

WORK SESSION AGENDA – 5/28/2019

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:

2) New Business:

3) Close Session: See Authorizing Executive Session 5/28/2019 {if ample time does not exist, will be completed in Regular Meeting}

MOTION: _____ **Second:** _____

School Business Administrator/Board Secretary Contract 2019-2020 #5548
Interim Principal-Memorial School-2019-2020
Attorney-Client communication regarding non-renewals process and related issues
Employees #4417 #4238
Review of the 2019-2020 RX renewal
Status of Negotiations-LTEEA & LTBOE
Superintendent Evaluation Process-new procedure

4) Board Comment:

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:** _____

the individual concerned (or, in the case of a minor or incompetent, his guardian) shall request in writing that the same be disclosed publicly.”

1

“(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” Review of the 2019-2020 RX renewal Status of Negotiations-LTEEA & LTBOE

“(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: School Business Administrator/Board Secretary Contract 2019-2020 #5548
Interim Principal-Memorial School-2019-2020
Superintendent Evaluation Process-new procedure
Attorney-Client communication regarding non-renewals process and related issues
Employees #4417 #4238

“(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.

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 Lower Township Board of Education accept, with regret, the resignation of Jane Barr, Preschool Teacher at the David C. Douglass Veterans Memorial School, effective June 30, 2019. (Backup P-1)
2. On the recommendation of the Superintendent, that the Lower Township Board of Education accept, with regret, the retirement of Diane Carson, BSIP Teacher at the Carl T. Mitnick School, effective July 1, 2019. (Backup P-2)
3. On the recommendation of the Superintendent, that the Lower Township Board of Education approve a Maternity Leave of Absence for Lauren Magnavita, Self Contained Teacher at the Maud Abrams School, effective September 3, 2019 to December 16, 2019. (Backup P-3)
4. On the recommendation of the Superintendent, that the Lower Township Board of Education approve Beverly Righter, as Preschool Nurse at the David C. Douglass Veterans Memorial School, effective September 1, 2019 (replacing Michelle Obst who retired), pending receipt of required documentation. (Backup P-4)
5. 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 9, 2019 to August 1, 2019, three days per week, pending receipt of required documentation. (Backup P-5)
6. On the recommendation of the Superintendent, that the Lower Township Board of Education approve Bonnie Barcas, 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-6)
7. On the recommendation of the Superintendent, that the Lower Township Board of Education approve the Medical Leave of Absence for Hannah Gioulis, Custodian at David C. Douglass Veterans Memorial School, effective May 20, 2019 to July 2, 2019. (Backup P-7)
8. On the recommendation of the Superintendent, that the Lower Township Board of Education authorize the submittal of the draft 2019-2020 Contract for the School Business Administrator be set to the Executive County Superintendent for review and approval. (Backup P-8)
9. On the recommendation of the Superintendent, that notice of continuation of employment for the 2019-2020 school year, be issued to the following **tenured** personnel, as listed below:

ADMINISTRATION:

Muller, Sabina, Supervisor of Curriculum and Instruction
Bowman, Sarah, Supervisor of Academic Achievement
Keeler, Debra, Supervisor of Special Services
Fala, Fred, Supervisor of Buildings and Grounds
Hewitt, Kelly, Supervisor of Transportation

CENTRAL OFFICE

Leipert, Joseph, Technology Assistant
Hooyman, Richard, Technology Assistant
Sturm, Joann, Technology Assistant
Jacob, Patricia, Secretary to the Superintendent
Downie, Leigh, Secretary to the Office of Curriculum & Instruction
Conley, Christine, Purchasing Agent/Assistant Board Secretary
Ryan, Patricia, Payroll Clerk

TEACHERS

| | | |
|-----------------------|------------------------|-----------------------|
| Abrams, Stephanie | Eckel, Cari | Kelly, Kristine |
| Ackroyd, Jennifer | Flannelly, Sandra | Kennedy, Heather |
| Ackroyd, Robert | Franklin, Justine | LaVancher, Heather |
| Bada, Annmarie | Gannon, Alyssa | Levin, Pamela |
| Baldwin, Molly | Gantz, Doreen | Lindsay, Janeen |
| Barcas, Bonnie | Garagozzo, Heather | Lloyd, Erine |
| Baxter, Janet | Georgio-Blum, Jennifer | LoMonaco, Melissa |
| Blomkvest, Carrin | Gianakopoulos, Eileen | Long, Laurie |
| Boyle, Sheryl | Giesel, Tara | Lunde, Christina |
| Brannan, Megan | Golden, Holly | Magnavita, Lauren |
| Brasch, Danielle | Gowen, Virginia | Mahler, Chrystie |
| Breuss, Jessica | Grace, Frances | Martino, Diane |
| Bridgemen, Joseph | Grenaro, Christina | Mastalski, Carolanne |
| Brion, Lori | Griffin, Gerald | Matteucci, Sharon |
| Bryan, Jessica | Hansberry, Diana | McDevitt, Patricia |
| Bur, Barbara | Harron, Keri | Mestre, Jane |
| Bur, David | Hart, Barbara | Milstead, Douglas |
| Calverly, Pamela Rose | Hawthorne, Carol | Morales, Carlos |
| Camillo, Jennifer | Hickman, Mary | Morris, Madeleine |
| Cardaci, Amanda | Hickok, Sharon | Morris, Teresa |
| Cobleigh, Ashley | Hinker, Dawn | Nuscis, Amanda |
| Coombs, Kevin | Holden, Anissa | Oleksiak-Hall, Eileen |
| Cucci-Smith, Jill | Hotaling, Stacy | O'Neill, Erica |
| D'Aleo, Catie | Iames, Krista | O'Shea, Allyson |
| Danze, Matthew | Isenhardt, Christina | O'Shea, Patricia |
| DeShields, Beth | Johnson, Rebecca | Osmundsen, Kimberly |
| Desmond, Margaret | Johnson, Gena | Osmundsen, Samantha |
| Donahue, Glenn | Kelly, Dana | Pacevich, Greta |
| Donohue, Jessica | Kelly, Jeffrey | Paras, Alison |

DAY CARE DIRECTOR

Basco, Shannon

BEHAVIORAL MANAGEMENT

Herman, John

BUS DRIVERS

Abrams, Lana

Rementer, Cristina

Bingham, Maureen

- 10. On the recommendation of the Superintendent, that notice of continuation of employment for the 2019-20 school year, be issued to the following personnel **obtaining tenure**, as listed below:

ADMINISTRATOR

Shivers, Christopher
Cathcart, Van, Principal

DATE HIRED:

9/00
7/15

TEACHERS:

Davis, Lindsay
Johnston, Amber
King, Sarah
Nelson, Hannah
Adams, Emily
Roach, Krystalynne
Barger, Brittany
Harris, Jillian

DATE HIRED:

9/15
9/15
9/15
9/15
10/15
11/15
12/15
12/15

CLERKS

Susan Nelson
Diane Wunder

9/15
9/15

- 11. On the recommendation of the Superintendent, that notice of continuation of employment for the 2019-20 school year, be issued to the following **non-tenured** personnel, as listed below:

ADMINISTRATORS

King, John, Principal
Hickok, Darrin, Supervisor of School Security
Hansen, John, Business Administrator
Himstedt, Kurt, Supervisor of Food Service

DATE HIRED:

7/16
9/16
1/17
7/17

TEACHERS

Pierce, Amanda
Ambacher, Ann Marissa
Davenport, Victoria

9/16
9/16
9/16

5/28/2019

| | |
|-----------------------|-------|
| Rechner, Danielle | 9/16 |
| Schlitzer, Sara | 9/16 |
| Keeler, Michelle | 9/16 |
| Yerk, Bryce | 9/16 |
| Furey, Christine | 1/17 |
| Caplan, Jordan | 9/17 |
| Farreny, Gina | 9/17 |
| McGarrity, Kimberly | 9/17 |
| Melo, Jenna | 9/17 |
| Milder, Samantha | 9/17 |
| Morey, Michael | 9/17 |
| Munsick, Jesse | 9/17 |
| Pruitt, Deborah | 9/17 |
| Alvarez, Sharron | 10/17 |
| Castellucci, Kimberly | 9/18 |
| Chism, Kasey | 9/18 |
| Dillon, Amanda | 9/18 |
| Grimes, Jamie | 9/18 |
| Hughes, Tammy | 9/18 |
| Kelly, Erin | 9/18 |
| Kolojeski, Megan | 9/18 |
| Mann, Meaghan | 9/18 |
| McLaughlin, Joanne | 9/18 |
| Merrill, Casey | 9/18 |
| Viscomi, Elena | 9/18 |
| Bonino, Tammy | 1/19 |

CLERKS/SECRETARIES

| | |
|------------------|-------|
| Brooks, Kimberly | 9/16 |
| Geiger, Donna | 12/16 |
| Lahn, Donna | 8/17 |

CUSTODIANS

| | |
|-----------------|-------|
| Freese, Kathryn | 11/16 |
| Morales, Andrew | 1/17 |
| Hunter, Dean | 5/17 |
| Sherel, Linda | 5/17 |
| Gioulis, Hannah | 7/17 |
| Muller, Warner | 7/17 |
| Cooper, Robert | 7/18 |

BUS DRIVERS

| | |
|------------------|------|
| Proud, Edward | 9/16 |
| Lafferty, Tanner | 9/17 |
| Layton, Sherry | 9/17 |

BUS MECHANIC & ASST. P/T BUS MECHANIC

Kapp, Kevin 10/16

SECURITY

Flitcroft, Albert 9/16

FOOD SERVICE WORKER

Abrams, LaTrice 9/16

H. Harassment, Intimidation & Bullying:

1. The Board affirms the actions taken by the Superintendent and the School Safety Teams, for H.I.B. Sandman #2 - (5819) 2018-19, H.I.B. Sandman #3 – (5983) 2018-19 and H.I.B. Maud Abrams #2 – (5837) 2018-19. (Backup H-1)

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-1)

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

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 |
|---------------|---------------------|----------------------|
| 5756 | Policy & Regulation | Transgender Students |

3. On the recommendation of the Superintendent, that the Lower Township Board of Education approve the submission of the proposed Comprehensive Equity Plan (CEP) and Statement of Assurances. (Backup L-3)

E. Education:

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

Case #4733 – Nine year old, 3rd grade general education student who was placed on home instruction, at the request of her physician.

MOTION: P-1 to P-11/H-1/L-1 to L-3/E-1

Motion: _____ **Second:** _____

5/28/2019

Vote:

- Monica DiVito
- Stephen Lewis
- Michael Mader
- 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.

Regular Business:

1. On the recommendation of the School Business Administrator, pursuant to PL 2015, Chapter 47, the Lower Township Board of Education intends to renew, award, or permit to expire, the following Contracts previously awarded by the Board of Education. These Contracts are, have been, and will continue to be, in full compliance with all State and Federal Statutes and Regulations; in particular: New Jersey Title 18A:18. Et seq. NJAC Chapter 23, and Federal Regulations 2CFR Part 200.317 et. Seq. (Backup F-1)
2. On the recommendation of the School Business Administrator, that the Lower Township Board of Education amends the 2018-2019 ESSA Grant as follows: (Backup F-2)

| <u>Title 1A</u> | | <u>Amendment</u> | <u>Revised</u> |
|------------------------|------------------|-------------------------|-----------------------|
| 100-600 Supplies | \$ 9,002 | \$2,890 | \$ 11,892 |
| 200-600 Supplies | <u>\$ 14,491</u> | <\$2,890> | <u>\$ 11,601</u> |
| | \$521,640 | | \$521,640 |

| <u>Title 11A</u> | | | |
|-------------------------|-----------------|----------------|-----------------|
| 200-100 Salaries | \$47,509 | <\$5,000> | \$42,509 |
| 200-200 Benefits | \$ 3,634 | <\$ 382> | \$ 3,252 |
| 200-500 | <u>\$11,147</u> | <u>\$5,382</u> | <u>\$16,529</u> |
| | \$83,041 | | \$83,041 |

3. On the recommendation of the School Business Administrator, 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:

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

5/28/2019

4. On the recommendation of the School Business Administrator, that the Lower Township Board of Education approve the following, awarded as Professional Services Contracts, for the fiscal year July 1, 2019 through June 30, 2020, as listed: (Backup F-4)
 - 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. **Behavior Therapy Specialist** – Brett Dinovi & Associates, LLC & Interactive Kids – Awarded on a Fair and Open Process.
 - d. **Bond Counsel** – McManimon, Scotland & Bauman, LLC – Awarded on a Fair and Open Process.
 - e. **Nursing Services** – Preferred Home Health Care & Nursing Services & Bayada Home Health Care, Inc. – Awarded on a Fair and Open Process.
 - f. **Medical Inspector** – Atlanticare – Awarded on a Fair and Open Process.
 - g. **OT** – Kim Vona – Awarded on a Fair and Open Process.

5. 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, 2019 through June 30, 2020, and execute any contracts between the Lower Township Board of Education and the Joint Insurance Fund as listed: (Backup F-5)

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

6. On the recommendation of the School Business Administrator, that the Lower Township Board of Education approves a Contract between Lower Township Board of Education and Paul's Commodity Hauling, Inc. for the 2019-2020 school year, for hauling State Commodities from Safeway Cold Storage. (Backup F-6)

7. On the recommendation of the Superintendent and the School Business Administrator, that the Lower Township Board of Education approve a reduction of force, pursuant to N.J.S.A. 18A:29-9, for the 2019-2020 school year. The reason for this reduction in force is because of, among other reasons, economy and the continuation/funding of the 2019-2020 PEEA Grant which established a full day Pre-K program, whereby the students served by the 3VP Program can be enrolled in the full day Pre-K program.

8. On the recommendation of the School Business Administrator, that the Lower Township Board of Education authorize the School Business Administrator to execute the required changes to the 403(B) document and add National Life Group as a 403(B) provider. (Backup F-8)

9. On the recommendation of the School Business Administrator, that the Lower Township Board of Education authorize the Superintendent and School Business Administrator to transfer ownership of a portion of Block 753.01, Lot 4.01, to the County of Cape May for use in the County Road System. (Backup F-9)

5/28/2019

- 10.** On the recommendation of the School Business Administrator, that the Lower Township Board of Education authorizes the School Business Administrator to release a purchase order to the Middletown Board of Education for the tuition costs of student #16716, who has been placed at New Road School of Ocean County, per tuition costs set by N.J. State Department of Education. (Backup F-10)
- 11.** On the recommendation of the School Business Administrator, that the Lower Township Board of Education authorize the School Business Administrator to buy out the lease on the IT Trailer acquired from William Scotsman. (Backup F-11)
- 12.** On the recommendation of the School Business Administrator, that the Lower Township Board of Education adopt the 2019-2020 Board of Education Meeting dates. (Backup F-12)
- 13.** On the recommendation of the School Business Administrator/Board Secretary, that the Lower Township Board of Education authorizes the School Business Administrator/Board Secretary to acquire the IT vehicle and Heavy Duty 4WD Pickup as previously approved under the bid threshold. (Backup F-13)

MOTION: Finance F-1 to F-13

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:

LTES Strategic Planning Update-Patricia Smith

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

6} EXECUTIVE SESSION:

Motion: _____ **Second:** _____

Discussion:



5/28/2019

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 – June 25, 2019
- B}** Monthly Emergency Drill: 5/15/19 – Evacuation @ Mitnick
Fire Drills: 5/17/19 – Maud Abrams - 5/20/19 – Memorial/Sandman & Mitnick - TBD

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

F.Y.I.

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