

**LOWER TOWNSHIP BOARD OF EDUCATION
MINUTES
EXECUTIVE SESSION
DECEMBER 6, 2023**

Meeting was called to order at 6:20 p.m.

Members Present:

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

Absent:

Monica DiVito

Also in Attendance:

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

EXECUTIVE SESSION:

HIB: **Sandman School #1 2023-24** – Mr. Samaniego reviewed the issues relative to this situation and it was not considered a H.I.B.

Personnel Matters:

Employee #4051 – Employee resigned from their District position and open position will be advertised.

Employee #4399/#5284 – The Board received a copy of the attorney's incident investigation report to review and was discussed.

Sidebar Agreement with LTEEA- Mr. Gorman discussed the changes proposed by the LTEEA concerning the Sidebar Agreement to the Board.

Update on Level 3 Grievance: The grievance is still being investigated by the Board Attorneys and the report will be presented to the Board at the January 3rd board meeting.

Settlement Agreement with Former Employee #4275: Mr. Gorman discussed the details in this claim and that they had come to a settlement.

Transportation Department: Mr. Samaniego informed the Board that the department has been running well, with the absence of the supervisor, and the Board will allow Mr. Samaniego to continue to oversee this department through March 31st.

December 6, 2023

**Motion: Douglass Second: Vile
All Voted In Favor:**

This session concluded at 7:30 p.m.

Respectfully submitted:

A handwritten signature in blue ink that reads "Patricia Ryan". The signature is written in a cursive, flowing style.

Patricia Ryan
School Business Administrator/ Board Secretary

**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 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 December 6, 2023 at 6:20P.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 2023-24

"(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"

☐

"(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 _____

☐

"(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 _____;

☐

"(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 the 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:

☒

"(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: _____ Employees: #4051; #4399; and #5284

☐

"(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 _____

**LOWER TOWNSHIP BOARD OF EDUCATION
MINUTES
WORK SESSION AND REGULAR MEETING
DECEMBER 6, 2023**

Call to Order:

Work Session: Started at 6:00 p.m.

Work Session Meeting:

Roll Call:

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

Absent:

Monica DiVito

Also in Attendance:

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

Agenda Items: None

Non-Agenda Items:

Presentation- Bee Well After School Program

Hannah Nelson and Amanda Dillon explained this program to the Board, which will be available to students in grades 4-6.

Other Matters:

Open Board Seat: Mrs. Ryan explained that this open seat has been advertised in newspaper and interested candidates will be reviewed by the Board at 1/6/24 meeting.

EXECUTIVE SESSION:

H.I.B. Sandman School #1 2023-24
Personnel Matters: Employee #4051
Discussion on Sidebar Agreement with LTEEA
Update on Level 3 Grievance
Settlement Agreement with former Employee #4275
Personnel Matters: Employees #4399 and #5284

Motion to return to Regular Meeting:

Motion: Utsch **Second:** Thomas

All Voted In Favor

December 6, 2023

Regular Meeting: Regular meeting started at 6:15 pm.

Roll Call:

Present:

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

Absent:

Monica DiVito

Also in Attendance:

Jeff Samaniego, Superintendent
Patricia Ryan, Board Secretary/School Business Administrator
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.

2022-2024 Board Goal:

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

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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

1} REPORTS:

A} Board President: None

B} Superintendent: Mr. Samaniego discussed to the Board that our district fundraiser was very successful, which raised over \$10,000 and the Fun Run also raised \$3,619 for the district wellness program. Mr. Samaniego also mentioned that the dress-down day for Mr. Diettrich's LT Kids Christmas Program raised \$1,800. In addition, the district was awarded the Preschool Facility Expansion Grant to make upgrades at Memorial School. Mr. Samaniego informed the Board that our Transportation Department will be participating in North Cape May Christmas Parade this Saturday. In addition, the district's Annual Holiday singalong will be on 12/22/23.

C} School Business Administrator: None

D} Presentations: None

E} Committee Reports: None

Building and Grounds Committee: - None

Curriculum Committee – None

Finance Committee - None

Goals Committee – The Goals Committee met with Administration and discussed the new Superintendent district goals.

F} Board Comment – All board members wished everyone a "Happy and Safe Holiday".

Mrs. Cox thanked the Administration for the successful Family Engagement Night.

2} APPROVAL OF MINUTES:

October 25, 2023

Regular Meeting & Executive Meeting

Motion: Thomas Second: Vile

Discussion: None

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All Voted in Favor

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

Absent:

Monica DiVito

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 **September 30, 2023 and October 31, 2023**, 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: **October 25, 2023 - December 6, 2023** {Backup R-2}

R-3 Approval of Bill List: **October 25, 2023 - December 6, 2023** {Backup R-3}

R-4 Approval of Cafeteria Report: **November 2023** {Backup R-4}

R-5 Approval of Travel: **October - November 2023** {Backup R-5}

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

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SUBSTITUTE TEACHERS

Danielle Bowman, Julia Sorensen, Ava Sorensen

SUBSTITUTE SCHOOL NURSE

Melinda Dunleavy

SUBSTITUTE SECRETARIES/CLERKS

Margaret McAteer, Crystal Hamer

SUBSTITUTE FOOD SERVICE WORKERS

Mohmed Amani, Clarissa Ramirez-Nava, Danielle Bowman

SUBSTITUTE CAFETERIA AIDES

Kathryn Maguire, Mohamed Amani, Clarissa Ramirez-Nava, Catherine Martin

SUBSTITUTE CLASSROOM AIDES

Kathryn Maguire, Jennette Ziemba, Margaret McAteer, Crystal Hamer, Danielle Bowman, Jasmine Melo-Nicoletta, Julia Sorensen, Ava Sorensen

SUBSTITUTE DAYCARE AIDES

Jennette Ziemba, Danielle Bowman, Julia Sorensen, Ava Sorensen

SUBSTITUTE BUS AIDES

Kathryn Maguire, Mohamed Amani, Clarissa Ramirez-Nava, Crystal Hamer, Jasmine Melo-Nicoletta

SUBSTITUTE CUSTODIANS

Francis Powell, Mohamed Amani, Bryan Hunter

2. On the recommendation of the Superintendent, that the Lower Township Board of Education accepts, with regret, the retirement of Diana Sweeney, CST Case Manager, in the District, effective June 30, 2023. (Backup P-2)
3. On the recommendation of the Superintendent, that the Lower Township Board of Education approves Samantha Gilbert, as Temporary 3rd Grade Teacher at the Maud Abrams School, effective November 13, 2023 to January 2, 2024. (Backup P-3)
4. On the recommendation of the Superintendent, that the Lower Township Board of Education approves FMLA for Employee #4399, effective November 14, 2023 to March 31, 2024.

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5. On the recommendation of the Superintendent, that the Lower Township Board of Education approves Emma Rickards as Temporary School Nurse at the Sandman Consolidated School, effective January 10, 2024 to May 1, 2024. (Backup P-5)
6. On the recommendation of the School Business Administrator, that the Lower Township Board of Education approve the revised job description for Supervisor of Special Services job title. (Backup P-6)
7. On the recommendation of the Superintendent, that the Lower Township Board of Education accept the resignation of Karen Bender, Custodian in the District, effective December 6, 2023. (Backup P-7)
8. On the recommendation of the Superintendent, that the Lower Township Board of Education approves Robert Cooper as District Courier, in the District (lateral move), effective January 1, 2024. (Backup P-8)
9. On the recommendation of the Superintendent, that the Lower Township Board of Education approve the extension of FMLA for Employee #4704, effective November 20, 2023 to December 4, 2023.
10. On the recommendation of the Superintendent, that the Lower Township Board of Education approve FMLA for Employee #5931, effective December 4, 2023 to, date to be determined, pending medical documentation.
11. On the recommendation of the Superintendent, that the Lower Township Board of Education approve FMLA for Employee #5819, effective November 16, 2023 to December 20, pending medical documentation.

H. Harassment, Intimidation & Bullying:

1. The Board affirms the actions taken by the Superintendent and the School Safety Teams, for H.I.B. Maud Abrams #1 2023-24. (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>
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

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<i>4324</i>	<i>Policy</i>	<i>Right of Privacy</i>
<i>5111</i>	<i>Policy & Regulation</i>	<i>Eligibility of Resident/Nonresident Students</i>
<i>5116</i>	<i>Policy & Regulation</i>	<i>Education of Homeless Children and Youths</i>
<i>8500</i>	<i>Policy</i>	<i>Food Services</i>

E. Education:

1. On the recommendation of the Superintendent, that the Lower Township Board of Education approve the following placement for the 2023-2024 school year.
(Backup E-1)

Case #4948-A: Preschool special education student to be placed at the Cape May County Special Services School District.

2. On the recommendation of the Superintendent, that the Lower Township Board of Education approve the Superintendent Goals for the 2023-2024 school year.
(Backup E-2)

F. Finance and Insurance:

1. On the recommendation of the School Business Administrator, that the Lower Township Board of Education authorize a Transportation Jointure with the Dennis Township Board of Education to provide transportation to Dennis Township students attending Lower Township Elementary School's Choice Program for the 2023-24 school year. (Backup F-1)
2. On the recommendation of the School Business Administrator, that the Lower Township Board of Education approve the Special Education Tuition Contract with Middle Township Board of Education (Receiving District) for student N.J., effective September 6, 2023 through June 17, 2024, totaling \$6,981.00. (Backup F-2)
3. On the recommendation of the School Business Administrator, that the Lower Township Board of Education approve the tuition contract with Pinelands Learning Center for student A.R., effective November 16, 2023 through June 30, 2024, totaling \$43,105.92. (Backup F-3)
4. On the recommendation of the School Business Administrator, that the Lower Township Board of Education to authorize the submittal of the 2024-2025 PEA Grant Application, including the Budget Worksheet.
5. On the recommendation of the School Business Administrator, that the Lower Township Board of Education to authorize the submittal of the 2024-2025 Application of State School Aid (ASSA).

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6. On the recommendation of the School Business Administrator, that the Lower Township Board of Education to authorize the acceptance of funds to be received from the Preschool Facilities Expansion grant to rehabilitate classrooms at the Douglass C. Memorial School.
7. On the recommendation of the School Business Administrator, that the Lower Township Board of Education approve the tuition contract with Winslow Board of Education for student A.R., effective October 23, 2023 through November 14, 2023 totaling \$2,057.72. (Backup F-7)
8. On the recommendation of the School Business Administrator, that the Lower Township Board of Education approve the transportation contract with Winslow Board of Education for student A.R., effective October 23, 2023 through November 14, 2023 totaling \$158.06. (Backup F-8)

MOTION ON CONSENT AGENDA ON ALL MOTIONS LISTED BELOW:

Routine Matters: R-1 to R-5

Personnel: P-1 to P-11

Harassment, Intimidation & Bullying: H-1

Legislative and Internal Policies: L-1

Education: E-1 & E-2

Finance and Insurance: F-1 to F-8

Motion: Vile Second: Selby

Discussion: None

Voted Yes:

Present:

Lindsey Selby

Charles Utsch

Lauren Randle

Jonathan Vile

Lauren Cox

Gary Douglass

Voted No:

Joseph Thomas

Absent:

Monica DiVito

4} ADDENDUM:

1. On the recommendation of the School Business Administrator, that the Lower Township Board of Education approve the Settlement Agreement between Lower Township Board of Education and former Employee #4275 in the amount of \$50,000. (Backup A-1)

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MOTION ON ADDENDUM A-1

Motion: Vile **Second:** Selby

Discussion: None

Voting Yes:

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

Absent:

Monica DiVito

5} NON-CONSENT AGENDA: None

6} OLD/NEW BUSINESS: None

7} OPEN MEETING TO THE PUBLIC: (*public comment rules as read above apply*): Mr. Samaniego congratulated Diana Sweeney on her retirement as well as Robert Cooper for his new position in the district as District Courier.

8} GOOD OF THE ORDER:

- A} Next Board Meeting: January 3, 2024 - Reorganization Meeting**
- B} Fire Drills: 11/14/23 - Maud Abrams School; 11/16/23 - Memorial School; 11/20/23 - Mitnick School & Sandman Schools;**
- C} Monthly Emergency Drill: 11/2/23 - Lockdown Drill - All Schools**
- D} Bus Evacuation Drills: 10/4/23 - CMCSSS; 10/16/23 - Sandman School; 10/17/23 - Maud Abrams School; 10/18/23 - Mitnick School; 10/19/23 - Memorial School**

9} ADJOURNMENT:

MOTION TO ADJOURN THE MEETING

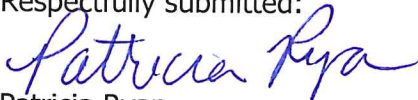
Motion: Douglass **Second:** Vile

Discussion: None

All Voted in favor:

Time: 7:35 p.m.

Respectfully submitted:



Patricia Ryan
School Business Administrator/ Board Secretary