

**LOWER TOWNSHIP BOARD OF EDUCATION  
MINUTES  
REGULAR MEETING  
JULY 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 **L**earning, **T**eaching, **E**xploring, **S**ucceeding.*

**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."*

7/24/2018

**1} REPORTS:**

- A} Board President:
- B} Superintendent: Reviewed Activity/ESIP Project/Congratulations to new teachers
- C} School Business Administrator: Reviewed agenda items/Addressed at length State Aide Reduction
- D} Presentations: None.

**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**

Board Comment: Jon Vile discussed Strategic Plan – steering committee

**R-1 Approval of Minutes:**

June 26, 2018  
Work Session  
Regular  
Close Session

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

Secretary's and custodian's reports for **June 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: June 26, 2018 to June 30<sup>th</sup>, 2018 and July 1<sup>st</sup>, 2018 to July 24<sup>th</sup>, 2018**{Backup R-3}

**R-4 Approval of Bill List: June 26, 2018 to June 30<sup>th</sup>, 2018 and July 1<sup>st</sup>, 2018 to July 24<sup>th</sup>, 2018**{Backup R-4}

**R-5 Approval of Cafeteria Report: None**

**R-6 Approval of Travel: None**

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

**Motion: Vile Second: Smith**

**Voting Yes:**

Monica DiVito – Abstain R-1  
Stephen Lewis  
Charles Utsch  
Jonathan Vile  
Shaun Whittington  
Patricia Smith, Vice President  
Gary Douglass, President

**Voting No:**

Joseph Thomas

**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 attached list of substitutes being rehired, and the following substitutes, be approved for the 2018-2019 school year, pending receipt of required documentation: (Backup P-1)

***SUBSTITUTES WITH COMPLETE DOCUMENTATION***

**SUBSTITUTE TEACHER**

Christopher Borkowski, Krista Kane

**SUBSTITUTE SPEECH SPECIALIST**

Kiera Webb

**SUBSTITUTE BUS AIDE**

Kate Weiss

**SUBSTITUTE CUSTODIANS**

Karen Bender, Robert Crane

***SUBSTITUTES NEEDING MORE DOCUMENTATION***

**SUBSTITUTE FOOD SERVICE WORKERS/CAFETERIA AIDE**

Vivian Santandrea, Maryann Tamilio

2. On the recommendation of the Superintendent, that the Lower Township Board of Education approve Kimberly Castellucci as 1<sup>st</sup> Grade Teacher in the Carl T. Mitnick School, effective September 1, 2018, pending receipt of required documentation. (Backup P-2)
3. On the recommendation of the Superintendent, that the Lower Township Board of Education approve Erin Kelly as 3<sup>rd</sup> Grade Teacher at the Maud Abrams School, effective September 1, 2018, pending receipt of required documentation. (Backup P-3)
4. On the recommendation of the Superintendent, that the Lower Township Board of Education approve JoAnn McLaughlin, as 6<sup>th</sup> Grade Teacher at the Sandman Consolidated School, effective September 1, 2018, pending receipt of required documentation. (Backup P-4)
5. On the recommendation of the Superintendent, that the Lower Township Board of Education approve Amanda Dillon, as Guidance Counselor at the Maud Abrams School, effective September 1, 2018, pending receipt of required documentation. (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</u></b>	<b><u>Current Position</u></b>	<b><u>Transfer To</u></b>
Sharon Yarwasky	5 <sup>th</sup> Grade Teacher	STEM @ Sandman
Glen Donahue	STEM @ Sandman	5 <sup>th</sup> Grade Teacher
Susan Temple	Speech @ Memorial	Speech @ Sandman
Krista Risley	Speech @ Sandman	Speech @ Memorial

- 7. On the recommendation of the Superintendent, that the Lower Township Board of Education authorizes the Superintendent to make personnel appointments pending PEEA Grant approval and Board ratification.

**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. #4976 Maud Abrams #3 (2017-2018). (Backup H.I.B.-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)

<b>NUMBER</b>	<b>TYPE</b>	<b>TITLE</b>
5350	<i>Policy &amp; Regulation</i>	<i>Student Suicide Prevention</i>
5561	<i>Policy &amp; Regulation</i>	<i>Use of Physical Restraint with Seclusion Students with Disabilities</i>
8462	<i>Policy</i>	<i>Reporting Potentially Missing or Abused Children</i>
8561	<i>Policy</i>	<i>Procurement Procedures for School Nutrition Program</i>
1550	<i>Policy &amp; Regulation</i>	<i>Equal Employment/Anti-Discrimination Practices</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 Polices and Regulations: (Backup L-2)

<b>NUMBER</b>	<b>TYPE</b>	<b>TITLE</b>
1613	<i>Policy &amp; Regulation</i>	<i>Disclosure and Review of Applicant's Employment History</i>
5512	<i>Policy</i>	<i>Harassment, Intimidation and Bullying</i>

**E. Education:**

1. On the recommendation of the Supervisor of Special Services, that the Lower Township Board of Education approve the following placements: (Backup E-1)

**Case #4642-A** – Ten year old, 5<sup>th</sup> grade Special Education Student transferred into the district and is waiting placement at the Cape May County Special Services School District at Ocean Academy.

**Case #4643-A** – Three year old, Special Education Preschool Student who is waiting placement at the Cape May County Special Services School District at Ocean Academy.

**MOTION: P-1 to P-7/H.I.B. 1/L-1 to L-2/E-1)**

**Motion: Smith Second: Whittington**

**Voting Yes:**

Monica DiVito – No to P6 (first two transfers)  
Stephen Lewis  
Charles Utsch  
Jonathan Vile  
Shaun Whittington  
Patricia Smith, Vice President – No to P6 (first two transfers)  
Gary Douglass, President

**Voting No:**

Joseph Thomas

**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, that the Lower Township Board of Education approve an Amendment to the 2018-2019 Inter-Local Agreement for Security Supervision Services between Lower Township Elementary School District and Wildwood Crest School District. (Backup F-1)
2. On the recommendation of the School Business Administrator and the Supervisor of Special Services, that the Lower Township Board of Education approves the award to Great American Trolley at a rate of \$329 per Cape May County Special Services School District. (Backup F-2)

3. On the recommendation of the School Business Administrator, that the Lower Township Board of Education approve the following hourly paid rates: (Backup F-3)

**Daily:**

Classroom Aides - Greater than 60 Credits	\$15.00 hr
Classroom Aides - Less than 60 Credits	\$13.50 hr
Cafeteria Aides	\$12.00 hr
Clerks	\$13.25 hr
Food Service Workers	\$12.00 hr

**Day Care:**

Aide	\$12.75 hr
Lead Aide	\$13.00 hr
Lead Aide with Certification	\$14.00 hr
Custodians (Part-Time)	\$14.00 hr

**Transportation:**

Driver-Part Time (Hourly)	\$20.40
Driver – Part Time (Run)	\$14.00
Bus Aide – Part Time (Hourly)	\$12.00
Bus Aide – Part Time (Run)	\$ 8.25

**PreSchool Paraprofessionals:**

Greater than 60 Credits or ParaPro Passing score required	\$17.00 hr
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**On Call Substitutes:**

Substitute Teacher	\$94.00 per diem
Instructional Aide w/60 Credits & Sub Teacher Cert.	\$13.25 hr
Classroom Aide w/o 60 Credits & Sub Teacher Cert.	\$12.25 hr
Substitute Secretary	\$12.00 hr or \$84 per diem

**ESY Staff Hourly Rates: (On-Call Per Diem)**

Substitute Teacher (Certified)	\$13.25 hr
Personal Instructional Aide w/Teacher Sub Cert.	\$13.25 hr
Classroom Aide w/o Teacher Sub Cert.	\$12.25 hr

4. On the recommendation of the School Business Administrator, that the Lower Township Board of Education authorize the following changes to the 2018-2019 School Budget and authorize the School Business Administrator to apply for Emergency Aid as the result of the reduction in general fund state aid when process has been announced. (Backup F-4)

	<b><u>Adopted</u></b>	<b><u>Adjustment</u></b>	<b><u>Revised</u></b>
<b><u>Revenues:</u></b>			
Adjustment Aid	\$ 1,630,669	<\$172,863>	\$ 1,457,806
Totals	\$28,177,062	<\$172,863>	\$28,004,199

7/24/2018

**Appropriations:**

Health Insurance	\$ 5,200,000	<\$172,863>	\$ 5,027,137
Totals	\$28,177,062	\$<172,863>	\$28,004,199

- 5. On the recommendation of the School Business Administrator, that the 2017-2020 Inter-Local Agreement between the Lower Township School District and Lower Cape May Regional School District be amended to reflect a pro-rated portion of the Wildwood Crest for Security Supervision for the 2018-2019 school year as follows: (Backup F-5)

Total Salaries, Benefit and Car:	\$56,699
Less WC Contribution:	<\$ 8,000>
	\$48,699

LCMR @ 50%	\$24,350
Less WC Contribution 2017-2018	<\$ 1,463>
Adjusted amount due for 2018-2019	\$22,887

- 6. On the recommendation of the School Business Administrator, that the Lower Township Board of Education award Contract 1819-001 Milk and Dairy Bid for the 2018-2019 school year, to Lehigh Valley Dairy Farms, per pricing sheet as submitted (Grand total \$4742.884). (Backup F-6)
- 7. On the recommendation of the Superintendent, Supervisor of Curriculum and Instruction and School Business Administrator, that the Lower Township Board of Education authorize the submittal of the 2018-2019 Preschool Education Expansion Aid Grant and authorize the execution of the Statement of Assurance. The projected funding is as follows: (Backup F-7)

General Education Children (PEA funded)	\$ 313,908
General Education Children (PEEA funded)	\$1,766,892
Other Fund (General Fund)	\$ 469,256
Totals	\$2,550,056

**MOTION: Finance F-#1 to F-#7**

**Motion: Vile Second: Whittington**

**Voting Yes:**

- Monica DiVito
- Stephen Lewis
- Joseph Thomas
- Charles Utsch
- Jonathan Vile
- Shaun Whittington
- Patricia Smith, Vice President
- Gary Douglass, President

**4} OLD/NEW BUSINESS: NONE**

7/24/2018

**5} OPEN MEETING TO THE PUBLIC: NONE**

**6} EXECUTIVE SESSION: NONE**

**7} Good of the Order:**

A} Next Board Meeting: Regular Meeting August 28, 2018 @ 7:30 pm

**8} ADJOURNMENT**

**MOTION TO ADJOURN THE MEETING.**

**Motion: Vile Second: Lewis**

**All in Favor**

**Time: 7:54 p.m.**

Respectfully submitted,



John J. Hansen  
School Business Administrator/Board Secretary



**WORK SESSION MINUTES – 7/24/2018**

**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 Thomas  
Charles Utsch  
Jonathan Vile  
Shaun Whittington

**Also in Attendance:**

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

**Absent**

Joseph McKenna

**1) Administration:**

- a) Mr. Samaniego:  
Briefly discussed activity on PEEA Grant
- b) Ms. Sabina Muller and Ms. Sarah Bowman:  
Reviewed the PEEA Grant/Pending Grant approval  
From Half Day to Full Day.  
Discussed meeting with the State.  
Reviewed hiring process.

**2) Close Session: See Authorizing Executive Session 7/24/2018**

**MOTION: Vile Second: Smith @ 6:30 p.m.**

**All in Favor**

**2018-2019 Superintendent Evaluation Form**

**Employee #4238**

**Employee #4755**

**3) Board Comment:**

**4) Pending:**

- a) Jon Vile discussed the Strategic Planning 3D Model-steering committee email at the regular meeting.

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

**MOTION: Vile Second: Thomas @7:28 p.m.**

**All in Favor**

**LOWER TOWNSHIP BOARD OF EDUCATION  
RESOLUTION  
AUTHORIZING EXECUTIVE SESSION-7/24/2018**

**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 \_\_\_\_ 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 July 24, 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.”**

**“(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

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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

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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 #4238 & Employee #4755 and 2018-2091 Superintendent Evaluation**

**“(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

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**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.

**CLOSED SESSION MINUTES – 7/24/2018**

**6:30 p.m.**

**Roll Call – Board Members:**

Gary Douglass, President  
Patricia Smith, Vice President  
Monica DiVito  
Steve Lewis  
Joseph Thomas  
Charles Utsch  
Jonathan Vile  
Shaun Whittington

**Also in Attendance:**

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

**Absent:**

Joseph McKenna

**Closed Session: See Authorizing Executive Session 7/24/18**

- a) Mr. Samaniego reviewed the details relative to Employee #4238. He reported on the program. The board asked questions about the transfer that was on the regular agenda, as well as process of removing or voting on that motion.
- b) Mr. Samaniego reviewed the details relative to Employee #4755. In addition, he reported that he had met with the employee to discuss the doctor's report and its finding. In that meeting, Mr. Samaniego reported on the next series of events.
- c) There was a brief discussion on the process on the 2018-2019 Superintendent Evaluation. Mr. Samaniego was going to discuss it with Mrs DiVito.

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

**Motion: Thomas Second: Whittington @7:26 p.m.**

**All in Favor**

Respectfully submitted,



John J. Hansen  
School Business Administrator/Board Secretary