

**LOWER TOWNSHIP BOARD OF EDUCATION  
AGENDA  
REGULAR MEETING  
SEPTEMBER 26, 2017**

Regular Meeting convenes 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.*

**Board Goals:**

*"Increase board member's knowledge and understanding of by-laws, district policies, and regulations."*

*"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: *Ms. Bowman, Supervisor of Academic Achievement*
- 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:**

- August 29, 2017
- Work Session
- Regular Meeting
- Executive Meeting

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

Secretary's and custodian's reports for **August 29, 2017**, 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:** August 30, 2017-September 26, 2017{Backup R-3}

**R-4 Approval of Bill List:** August 30, 2017-September 26, 2017{Backup R-4}

**R-5 Approval of Cafeteria Report:** September 18, 2017 {Backup R-5}

**R-6 Approval of Travel:** {Backup R-6}

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

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

**Discussion:**

**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 2017-2018 school year, pending receipt of required documentation: (Backup P-1)

**SUBSTITUTE TEACHERS**

Heather Bailey, Alexa Piro, Roseanna Dominick, Pauline McCloskey, Ruth Rosenberg, Kimberly Shannon Settlemyre

**SUBSTITUTE SECRETARIES/CLERKS**

Ryan Hannahan, Kristen Casella, Tiffany Stefanovicz

**SUBSTITUTE CLASSROOM AIDES**

Ryan Hannahan, Kristen Casella, Tammy Hughes, Jennifer Abate, Helen Catrone, Roseanna Dominick, Tiffany Stefanovicz

**SUBSTITUTE CUSTODIANS**

Ryan Hannahan, Angel Gonzalez, Robert Cooper, Salvatore Marsalo, Joseph Horn

**SUBSTITUTE FOOD SERVICE WORKERS**

Ryan Hannahan, Angel Gonzalez, Helen Catrone

**SUBSTITUTE DAY CARE AIDES**

Ryan Hannahan, Angel Gonzalez, Tiffany Stefanovicz

**SUBSTITUTE CAFETERIA AIDES**

Ryan Hannahan, Angel Gonzalez, Tiffany Stefanovicz

**SUBSTITUTE BUS AIDES**

Ryan Hannahan, Angel Gonzalez, Amizadai Mercado, Krista Faircloth, Emily Swartz, Tiffany Stefanovicz

**SUBSTITUTE BUS DRIVERS**

Gregory Winter, Garry Mathis, John Pasternak

2. On the recommendation of the Superintendent, that the Board approve the application to Lower Cape May Regional High School, for use of its' facility on October 22, 2017, to hold the Lower Township Elementary School 5K Walk/Run. (Backup P-2)

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3. On the recommendation of the Superintendent, that the Board approve Marcie Samartino, as Temporary Special Education Teacher at the Carl T. Mitnick School, a maternity leave of absence position, replacing Tracy Rutherford, effective September 27, 2017 to February, 2018, pending receipt of required documentation. (Backup P-3)
4. On the recommendation of the Superintendent, that the Board approve the promotion of Kevin Kapp, as Head Mechanic, effective September 27, 2017. (Back-up F-4)
5. On the recommendation of the Superintendent, that the Board accept the resignation of Christine Sundstrom, who was approved as Temporary ESL Teacher, replacing Kyrstalyne Roach, on a maternity leave of absence, effective September 26, 2017. (Backup P-5)
6. On the recommendation of the Superintendent, that the Board approve Amber Holden, as Temporary ESL Teacher, replacing Kyrstalyne Roach, a maternity leave of absence position, effective September 27, 2017 to December 1, 2017, pending receipt of required documentation. (Backup P-6)
7. On the recommendation of the Superintendent, that the Board approve Jennifer Abate, as the Part-Time Three-Year Old Visitation Program (3VP) Teacher, at the David C. Douglass Veterans Memorial School, pending receipt of required documentation. (Backup P-7)

**E. Education:**

1. On the recommendation of the Supervisor of Special Services, that the following out of district placements, be approved: (Backup E-1)

**Case #3784-A** – 10 yr old, 5<sup>th</sup> grade, special education student, will continue home instruction for the 2017-2018 school year, due to disciplinary issues.

**Case #4567-A** – 11 yr old, 6<sup>th</sup> grade, special education student, requires a sign language interpreter as part of her Individual Education Plan, and is being reviewed as homeless, possibly out of Vineland.

**Case #4200-A** – 6 yr old, 2<sup>nd</sup> grade, special education student, who is currently on Homebound Instruction due to a medical condition.

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2. On the recommendation of the Superintendent, that the Board approve the curricula for the following programs and educational services offered in grades Preschool through Grade 6, for the 2017-2018 school year, as listed below:

**Programs**

Art Education  
Basic Skills Instruction  
Comprehensive Health and Physical Education

Advanced Skills  
Handwriting

Instrumental Music/Strings  
Language Arts Literacy  
Library/Media  
Mathematics

Science

Special Education – Resource Program  
Special Education – Self-Contained  
Special Education – Preschool Disabled  
Technology/STEM  
Vocal Music  
World Languages/Spanish

Social Studies  
21<sup>st</sup> Century Life & Career Skills

**Services**

Child Study Team  
Guidance/Counseling  
School Nursing  
Speech

3. On the recommendation of the Superintendent, that the Board approve the five-year curriculum evaluation schedule for all content areas at all grade levels. (Backup E-3)
4. On the recommendation of the Superintendent, that the Board approve the Annual Statement of Assurance being submitted to the New Jersey Department of Education, as part of the requirements of the on-going Quality Single Accountability Continuum (QSAC) Performance Review. (Backup E-4)
5. On the recommendation of the Supervisor of Curriculum and Instruction, the Supervisor of Academic Achievement, and the School Business Administrator, that the District's Mentoring Plan for 2017-18; One-Year Operational Plan, be reviewed for fiscal impact. (Backup E-5)

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**L. Legislative: First Reading**

1. On the recommendation of the Superintendent, that the Board approve the first reading for the following revisions to existing or new Policies and Regulations: (Backup L-1-Separate File)

NUMBER	TYPE	TITLE
0000.01	ByLaw	Introduction
0000.02	ByLaw	Introduction
0000-03	Regulation	Introduction
2415.06	Policy	Unsafe School Choice Options
2464	Policy	Gifted and Talented Students
2467	Policy	Surrogate Parents and Foster Parents
2622	Policy	Student Assessment
3160	Policy & Regulation	Physical Examination
4160	Policy & Regulation	Physical Examination
5116	Policy & Regulation	Education of Homeless Children
7446	Policy	School Security
8350	Policy	Records Retention

**MOTION: Personnel P-1 to P-7/ E-1 to E-5/L-1**

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

**Discussion:**

**Vote:**

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

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**F. Finance and Insurance:**

*The following items are believed to be items of a routine nature and will be moved as a block of action items. Prior to the roll call vote, any member may ask for discussion on any of the items within the block.*

**Regular Business:**

1. On the recommendation of the Superintendent and School Business Administrator, that the Board the board approve Sturdy Financial Services as a 403 (b) provider for the district. (Backup F-1)
2. On the recommendation of the School Business Administrator, that the Board approve the purchase of a tractor/mower from Cherry Valley Tractor Sales, in the amount of \$19,472.55, per New Jersey State Approved Co-op #:65MCESCCPS. (Backup F-2)

**MOTION: Finance F-1 to F-2**

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

**Discussion:**

**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: October 17, 2017 @ 7:30pm

**8} ADJOURNMENT**

**MOTION TO ADJOURN THE MEETING.**

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

**All in Favor:**\_\_\_\_\_ **Opposed:**\_\_\_\_\_

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

F.Y.I.

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



**WORK SESSION AGENDA- 9/26/2017**

**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

**1) Administrative:**

- a) Mr. Samaniego:
- b) Mr Hansen: Review of Board Goals
- c) Sarah Bowman ~Discussion of PARCC results-20 minutes and Q&A-10 minutes

**4) Close Session: See Authorizing Executive Session 8/29/2017 (If ample time does not exist, will be completed in Regular Meeting.)**

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

**Work session concludes no later than 7:25pm 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-9/26/17**

**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 \_\_\_\_\_ issues 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 September 26<sup>th</sup>, 2017 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.”** The nature of the matter, described as specifically as possible without undermining the need for confidentiality is

**“(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

**“(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:

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**“(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.