

WORK SESSION MINUTES – 6/26/2018

6:00 pm

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

Roll Call: Board Secretary called the roll:

Roll Call – Board Members:

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

Also in Attendance:

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

Absent:

Monica DiVito
Shaun Whittington

1) Administration:

- a) Mr. Samaniego:
Notified the board of the retirement of Marge Wunder.
Discussed the need for an additional guidance counselor position.
Discussed the Preschool Education Expansion Aid Grant.
- b) Mr. Hansen:
Discussed information on the Preschool Education Expansion Aid grant, and reviewed agenda items.

2) Board Comment:

The Board and Administration reviewed the procedure when a Board member receives an email concerning school business and that said email should be forwarded to the administration.
The Board discussed forming a steering committee relative to the Strategic Plan that was presented by the New Jersey School Boards. The following would serve on the committee:
DiVito
Smith
Vile
McKenna

3) Close Session: See Authorizing Executive Session 6/26/18

Motion: Thomas Second: McKenna @ 7:06 p.m.

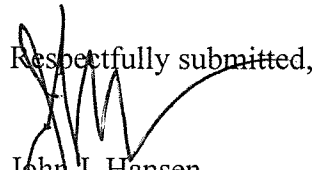
All in Favor

Motion to Adjourn and proceed to Regular Meeting:

Motion: Thomas Second Vile @7:25 p.m.

All in Favor

Respectfully submitted,


John J. Hansen

School Business Administrator/Board Secretary

**LOWER TOWNSHIP BOARD OF EDUCATION
RESOLUTION
AUTHORIZING EXECUTIVE SESSION-6/26/2018**

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 4 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 June 26, 2018 at 7:06 P.M, and

WHEREAS, the nine (9) exceptions to public meetings set forth in N.J.S.A. 10:4-12(b) are listed below, and next to each exception is a box within which **the number** of issues to be privately discussed that fall within that exception shall be written, and after each exception is a space where additional information that will disclose as much information about the discussion as possible without undermining the purpose of the exception shall be written.

“(1) Any matter which, by express provision of Federal law, State statute or rule of court shall be rendered confidential or excluded from public discussion.” The nature of the matter, described as specifically as possible without undermining the need for confidentiality is

“(2) Any matter in which the release of information would impair a right to receive funds from the federal government.” The nature of the matter, described as specifically as possible without undermining the need for confidentiality is

_____;

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“(3) Any material the disclosure of which constitutes an unwarranted invasion of individual privacy such as any records, data, reports, recommendations, or other personal material of any educational, training, social service, medical, health, custodial, child protection, rehabilitation, legal defense, welfare, housing, relocation, insurance and similar program or institution operated by a public body pertaining to any specific individual admitted to or served by such institution or program, including but not limited to information relative to the individual's personal and family circumstances, and any material pertaining to admission, discharge, treatment, progress or condition of any individual, unless the individual concerned (or, in the case of a minor or incompetent, his guardian) shall request in writing that the same be disclosed publicly.” HIB Maud #4782 & Maud #4976

“(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: **Superintendent’s Evaluation, Teacher ID#4238 & Teacher ID#5558**

“(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 20 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
MINUTES
REGULAR MEETING
JUNE 26, 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."

6/26/2018

1} REPORTS:

- A} Board President:
- B} Superintendent: Review monthly activities. Recognized Marge Wunder.
- C} School Business Administrator: Reviewed agenda items.
- D} Presentations: **Darrin Hickok, Supervisor of School Security.**

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:

May 22, 2018
Work Session
Regular
Close Session

R-2 Approval of Financial Statements:

Secretary's and custodian's reports for **May 31, 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: May 22, 2018-June 26, 2018 {Backup R-3}

R-4 Approval of Bill List: May 24, 2018-June 26, 2018{Backup R-4}

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

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

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

Motion: Vile Second: Smith

Voting Yes:

Stephen Lewis
Joseph McKenna
Joseph Thomas
Charles Utsch
Jonathan Vile
Patricia Smith, Vice President - Abstain check #413978
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 2018-2019 school year, pending receipt of required documentation: (Backup P-1)

SUBSTITUTES WITH COMPLETE DOCUMENTATION

SUBSTITUTE TEACHERS

Taylor Frenchville, Haley Riess, Sarah McBride

SUBSTITUTE CLASSROOM AIDE WITH 60 CREDITS

Sara Kazemian

SUBSTITUTES NEEDING MORE DOCUMENTATION

SUBSTITUTE TEACHER

Jessica Elliott

SUBSTITUTE BUS DRIVER

Anna Lafferty

2. On the recommendation of the Superintendent and School Business Administrator, that the Lower Township Board of Education approves the Contract between the Lower Township Board of Education and the Lower Township Administrators' Association, for the 2018-2019, 2019-2020 and 2020-2021 school years. (Backup P-2)
3. On the recommendation of the Superintendent, that the Lower Township Board of Education approves the 2018-2019 employment Contract between the Lower Township Board of Education and John J. Hansen, School Business Administrator/Board Secretary, as approved by the Executive County Superintendent. (Backup P-3)
4. On the recommendation of the Superintendent that the Lower Township Board of Education approve Sandra Pipitone, as Part-Time Speech Therapist, in the District, for the 2018-2019 School Year, pending receipt of required documentation. (Backup P-4)
5. On the recommendation of the Superintendent, that the Lower Township Board of Education approve Robert Cooper, as Custodian, in the District, effective June 27, 2018, pending receipt of required documentation. (P-5)

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6. On the recommendation of the Superintendent, that the Lower Township Board of Education accept, with regret, the retirement of Marge Wunder, 1st Grade Teacher at the Carl T. Mitnick School, effective July 1, 2018. (Backup P-6)

H. Harassment, Intimidation & Bullying:

1. The Lower Township Board of Education affirms the actions taken by the Superintendent and the School Safety Teams for H.I.B. Sandman #2 (4738) 2017-18 and H.I.B. Maud #2 (4782) 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 second reading for the following revisions to existing or new Policies and Regulations: (Backup L-1)

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

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
<i>5350</i>	<i>Policy & Regulation</i>	<i>Student Suicide Prevention</i>
<i>5561</i>	<i>Policy & Regulation</i>	<i>Use of Physical Restraint with Seclusion Students with Disabilities</i>
<i>8462</i>	<i>Policy</i>	<i>Reporting Potentially Missing or Abused Children</i>
<i>8561</i>	<i>Policy</i>	<i>Procurement Procedures for School Nutrition Program</i>
<i>1550</i>	<i>Policy & Regulation</i>	<i>Equal Employment/Anti-Discrimination Practices</i>

3. On the recommendation of the Superintendent, that the Lower Township Board of Education accept and approve the Intervention and Referral Services Final Reports for school year 2017-2018. (Backup L-3)
4. On the recommendation of the Superintendent and School Business Administrator, that the Lower Township Board of Education approve the 2018-2019 Revised "Annual Notice" of Regular Board Meetings. (Backup L-4)
5. On the recommendation of the Superintendent, that the Lower Township Board of Education accept the scores for the Quality Single Accountability Continuum (QSAC). (Backup L-5)

- 6. On the recommendation of the Superintendent, that the Lower Township Board of Education accept and approve the Security Drill Statement of Assurances, as presented by Darrin Hickok, Supervisor of School Security. (Backup L-6)

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 #4577-A – Six year old, Kindergarten Special Education Student, who on the recommendations of her physician, was place on home instruction for the remainder of the school year and will receive 2018-2019 Extended School Year services while on home instruction.

Case #4514-A – Eight year old, 3rd Grade Student, who will receive 2018-2019 Extended School Year services while on home instruction.

- 2. On the recommendation of the Superintendent, that the Lower Township Board of Education approve a District Waiver Request based on the grouping age ranges and ELP of age range of our English Language Learners. The district will not have the final number of eligible students for the 2018-2019 school year until 2018 ACCESS scores are released, and we can determine which students have met the state’s exit criteria. The district currently has 7 ELLs in Kindergarten, 10 ELLs in 1st grade, 12 ELLs in 2nd grade, 8 ELLs in 3rd grade, 6 ELLs in 4th grade, 6 ELLs in 5th grade and 0 ELLs in 6th grade. ELP levels range from entering to bridging. Implementing a full-time bilingual education program would cause our district group students of multiple age ranges into a class and would inhibit developmentally appropriate instruction. (Backup E-2)

MOTION: P-#1 to P-#5/H-#1/L-#1 to L#6/E-#1 to E-#2) & addendum P#6

Motion: Smith Second: Vile

Voting Yes:

- Stephen Lewis
- Joseph McKenna
- Joseph Thomas
- Charles Utsch
- Jonathan Vile
- Patricia Smith, Vice President – Abstain P2 and check #413978
- Gary Douglass, President – Abstain P2

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, to authorize the School Board Administrator to move up to: (Backup F-2)

\$1,500,000, from current operations, to Capital Reserve as of June 30th, 2018.
\$500,000 from current operations, to Maintenance Reserve as of June 30th, 2018.
\$250,000 from current operations, to Emergency Reserve established as of June 30th, 2018.

3. On the recommendation of the School Business Administrator, that the Lower Township Board of Education approve the Breakfast and Lunch rates for the 2018-2019 school year, as listed: (Back-up F-3)

Lunch-Full	\$2.65
Lunch-Reduced	\$.40
Lunch-Staff-(student lunch)	\$3.75
Lunch-Staff-(special)	\$4.50
Milk	\$.65

*A-La-Cart items per posted schedule

4. On the recommendation of the School Business Administrator, that the Lower Township Board of Education authorize 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), and approve the submittal and acceptance, of the 2018-2019 IDEA Basic and Pre-School Grant. (Backup F-4)

Basic:	\$477,272 {public}
PreK	\$ 26,661 {public}

5. On the recommendation of the School Business Administrator, that the Lower Township Board of Education authorize the School Business Administrator to dispose of the following items, as deemed obsolete, and surplus items using GovDeals: (Backup F-5)

Other office equipment deemed surplus
Two School Buses

- 6. On the recommendation of the Superintendent, that the Lower Township Board of Education gives approval to submit the Application for Dual Use of Educational Space, for the 2018-2019 school year, as indicated in the Application and that approval be given to use the alternate method of compliance, in accordance with NJAC 6:22-5.4(h)4.11, by providing toilet rooms adjacent to, or outside the classroom, in lieu of individual toilet rooms in each Kindergarten classroom, as indication in the application for the 2018-19 school year. (Backup F-6)
- 7. On the recommendation of the School Business Administrator, that the Lower Township Board of Education authorize the Supervisor of Curriculum & Instruction and Supervisor of Academic Achievement to execute the ESSA Statement of Assurances, and approve the acceptance and submittal, of the 2018-2019 ESSA. (Backup F-7)

Title I	\$511,201
Title II	\$ 66,437
Title III	\$ 8,213
Title IV	<u>\$ 30,721</u>
	\$616,572

- 8. On the recommendation of the School Business Administrator, that the Lower Township School District join the Wildwood School District, as part of Title III Consortium, for the 2018-2019 allotment of \$8,213.00. (Backup F-8)
- 9. 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, 2018 through June 30, 2019, as listed: (Backup F-9)
 - a. Physical Therapy-Kimberly Vona - Awarded on a Fair and Open Process
 - b. Occupational Therapy - Jennifer Blankley - Awarded on a Fair and Open Process
 - c. Financial Advisor - Phoenix Advisors - Awarded on a Fair and Open Process
 - d. Medical Inspector – Dr. Bradley Andrew Bisk, AtlantiCare Physician Group – Awarded on a Fair and Open Process
 - e. School Psychologist- Terrence Tracey, Phd. – Awarded on a Fair and Open Process.
- 10. On the recommendation of the Superintendent, the Lower Township Board of Education authorizes the Superintendent and School Business Administrator to execute the 2018-2019 Preschool Education Expansion Aid (PEEA) Statement of Assurances and submit the application for the Preschool Education Expansion Aid Grant. (Backup F-10)
- 11. On the recommendation of the School Business Administrator, that the Lower Township Board of Education authorize the donation of obsolete bus seats to the Stone Harbor Fire-Rescue Squad. (Backup F-11)
- 12. On the recommendation of the School Business Administrator, that Lower Township Board of Education approve a Motion to cancel stale dated payroll checks totaling \$7,813.27.

6/26/2018

MOTION: Finance F-#1 to F-#11 & Addendum F#12

Motion: Vile Second: McKenna
Voting Yes:

Stephen Lewis
Joseph McKenna
Joseph Thomas
Charles Utsch
Jonathan Vile
Patricia Smith, Vice President
Gary Douglass, President

4} OLD/NEW BUSINESS:

Mr. Douglass thanked the staff for their service during the year.
Mrs. Smith congratulated the school district on the QSAC results
The board recognized Marge Wunder.

5} OPEN MEETING TO THE PUBLIC: None

6} EXECUTIVE SESSION: None

7} Good of the Order:

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

8} ADJOURNMENT

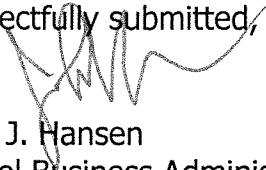
MOTION TO ADJOURN THE MEETING.

Motion: Smith Second: McKenna

All in Favor

Time: 7:50 pm

Respectfully submitted,



John J. Hansen
School Business Administrator/Board Secretary

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

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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

CLOSED SESSION MINUTES – 6/26/2018

7:06 pm

Roll Call – Board Members:

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

Also in Attendance:

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

Absent:

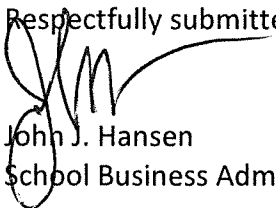
Monica DiVito
Shaun Whittington

Closed Session: See Authorizing Executive Session 6/26/18

- a) Mr. Samaniego reviewed the details relative to HIB#4976.
- b) Mr. Samaniego reviewed the details relative to Employee #4238, who is currently on paid administrative leave. The attorney discussed the process for the employee to return to work.
- c) Mr. Samaniego reviewed the details relative to the job performance of Employee # 5558 (employee was in attendance).
- d) Evaluation of Superintendent – Mr. Hansen reviewed the 2017-2018 evaluation of Superintendent. {Douglass & Smith were not present}

Adjourned Closed Session @ 7:25 pm

Respectfully submitted,



John J. Hansen
School Business Administrator/Board Secretary