

**LOWER TOWNSHIP BOARD OF EDUCATION  
AGENDA  
WORK SESSION AND REGULAR MEETING  
OCTOBER 22, 2025**

Call to Order:

**Work Session:** {Starts at 6:00 p.m.}

**Work Session Meeting:**

NJSLA Presentation - Sarah Bowman

**Roll Call:**

Cynthia Baldacchini

Lauren Cox

Monica DiVito

James Morris

Lauren Randle

Jonathan Vile

Patricia Smith

Gary Douglass

**Also in Attendance:**

Van Cathcart, Superintendent

Susan Nelson, Recording Secretary

Brett Gorman, Board Attorney

**Agenda Items:**

Board Discussion on Agenda Items

**Non-Agenda Items:**

Board Norms

**Other Matters:**

**Motion to enter Executive Session**

**Motion:**\_\_\_\_\_ **Second:**\_\_\_\_\_

**All In Favor:**\_\_\_\_\_

**EXECUTIVE SESSION:**

H.I.B. Sandman #1 2025-2026; H.I.B. Sandman #2 2025-2026

100 Day Plan Update

**Other Matters:**

**Motion to return to Regular Meeting:**

**Motion:**\_\_\_\_\_ **Second:**\_\_\_\_\_

**All In Favor:**\_\_\_\_\_

October 22, 2025

**Regular Meeting:** {Starts no earlier than 6:30 pm but no later than 7:15 pm}

**Roll Call:**

Cynthia Baldacchini  
Lauren Cox  
Monica DiVito  
James Morris  
Lauren Randle  
Jonathan Vile  
Patricia Smith  
Gary Douglass

**Also in Attendance:**

Van Cathcart, Superintendent  
Susan Nelson, Recording Secretary  
Brett Gorman, Board Attorney

**Salute to the Flag.**

**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 Herald - Times Newspaper, The Press of Atlantic City, posted at the Municipal Building, and a copy thereof delivered to the Township Clerk; in accordance with the Open Public Meetings Act.

**District Mission Statement:**

"Dedicated to academic excellence, Lower Township Elementary Schools will nurture and challenge all students in a safe and innovative learning community. By encouraging respect and responsibility, students become self-directed, passionate, lifelong learners who will reach their potential. We are dedicated to supporting all students in exceeding the New Jersey Student Learning Standards."

**Vision Statement:**

*Every Student, Every Day, Learning, Teaching, Exploring, Succeeding.*

**2025-2026 District Goals:**

1. The Lower Township Elementary School District will reduce chronic absenteeism across all four schools by a minimum of 3 percentage points by June 2026.
2. By June 2026, the district will complete the onboarding process with eduCLIMBER, with full implementation beginning in the 2026–2027 school year.

**2025-2026 Board Goals:**

1. Develop an understanding of the proper implementation of Board SMART goals through the stages of adoption, progress monitoring and achievement.
2. Establish Board norms as well as protocols of the roles and responsibilities of the Board and the Superintendent as standards of behavior expected of all Board members in their interactions with each other, the Superintendent, district staff and the community.

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3. Develop a comprehensive understanding of district assessments used to measure student achievement, resulting in a better understanding of data and to better equip the Board in supporting district educational priorities.

**This meeting will be conducted in accordance with:**

District Policy: #0164 Conduct of Board Meetings

District Policy: #0167 Public Participation in Board Meetings

**1} REPORTS:**

**A}** Board President:

**B}** Superintendent:

**C}** School Business Administrator:

**D}** Presentations: **Students with NJSLA perfect scores (2024-25) have been invited, along with their past teachers & families, to be recognized.**

**E}** **Committee Reports:**

Finance & Facilities Committee

Personnel & Management Committee

Curriculum & Instruction Committee

**F}** Board Comment:

**2} APPROVAL OF MINUTES:**

September 24, 2025

Regular Meeting & Executive Meeting

**Motion:** \_\_\_\_\_ **Second:** \_\_\_\_\_

**Discussion:**

**Vote:**

Cynthia Baldacchini

Lauren Cox

Monica DiVito

James Morris

Lauren Randle

Jonathan Vile

Patricia Smith

Gary Douglass

**3} CONSENT AGENDA:**

**OPEN MEETING TO THE PUBLIC TO SPEAK ON CONSENT ITEMS ONLY:**

***PLEASE NOTE:*** Each speaker shall identify him/herself by giving their name and address and will be allowed to speak once for a period not to exceed four minutes. The public comment portion of all Board Meetings shall not exceed forty minutes in total. Prior to the roll call vote, any member of the board may ask for discussion on any of the items within the block.

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*The following items are believed to be items of a routine nature and will be moved as a block of action items. Prior to the roll call vote, any member may ask for discussion on any of the items without the block.*

**R. Routine Matters**

**R-1 Approval of Financial Statements:**

Secretary's and custodian's reports for **September 30, 2025** which are in agreement as certified by the Board Secretary, that no budgetary account has been over-expended, in violation of NJAC 6:20-2.12 (a), (d).

**R-2 Approval of Transfers: September 30, 2025 - October 22, 2025** {Backup R-2}

**R-3 Approval of Bill List: September 30, 2025 - October 22, 2025** {Backup R-3}

**R-4 Approval of Cafeteria Report: October 22, 2025** {Backup R-4}

**R-5 Approval of Travel: None**

**P. Personnel:**

- 1.** On the recommendation of the Superintendent, that the following substitutes be approved for the the 2025-2026 school year, pending receipt of required documentation: (Backup P-1)

***SUBSTITUTES NEEDING MORE DOCUMENTATION***

**SUBSTITUTE TEACHERS**

*Susan Murphy, Susan Mellon, Stephanie Wiscott, Nancy Peltier, Nicole DeWald, Bryanna Dehainaut*

**SUBSTITUTE CLASSROOM AIDE**

*Anden McCabe, Nicole DeWald*

**SUBSTITUTE FOOD SERVICE WORKERS**

*Patricia Burk, Janice Sutton, Allison Muller*

**SUBSTITUTE CUSTODIANS**

*Zachary Layton, Daniel Sherno*

**SUBSTITUTE BUS DRIVER**

*David Kelly*

- 2.** On the recommendation of the Superintendent, that the Lower Township Board of Education approve Non-FMLA/FMLA for the following employees:

**Employee #**

#6023 - Food Service Worker  
#5719 - Food Service Worker  
#5403 - Teacher

**Effective Dates**

9/2/2025 - 10/31/2025 - Non-FMLA  
9/17/25 - 10/17/25 - FMLA  
11/13/25 - 1/5/26 - FMLA

- 3.** On the recommendation of the Superintendent, that the Lower Township Board of Education approve the following on-call substitutes as daily part-time staff:

**Employee**

*Eileena Solter  
Kemalyn Giles*

**Position**

*Paraprofessional @ Memorial  
Custodian*

**Effective Date**

*9/8  
9/15*

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|                      |                                    |             |
|----------------------|------------------------------------|-------------|
| <i>Katie Allay</i>   | <i>Cafe Aide @ Sandman</i>         | <i>9/18</i> |
| <i>Amber Nordaby</i> | <i>Cafe @ Mitnick</i>              | <i>9/23</i> |
| <i>Deborah Lewis</i> | <i>Paraprofessional @ Memorial</i> | <i>9/29</i> |
| <i>William Fox</i>   | <i>Daycare</i>                     | <i>10/6</i> |

4. On the recommendation of the Superintendent, that the Lower Township Board of Education approve Annika Tostevin as Mentor to Alexis Girard, 6th Grade Resource Room Teacher at the Sandman Consolidated School for the 2025-2026 school year.
5. On the recommendation of the Superintendent, that the Lower Township Board of Education accept the resignation of Jessica Donohue, Library Media Specialist at the Sandman Consolidated School, effective December 5, 2025 or earlier if a replacement is secured. (Backup P-5)
6. On the recommendation of the Superintendent, that the Lower Township Board of Education approve Peyton Bortner as Temporary 2nd Grade Teacher at the Carl T. Mitnick School, effective October 8, 2025 to January 1, 2026. (Backup P-6)
7. On the recommendation of the Superintendent, that the Lower Township Board of Education accept the resignation of Katie Cunha, Daily Part-Time Nurse's Clerk at the Sandman Consolidated School, effective October 31, 2025. (Backup P-7)
8. On the recommendation of the Superintendent, that the Lower Township Board of Education authorizes Van Cathcart, Superintendent to hire a School Media Specialist, Nurse's Clerk - Daily Part-Time and Temporary Kindergarten Teacher, prior to the next Board Meeting.
9. On the recommendation of the Superintendent, that the Lower Township Board of Education approve change in title for John J. Hansen from Interim School Business Administrator to Interim Assistant School Business Administrator, effective November 1, 2025 to June 30, 2026.
10. On the recommendation of the Superintendent, that the Lower Township Board of Education approve Grace McClellan as 3rd Grade Special Education LLD Teacher at the Maud Abrams School, on the 1st Step of the LTEEA Teachers Salary Guide, \$53,970, effective December 15, 2025, pending required paperwork. (Backup P-10)
11. On the recommendation of the Superintendent, that the Lower Township Board of Education approve John Pasternak as Bus Driver, on the 2nd Step of the LTEEA Bus Driver's Salary Guide, \$28.46 an hour, effective October 23, 2025. (Backup P-11)

**H. Harassment, Intimidation & Bullying: None.**

1. On the recommendation of the Superintendent, that the Board approve the H.I.B. School Self-Assessment scores for the 2024-2025 school year. (Backup H-1)

**L. Legislative and Internal Policies:**

1. On the recommendation of the Superintendent, that the Lower Township Board of Education approve the second reading for the following revisions to existing or new Policies and Regulations: (Backup L-1)

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| <b><u>NUMBER</u></b> | <b><u>TYPE</u></b> | <b><u>TITLE</u></b>             |
|----------------------|--------------------|---------------------------------|
| 3233                 | Policy/Regulation  | Political Activities Regulation |
| 4233                 | Policy/Regulation  | Political Activities Regulation |

**E. Education:**

1. On the recommendation of the Superintendent, that the Lower Township Board of Education approve the following placements for the 2025-2026 school year:

**Case #4900-A** - 4th grade student to Cape May County Special Services School District.

**Case #4715-A** - 4th grade student to Cape May County Special Services School District. This student transferred back to the district having previously been approved and attending CMCSSSD.

**Case #5209-A** - Kindergarten student to Cape May County Special Services School District.

2. On the recommendation of the Superintendent, that the Lower Township Board of Education approve the Nursing Services Plan for the 2025-2026 school year. (Backup E-2)
3. On recommendation of the Superintendent, that the Lower Township Board of Education acknowledges the mailing of the NJSLA Individual Score Reports via USPS on September 26, 2025. (Backup E-3)

**F. Finance and Insurance:**

1. On the recommendation of the Superintendent that the Lower Township Board of Education approve the following Appointments and Resolutions, for the fiscal year November 1, 2025 until the Reorganization Meeting 2026, as listed below:

- a.. **Board Secretary & Records Custodian** - Katie Siciliano
- b. **Public Agency compliance Officer (P.A.C.O.)** - Katie Siciliano
- c. **Chief Equity/Affirmative Action Officer/Title IX Coordinator** - Katie Siciliano

2. On the recommendation of the Superintendent, that the Lower Township Board of Education appoint Katie Siciliano as temporary QPA, with a bid threshold of \$53,000.
3. On the recommendation of the Superintendent, that the Lower Township Board of Education appoint Katie Siciliano as the Fund Commissioner for the ACCASBO JIF and Southern Coastal HIF with John Hanson serving as alternate.
4. On the recommendation of the Superintendent, that the Lower Township Board of Education appoint Katie Siciliano as the district's Administrator for NJ Homeroom.
5. On the recommendation of the Interim School Business Administrator, that the Lower Township Board of Education approve petty cash disbursements for the Transportation Department in the amount of \$200.00 monthly.

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- 6.** On the recommendation of the Interim School Business Administrator, that the Lower Township Board of Education approve the following increases to On-Call Substitutes - Hourly Rates for 2025-2026, effective January 1, 2026 for the following positions:

Current Rate - \$15.50      Rate Effective January 1, 2026 - \$15.92

Bus Aides 5 ½ hrs/day  
Classroom Aides without 60 credits and no County Substitute Teacher Certification  
Cafeteria Aide  
Food Service Worker

- 7.** On the recommendation of the Interim School Business Administrator, that the Lower Township Board of Education approve the following equipment on GovDeals :

|                        |        |              |
|------------------------|--------|--------------|
| Lenovo n22 Chromebooks | Qty 30 | \$15.00 Each |
| Samsun XE503c32        | Qty 30 | \$15.00 Each |

- 8.** On the recommendation of the Superintendent, that the Lower Township Board of Education approve the submittal of certification to utilize Capital Maintenance and Emergent Project Funding Unclaimed Funding as follows: (Backup F-8)

#1. Sandman - Supply and replace two each sets of 500  
Mem and connector from existing handhole to school. Approximately \$27,000

#2. Sandman - Supply and install stepping pod, top rail,  
center support. Approximately \$ 6,260\*

Grant Funded \$33,260

Balance funded by general funds.

- 9.** On the recommendation of the Interim School Business Administrator, that the Lower Township Board of Education approve the Three-Year (2024-2025, 2025-2026, 2026-2027) Facility Comprehensive Maintenance Plan and Form M-1, as submitted. (Backup F-9)
- 10.** On the recommendation of the Interim School Business Administrator, that the Lower Township Board of Education authorize the Service Contract with the Commission with Blind and Visually Impaired, for 2025-2026 school year. (Backup F-10)
- 11.** On the recommendation of the Interim School Business Administrator, that the Lower Township Board of Education authorizes the Interim School Business Administrator to pay bills during the month of November and report payments to the Board at the December 3, 2025 meeting.
- 12.** On the recommendation of the Interim School Business Administrator, that the Lower Township Board of Education authorize the submittal of the 2026-2027 Preschool Budget and Operational Plan by November 14, 2025.

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13. On the recommendation of the Interim School Business Administrator, that the Lower Township Board of Education authorize the submittal of the 2025-2026 Application of State School Aid (ASSA).
14. On the recommendation of the Interim School Business Administrator, that the Lower Township Board of Education adopt the 2026-2027 Budget Calendar. (Backup F-14)
15. On the recommendation of the Interim School Business Administrator, that the Lower Township Board of Education accept a grant from the Youth Art Program in the amount of \$2,180, provided by The Cape May County Board of County Commissioners. (Backup F-15)

**MOTION ON CONSENT AGENDA ON ALL MOTIONS LISTED BELOW:**

**Routine Matters: R-1 to R-5**

**Personnel: P-1 to P-9**

**Harassment, Intimidation & Bullying: H-1**

**Legislative and Internal Policies: L-1**

**Education: E-1 to E-3**

**Finance and Insurance: F-1 to F-15**

**Motion: \_\_\_\_\_ Second: \_\_\_\_\_**

**Discussion:**

**Vote:**

Cynthia Baldacchini

Lauren Cox

Monica DiVito

James Morris

Lauren Randle

Jonathan Vile

Patricia Smith

Gary Douglass

**4} NON-CONSENT AGENDA:**

**5} OLD/NEW BUSINESS:**

**6} OPEN MEETING TO THE PUBLIC: (public comment rules as read above apply):**

**7} GOOD OF THE ORDER:**

**A} Next Board Meeting:** December 3, 2025

**B} Fire Drills:** 10/16/25 - Carl T. Mitnick School; 10/17/2025 - Maud Abrams School; TBD - Sandman Consolidated School; and David C. Douglass Veterans Memorial School

**Monthly Emergency Drill:** 10/23/25 - Active Shooter/Lockdown Drill



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**8}     ADJOURNMENT:**

**MOTION TO ADJOURN THE MEETING**

**Motion:** \_\_\_\_\_ **Second:** \_\_\_\_\_

**Discussion:**

**All in favor:** \_\_\_\_\_

**Time:**\_\_\_\_\_

F.Y.I

1. Attendance/Enrollment
  2. Sandman School Reports
  3. Maud Abrams School Reports
  4. Mitnick School Reports
  5. Memorial School Reports.
  6. Supervisor of Special Services Report
  7. Supervisor of Buildings and Grounds Reports
  8. Supervisor of Transportation Reports
  9. Food Service Profit & Loss Report
  10. Supervisor of Curriculum and Instruction Report
  11. Supervisor of Academic Achievement Report
  12. Day Care Reports
- November Calendar

October 22, 2025

**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 \_\_\_\_ issues 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 September 22, 2025 at \_\_\_\_ 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."** H.I.B. Sandman #1 2025-2026 and H.I.B. Sandman #2 2025-2026

**"(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"**

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**“(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 Personnel matters \_\_\_\_\_

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**“(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 \_\_\_\_\_;

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**“(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: \_\_\_\_

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**“(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:

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**“(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 \_\_\_\_ 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;

October 22, 2025

**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 be 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.