

**LOWER TOWNSHIP BOARD OF EDUCATION
AGENDA
REGULAR MEETING
FEBRUARY 21, 2017**

Meeting convenes at 7:00 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:

"It Takes a Community of Learners to Educate a Student"

It is the mission of the Lower Township Elementary School District to provide quality educational programs, capable of supporting all learners to achieve proficiency in the Common Core State Standards in English, Language Arts and Mathematics and the New Jersey Core Curriculum Content Standards in all other content areas.

Through the establishment of collaboration within and outside of the school community, we will support the sharing of resources to foster an environment, which will enable students to make informed decisions, that prepare them to engage as active citizens in a dynamic global society and to successfully meet the challenges and opportunities of the 21st century global workplace.

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."

1) ROUTINE MATTERS

1-A Approval of Minutes:

January 24th, 2017

Work Session

Regular Meeting

Executive Meeting

2/21/2017

1-B Approval of Financial Statements:

Secretary's and custodian's reports for January 31, 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).

1-C Approval of Transfers: January 24th, 2017-February 21st, 2017 {Backup F-4}

1-D Approval of Bill List: January 24th, 2017-February 21st, 2017 {Backup F-2}

1-E Approval of Cafeteria Report: January 31st, 2017 {Backup F-3}

1-F Approval of Travel: {Backup F-5}

MOTION ON ROUTINE 1A-1F

Motion: _____ **Second:** _____

Vote:

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

2) REPORTS:

- A} Board President
- B} Superintendent
- C} School Business Administrator
- D} Presentations: *Mr. Van Cathcart, Principal - Sandman Programs*
- E} Other

3) 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.*

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 following substitutes in each category, be approved for the 2016-2017 school year, pending receipt of required documentation. (Backup P-1)

SUBSTITUTE TEACHERS

Jennifer Collins, Una Molnar, Kiera Webb

SUBSTITUTE CLASSROOM AIDE

Kiera Webb

SUBSTITUTE CAFETERIA AIDE

Heather Jordan

SUBSTITUTE DAY CARE AIDE

Heather Jordan

SUBSTITUTE FOOD SERVICE WORKER

Heather Jordan

SUBSTITUTE BUS AIDE

William Allen

SUBSTITUTE CUSTODIANS

Christopher Elsey, Warner Muller, Patrick Quinlan

2. On the recommendation of the Superintendent, that the Board accept, with regret, the retirement of Sharon Coslop, Art Teacher at the Maud Abrams, effective May 1, 2017. (Backup P-2)
3. On the recommendation of the Superintendent, that the Board accept, with regret, the retirement of Patricia Boyle, Food Service Worker at the Maud Abrams School, effective July 1, 2017. (Backup P-3)
4. On the recommendation of the Superintendent, that Erine Lloyd, First Grade Teacher at the Carl T. Mitnick School, be approved for placement of MA on the LTEEA Teachers' Salary Guide, to reflect an increase of credits to his degree, effective March 1, 2017. (Backup P-4)

2/21/2017

5. On the recommendation of the Superintendent, that the Board approve the maternity leave of absence for Greta Pacevich, 5th Grade Teacher at the Sandman Consolidated School, effective April 24, 2017 to June 14, 2017. (Backup P-5)
6. On the recommendation of the Superintendent, that the Board accept, with regret, the retirement of Maria Schumann, Instructional Aide at the Maud Abrams School, effective June 30, 2017. (Backup P-6)

E. Education:

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

Case #4253-A – Eight year old, special education 3rd grade student who transferred into the district from Middle Township, NJ and is attending the Cape May County Special Services School District at Ocean Academy.

Case #3784-A – Ten year old, special education student who attended Ocean Academy and was placed on home instruction for the remainder of the 2016-2017 school year due to disciplinary issues.

A ten year old 4th grade general education student, who was placed on homebound instruction, due to a medical condition.

2. On the recommendation of the Superintendent, that the Board approve the Updated Lower Township Elementary School District Mission Statement, as follows:

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.

3. On the recommendation of the Superintendent, that the Board approve the Updated Lower Township Elementary School District Vision Statement, as follows:

*Every Student, Every Day **L**earning, **T**eaching, **E**xploring, **S**ucceeding.*

4. On the recommendation of the Superintendent, that the Board approves district participation in Sustainable Jersey for Schools, a Certification Program for New Jersey Public Schools that want to go green and conserve resources. (Backup E-4)

H. Harassment, Intimidation & Bullying:

1. The Board affirms the actions taken by the Superintendent and the School Safety Teams, for H.I.B. Case Sandman #2 (2016-2017), H.I.B. Sandman #3 (2016-2017), H.I.B. Sandman #4 (2016-2017) and H.I.B. Case Sandman #5 (2016-2017), as presented, no further actions have been requested, therefore these matters are closed. (Backup H-1)

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	PURPOSE
2418	Policy	Section 504 of the Rehabilitation Act of 1973 - Students	Eliminate Discrimination
1510	Policy	Americans with Disabilities Act	Individual subject to discrimination
3420	Policy	Professional Development for Teachers and School Leaders	Pursue programs of continuing Professional Development
5117	Policy	Inter-district Public School Choice	Opportunity for school choice
3126	Policy	District Mentoring Program	Approval of Mentoring Plan
2414	Policy & Regulation	At Risk Students	At Risk Students

MOTION: P-1 TO P-6, E-1 TO E-5, H 1. & L 1.

Motion: _____ **Second:** _____

Discussion:

Vote:

- ___ Monica DiVito
- ___ 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.

1. On the recommendation of the Superintendent, that the ECPA 2017-2018 is approved for submittal to the NJ Department of Education. (Backup F-6)

2. On the recommendation of the School Business Administrator, authorizing the Board President to execute the following Tuition Contracts between the Lower Township Elementary School Board of Education and the Folsom School District Board of Education:

School Year: 2015-2016/DR/PreKindergarten/\$15,957 (Backup F-7)
School Year: 2016-2017/DR/Kindergarten/\$14,657 (Backup F-7)
School Year: 2016-2017/AR/Special Education/\$53,377 {pass through
Mullica Transportation & Bus Aide} (Backup F-7)
School Year: 2016-2017/AR/Special Education:ESY/2,1 {pass through
Mullica} (Backup F-7)

3. On the recommendation of the School Business Administrator, authorizing the Board President to execute the following Tuition Contracts between the Lower Township Elementary School Board of Education and the Gloucester Township Board of Education:

School Year: 2016-2017/DG/Grade 4/DCPP/\$13,247 {only attended
Partial} (Backup F-8)
School Year: 2016-2017/MG/Kindergaretn/DCPP/\$13,247 {only attended
Partial} (Backup F-8)

5. On the recommendation of the School Business Administrator, authorizing the Board President to execute the following Tuition Contracts between the Lower Township Elementary School Board of Education and the Woodbine School District Board of Education:

School Year: 2016-2017/GD-C/Special Education/DCPP/\$11,052 (Backup F-9)

6. On the recommendation of the School Business Administrator, authorizing the Board President to execute the following Tuition Contracts between the Lower Township Elementary School Board of Education and the Middle Township Board of Education:

School Year: 2016-2017/EG/K Special Education/Homeless \$11,361
(Backup F-10)
School Year: 2016-2017/KG/Grade 4 Special Education/Homeless \$11,597
(Backup F-10)

2/21/2017

7. On the recommendation of the School Business Administrator, authorizing the Board President to execute the following Tuition Contracts between the Lower Township Elementary School Board of Education and the Cape May City Board of Education:

School Year: 2016-2017/JP/PreK (Backup F-11)

8. On the recommendation of the School Business Administrator, authorizing the Architect of Record to design, bid, and provide construction management services on the Sandman Roof project. (Backup – F12)
9. On the recommendation of the School Business Administrator, to confirm the issuance of Purchase Order Contract for the acquisition of One Primetime New Brunswick Playground equipment for the Memorial School, in the amount of \$14,478.74. (Backup F-13)
10. On the recommendation of the School Business Administrator, to authorize the establishment of a petty cash fund at each school in the amount of \$200, for incidental expenses, as defined by the School Business Administrator and returned prior to the end of the school year.
11. On the recommendation of the School Business Administrator, to authorize a Professional Services Contract to Concord Engineering, in the amount of \$7,500, per the advice of Rutula Associates, LLC, for the Third Party Energy Savings Plan: (Backup F-14)

MOTION: F-1 to F-11

Motion:_____ **Second:**_____

Discussion:

Vote:

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

2/21/2017

G. Good of the Order:

- A} Lowe's Donation
- B} Lock Down Drill: Shelter In Place @ Memorial School – 2/15/17 @ 1:10 pm
- C} Children's Monthly Dinner Program: February 2017
- D} March 14th, 2017

OPEN MEETING TO THE PUBLIC

PLEASE NOTE: 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.

4. MOTION TO ADJOURN THE MEETING.

_____ In Favor _____ Opposed

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 Report.
 12. Supervisor of Academic Achievement Report.
 13. Day Care Report.
 14. Continuing correspondence.
- March District Calendar

WORK SESSION AGENDA- 2/21/17

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
___ 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:** Superintendent and School Business Administrator reports on these items.
 - a) Report on Lead Testing
 - b) Ongoing Projects: Demolition of Administration Building/Memorial Parking lot/Sandman Roof
 - c) 2017-2018 School Budget
 - d) District Mission and Vision Statement
 - e) Discussion: Board Candidates
- 2) **Superintendent:** Review of Agenda items that require discussion and are not considered routine in nature.
- 3) **School Business Administrator:** Review of Agenda items that require discussion and are not considered routine in nature.
- 4) **Close Session:** See Authorizing Executive Session 2/21/17

Required:

- a} HIB REPORTS:
 - Sandman #6 (2016-2017)
 - Sandman #7 (2016-2017)
 - Sandman #8 (2016-2017)
- b} Personnel: None
- c} LITIGATION UPDATE
Negotiations

- 5) **Board Comments/Questions**

Work session concludes no later than 6:55pm and proceeds to Regular Business Meeting

**LOWER TOWNSHIP BOARD OF EDUCATION
RESOLUTION
AUTHORIZING EXECUTIVE SESSION-2/21/2017**

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 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 November 22, 2016 at 6:35 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 **HIB REPORTS: #6-#7 Sandman (2016-2017) and Personnel**

2

“(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” Negotiation Update

“(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 _____;

“(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 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.