

**LOWER CAPE MAY REGIONAL SCHOOL DISTRICT  
BOARD OF EDUCATION MEETING  
March 20, 2024  
AGENDA**

1. Call to order.
2. Roll call.
3. Pledge of allegiance.
4. Correspondence.
5. Committee Reports and Member Comments:
  - I. Finance (3-13-24 minutes) /Negotiations
  - II. Curriculum /Personnel/Affirmative Action
  - III. Policy/Public Relations/Articulation/Safety & Security (3-13-24 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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- 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;
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7. Staff Reports (HS, RMT).

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8. Approve the work session & regular meeting minutes from the February 28, 2024 Board of Education meeting (2-28-24 minutes) and the Special Board meeting minutes from March 12, 2024 (3-12-24 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 January 31, 2024, pending audit. Pursuant to N.J.A.C.6A:23-2.11(c).3 the Board Secretary certifies that as of January 31, 2024 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 January 2024, pending audit. Pursuant to N.J.A.C.6A:23-2(c)4 the Board of Education certifies that as of January 31, 2024, 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 January 2024 Bank Reconciliation Report, in agreement with the January 2024 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.
- i. Approve the following resolution for the 2024-2025 Budget:

BE IT RESOLVED to approve the submission of the 2024/25 school district budget that was reviewed by the Finance Committee on March 13, 2024 to be sent to the County Superintendent of Schools by March 20, 2024 as follows and to apply for any statutory

spending limitations as needed. This is subject to final approval or modification at the public hearing on April 24, 2024:

	<b>Budget</b>	<b>Local Tax Levy</b>
General Fund	32,202,860	24,485,433
Special Revenue Fund	1,110,289	
Debt Service Fund	1,394,260	654,638
<b>Total Base Budget</b>	<b>34,707,409</b>	<b>25,140,071</b>

BE IT FURTHER RESOLVED Included in budget line 620, Budgeted Withdrawal from Capital Reserve – Excess Costs & Other Capital Projects, for \$1.2 million that includes the following projects: \$450,000 to replace the Lower Cape May Regional High School generator and to remove the water storage tank; \$300,000 to replace the Lower Cape May Regional High School cafeteria refrigerator and two freezers; \$300,000 to replace the Lower Cape May Regional High School new gym bleachers; and \$150,000 to approximately replace old/damaged interior and exterior doors and hardware in the Lower Cape May Regional High School and the Richard M. Teitelman Middle School. The use of \$1.2 million of capital reserve will allow the district to address a number of maintenance items and improve the facilities by replacing a 25+ year generator; replacing 30+ year old refrigerator and freezers; replacing 20+ year old bleachers; and to replace approximately 25 damaged interior and exterior doors and hardware.

AND BE IT FURTHER RESOLVED that the Lower Cape May Regional Board of Education establish a maximum of \$40,000 in the general fund 2024/25 budget, allotted for travel and travel related expenditures.

THEREFORE BE IT FURTHER RESOLVED the Board of Education authorizes the Superintendent of Schools and the Business Administrator to make all necessary changes to the 2024/25 budget, is hereby approved at the Board of Education meeting held on this 20th day of March, 2024.

**j. Approve the Resolution to Appropriate Capital Reserve Funds:**

**Whereas** the Lower Cape May Regional Board of Education, County of Cape May desires to advance the following capital projects as part of the 2024-2025 Budget:

- \$450,000 to replace the Lower Cape May Regional High School 25+ year-old generator and to remove the water storage tank;
- \$300,000 to replace the Lower Cape May Regional High School cafeteria 30+ year-old refrigerator and two freezers;
- \$300,000 to replace the Lower Cape May Regional High School 20+ year-old new gym bleachers; and

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- \$150,000 to approximately replace old/damaged interior and exterior doors and hardware in the Lower Cape May Regional High School and the Richard M. Teitelman Middle School.

**Whereas** capital reserve funds may be appropriated by board resolution to support eligible or otherwise eligible capital projects, and

**Whereas** the Lower Cape May Regional Board of Education acknowledges that State support for some of the listed capital projects is not currently available , and

**Whereas** the Department of Facilities must approve all capital projects and will only move forward with approval of a properly submitted capital project if a local board of education declares an eligible capital project as “otherwise” eligible, and

**Whereas**, by declaring a capital project as “otherwise” eligible, the Lower Cape May Regional Board of Education hereby declares that the above-mentioned project will be supported in full with local capital reserve funds.

**Whereas**, according to 6A:23A-14.1(j), the Lower Cape May Regional Board of Education shall restore any unexpended capital appropriations up to the amount of capital reserve account funds withdrawn, to the capital reserve account at year-end.

**Now Therefore Be It Resolved**, that the Lower Cape May Regional Board of Education hereby declares the some of the above referenced project as “otherwise” eligible and directs the School Business Administrator to request Department of Facilities Approval, and

**Be it Further Resolved**, that the Lower Cape May Regional Board of Education hereby appropriates \$1,200,000 from its capital reserve fund as part of the 2024-2025 budget to support the cost of these projects, and is hereby approved at the Board of Education meeting held on this 20th day of March, 2024.

- k. Approve the 2024-2025 service renewal with Educational Data Services, Inc. co-op.
- l. Approve to accept the proposal from Degler Whiting for the replacement of the HS new gym bleachers through the TIPS national co-op in the amount of \$246,157, utilizing Capital Reserve as part of the 2024-2025 budget.
- m. Approve the 2024-2025 Contract for Participation in Cooperative Transportation Services with the Cape May County Special Services School District.
- n. Approve the Tuition, Extended School Year, and One-to-One Aide Agreements with Cape May County Special Services School District for the 2024-2025 school year (FIN N).

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- o. Approve the Jointure Transportation Agreement with Millville School District, for 2 students for the 2023-2024 school year in the amount of \$11,644.46.
- p. Approve the use of 1 bus/driver to transport the West Cape May Elementary classes to and from the LCMR Schmidtchen Theater on April 18, 2024. All further arrangements will be coordinated with JoAnn Laputka.
- q. Approve the use of 1 bus/driver to transport the West Cape May Elementary K-2 classes to and from the Misty Meadows Sheep Farm on May 15, 2024. All further arrangements will be coordinated with JoAnn Laputka.
- r. Approve the use of 1 bus/driver to transport the Cape May Elementary 2<sup>nd</sup> grade class to and from the Misty Meadows Sheep Farm on May 2, 2024. All further arrangements will be coordinated with JoAnn Laputka.
- s. Approve the Peer Leadership under the direction of Ryan Slaney and Kirstin Logan to attend Camp Delanco Peer Leader Training on August 20 -21, 2024.

**CURRICULUM & INSTRUCTION**

- a. Approve the following homebound case(s):

<u>CASE#</u>	<u>DATE</u>
EM120208	3/11/2024

**POLICY**

- a. Approve submission of the updated Plan for Safe Return to In-Person Instruction and Continuity of Service, as developed by the Superintendent of Schools, as part of the ARP ESSER grant (POL A).
- b. Approve the School Bus Evacuation Report(s), as conducted per NJAC 6A:27-11.2 (POL B).
- c. Approve the administrative actions for the following completed HIB incidents(s):  
HIB Identifier#(s)  
WG022824

**PERSONNEL**

- a. Accept the letter of retirement of Terri Joyce as Assistant to the Superintendent, effective June 30, 2024.

**ATHLETICS & EXTRA-CURRICULAR**

Nothing to report

**BUILDINGS & GROUNDS**

Nothing to report

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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: