

**LOWER TOWNSHIP BOARD OF EDUCATION
MINUTES
WORK SESSION AND REGULAR MEETING
October 25, 2023**

Call to Order:

Work Session: Started at 6:01 p.m.

Work Session Meeting:

Roll Call:

Present:

Lindsey Selby
Joseph Thomas
Charles Utsch
Lauren Randle
Jonathan Vile
Lauren Cox
Monica DiVito
Gary Douglass

Also in Attendance:

Jeff Samaniego, Superintendent
Patricia Ryan, Board Secretary/School Business Administrator
Brett Gorman, Board Attorney

Agenda Items:

- Ms. Cox inquired about the details of the district lice policy and questioned if the district provided shampoo to families.

Non-Agenda Items:

- The board discussed that the November board meeting will be cancelled and the board will meet on December the 6th instead.
- Mr. Douglass asked board for any nominees for Vice President Position. Mr. Thomas elected Mrs. DiVito, which was seconded by Mr. Vile. The Board will vote in Regular Session.
- Mr. Samaniego expressed his concerns to the Board about the current daycare situation and that the state regulations require the district to hire two supervisors.
- Mr. Samaniego gave details about the High Impact Tutoring Grant program and that

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the district will utilize funding for virtual tutoring. Mrs. Selby asked if chrome books would be provided for the students. Mr. Samaniego confirmed that chrome books and hotspots, if needed, will be provided.

EXECUTIVE SESSION:

Personnel Matters: Employee #4051; Employee #5284, Employee #5396

H.I.B. Maud Abrams #1 2023-24

Board Consultant

Other Matters:

Transportation Department

Discuss Job Description for District Courier

Discuss Job Description for Supervisor of Special Services

Sidebar Agreement

Motion: Thomas Second: Utsch

Discussion: None

All Voted In Favor:

Motion to return to Regular Meeting:

Motion: Vile Second: Thomas

Regular Meeting: Meeting started at 6:17 p.m.

Roll Call:

Present:

Lindsey Selby

Joseph Thomas

Charles Utsch

Lauren Randle

Lauren Cox

Monica DiVito

Gary Douglass

Also in Attendance:

Jeff Samaniego, Superintendent

Patricia Ryan, Board Secretary/School Business Administrator

Brett Gorman, Board Attorney

Salute to the Flag.

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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.

2022-2024 Board Goal:

Establish a system with district leadership to ensure that board policies are consistently being implemented and enforced.

2021-2023 Board Goal:

The Lower Township Board of Education is committed to ensuring that we are providing a safe and supportive environment for our students as well as staff members. We recognize that a healthy workplace environment can have a positive impact on school district programs, ultimately having a positive impact on student achievement.

This meeting will be conducted in accordance with:

District Policy: #0164 Conduct of Board Meetings

District Policy: #0167 Public Participation in Board Meetings

Board Vote to Appoint New Board Vice President

- Mr. Thomas made a motion to nominate Monica DiVito as the new Board Vice President.

Motion: Thomas

Second: Vile

All Voted In Favor:

Discussion: None

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1} REPORTS:

A} Board President:

- Mr. Douglass wanted everyone to know he appreciates all staff and everything they've done for the district.

B} Superintendent:

- Mr. Samaniego presented his report to the Board for the month of October, which included the following:
- Fire Prevention Week 10/9-10/13. Firemen from Townbank, Erma, and Villas brought their trucks/equipment to share with the children.
- PTA Harvest Festival on Friday (10/13)-pumpkin decorating and Trunk or Treat. Mr. Samaniego thanked the PTA, Lisa Cardillo, and all volunteers.
- QSAC committee meeting was held on 10/17/23 and the Self-Assessment was reviewed and scored.
- Wellness 5K Fun-Run/Walk took place Sunday 10/22 and was very successful.
- Students from Cape May Tech High School visited our schools and spent time with some of our preschoolers.
- The NJ Commissioner of Education, Dr. Angelica Allen-McMillan, gave a special presentation at the NJ School Board Convention on October 23rd.
- Free flu clinic sponsored by the CMC Health Department at the Rec Center on Thursday 10/26 from 3-5 p.m.

IMPORTANT DATES:

Fall Break	11/6-11/10
Election Day	11/7
Parent/Teacher Conferences	11/13-11/17
Thanksgiving Break	11/23-11/24

C} School Business Administrator: None

D} Presentations: Sarah Bowman, Supervisor of Curriculum and Instruction – NJ Student Learning Assessment results.

E} Committee Reports: None

Building and Grounds Committee: None

Curriculum Committee: Last meeting held on 10/17. Items addressed included: Staff PD plan, NJSLA, and 2022-2023 QSAC.

Finance Committee: None

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Goals Committee: None

F}

Board Comment-

- The Board thanked Mrs. Bowman for her presentation.
- Mrs. Cox thanked all involved in Fire Safety week.
- Mrs. DiVito thanked all involved in the Fun Run preparation.
- Mrs. Randle stated her enjoyment in attending the NJSBA Workshops.

2}

APPROVAL OF MINUTES:

September 27, 2023

Regular Meeting & Executive Meeting

Motion: Cox

Second: Selby

Discussion: None

All voted in favor:

Lindsey Selby
Joseph Thomas
Charles Utsch
Lauren Randle
Jonathan Vile
Lauren Cox
Monica DiVito
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. 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 **August 2023**, which are in agreement as certified by the Board Secretary that no

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budgetary account has been over-expended in violation of NJAC 6:20-2.12 (a), (d).
{Backup R-1 to be supplied}

R-2 Approval of Transfers: September 27, 2023 – October 25, 2023

{Backup R-2}

R-3 Approval of Bill List: September 27, 2023 – October 25, 2023

{Backup R-3}

R-4 Approval of Cafeteria Report: October 2023 {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 2023-2024 school year, pending receipt of required documentation: (Backup P-1)

SUBSTITUTES NEEDING MORE DOCUMENTATION

SUBSTITUTE TEACHERS

Katie Baker, Cristiana Simanu, Rebecca Dubbs, Makayla O'Connor

SUBSTITUTE SCHOOL NURSE

Emma Lord Rickards

SUBSTITUTE FOOD SERVICE WORKERS

Erika Serra, Magby Abdalaa

SUBSTITUTE CAFETERIA AIDE

Erika Serra, Magdy Abdalaa, Audra Sockriter

SUBSTITUTE CLASSROOM AIDES

*Erika Serra, Katie Baker, Meghan Rush, Amanda Doherty, Debra Rundstrom,
Audra Sockriter*

SUBSTITUTE DAY CARE AIDES

Meghan Rush, Audra Sockriter

SUBSTITUTE BUS DRIVERS

Amanda Doherty, Sharon Wright, Dana Skain

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

<u>Employee</u>	<u>Position</u>	<u>Effective Dates</u>
#5099	Teacher	11/07/23 to 01/02/24
#5557	Maintenance	11/17/23 to TBD
#4112	Teacher	02/12/24 to 6/13/24

3. On the recommendation of the Superintendent that the Lower Township Board of Education approve the following Mentors for the 2023-2024 school year:

<u>New Teacher</u>	<u>Mentor</u>	<u>Position</u>
Maggie Senatore	Kimberly McGarrity	Preschool Teacher
Veronica Abel	Heather LaVancher	Preschool Teacher

4. On the recommendation of the Superintendent that the Lower Township Board of Education accept, with regret, the resignation of Michael Mader, Board Member, effective immediately. Backup P-4)

H. Harassment, Intimidation & Bullying: None.

1. On the recommendation of the Superintendent that the Lower Township Board of Education approve the H.I.B. School Self-Assessment scores for the 2022-2023 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)

<u>NUMBER</u>	<u>TYPE</u>	<u>TITLE</u>
8454	Policy	Management of Pediculosis

2. On the recommendation of the Superintendent, that the Lower Township Board of Education approve the first reading for the following revisions to existing or new Policies and Regulations: (Backup L-2)

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<u>NUMBER</u>	<u>TYPE</u>	<u>TITLE</u>
2270	Policy	Religion in the Schools
3161	Policy	Examination for Cause
3212	Policy & Regulation	Attendance
3324	Policy	Right of Privacy
4161	Policy	Examination for Cause
4212	Policy & Regulation	Attendance
5111	Policy & Regulation	Eligibility of Resident/Nonresident Students
5116	Policy & Regulation	Education of Homeless Children & Youths
8500	Policy	Food Services

3. On the recommendation of the Superintendent that the Lower Township Board of Education approve the 2023-2024 Student/Parent Handbook. (Backup L-3)

E. Education:

1. On the recommendation of the Superintendent that the Lower Township Board of Education acknowledges that the NJSLA Individual Score Reports were mailed via USPS on September 28, 2023 to the parents of all 3rd through 6th grade students. (Backup E-1)
2. On the recommendation of the Superintendent that the Lower Township Board of Education approve the Nursing Services Plan for the 2023-2024 school year. (Backup E-2)
3. On the recommendation of the Superintendent that the Lower Township Board of Education approve the Annual Preschool Operational Plan Update to the 2023-2026 three-year Preschool Operational Plan. (Backup E-3)
4. On the recommendation of the Superintendent that the Lower Township Board of Education approve the submission of the district's preschool enrollment projections for the 2024-2025 school year to the Department of Education. (Backup E-4)
5. On the recommendation of the Superintendent that the Lower Township Board of Education approve the District Performance Review (DPR) being submitted to the New Jersey Department of Education as part of the comprehensive evaluation Quality School Accountability Continuum (QSAC) Performance Review. (Backup E-5)

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6. On the recommendation of the Superintendent that the Lower Township Board of Education approve the submittal of the Annual Statement of Assurance

Declaration Page being submitted to the New Jersey Department of Education as part of the requirements of the ongoing Quality School Accountability Continuum (QSAC) Performance Review. (Backup E-6)

F. Finance and Insurance:

1. On the recommendation of the Superintendent that the Lower Township Board of Education approve the Health and Safety Evaluation of School Buildings Checklist/Statement of Assurance for the 2023-2024 school year. (Backup F-1)
2. On the recommendation of the School Business Administrator that the Lower Township Board of Education approve the issuance of check payments between board meetings when necessary.
3. On the recommendation of the Superintendent that the Lower Township Board of Education approve the three year (2022-2023, 2023-2024, 2024-2025) Facility Comprehensive Maintenance Plan (M-1), as submitted. (Backup F-3)
4. On the recommendation of the School Business Administrator, that the Lower Township Board of Education adopt the 2024-2025 Budget Calendar. (Backup F-4)
5. On the recommendation of the School Business Administrator, that the Lower Township Board of Education approve the affiliation Agreement between Widener University and Lower Township Schools for the facilitation of Counselor Education Internships and Practicum effective October 17, 2023. (Backup F-5)
6. On the recommendation of the School Business Administrator, that the Lower Township Board of Education approve the bid proposal from Littera Education Inc. to provide virtual tutoring services for \$107,600.00 during the 2023-2024 school year pending the approval of funding from the New Jersey High-Impact Tutoring Program Grant. (Backup F-6)
7. On the recommendation of the School Business Administrator, that the Lower Township Board of Education approve the Professional Services Agreement with Generation Ready for educational consultants, trainers and service providers for

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\$9,600.00 pending the approval for funding from the New Jersey High-Impact Tutoring Program Grant. (Backup F-7)

MOTION ON CONSENT AGENDA ON ALL MOTIONS LISTED BELOW:

Routine Matters: R-1 to R-5

Personnel: P-1 to P-4

Harassment, Intimidation & Bullying: H-1

Legislative and Internal Policies: L-1 to L-3

Education: E-1 to E-6

Finance and Insurance: F-1 to F-7

Motion: Douglass Second: Vile

Discussion: None

All Voted in Favor

Lindsey Selby
Joseph Thomas
Charles Utsch
Lauren Randle
Jonathan Vile
Lauren Cox
Monica DiVito
Gary Douglass

ADDENDUM:

1. On the recommendation of the Superintendent, that the Lower Township Board of Education to approve the job description for District Courier. (Backup A-1)

MOTION ON ADDENDUM A-1

Motion: Vile Second: Thomas

Discussion: None

Voting Yes:

Lindsey Selby
Joseph Thomas
Charles Utsch
Jonathan Vile
Lauren Randle
Lauren Cox
Monica DiVito
Gary Douglass

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4} **NON-CONSENT AGENDA: None**

5} **EXECUTIVE SESSION: None**

6} **OLD/NEW BUSINESS: None**

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

-Mrs. Salerno acknowledged Ms. Maria Vassar (Paraprofessional at Memorial School) for being awarded the Cape May County ESP of the year!

8} **GOOD OF THE ORDER:**

A} Next Board Meeting: December 6, 2023

B} Fire Drills: 10/05/2023 – Maud Abrams; 10/11/2023 Mitnick; Sandman 10/27/2023, and Memorial 10/30/2023

C} Monthly Emergency Drill: 10/24/2023 – Lockdown Drill – All Schools

9} **ADJOURNMENT:**

MOTION TO ADJOURN THE MEETING

Motion: Thomas **Second:** Cox

Discussion: None

All Voted In Favor:

Time: 7:42 pm

Respectfully submitted:



Patricia Ryan

School Business Administrator/ Board Secretary

**LOWER TOWNSHIP BOARD OF EDUCATION
EXECUTIVE MINUTES
October 25, 2023**

Meeting was called to order at 6:30 p.m.

Members Present:

Lindsey Selby
Joseph Thomas
Charles Utsch
Lauren Randle
Jonathan Vile
Lauren Cox
Monica DiVito
Gary Douglass

Also in Attendance:

Jeff Samaniego, Superintendent
Patricia Ryan, Board Secretary/School Business Administrator
Brett Gorman, Board Attorney

EXECUTIVE SESSION:

- H.I.B. Maud Abrams #1 2023-2024 – Mr. Samaniego reviewed the issues relative to this situation, and it was not considered a H.I.B.

Personnel Matters:

EE#4051 – Employment was discussed with the Board and a Personal Needs Plan will be implemented with employee.

EE#5396 – The Board discussed the added responsibilities required from this employee and these duties were added to the job description.

Other Matters:

- Mr. Samaniego discussed the situation at Maud Abrams which will be investigated by the district attorney.
- Mr. Douglass mentioned the concerns in the Transportation Department and discussed with the Board solutions to these issues.
- Mrs. Ryan discussed the Sidebar Agreement with the Board.
- Mrs. Ryan discussed the job description for the District Courier position.

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Board Consultation: -

EE#5284 – Mr. Anderson spoke to Board and is very pleased with the progress.

Motion: Thomas **Second:** Utsch

All Voted In Favor:

This session concluded at 7:15 p.m.

Respectfully submitted:



Patricia Ryan

School Business Administrator/ Board Secretary

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**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 meeting 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 ay 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 7 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 October 25, 2023 at 6:30 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 stature 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.

“(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.

“(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 other 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

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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. Maud Abrams #1 2023-2024

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"(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 representative 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 personal 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 specifically as possible without undermining the need for confidentiality is

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"(8) Any matter involving the employment, appointment, termination 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

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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:

 **“(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 45 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;

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.