

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

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

Public participation at board meetings is intended to allow individual members of the public to address the Board on issues of public concern, and not intended as a forum for extended conversation or two-way dialogue with the Board members or District officials. The Board President, Superintendent or designee may respond to questions either at the end of the session, or at a later time. During this time of public comment, the following rules shall apply for anyone participating in the public comment time:

- 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. Public Hearing: - 2024-2025 Budget

8. Approve the following 2024-2025 Budget Resolution:

BE IT RESOLVED to approve the submission of the 2024/25 school district budget as follows:

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

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 utilize \$163,010 in Cap Adjustment for the increase in health care costs.

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 24th day of April, 2024.

9. Approve the following list of resolutions for professional services and appointments for the 2024-2025 school year (9):

- Approve resolution appointing Solicitor
- Approve resolution appointing Auditor
- Approve resolution appointing Architect
- Approve resolution - Bond Counsel
- Approve resolution - Financial Advisor
- Approve resolution - Continuing Disclosure and Dissemination Agent

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Approve resolution appointing Medical Inspector
Approve resolution appointing Physical Therapist
Approve resolution appointing Occupational Therapist
Approve resolution appointing Nursing Services
Approve resolution – Risk Management Consultant
Approve resolution appointing a Qualified Purchasing Agent
Approve resolution appointing School Depositories
Approve resolution appointing Official Newspaper
Approve resolution appointing Investment of Funds
Approve Board of Education Meeting Dates
Approve resolution appointing Affirmative Action Policy and Affirmative Action Officer
Approve resolution appointing Title IX Coordinator
Approve resolution appointing 504 Coordinator
Approve resolution appointing the Title II/ADA Coordinator
Approve resolution appointing Transfer of Funds
Approve Policy Manuals, Handbooks, Curriculum
Approve resolution Authorizing the Procurement of Goods and Services
Approve resolution for continued participation in a cooperative pricing agreement with the Educational Services Commission of New Jersey (ESCNJ), Camden County Educational Services, and Hunterdon County Educational Services
Approve resolution establishing Petty Cash funds for the district
Approve resolution appointing 403b or 457b Providers
Approve resolution appointing Public Agency Compliance Officer
Approve resolution appointing AHERA Consultant Inc. for Asbestos Designated Person Services
Approve resolution appointing Integrated Pest Management Coordinator
Approve resolution appointing Right to Know Officer
Approve resolution appointing Custodian of Records
Approve resolution appointing Designated Person for Indoor Air Quality
Approve resolution appointing School Safety Specialist

10. Staff Reports (HS, RMT, GCST).
11. Approve the work session & regular meeting minutes from the March 20, 2024 Board of Education meeting (3-20-24 minutes).
12. 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 February 29, 2024, pending audit. Pursuant to N.J.A.C.6A:23-2.11(c).3 the Board Secretary certifies that as of February 29, 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 February 2024, pending audit. Pursuant to N.J.A.C.6A:23-2(c)4 the Board of Education certifies that as of February 29, 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 February 2024 Bank Reconciliation Report, in agreement with the February 2024 Board Secretary Report, pending audit (FIN C).
- d. Approve transfers made by the Superintendent pursuant to Title 18A:22-8.1 (FIN D).
- 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 Change Order #11 for the Lower Cape May Regional High School and RMT Middle School 2023 HVAC Renovations:
- j. **WHEREAS**, G.B.I. Inc. T/A Thermal Piping was awarded the bid for the Lower Cape May Regional High School and RMT Middle School 2023 HVAC Renovations at a cost of \$11,044,000 and the Board approved Change Order #1 totaling \$47,332.97 to insulate the pipes in the high school crawl spaces down A, B, C, D & M wings with insulation in December 2022; and Change Order #2 totaling \$81,537.13 to replace existing cast iron sanitary piping in the high school crawl spaces down A, B, C, D, E & M wings with PVC pipe and fittings; and Change Order #3 totaling \$21,801.33 will remove pneumatic switches from the existing eight fume hoods, install new timer switch, and wire switches to new exhaust fans, add a new CT cabinet to support the 600 MCM cable to accommodate the new transformer at RMT; and Change Order #4 totaling a credit of \$26,907.60 due to the Make-Up Air Unit in the Culinary Kitchen not needing to be replaced, and Change Order #5 totaling \$6,294.75 to replace the HS Dust Collector Motor in the Woodshop, and Change Order #6 totaling \$126,480.40 to install a Ductless Split System in the E-Sports Room and RMT Tech Office and place Tech Office on

Emergency Generator (\$82,784.80); Replace RMT Hot Water Pumps (\$29,957.45); Investigative work for BMS System on the HS Media Center and Auditorium (\$3,094.94); Furnish and Install new breaker to replace existing damaged breaker (\$1,264.61); and Provide additional Steel Support for HS Rooms B-14 and M-7 (\$9,378.60), and change Order #7 totaling \$16,962.92 to demo existing duct system and replace with new supply air ducts, integrate with heat coils and new supply return for HVAC unit in HS and demo existing large plenum and replace with new ducts and integrate with heating coil and new plenum box at RMT for \$27,591.51; Change Order Credit for \$6,068.79 for Installing Support Steel for HS rooftop units above Rooms B-14 and M-7 and Change Order Credit for \$4,559.80 for not needing to install Unit AHU-2 at RMT (for the Tech Room); Change Order #8 totaling \$1,703.14 to replace the starter on the High School kitchen exhaust fan; Change Order #9 totaling \$1,406.79 is to diagnose the Aaon HVAC unit on the HS new gym, Change Order #10 totaling \$5,872.28 is to repair the Aaon HVAC unit on the HS new gym, which includes replacing the motor and assembly, motor fuses and belts and

WHEREAS, Change Order #11 totaling a credit of \$7,136.98, which includes a credit of \$10,220.28 for not needing to caulk the existing outside air louvres for the unit ventilators at the HS and MS, and a cost of \$3,083.30 to replace piping in the HS Guidance Office to improve heating, and

WHEREAS, Garrison Architects and Greyhawk approve Change Order #11 Credit for the total amount of \$7,136.98; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of the Lower Cape May Regional School District, that Change Order #11 Credit totaling \$7,136.98 is being reduced from the project cost for a total project cost of \$11,169,347.13, is hereby approved at the Board of Education meeting held on this 24th day of April, 2024.

- k. Approve the agreement to renew with Dental Alliance effective July 1, 2024 (FIN K).
- l. Approve that Lower Cape May Regional School District Board of Education intends to renew, award, or permit to expire contracts previously awarded by the board of education pursuant to PL 2015, Chapter 47, for the 2023-2024 school year. These contracts are, have been, and will continue to be in full compliance with all state and federal statutes and regulations; in particular, New Jersey Title 18A:18. et.seq, NJAC Chapter 23, and Federal Procurement Regulations 2CFR Part 200.317 et. Seq. (FIN L).
- m. Approve the amended Perkins Federal and Perkins Reserve Grant Funds.

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- n. Approve Paul's Commodity Hauling, Inc. for hauling State Commodities for the district from July 1, 2024 to June 30, 2025 (FIN N).
- o. Approve the agreement with Preferred Home Health Care & Nursing Services for student MN092310, effective April 22, 2024.
- p. Approve the donation of \$3,000 from the Board of Education to the After Prom event.
- q. Approve Ian McCrone to attend the Virtual APSI Chemistry on June 17 – June 20, 2024 at a cost not to exceed \$575.00.
- r. Approve the use of 1 bus/driver to transport the Cape May Elementary 1st Grade class to and from the Wetlands Institute on May 3, 2024. All further arrangements will be coordinated with JoAnn Laputka.
- s. Approve the use of 1 bus/driver to transport the Cape May Elementary class to and from the Little Hooves Farm on April 23, 2024. All further arrangements will be coordinated with JoAnn Laputka.
- t. Approve the use of 1 bus/driver to transport the West Cape May Elementary 6th grade class to and from Six Flags Great Adventure on June 4, 2024. All further arrangements will be coordinated with JoAnn Laputka.

CURRICULUM & INSTRUCTION

Nothing to Report

POLICY

- a. Approve the School Bus Evacuation Report(s), as conducted per NJAC 6A:27-11.2 (POL A).
- b. Approve the revised job description for the 504 Coordinator (POL B).
- c. Approve the job description for the Title II/ADA Coordinator (POL C).
- d. Approve the job description for the Coaching Mentor (POL D).
- e. Approve the revised job description for the Technology Support Coordinator (POL E).
- f. Approve the proposed 2024-2025 School District Calendar (POL F).
- g. Approve the administrative actions for the following completed HIB incidents(s):
 - HIB Identifier#(s)
 - AD032224
 - KT032624
 - SF041724

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PERSONNEL

- a. Accept the letter of retirement of Steve Leadley as Teacher of Social Studies at RMT, effective July 31, 2024.
- b. Accept the letter of retirement of Harold Erickson as a Bus Aide, effective March 28, 2024.
- c. Approve the following substitute teachers for the 2023-2024 school year:
 William Donohue
 Deborah Mcfall-Schaeffner
 Lauren Reed
- d. Approve the request of Jen Slaney to move from a 12 month secretary to an 11 month secretary, effective July 1, 2024.
- e. Upon the Recommendation of the Superintendent, approve to move Marsha Douglass from an 11 month secretary to a 12 month secretary, effective July 1, 2024.
- f. Upon the Recommendation of the Superintendent, approve to move Katie Damiana from an 11 month secretary to a 12 month secretary, effective July 1, 2024.
- g. Approve the following summer work for the 2024-2025 school year:

<i>CST Days</i>	<i>HS & RMT Guidance Days</i>	<i>Tech Department Days</i>	<i>Nurses Hours</i>
Gionno Botto-Malecki (6)	Heather Donohue (6)	Don Piselli (20)	Morgan Dougherty (12)
Brianna Turner (6)	Angela Mannello (6)	Brett Matthews (6)	Ashley Robinson (12)
Colleen Koch (6)	Dana Markovitz (6)		
Kim Dascher (4)	Tara Samaniego (5)	<i>Media Center Days</i>	<i>Food Service Days</i>
Rachel Axelsson (3)		Janice Utsch (6)	Holly Morgan (5)

- h. Approve the placement request of Olivia Levin for a guidance counselor internship at the High School, under the supervision of Dana Markovitz, for the 2024-2025 school year.

ATHLETICS & EXTRA-CURRICULAR

- a. Approve the following staff as High School Detention and 3-7 Proctors for the 2023-2024 school year:
 Kevin Hildebrandt Kim Robson Evan Rundgren

- b. Approve the following Fall Coaches for the 2024-2025 school year:

LCMR High School	Fall Coaches
Head Football	Lance Bailey
Asst. Football	Billy Damiana
Asst. Football	Paul Baruffi
Vol. Asst. Football	Matt Danze
Vol. Asst. Football	Mike Wilson
Vol. Asst. Football	Bill Damiana Sr.
Head Boys Soccer	Cristian Valencia
Asst. Boys Soccer	Shawn Gerry
Head Football Cheerleading	Barb Kimsey
Asst. Cheerleading	Bethany Castellucci
Head Girls Soccer	Darren Rutherford
Asst. Girls Soccer	Lilly Swan
Vol. Asst. Girls Soccer	Christina Lewis
Head Field Hockey	Anne Bracken
Asst. Field Hockey	JoAnne Mclaughlin
Asst. Field Hockey	Makayla Hueber
Vol. Asst. Girls Field Hockey	Michelle Loper
Vol. Girls Tennis	Alec Levin
Vol. Girls Tennis	Olivia Levin
Vol. Girls Tennis	Greg Douglass
Vol. 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

RMT	Fall Coaches
Head Football	Sam Lawler
Asst. Football	Corey Damiana
Vol. Asst. Football Coach	Eric Albert
Vol. Asst. Football Coach	Steve Camposio
Vol. Asst. Football Coach	Rob White
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

BUILDINGS & GROUNDS

- a. Approve the LCMR After Prom to hold a Trivia Night in the High School Media Center on May 2, 2024 from 5:30pm - 8:30pm. This is subject to facility availability 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 the John Walter Cape Community Band to use the High School band room on Tuesday and Thursday evenings starting July 1, 2024 to June 30, 2025 from 7pm-9pm. This is subject to facility availability and contingent upon no conflicts with our own school district activities. All further arrangements will be coordinated with John Drechen and Roy Olsen.

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- c. Approve the Cape May County Prosecutors Office to use the Richard M. Teitelman School for law enforcement training on August 5 - 9, 2024 from 8am – 4pm. This is subject to facility availability and contingent upon no conflicts with our own school district activities. All further arrangements will be coordinated with Erik Simonsen and Roy Olsen.
- d. Approve the Philadelphia-Whitemarsh Rugby Football Club to use the football field and a high school classroom on July 12, 2024 from 8:30am - 4:30pm. This is subject to facility availability and contingent upon no conflicts with our own school district activities. All further arrangements will be coordinated with Erik Simonsen and Roy Olsen.
13. Consideration of additional items that may be properly presented to the Board of Education at this time.
14. Receive comments from the public in accordance with the Board of Education’s policy on participation at Board meetings.

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15. 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:
 - a. Matter of Personnel – 24-25 Appointment of Staff