for a one year leave of absence, for the 2018 – 2019 school year. (Backup P-3)
- 4. On the recommendation of the Superintendent, that the Lower Township Board of Education accept, with regret, the relinquishing of William Weisberg, M.D., School Medical Inspector and Cape Urgent Care, as an entity, effective June 1, 2018, due to the practice shutting down. (Backup P-4)
- 5. On the recommendation of the Superintendent, that the Lower Township Board of Education approve Joseph L. Kavalus, Bus Driver, for FMLA, effective April 16, 2018 to June 18, 2018 and September 4, 2018 to September 25, 2018. (Backup P-5)
- 6. On the recommendation of the Superintendent, that the Lower Township Board of Education approve the following transfers for the 2018-2019 school year:

<b><u>STAFF MEMBER</u></b>	<b><u>CURRENT POSITION</u></b>	<b><u>TRANSFER TO</u></b>
Michelle Keeler	3 <sup>rd</sup> Gr. Teacher	2 <sup>nd</sup> Gr. Teacher
Amanda Pierce	4 <sup>th</sup> Gr. Teacher	3 <sup>rd</sup> Gr. Teacher
Lauren Magnavita	RC/BSI @ Maud	3 <sup>rd</sup> Gr. LLD
Jenna Rambo	3 <sup>rd</sup> Gr. LLD	Spec. Ed. @ Memorial
Heather Roth	1 <sup>st</sup> /2 <sup>nd</sup> Gr. BSI	1 <sup>st</sup> Gr. Teacher
Jillian Harris	RC/BSI @ Sandman	6 <sup>th</sup> Gr. Teacher
Heather Robinson	6 <sup>th</sup> Gr. Advance Program	Pull Out Class

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- 7. On the recommendation of the Superintendent, that the Lower Township Board of Education approve Kiera Webb, as a Part-Time ESY Speech Teacher, effective July 10, 2018 to August 2, 2018, pending receipt of required documentation. (Backup P-7)
- 8. On the recommendation of the Superintendent, that the Lower Township Board of Education approve Christina Granero, Special Education Teacher at Maud Abrams School, for placement of BA+15 on the LTEEA Teachers' Salary Guide, to reflect an increase of credits to her degree, effective, July 1, 2018. (Backup P-8)
- 9. On the recommendation of the Superintendent, that the Lower Township Board of Education accept, with regret, the retirement of Linda Peoples, 6<sup>th</sup> Grade Teacher at Sandman Consolidated School, effective June 30, 2018. (Backup P-9)
- 10. On the recommendation of the Superintendent, that the Lower Township Board of Education approve Wilfredo Payad, Custodian, for FMLA, effective April 9, 2018 to July 9, 2018. (Backup P-10)

**H. Harassment, Intimidation & Bullying:**

- 1. The Board affirms the actions taken by the Superintendent and the School Safety Teams, for H.I.B. Maud #1 (4614) 2017-18. (Backup H-1)

**L. Legislative and Internal Policies:**

- 1. 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-1)

<i><b>NUMBER</b></i>	<i><b>TYPE</b></i>	<i><b>TITLE</b></i>
<i>8507</i>	<i>Policy</i>	<i>Breakfast Offer Versus Serve (OVS)</i>

- 2. On the recommendation of the Superintendent and School Business Administrator, that the Lower Township Board of Education approve the 2018-2019 "Annual Notice" of Regular Board Meetings. (Backup L-2)

**E. Education:**

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

**Case #4362-A** – An eleven year old, 6<sup>th</sup> grade special education student who was placed on home instruction for the remainder of the school year.

**Case #4621-A** – An eleven year old, 5<sup>th</sup> grade student who was placed on home instruction pending completion of Child Study Team evaluations.



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**MOTION: P-#1 to P-#10/H-#1/L-#1 & L#2/E-#1)**

**Motion:** \_\_\_\_\_ **Second:** \_\_\_\_\_

**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.*

**Regular Business:**

1. On the recommendation of the Superintendent, Supervisor of Curriculum and Instruction, Supervisor of Academic Achievement and the School Business Administrator, that the Lower Township Board of Education authorize the submittal of the 2018-2019 Preschool Expansion Grant after notice of availability. (Backup F-1)
2. On the recommendation of the Superintendent and School Business Administrator, that the Lower Township Board of Education authorize the Architect of Record, Garrison Architects, to prepare and submit an Amendment to the District's Long Range Facilities Plan and other Capital Project Application, and no State Aide for Debt Service for this Project. (Backup F-2)
3. On the recommendation of the Superintendent and the School Business Administrator, that the Lower Township Board of Education approve a Contract with Garrison Architects, to prepare the necessary application to the NJDOE for the Amendment to the District's Long Range Facilities Plan {LRFP} and an Application for the use of Temporary Classroom Units, per fees established in the Professional Services Contract: Architect of Record. (Backup F-3)
4. On the recommendation of the Superintendent and the School Business Administrator, that the Lower Township Board of Education approve a Contract with Van Note Harvey, to prepare the necessary survey, site plan, various Board approvals and the necessary engineering for the placement of the Temporary Classroom Units. (Backup F-4)

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5. On the recommendation of the School Business Administrator, that the Lower Township Board of Education approve the Cape May County Homeless Agreement for the 2018-2019 school year. (Backup F-5)

**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	

6. On the recommendation of the School Business Administrator, that the Lower Township Board of Education authorize a 2018-2019 Inter-Local Agreement between the Lower Township Board of Education and the West Cape May Board of Education, to provide meals. (Backup F-6)
7. On the recommendation of the School Business Administrator, that the Lower Township Board of Education authorize a 2018-2019 Inter-Local Agreement between the Lower Township Board of Education and the West Cape May Board of Education to Child Study Services, including a Case Manager for two (2) days per week and Support Services. (Backup F-7)
8. On the recommendation of the Superintendent, that the Lower Township Board of Education approve the Supervisor of School Security, School Security Officers (as listed below) and Substitute School Security Officers, to carry firearms while on duty on school grounds, in accordance with N.J. Statue and Code: (Backup F-8)

Darrin Hickok – Supervisor of School Security  
John Herman – School Security Officer/Behavior Management Specialist, Sandman  
James Dietterich - School Security Officer/Behavior Management Specialist, Maud Abrams  
Kevin Boyle – School Security Officer – Memorial  
Albert Flitcroft – School Security Officer – Mitnick/Sandman  
Marlin Hedum – School Security Officer – Mitnick

9. On the recommendation of the School Business Administrator, that the Board approve the following, awarded as Professional Services Contracts, for the fiscal year July 1, 2018 through June 30, 2019, as listed: (Backup F-9)
- a. **Auditors** – Inverso & Stewart, LLC – Awarded on a Fair and Open Process.
  - b. **Solicitor** – John B. Comegno (Comegno Law Group, P.C.) - Awarded on a Fair and Open Process.
  - c. **Employee Assistance Program** – Shore Counseling, LLC - Awarded on a Fair and Open Process.
  - d. **Architect of Record** – Garrison Architects - Awarded on a Fair and Open Process.
  - e. **Behavior Therapy Specialist** – Brett Dinovi & Associates, LLC & Interactive Kids - Awarded on a Fair and Open Process.
  - f. **Bond Counsel** – McManimon, Scotland & Bauman, LLC – Awarded on a Fair and Open Process.
  - g. **Nursing Services** – Preferred Home Health Care & Nursing Services & Bayada Home Health Care, Inc. – Awarded on a Fair and Open Process.

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- 10. On the recommendation of the School Business Administrator, that the Lower Township Board of Education approve the following, awarded as an Extraordinary and Unspecified Service (EUS), for the fiscal year July 1, 2018 through June 30, 2019, and execute any contracts between the Lower Township Board of Education and the Joint Insurance Fund as listed: (Backup F-10)

**Risk Management Consultant (RMC)/Liability Insurance Broker- {JIF} Marsh & McLennan - Awarded on a Fair and Open Process**

- 11. On the recommendation of the School Business Administrator, that the Board approve the following, awarded as an Extraordinary and Unspecified Service (EUS), for the fiscal year July 1, 2018 through June 30, 2019, as listed: (Backup F-11)

**Risk Management Consultant (RMC)/Health Insurance Broker – Marsh & McLennan – Awarded on a Fair and Open Process.**

- 12. 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 2018 – 2019 School Year: {Backup F-12}

**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	\$23.00

**KINDERGARTEN RATES**

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

**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. Mid Day PreK rates contingent on the PEEA Grant Program.**

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- 13. On the recommendation of the Superintendent, School Business Administrator and Supervisor of Buildings and Grounds, that the Lower Township Board of Education authorize a Lease Agreement with William Scotman for one (40x24) trailer, in the amount of \$11,796.00 annual and set-up of \$10,129.89 and authorize the use of the National IPA Cooperative. (Backup F-13)
- 14. On the recommendation of the School Business Administrator and Supervisor of Buildings and Grounds, that the Lower Township Board of Education allow Mr. Robert Mozitis to store two 15x30 Modular Homes on the Carl T. Mitnick School parking lot from June 28, 2018 to June 29, 2018. (Backup F-14)
- 15. On the recommendation of the Superintendent, Supervisor of Curriculum and Instruction and School Business Administrator, that the Lower Township Board of Education confirm a Letter of Agreement for High Scope Training at \$750.00 per participant (estimated participants is 10-35). (Backup F-15)

**MOTION: Finance F-#1 to F-#15**

**Motion:** \_\_\_\_\_ **Second:** \_\_\_\_\_

**Vote:**

- \_\_\_ Monica DiVito
- \_\_\_ Stephen Lewis
- \_\_\_ Joseph McKenna
- \_\_\_ Joseph Thomas
- \_\_\_ 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:** \_\_\_\_\_

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**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: Regular Meeting June 26, 2018 @ 7:30 pm

**8} ADJOURNMENT**

**MOTION TO ADJOURN THE MEETING.**

**Motion:** \_\_\_\_\_ **Second:** \_\_\_\_\_

**Time:** \_\_\_\_\_

F.Y.I.

1. Attendance/Enrollment Reports
  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 Special Services Reports
  8. Supervisor of Transportation Reports
  9. Supervisor of Food Service Reports
  10. Board Secretary Report
  11. Supervisor of Curriculum & Instruction Report
  12. Supervisor of Academic Achievement Report
  13. Day Care Report
- June Calendar