

**LOWER CAPE MAY REGIONAL SCHOOL DISTRICT
BOARD OF EDUCATION MEETING
OCTOBER 28, 2021
AGENDA**

1. Call to order.
2. Roll call.
3. Pledge of allegiance.
4. Correspondence (Corr-1, Corr-2).
5. Committee Reports and Member Comments:
 - I. Finance (Finance minutes 10-20-21) / Negotiations
 - II. Curriculum (CCM minutes 10-20-21) /Personnel/Affirmative Action
 - III. Policy/Public Relations/Articulation/Special Projects & Community
 - IV. Building & Grounds (B&G minutes 10-20-21) /Transportation/Athletics & Extra-curricular
 - V. NJSBA/Legislative/County School Board
6. Accept questions and comments from the public on agenda items.
7. Presentation-Mark Mallett, Business Administrator/Board Secretary: Report on Condition of School Facilities (N.J.A.C. 6.8-4.10) (7).
8. Presentation-Christine Teeney, Dir. Of Curriculum & Instruction: Start Strong Assessment Data (8).
9. Staff Reports (HS, RMT).
10. Approve work session & regular meeting minutes from the September 23, 2021 Board of Education meeting (09-23-21 minutes).
11. CONSENT AGENDA: The following items are believed to be items 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 the items on the consent agenda 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 2021-2022 school year through August 31, 2021, pending audit. Pursuant to N.J.A.C.6A:23-2.11(c).3 the Board Secretary certifies that as of August 31, 2021 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 August 2021, pending audit. Pursuant to N.J.A.C.6A:23-2(c)4 the Board of Education certifies by a roll call that as of August 31, 2021 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-

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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 August 2021 preliminary Treasurer of School Funds Report for the 2021-2022 school year, in agreement with the August 31, 2021 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 (FIN E).
- 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 list of school fundraising activities (FIN H).
- i. Approve reimbursement to Elizabeth Mitchell for 4 credits from American College of Education in the amount of \$940.00 as per contract.
- j. Approve the calendar for the 2022/23 Budget Preparation Timelines (FIN J).
- k. Approve submission of the Annual Maintenance budget (M1 form) to the county office (FIN K).
- l. Approve submission for ARP ESSER Relief Funds in the amounts as indicated:
 - First Installment - \$1,569,920 and Second Installment - \$784,960 for a total of \$2,354,880 to upgrade its existing HVAC units/system that are 20+ years old and add HVAC to classrooms that currently do not have air conditioning to improve indoor air quality during COVID19 and moving into the future and to replace the HS lockers so they are not double-stacked and to eliminate lockers in congested, high traffic areas, and also renovate/upgrade crowded and dated HS locker rooms to minimize virus transmission and exposure.
 - Accelerated Learning Coaching and Educator Support Grant - \$113,902
 - Evidence-Based Summer Learning and Enrichment Activities Grant - \$40,000
 - Evidence-Based Summer Comprehensive Beyond the School Day Activities Grant - \$40,000
 - NJTSS Mental Health Support Staffing Grant - \$88,501
- m. Approve resolution for Change Order #6 for the 2021 RMT Auxiliary Gym Project in the amount of \$20,079 to WJ Gross Inc for a split unit air conditioner for the RMT Elevator Machine Room (FIN M).
- n. Approve Cape May Dance Co. to rent the District's pipe and drape during October for \$200.
- o. Approve Business Administrator/Board Secretary to post on the district website & to solicit quotes for the Health Insurance Broker for the Southern Coastal Health Insurance Fund for 2021 using the Extraordinary Unspecifiable Service process (N.J.S.A. 40A:11-5(1)(a)(ii) and N.J.A.C. 5:34-2.3(b)).

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- p. Approve agreement with Inspire Diagnostics to provide COVID-19 Screening Testing for the District at \$20 per test. The District will submit for reimbursement of the testing costs to the NJDOH.
- q. Approve a one-year contract with Advanta Health for their “Total Virtual Wellness Program”, which includes Advanta’s – ActiveFit+Mental Fitness+Virtual Fitness program at a cost of \$2.80/full-time employee/month.
- r. Approve resolution and Indemnity & Trust Agreement to renew membership in the Atlantic & Cape May Counties Association of School Business Officials Joint Insurance Fund (ACCASBO JIF) for the three-year membership term commencing on July 1, 2022 (FIN R).
- s. Approve a 48-month copier lease contract with RICOH for a copier for the Nurse’s office at a cost of \$48.75 per month.
- t. Approve the Substitute Bus Aide rate of \$15.00 per hour, effective November 1, 2021.
- u. Approve authorization for Garrison Architects to prepare and file an NJDOE Other Capital Project application for Lower Cape May Regional High School, to include replacing the double-stacked lockers in the hallways with single lockers, replace the 20-year old Theater stage floor, replace/upgrade the Theater’s 20-year old sound system, and renovate the boys and girls locker rooms in the old gymnasium. In addition, include renovation of the boys and girls locker rooms in the Richard M. Teitelman gymnasium and replace the bleachers/press box. The district acknowledges that it will receive no state aid for the projects and further authorizes Garrison Architects to amend its Long Range Facility Plan to include these projects.
- v. Approve Janice Utsch to attend the NJASL Annual Conference at the Hard Rock Hotel in Atlantic City, NJ from December 5-7, 2021 at a cost to the district not to exceed \$350.00.

CURRICULUM & INSTRUCTION

- a. Accept the County Office of Education’s Approval of the NJQSAC District Improvement Plan (DIP) for Instruction & Program, which will be implemented by the District.

POLICY

- a. Approve the second reading/adoption of the policies/regulations from Policy Alert 224 & Policy Alert 225, as prepared by Strauss Esmay ([POLA](#)).
- b. Approve the School Bus Evacuation Report(s), as conducted per N.J.A.C 6a:27-11.2 (POL B).
- c. Approve the job description for LCMR Early College Program Support Coordinator (POL C).
- d. Approve the administrative actions for the following completed HIB incident(s):
 - HIB Identifier#(s)
 - MC100521
 - GC093021

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PERSONNEL

- a. Approve Elizabeth Mitchell to move from BA+30, Step 13 with benefits to MA, Step 13 with benefits on the salary guide, effective November 1, 2021.
- b. Accept Cheryle Pohlig's letter of retirement as Food Service Secretary, effective July 1, 2022.
- c. Accept Sharon Pearson's letter of resignation as Part-Time Bus Aide, effective October 18, 2021.
- d. Approve Christian Dietz as a High School Long-Term Math Substitute Teacher at BA Step 1, without benefits effective October 4, 2021.
- e. Accept Diane Maguire's letter of retirement as a Food Server, effective July 1, 2022.
- f. Approve extension of Marilyn Clifford's medical leave of absence, from October 2, 2021 to November 10, 2021.
- g. Approve the following substitute teachers for the 21-22 school year:
Cristian Banos Valencia Brian Hall
- h. Approve James Blank as a substitute custodian for the 21-22 school year.

ATHLETICS & EXTRA-CURRICULAR

- a. Approve Steven Morris as Assistant Mock Trial Coach for the 21-22 School Year.
- b. Accept Scott Douglass's letter of resignation as Head Coach of High School Girls Basketball for the 21-22 school year.
- c. Approve Pat Holden as Head Coach for High School Girls Basketball for the 21-22 school year.
- d. Approve the High School Softball team trip to Myrtle Beach, SC for the Cal Ripken Spring Training Tournament on April 15-19, 2022, under the direction of Kiersten Hughes.
- e. Approve the following staff as RMT Wellness Club Advisors for the 21-22 school year:
Rachel Axelsson Christopher Eaves Darren Rutherford Lori Schulte
- f. Approve Brianna Turner as LCMR Outreach Worker for the 21-22 school year.

BUILDINGS & GROUNDS

- a. Approve Soroptimist International of Cape May County to use the high school football field for their "Girlz Rule" event on November 13, 2021 from 11:00am-5:00pm (rain date November 20, 2021). This is contingent upon no conflicts with our own school district activities, receipt of all required documentation including certificate of insurance with policy endorsement. Participants must follow the District local/State Health Department/CDC protocols/requirements/recommendations. All further arrangements will be coordinated with Roy Olsen and Erik Simonsen.

12. Consideration of additional items that may be properly presented to the Board of Education at this time.
13. Receive comments from the public in accordance with the Board of Education's policy on participation at Board meetings. Each statement made by a participant shall be limited to five minutes' duration.
14. 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:
 - Personnel matters