

**LOWER CAPE MAY REGIONAL SCHOOL DISTRICT  
BOARD OF EDUCATION MEETING  
January 24, 2024  
AGENDA**

1. Call to order.
2. Roll call.
3. Pledge of allegiance.
4. Correspondence.
5. Committee Reports and Member Comments:
  - I. Finance /Negotiations (1-17-24 minutes)
  - II. Curriculum /Personnel/Affirmative Action
  - III. Policy/Public Relations/Articulation/Safety & Security (1-17-24 minutes)
  - IV. Building & Grounds /Transportation/Athletics & Extra Curricular
  - V. NJSBA/Legislative/County School Board
6. Accept questions and comments from the public on agenda items.

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- Clearly state your full name, address and municipality, and/or group affiliation;
  - Statements made by a participant shall be limited to five (5) minutes' duration;
  - Statements shall be directed to the Board President/presiding officer; no participant may address or question Board members individually;
  - In response to comments or questions, the Board may respond (or ask the Superintendent to do so), or may also opt to take the matter up at a future meeting so that the matter is researched by the district administration;
  - The Board President/presiding officer may interrupt, warn, or terminate a participant's statement when the statement is too lengthy, abusive, obscene, repetitive, or irrelevant;
  - The section of the meeting during which participation of the public is allowed shall be limited to thirty (30) minutes unless prior permission has been granted.
7. Staff Reports (HS, RMT, GCST).
  8. Approve the work session & regular meeting minutes from the January 03, 2024 Reorganization Board of Education meeting (1-03-24 minutes).

9. CONSENT AGENDA: The following items are believed to be of a routine nature requiring no discussion, 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 these items removed for discussion by so indicating, prior to the vote to be taken on the consent agenda:

FINANCE

- a. Approve Preliminary Monthly Budget Summary Report for the 2023-2024 school year through November 30, 2023, pending audit. Pursuant to N.J.A.C.6A:23-2.11(c).3 the Board Secretary certifies that as of November 30, 2023 no budgetary line item account has obligations and payments (contractual orders) which in total exceed the amount appropriated by the district Board of Education pursuant to N.J.A.C. 6A:23-2.11(a) (FIN A).
- b. Approve Board Secretary Report for November 2023, pending audit. Pursuant to N.J.A.C.6A:23-2(c)4 the Board of Education certifies that as of November 30, 2023, after review of the Secretary's monthly financial report (appropriations section) and upon consultation with the appropriate district officials, to the best of our knowledge no major account or fund has been over-expended in violation of N.J.A.C.6A:23-2.11(b) and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year (FIN B).
- c. Approve the November 2023 Bank Reconciliation Report, in agreement with the November 2023 Board Secretary Report, pending audit (FIN C).
- d. Approve transfers made by the Superintendent pursuant to Title 18A:22-8.1.
- e. Approve payment of bills (Brought to Meeting).
- f. Approve list of out of district staff development workshops and professional development activities (FIN F).
- g. Approve list of field trip requests (FIN G).
- h. Approve the following school fundraising activities (FIN H).
- i. Approve the following resolution for a Contract Extension with Greyhawk for Construction Management Services for the Lower Cape May Regional High School and RMT Middle School 2023 HVAC Renovations:

**WHEREAS**, Greyhawk was awarded the contract for Construction Management Services for \$284,609 for the Lower Cape May Regional High School and RMT Middle School 2023 HVAC Renovations and the Lower Cape May Regional High School and RMT Middle School 2023 Roof Replacement and Renovations; and

**WHEREAS**, due to delays from the manufacturers of the mechanical and electrical equipment for the HVAC project, the project's completion is now estimated to be late February/early March 2024; and

**WHEREAS**, Greyhawk is requesting a contract extension from January 1 to March 31, 2024 for \$30,000, and in accordance with article 11.2 of the contract with the District, Greyhawk will draw down on this extension at \$123/hour and will only bill the district for actual hours worked; and

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Education of the Lower Cape May Regional School District, a contract extension from January 1 to March 31, 2024 not to exceed \$30,000, is hereby approved at the Board of Education meeting held on this 24<sup>th</sup> day of January, 2024.

- j. Approve the authorization for records disposal to be shredded as per State guidelines with State approval.
- k. Approve the reimbursement to Caitlyn Pohlig for 3 credits at Stockton College in the amount of \$2,259.00 as per contract.
- l. Approve the reimbursement to Ashley Robinson for 3 credits at Rowan University in the amount of \$1,603.60 as per contract.
- m. Approve Roald Olsen to attend the NJSBGA Conference/Expo on March 18-20, 2024 in Atlantic City, NJ. Cost not to exceed \$200.
- n. Approve Jo Ann Laputka to attend the 54<sup>th</sup> Annual NJ Pupil Transportation Conference and Equipment Show on March 21 & 22, 2024 in Atlantic City, NJ. Cost not to exceed \$550.
- o. Approve Joseph Gilliam and Chris Devlin to attend the 54<sup>th</sup> Annual NJ Pupil Transportation Conference and Equipment Show on March 21, 2024 in Atlantic City, NJ. Cost not to exceed \$350 each.
- p. Approve the Jointure Transportation Agreement with Millville School District, for 1 student for the 2023-2024 school year in the amount of \$582.50.
- q. Approve the Tuition Agreement with Millville School District, for 1 regular education homeless student to attend the Richard M. Teitelman School for the 2023-2024 school year, commencing on January 16, 2024, in the amount of \$8,015.00.

CURRICULUM & INSTRUCTION

- a. Approve the submission of the Establishing Advanced Placement African American Studies Competitive Grant.

POLICY

- a. Approve the administrative actions for the following completed HIB incidents(s):  
HIB Identifier#(s)  
SF01022024

PERSONNEL

- a. Accept Karen William's letter of retirement as Teacher of Science at the High School, effective July 1, 2024.
- b. Accept Lea Kozora's letter of resignation as Teacher of English at the High School, effective March 15, 2024. The District may consider an earlier release pending her replacement.
- c. Accept James Lehman's letter of resignation as Maintenance Worker, effective January 16, 2024.
- d. Approve the following Substitute Teachers for the 2023-2024 school year:  
Linda Givens                      Michelle Loper  
Lauren Laughlin                Zachary Trout
- e. Approve the placement request of Frank Zilinek, for an administrative internship under the direction of Erik Simonsen, for the spring 2023-2024 school year.
- f. Approve the placement request of Matt Danze for administrative hours under the direction of Erich Wolf, for the spring 2023-2024 school year.
- g. Approve the extended placement request of Kaitlee Knudsen, for a school counselor internship at RMT under the continued direction of Tara Samaniego, for the spring 2023-2024 school year.
- h. Approve the placement request of Kevin Weber, for an athletic training internship at LCMR under the direction of Frank Zilinek, from February 22, 2024 – April 29, 2024.
- i. Approve the following staff members for the Family Math & Language Arts Nights at RMT:  
Shannon Bucko - Language Arts                      Leatrice Damiana - Math  
Dana Gleason - Language Arts                         Syd Peterkin - Math

ATHLETICS & EXTRA-CURRICULAR

- a. Approve Mark Haibach as a Detention Proctor for the 2023-2024 school year.
- b. Approve Carly Crisante as the GSA Club Advisor for the 2023-2024 school year.

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- c. Approve Gary Douglass and David Pacevich as Freshman Class Advisors for the 2023-2024 school year.
  
- d. Approve the following coaches for the 2023-2024 school year:
  - Olivia Levin – Volunteer Assistant Girls Basketball RMT
  - Jen Elwell – Volunteer Assistant Softball LCMR
  - Marcus Hebron – Paraprofessional Wrestling LCMR
  - Jess Sole – Head Girls Volleyball RMT
  - Greg Douglass - Vol. Asst. Boys Tennis
  - Scott Douglass - Vol. Asst. Boys Tennis
  - Jim Ridgway - Vol. Asst. Golf
  
- e. Approve the following coaches for the 2024-2025 school year:

<b>LCMR High School</b>	<b>Fall Coaches</b>
Head Football	Lance Bailey
Asst. Football	Billy Damiana
Asst. Football	Paul Baruffi
Asst. Football	Sal Ciniglia
Asst. Football	Shane Wolford
Vol. Asst. Football	Mike Wilson
Vol. Asst. Football	Bill Damiana Sr.
Vol. Asst. Football	Matt Danze
Head Football Cheerleading	Barb Kimsey
Asst. Football Cheerleading	Bethany Castellucci
Head Girls Soccer	Darren Rutherford
Asst. Girls Soccer	Lilly Swan
Vol. Asst. Soccer	Christina Lewis
Head Boys Soccer	Cristian Valencia
Asst. Boys Soccer	Shawn Gerry
Head Field Hockey	Anne Bracken
Asst. Field Hockey	JoAnne Mclaughlin
Asst. Field Hockey	Maddie Craig
Asst. Field Hockey	Michelle Loper
Vol. Asst. Girls Tennis	Greg Douglass
Vol. Asst. Girls Tennis	Scott Douglass
Head Cross Country	Syd Peterkin
Head Girls Volleyball	Greta Pacevich
Asst. Girls Volleyball	Dave Pacevich
Vol. Asst. Girls Volleyball	Jessica Sole

<b>RMT</b>	<b>Fall Coaches</b>
Head Football	Cory Damiana
Asst. Football	Eric Albert
Head Football Cheerleading	Jen Slaney
Head Boys Soccer	Mark Ridgway
Asst. Boys Soccer	Ryan Slaney
Head Girls Soccer	Nikki Wright
Head Cross Country	Ian McCrone
Head Field Hockey	Dana Gleason

BUILDINGS & GROUNDS

- a. Approve Cape Swell LLC to use the Field House for open gym and youth field hockey and lacrosse clinics January 2024 – March 2024 with dates and times to be determined based on availability. This is pending the required certificate of insurance with policy endorsement and contingent upon no conflicts with our own school district activities. All further arrangements will be coordinated with Erik Simonsen and Roy Olsen.
  - b. Approve Fun Food Cooking & Baking Camps to use high school classrooms M-11 & C-9 for cooking/baking camps on June 24-28, July 8-12, July 22-25, and August 5-9, 2024 times to be determined based on availability. All further arrangements will be coordinated with Erik Simonsen and Roy Olsen.
  - c. Approve the Art of Gymnastics and Cheer to use the Paul W. Schmidtchen Theatre on June 20, 2024 6pm-8pm and June 21, 2024 4:30pm-9:30pm for their annual recital. This is contingent upon no conflicts with our own school district activities. All further arrangements will be coordinated with John Drechen and Roy Olsen.
  - d. Approve Cape Assist to use the RMT Cafeteria for a game night on March 5, 2024 from 6:00pm – 7:30pm. This is contingent upon no conflicts with our own school district activities. All further arrangements will be coordinated with Erik Simonsen and Roy Olsen.
10. Consideration of additional items that may be properly presented to the Board of Education at this time.
  11. Receive comments from the public in accordance with the Board of Education’s policy on participation at Board meetings.

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12. BE IT RESOLVED that the Board go into closed session to discuss personnel matters, labor relations, litigation, and matters within the attorney client privilege, the general nature of which listed below and that these matters will be disclosed to the public when the particular items under discussion have been concluded: