

LOWER TOWNSHIP BOARD OF EDUCATION

BOARD MINUTES

EXECUTIVE SESSION

August 23, 2016

Meeting convened at 6:20 p.m.

Present at meeting were:

Mr. Ralph Bakley

Mrs. Monica DiVito

Mr. Gary Douglass - EXITED

Dr. James Rochford - ABSENT

Mrs. Patricia Smith - EXITED

Mr. Joseph Thomas

Mr. Charles Utsch

Mr. Jonathan Vile

Mr. Shaun Whittington

Jeff Samaniego, Superintendent

Frank Onorato, Board Secretary

The following was discussed:

- Review of the Superintendent's Evaluation was reviewed and discussed by the Board Members.

On a Motion by Mr. Vile and seconded by Mr. Thomas and the unanimous consent of the Board that the meeting returned to open session at 6:32 p.m.

Respectfully submitted,



Frank A. Onorato
Board Secretary

LOWER TOWNSHIP BOARD OF EDUCATION

BOARD MINUTES

REGULAR MEETING

AUGUST 23, 2016

Meeting convened at 7:00 p.m.

Salute to the Flag

Mr. Ralph Bakley
Mrs. Monica DiVito
Mr. Gary Douglass
Dr. James Rochford - ABSENT
Mrs. Patricia Smith
Mr. Joseph Thomas
Mr. Charles Utsch
Mr. Jonathan Vile
Mr. Shaun Whittington

Jeff Samaniego, Superintendent
Frank Onorato, Board Secretary

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 Gazette-Leader Newspaper, the Atlantic City Press, posted at the Municipal Building, and a copy thereof delivered to the Township Clerk; in accordance with the Open Meeting 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

- 1. Increase Board Member's knowledge and understanding of by-laws, district policies and regulations.*
- 2. To proactively support appropriate activities and events throughout the district with increased Board Member attendance.*

District Goals

- 1. To foster effective communication and positive relationships with students, parents, staff and the community.*
- 2. To increase measures that educate parents and students about the importance of school attendance and its link to student achievement.*

Present at the meeting were Joe Kavalus, Debbie Keeler, Sharon Hickok, Holly Golden, Charles Hewitt, Kelly Hewitt, Sue Jordan, Jennifer Hickok, Sam Stango, John Herman, Lana Berry, Shannon Basco, Ken Basco, LaTrice Abrams, Roy Abrams, Susan Smeltzer, Marge Wunder, Darrin Hickok, Bob Morris, Barb Bur, Dianne Wunder, Heather Sekela, Sherri Boyle, Beth DeShields, Rosie Calverly, Terry Morris, Kevin Boyle, Kathy Warner, MaryBeth Tostevin

Public comment regarding agenda items only.

On a motion by Mr. Vile and seconded by Mr. Douglass and the unanimous consent of the Board, the minutes of the Regular Board Meeting and the Executive Session held on July 31, 2016 were approved.

Work session began at 6:00 p.m. Mr. Samaniego discussed the following with the Board:

- The Pre-School and Kindergarten Visitation Days at Memorial.
- Reviewed construction projects.
- His visit to the Township Council Meeting to promote the 3VP Program at the Fishing Creek School.
- The steps being taken to facilitate our District Goal of improving student attendance.
- Development of an informal agenda for Board of Education work sessions.
- Board Goals and District Goals.
- Questions on Agenda items were addressed.

On a Motion by Mr. Thomas and seconded by Mr. Whittington and the unanimous consent of the Board the Board passed the following resolution at 6:20 p.m.

LOWER TOWNSHIP BOARD OF EDUCATION RESOLUTION AUTHORIZING EXECUTIVE SESSION

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 1 issue is 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 August 23, 2016 at 6:20 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" The collective bargaining contract(s) discussed are between the Board and

"(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 that the solar contracts were discussed.



“(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: A review and discussion of the Board’s evaluations of the Superintendent.



“(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 12 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.

The Board returned from Executive Session at 6:32 p.m. on a motion by Mr. Vile and seconded by Mr. Thomas and the unanimous consent of the Board that the meeting return to the work session.

On a motion by Mr. Vile and seconded by Mrs. Smith and the unanimous consent of the Board, the Board approved the secretary's and treasurer's reports for July 31, 2016, which are in agreement as certified by the Board Secretary, that no account has been over expended in violation of NJAC 6:20-2.11(a), (d).

Superintendent's Report:

The following items were shared with the public:

- Welcome back Teachers! On Monday, August 22nd the Sandman, Maud & Mitnick Schools were opened from 7 am – 7 pm and Memorial School opened for their teachers on August 18th.
- Updates on the Mitnick and Maud roofing project.
- Lifetouch will supply our district with our staff ID badges as well as certificates for student programs.
- Updates on our PTA playground.
- Our 3VP Teachers will be housed at the Fishing Creek School House.

Presentation: None

P. Personnel

Approved – Substitutes

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.

SUBSTITUTE TEACHERS

Erin Kelly, Alfred Stephen Miller, Kimberly Vo, Sally Yerk, Ashley Weinberg

SUBSTITUTE CLASSROOM AIDE

Rachel Cressman

SUBSTITUTE CAFETERIA AIDE

Diane Hutchinson

SUBSTITUTE FOOD SERVICE WORKER

Diane Hutchinson

SUBSTITUTE SECRETARY

Carolyn Qualters

SUBSTITUTE BUS DRIVER

Joe Biegenwald, John Byrd, Jr.

SUBSTITUTE BUS AIDES

Carolyn Qualters, Jessica Trentham, Katie Mellor, Joe Biegenwald

First – Mr. Utsch

Second – Mr. Vile

Mr. Bakley	YES
Mrs. DiVito	YES
Mr. Douglass	YES
Dr. Rochford	ABSENT
Mrs. Smith	YES
Mr. Thomas	YES
Mr. Utsch	YES
Mr. Vile	YES
Mr. Whittington	YES

Approved – Approve

2. On the recommendation of the Superintendent, that the Board approve LaTrice Abrams, as Food Service Worker, on the 1st Step of the LTEEA Salary Guide, effective September 1, 2016, pending receipt of required documentation.

First – Mrs. Smith

Second – Mr. Douglass

Mr. Bakley	YES
Mrs. DiVito	YES
Mr. Douglass	YES
Dr. Rochford	ABSENT
Mrs. Smith	YES
Mr. Thomas	YES
Mr. Utsch	YES
Mr. Vile	YES
Mr. Whittington	YES

Approved – Maternity Leave of Absence

3. On the recommendation of the Superintendent, that Stephanie Kehoe, BSIP Teacher at the David C. Douglass Veteran’s Memorial School, be approved for a maternity leave of absence, beginning on or about October 27, 2016 until April 2017.

First – Mrs. DiVito

Second – Mr. Utsch

Mr. Bakley	YES
Mrs. DiVito	YES
Mr. Douglass	YES
Dr. Rochford	ABSENT
Mrs. Smith	YES
Mr. Thomas	YES
Mr. Utsch	YES

Mr. Vile YES
Mr. Whittington YES

Approved – Speech Therapist

4. On the recommendation of the Superintendent, that Christine Furey be appointed as Speech Therapist at Carl T. Mitnick School and Maud Abrams School, effective September 6, 2016 to June 30, 2017, at an Hourly Rate of \$65.00 and an Evaluation Rate of \$285.00 per Evaluation, on an as needed basis.

First – Mr. Vile		Second – Mrs. Smith
Mr. Bakley	YES	
Mrs. DiVito	YES	
Mr. Douglass	YES	
Dr. Rochford	ABSENT	
Mrs. Smith	YES	
Mr. Thomas	YES	
Mr. Utsch	YES	
Mr. Vile	YES	
Mr. Whittington	YES	

Approved – Increase of Credits

5. On the recommendation of the Superintendent, that Erine Lloyd, 1st grade teacher at the Carl T. Mitnick School, be approved for placement of BA+30 on the LTEEA Teachers' Salary Guide, to reflect an increase of credits to her degree, effective September 1, 2016.

First – Mr. Whittington		Second – Mr. Vile
Mr. Bakley	YES	
Mrs. DiVito	YES	
Mr. Douglass	YES	
Dr. Rochford	ABSENT	
Mrs. Smith	YES	
Mr. Thomas	YES	
Mr. Utsch	YES	
Mr. Vile	YES	
Mr. Whittington	YES	

Approved – Approve

6. On the recommendation of the Superintendent, that the Board approve Joseph Kavalus, as a Bus Driver, in the District, on the 1st Step of the LTEEA Salary Guide, effective September 1, 2016, pending receipt of required documentation.

First – Mr. Douglass		Second – Mr. Utsch
Mr. Bakley	YES	
Mrs. DiVito	YES	
Mr. Douglass	YES	
Dr. Rochford	ABSENT	
Mrs. Smith	YES	

Mr. Thomas	YES
Mr. Utsch	YES
Mr. Vile	YES
Mr. Whittington	YES

Approved – Approve

7. On the recommendation of the Superintendent, that the Board approve Darrin Hickok, as Supervisor of School Security, in the district, effective immediately, pending receipt of required documentation. (Replacing Brian Marker who retired.)

First – Mrs. Smith		Second – Mr. Douglass
Mr. Bakley	YES	
Mrs. DiVito	YES	
Mr. Douglass	YES	
Dr. Rochford	ABSENT	
Mrs. Smith	YES	
Mr. Thomas	YES	
Mr. Utsch	YES	
Mr. Vile	YES	
Mr. Whittington	YES	

Approved – Volunteer Coordinator

8. On the recommendation of the Superintendent, that Cindy Benigno, be approved as Volunteer Coordinator, in the District, for the 2016-2017 school year, pending receipt of required documentation.

First – Mr. Vile		Second – Mr. Whittington
Mr. Bakley	YES	
Mrs. DiVito	YES	
Mr. Douglass	YES	
Dr. Rochford	ABSENT	
Mrs. Smith	YES	
Mr. Thomas	YES	
Mr. Utsch	YES	
Mr. Vile	YES	
Mr. Whittington	YES	

Approved – School Social Worker

9. On the recommendation of the Superintendent, that the Board approve Victoria Davenport, as School Social Worker, in the District, effective September 1, 2016, pending receipt of required documentation.

First – Mrs. Smith		Second – Mrs. DiVito
Mr. Bakley	YES	
Mrs. DiVito	YES	
Mr. Douglass	YES	
Dr. Rochford	ABSENT	
Mrs. Smith	YES	

Mr. Thomas YES
 Mr. Utsch YES
 Mr. Vile YES
 Mr. Whittington YES

Approved – Mentors

10. On the recommendation of the Superintendent, that the following Mentors be approved for the 2016-2017 school year.

MENTOR	TEACHER	GRADE
Dave Bur	Michelle Winter	3 rd
Sydney Weeks	Amanda Pierce	4 th
Patti O'Shea	Tara Wilson	4 th
Doreen Gantz	Ann Marissa Ambacher	6 th
Tracy Rutherford	Sara Schlitzer	Spec. Ed. @ Mitnick
Tara Geisel	Bryce Yerk	Basic Skills @ Maud
Molly Baldwin	Danielle Rechner	ESL
Alison Paras	Victoria Davenport	School Social Worker

First – Mr. Vile

Second – Mr. Whittington

Mr. Bakley YES
 Mrs. DiVito YES
 Mr. Douglass YES
 Dr. Rochford ABSENT
 Mrs. Smith YES
 Mr. Thomas YES
 Mr. Utsch YES
 Mr. Vile YES
 Mr. Whittington YES

E. Education

Approved –Placement

1. On the recommendation of the Supervisor of Special Services, that the following cases be approved for placement for the 2016-2017 school year:

Case #4448, Seven year old, 2nd grade special education student awaiting placement at the Cape May County Special Services School District at Ocean Academy.

Case #4450, Seven year old, 2nd grade special education student awaiting placement at the Cape May County Special Services School District at Ocean Academy.

First – Mr. Utsch

Second – Mr. Douglass

Mr. Bakley YES

Mrs. DiVito	YES
Mr. Douglass	YES
Dr. Rochford	ABSENT
Mrs. Smith	YES
Mr. Thomas	YES
Mr. Utsch	YES
Mr. Vile	YES
Mr. Whittington	YES

Approved –Plan

2. On the recommendation of the Supervisor of Curriculum and Instruction, Supervisor of Academic Achievement and the School Business Administrator, that the District’s Mentoring Plan for 2016-17, One Year Operational Plan, be reviewed for fiscal impact.

First – Mr. Whittington

Second – Mrs. Smith

Mr. Bakley	YES
Mrs. DiVito	YES
Mr. Douglass	YES
Dr. Rochford	ABSENT
Mrs. Smith	YES
Mr. Thomas	YES
Mr. Utsch	YES
Mr. Vile	YES
Mr. Whittington	YES

L. Legislative & Internal Policies

Approved –Action Plans

1. On the recommendation of the Goal Setting Committee, that the Board of Education approve/accept the Board Goals and Action Plans and the District Goals and Action Plans.

First – Mr. Douglass

Second – Mrs. Smith

Mr. Bakley	YES
Mrs. DiVito	YES
Mr. Douglass	YES
Dr. Rochford	ABSENT
Mrs. Smith	YES
Mr. Thomas	YES
Mr. Utsch	YES
Mr. Vile	YES
Mr. Whittington	YES

Approved – Act

2. On the recommendation of the Superintendent, that the Board approve the New Jersey Department of Education School Self-Assessment for Determining Grades under the Anti-Bullying Bill of Rights Act, July 1, 2015 – June 30, 2016.

First – Mr. Vile		Second – Mr. Whittington
Mr. Bakley	YES	
Mrs. DiVito	YES	
Mr. Douglass	YES	
Dr. Rochford	ABSENT	
Mrs. Smith	YES	
Mr. Thomas	YES	
Mr. Utsch	YES	
Mr. Vile	YES	
Mr. Whittington	YES	

F. Finance

The following items are believed to be items of a routine nature requiring no discussion and which are to be voted upon by a single roll call vote of the Board of Education. Any single member of the Board of Education may have any of the items on the consent agenda removed for discussion merely by so indicating prior to the vote to be taken on the consent agenda.

Approved – Fund

1. On the recommendation of the School Business Administrator, that pursuant to NJAC 6A:23-2.11(c) 4, the Board certifies that as of July 31, 2016, to the best of our knowledge, no major account or fund has been over expended and no major revenue is anticipating a shortfall.

First – Mr. Thomas		Second – Mr. Whittington
Mr. Bakley	YES	
Mrs. DiVito	YES	
Mr. Douglass	YES	
Dr. Rochford	ABSENT	
Mrs. Smith	YES	
Mr. Thomas	YES	
Mr. Utsch	YES	
Mr. Vile	YES	
Mr. Whittington	YES	

Approved – Bills

2. On the recommendation of the School Business Administrator that all bills approved and certified be paid.

First – Mr. Thomas		Second – Mr. Whittington
Mr. Bakley	YES	
Mrs. DiVito	YES	

Mr. Douglass	YES
Dr. Rochford	ABSENT
Mrs. Smith	YES
Mr. Thomas	YES
Mr. Utsch	YES
Mr. Vile	YES
Mr. Whittington	YES

Approved – Transfers

3. Pursuant to Title 18:22-8.1 that the line item transfers made by the Superintendent, be approved as presented in Board back-up.

First – Mr. Thomas		Second – Mr. Whittington
Mr. Bakley	YES	
Mrs. DiVito	YES	
Mr. Douglass	YES	
Dr. Rochford	ABSENT	
Mrs. Smith	YES	
Mr. Thomas	YES	
Mr. Utsch	YES	
Mr. Vile	YES	
Mr. Whittington	YES	

Approved – Tuition

4. On the recommendation of the School Business Administrator, that approval be given to enter into a tuition agreement with the Ocean City School District for the 2016-17 school year: (A.P., DCP&P Placement – Reg. Ed.)

First – Mr. Thomas		Second – Mr. Whittington
Mr. Bakley	YES	
Mrs. DiVito	YES	
Mr. Douglass	YES	
Dr. Rochford	ABSENT	
Mrs. Smith	YES	
Mr. Thomas	YES	
Mr. Utsch	YES	
Mr. Vile	YES	
Mr. Whittington	YES	

Approved – Travel

5. On the recommendation of the Superintendent, that approval be given for travel for district purposes as listed in backup.

First – Mr. Thomas		Second – Mr. Whittington
Mr. Bakley	YES	
Mrs. DiVito	YES	
Mr. Douglass	YES	
Dr. Rochford	ABSENT	
Mrs. Smith	YES	

Mr. Thomas	YES
Mr. Utsch	YES
Mr. Vile	YES
Mr. Whittington	YES

Approved – Tuition

6. On the recommendation of the School Business Administrator, that approval be given to enter into a tuition agreement with Y.A.L.E. School East, Inc., private school for students with disabilities, for the 2016-17 school year.

First – Mr. Thomas		Second – Mr. Whittington
Mr. Bakley	YES	
Mrs. DiVito	YES	
Mr. Douglass	YES	
Dr. Rochford	ABSENT	
Mrs. Smith	YES	
Mr. Thomas	YES	
Mr. Utsch	YES	
Mr. Vile	YES	
Mr. Whittington	YES	

Approved – Rates

7. On the recommendation of the School Business Administrator, that approval be given to approve the following rates for pay for Part-Time and Substitute Aides:

Part-Time with County Substitute Certification	\$14.75 hr.
Part-Time without County Substitute Certification	\$13.27 hr.
Substitute with County Substitute Certification	\$13.25 hr.
Substitute without County Substitute Certification	\$12.25 hr.

First – Mr. Thomas		Second – Mr. Whittington
Mr. Bakley	YES	
Mrs. DiVito	YES	
Mr. Douglass	YES	
Dr. Rochford	ABSENT	
Mrs. Smith	YES	
Mr. Thomas	YES	
Mr. Utsch	YES	
Mr. Vile	YES	
Mr. Whittington	YES	

Approved –Disposal

8. On the recommendation of the School Business Administrator, that the Board approve the disposal of surplus/obsolete equipment and supplies through GOVDeals.

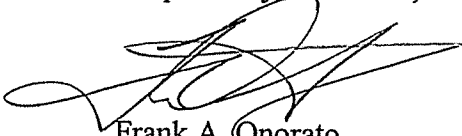
First – Mr. Thomas		Second – Mr. Whittington
Mr. Bakley	YES	

Mrs. DiVito	YES
Mr. Douglass	YES
Dr. Rochford	ABSENT
Mrs. Smith	YES
Mr. Thomas	YES
Mr. Utsch	YES
Mr. Vile	YES
Mr. Whittington	YES

OPEN MEETING TO THE PUBLIC – Mr. Bakley asked, “Are there any questions or comments from the public?”

On a Motion by Mrs. Smith and seconded by Mr. Vile and the unanimous consent of the Board that the meeting be adjourned at 7:20 p.m.

Respectfully submitted,



Frank A. Onorato
Board Secretary