

4/26/2023

**LOWER TOWNSHIP BOARD OF EDUCATION
MINUTES
WORKS SESSION AND REGULAR MEETING
PUBLIC HEARING
APRIL 26, 2023**

Call to Order:

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

Roll Call:

Monica DiVito
Lindsey Selby
Joseph Thomas
Charles Utsch
Lauren Randle
Lauren Cox
Michael Mader
Gary Douglass

Absent

Jonathan Vile

Also in Attendance:

Jeff Samaniego, Superintendent
Frank Onorato, Interim School Business Administrator
Patricia Ryan, Board Secretary
Brett Gorman, Board Attorney

Board Discussion on Agenda Items:

Mrs. Cox inquired about policies and the school safety assessments.

Board Discussion on Non-Agenda Items:

Mr. Samaniego explained a question by a homeschool family requesting their child to participate in our district's extracurricular activities.

Mrs. Ryan informed the Board of the additional Supplemental Stabilization Aid which the district will be receiving from the state and the possible use of these funds for a Preschool Center at the Memorial School in 2024-25 SY.

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EXECUTIVE SESSION:

H.I.B. Sandman #5 (338 #16)

338 Sandman #18

H.I.B. Maud Abrams #6 (338 #11)

338 Maud Abrams #12

Personnel Matters: Employee #4051

Motion: Thomas Second: Mader

Discussion: None

All Voted In Favor

Regular Meeting: Meeting started at 6:51 p.m.

Roll Call:

Present:

Monica DiVito

Lindsey Selby

Joseph Thomas

Charles Utsch

Lauren Randle

Lauren Cox

Michael Mader

Gary Douglass

Absent:

Jonathan Vile

Also in Attendance:

Jeff Samaniego, Superintendent

Frank Onorato, Interim School Business Administrator

Patricia Ryan, Board 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, and Cape May Star and Wave, posted at the Municipal Building, and a copy thereof delivered to the Township Clerk; in accordance with the Open Public Meetings Act.

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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

Regular Business:

**PUBLIC HEARING ON 2023-2024 SCHOOL BUDGET as advertised:
(Backup F-Budget)**

BE IT FURTHER RESOLVED, to approve the submittal of the 2023-2024 Lower Township Elementary School Budget to the Executive County Superintendent and establish April 26, 2023 as the date for public hearing:

	<u>Budget</u>	<u>Local Tax Levy</u>
General Fund	\$26,818,793	\$19,254,139
Special Revenue Fund	\$ 4,697,348	
Debt Service Fund	<u>\$ 1,745,386</u>	<u>\$947,134</u>
Total Budget	\$33,261,527	\$20,201,273

BE IT FURTHER RESOLVED, to acknowledge that the 2023-2024 School Budget, as described above, results in a General Fund Tax Levy of \$19,254,139;

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BE IT FURTHER RESOLVED, that the district establish a maximum of \$17,000 in the 2023-2024 school year for travel related expenditures.

THEREFORE, BE IT FURTHER RESOLVED the Board of Education authorizes the Superintendent of Schools and the School Business Administrator to make all necessary changes to the 2023-2024 budget, which was approved at the Board of Education meeting held on March 15, 2023.

Motion: To open the Public Hearing on the 2023-2024 Lower Township Elementary School District Budget:

Motion: Thomas **Second:** Mader

Discussion: None

All Voted In Favor

Presentation- Budget Public Hearing: Patricia Ryan, Assistant Business Administrator/Board Secretary

Public Comment: None

Board Comment:

Mr. Mader and Mr. Douglass thanked all the Administrators, Mrs. Ryan and Mr. Onorato for working through this difficult budget over the past few years.

Motion: To close the Public Hearing on the 2023-2024 Lower Township Elementary School District Budget:

Motion: Selby **Second:** Mader

Discussion: None

All Voted In Favor

Motion: To amend the 2023-2024 Lower Township Elementary School District Budget to reflect the following:

	<u>Budget</u>	<u>Local Tax Levy</u>
General Fund*	\$26,960,857	\$19,254,139
Special Revenue Fund	\$ 4,697,348	
Debt Service Fund	\$ 1,745,386	\$ 947,134
Total Budget	\$33,403,591	\$20,201,273

BE IT FURTHER RESOLVED, to acknowledge that the 2023-2024 School Budget, as described above, results in a General Fund Tax Levy of \$19,254,139;

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BE IT FURTHER RESOLVED, that the district establish a maximum of \$17,000 in the 2023-2024 school year for travel related expenditures.

BE IT FURTHER RESOLVED, that the district approves the withdrawal of \$142,064 from Capital Reserve per NJAC 6A:23A-14.1 (d) for the express purpose of Preschool Facilities Expansion Project at Memorial School.

Motion: Thomas **Second:** Mader

Discussion: None

Voting Yes:

Monica DiVito
Lindsey Selby
Joseph Thomas
Charles Utsch
Lauren Randle
Lauren Cox
Michael Mader
Gary Douglass

Absent:

Jonathan Vile

Public Comment: None

Board Comment: None

Motion: To ***adopt the budget, or adopt the budget as amended,*** from the Public Hearing on the 2023-2024 Lower Township Elementary School District Budget:

Motion: Utsch **Second:** Mader

Discussion: None

Voting Yes:

Monica DiVito
Lindsey Selby
Joseph Thomas
Charles Utsch
Lauren Randle
Lauren Cox
Michael Mader
Gary Douglass

Absent:

Jonathan Vile

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1} REPORTS:

A} Board President: None

B} Superintendent: Mr. Samaniego thanked all staff involved in the Memorial Art Show on 3/28/23. Cape Tech H.S. students will be volunteering in Preschool classes at the Mitnick School. In addition, Mr. Samaniego and Mr. Hickok met with Chief of Police to discuss more assistance with our police officers. Teacher Appreciation Day will be celebrated throughout the district from May 8-12. Mr. Samaniego ended with thanking all the retirees, with a special thanks to Mrs. Muller for all her years of commitment and service to the district.

C} Interim School Business Administrator: None

D} Presentations: None

E} **Committee Reports:**

Building and Grounds Committee: None

Curriculum Committee: Minutes attached

Finance Committee: None

Goal Committee: None

F} **Board Comment:** All of the board members congratulated all the retirees. They also each thanked Mrs. Muller for all she has done for the district and that her retirement will be a huge loss to the district. Mrs. Cox thanked Mrs. Bowman for the successful ESL night. Mrs. Randle thanked Mrs. Granero and Mr. Shivers for the successful PreK/Kindergarten registration.

2} APPROVAL OF MINUTES:

March 15, 2023

Regular Meeting & Executive Meeting

Motion: Cox **Second:** Selby

Discussion: None

Voting Yes:

Monica DiVito- Abstained from vote

Lindsey Selby

Joseph Thomas

Charles Utsch

Lauren Randle

Lauren Cox

Michael Mader

Gary Douglass

Absent:

Jonathan Vile

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.

Public Comments: None

R. Routine Matters

R-1 Approval of Financial Statements:

Secretary's and custodian's reports for **February 28, 2023 and March 31, 2023**, which are in agreement as certified by the Board Secretary, that no budgetary account has been over-expanded, in violation of NJAC 6:20-2.12(a), (d).

R-2 Approval of Transfers: March 16, 2023-April 26, 2023 {Backup R-2}

R-3 Approval of Bill List: March 16, 2022-April 26, 2023 {Backup R-3}

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

R-5 Approval of Travel: January 2023 - March 2023 (Backup R-5)

P. Personnel:

1. On the recommendation of the Superintendent, that notice of continuation of employment for the 2023-2024 school year, be issued to the following tenured personnel, as listed below:

ADMINISTRATION:

Bowman, Sarah, Supervisor of Academic Achievement

Cathcart, Van, Principal

Granero, Christina, Principal

Hewitt, Kelly, Supervisor of Transportation

Hickok, Darrin, Supervisor of School Security

Himstedt, Kurt, Supervisor of Food Services

Keeler, Debra, Supervisor of Special Services

King, John, Principal

Muller, Sabina, Supervisor of Curriculum and Instruction

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O'Shea, Gary, Supervisor of Buildings and Grounds
Read, Lauren, Treasurer of School Monies
Ryan, Patricia, Assistant Business Administrator
Shivers, Christopher, Principal
Witkowski, Christina, Supervisor of Custodians

CENTRAL OFFICE:

Brooks, Kimberly, Administrative Assistant to Day Care
Downie, Leigh, Accounts Payable Coordinator/Clerk
Hooyman, Richard, Technology Assistant
Jacob, Patricia, Secretary to the Superintendent
Leipert, Joseph, Technology Assistant
Nelson, Susan, Payroll Coordinator/Clerk
Paluch, Carla, Administrative Secretary to Buildings & Grounds

TEACHERS

Abrams, Stephanie	Davis, Lindsay	Hughes, Tammy
Ackroyd, Jennifer	DeShields, Beth	Johnson, Gena
Ackroyd, Robert	Desmond, Margaret	Johnson, Rebecca
Ambacher, Ann Marissa	Dillon, Amanda	Keeler, Michelle
Bada, Annmarie	Donohue, Jessica	Kelly, Kimberly
Baldwin, Molly	Drake, Pamela Rose	Kelly, Dana
Barcas, Bonnie	Eckel, Cari	Kelly, Jeffrey
Barger, Brittany	Farreny, Gina	Kennedy, Heather
Baxter, Janet	Franklin, Justine	King, Sarah
Bennert, Krista	Furey, Christine	LaVancher, Heather
Blum, Jennifer	Gannon, Alyssa	Lindsay, Janeen
Bonino, Tammy	Gannon, Emily	Lloyd, Erine
Boyle, Sheryl	Gianakopoulos, Eileen	LoMonaco, Melissa
Brannan, Megan	Golden, Holly	Long, Laurie
Breuss, Jessica	Grace, Frances	Lunde, Christina
Bridgemen, Joseph	Griffin, Gerald	Magnavita, Lauren
Brion, Lori	Grimes, Jamie	Mahler, Chrystie
Bryan, Jessica	Harris, Jillian	Martino, Diane
Bryce, Amber	Harron, Keri	Mastalski, Carolanne
Buckley, Danielle	Hawthorne, Carol	McGarrity, Kimberly
Cardaci, Amanda	Heinicke, Casey	McLaughlin, Joanne
Cobleigh, Ashley	Hickok, Sharon	Melo, Jenna
Coombs, Kevin	Hinker, Dawn	Milder, Samantha
Cucci-Smith, Jill	Holden, Anissa	Milstead, Douglas
D'Aleo, Catherine	Hotaling, Stacy	Morales, Carlos

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Morey, Michael
Morris, Madeleine
Munsick, Jesse
Nash, Carrin
Nelson, Hannah
Nuscis, Amanda
O'Neill, Erica
O'Shea, Allyson
Osmundsen, Kimberly
Osmundsen, Samantha
Pacevich, Greta
Paras, Alison
Parkinson, Nicole
Peterson, Courtney
Pierce, Amanda
Prendergast, Melissa
Rechner, Danielle

Ridgway, Kymberly
Risley, Krista
Rivers, Shannon
Roach, Krystalynne
Robinson, Heather
Robinson, Jeffrey
Rosenberg, Cynthia
Roth, Heather
Rutherford, Tracy
Salerno, Stacey
Sangillo, Julia
Schlitzer, Sara
Sekela, Heather
Shedlock, Meaghan
Sheets, Miken
Shillingford, Lila
Skerry, Anne Marie

Skill, Erin
Slaney, Crystal
Smeltzer, Susan
Spriggs, Sharon
Sweeney, Diana
Tester, Darlene
Thompson, Anna
Tostevin, Annika
Viscomi, Elena
Voumard, Genee
Voumard, Rachelle
Weeks, Sydney
Wilson, Brian
Wuerker, Mary Ellen
Yerk, Bryce

SECRETARIES

Bailey, Joanne
Booth, Mary
Cone, Patricia
Einhaus, Theresa

Geiger, Donna
Hunke, Christine
Wunder, Diane

CLERKS

Barger, Marguerite
Gentek, Donna

CUSTODIANS

Champion, John
Bender, Karen
Cooper, Robert
Donati, Bridget
Freese, Kathryn
Gioulis, Hannah
Hunter, Dean

Lloyd, James
Morales, Andrew
Muller, Warner
Paget, Mark
Sherel, Linda
Sovani, Joseph
Watson, Nancy
Williamson, Donna

INSTRUCTIONAL AIDES

Beason, Regina
Fisher, Erin

Smith, Kim
Young, Stacy

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Moorby, Karen

FOOD SERVICE WORKERS

Abrams, LaTrice Mellina, Alison
Halbruner, Christine

SECURITY

Boyle, Kevin Hedum, Mel
Flitcroft, Albert

BUS DRIVERS

Abrams, Lana Layton, Sherry
Bingham, Maureen Proud, Edward
Kelly-Rementer, Christina

BUS MECHANIC

Kevin Kapp

2. On the recommendation of the Superintendent, that notice of continuation of employment for the 2023-2024 school year, be issued to the following personnel obtaining tenure, as listed below:

TEACHERS

Downie, Megan	9/19
Filachek, Joseph	9/19
Hisky, Stephanie	9/19
Righter, Beverly	9/19

3. On the recommendation of the Superintendent, that notice of continuation of employment for the 2023-2024 school year, be issued to the following non-tenured personnel, as listed below:

TEACHERS:

Abate, Jennifer	9/20
Abel, Veronica	9/20
Boyle, Jennifer	9/20
Caruso, Jessica	9/20
Franchville, Taylor	9/20
Guido, Theresa	9/20
Hoffman, Catherine	9/20
Jaber, Kaitlyn	9/20
Mills, Julia	9/20

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Riess, Haley	9/20
Lanzalotti, Heather	11/20
Cappelletti, Jeanne	9/21
Carbonaro, Rachelle	9/21
Castellucci, Bethany	9/21
Champion, Emily	9/21
Douglass, Alexis	9/21
Kaplan, Bethanie	9/21
Morey, Allison	9/21
Obermeier, Lindsay	9/21
Ojasoo, Melissa	9/21
Raschiatore, Jenna	9/21
Senatore, Maggie	9/21
Swan, Lilly	9/21
Sherretta, Amanda	2/22
McIntyre, Stephen	9/22
DeFelice, Natalie	9/22
Girard, Alexis	9/22
Nelson, Ashley	9/22
Oberg, Maryanna	9/22
Snyder, Stephanie	9/22
Borchardt, Lisa	10/22
Emery, Rebecca	10/22
Romaine, Mia	1/23

SECRETARIES:

Sterling, Kristin	6/21
Sockriter, Lori	8/21
Casella, Kristen	7/22
Fletcher, Christine	7/22
Taylor, Tracy	7/22
Carter, Patricia	9/22

CUSTODIANS

Castillo, Renata	9/21
Coulter, Diana	9/21
Griffith, Christopher	9/21

ASSISTANT BUS MECHANIC

Peschi, Joseph	1/23
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FOOD SERVICE

Delano, Brittany	9/22
Corbett, Patrick	10/22
Keenan, Darlene	4/23

BUS DRIVERS

Lafferty, Anna	10/21
Wenger, Ronald	10/21

SCHOOL SECURITY

Connelly, Thomas	10/22
Winter, Christopher	10/22

4. On the recommendation of the Superintendent, that the notice of continuation of employment for the 2023-2024 school year, be issued to the following part-time school personnel, as listed below:

60 CREDIT PART TIME CLASSROOM AIDES:

Holden, Sharon	Portewig, Linda
Karvounis, Yifat	Santacroe, Devin
Laub, Amy	Santandrea, Vivian
Lybarger, Lorianne	Sissel, Jan
Miller, Brittany	Solter, Eileen
Moore, Desiree	Weinberg, Ashley
Munizza, Robert	

PART TIME PARAPROFESSIONALS

Bada, Stephanie	Mazzafro, Joan
Barfield, Erica	Molnar, Una
Battaglia, Brianna	Nielson, Kaylee
Bilios, Foteini	Parker, Brooke
Cacella, Ashley	Place, Lauren
Cooper, Donna	Pyffer, Samantha
Dagle, Ashley	Robbins, Morgan
Damiana, Sarah	Salas, Leslie
DeCamillo, Riley	Saunders, Kira
DelConte-Pfetscher, Vienna	Sevilla-Small, Shiella
DiStaulo, Natalie	Small, Cassandra
Frederick, Ashlee	Szczur, Kaitlyn
Giles, Kemalyn	Troiano, Elizabeth
Golden, Paige	Torres, Leslie
Harris, Kathleen	Torres, Pamela

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Henry, Pamela
Higgs, Christi
Jordan, Kristine
Kane, Krista
King, Rabiha
Korosko, Kelly
Laffitte, Nicole
Lawley, Rian

Vanaman, Chelsea
Vassar, Maria
Weinert, Victoria
Wilson, Ashley
Wilson-Renna, Jill
Young, Danielle

PART TIME CLASSROOM AIDES

Bedell, Brianna
Bedell, Lori
Bryan, Kaitlyn
Bryant, Lisa
Dorner, Linda
Drake, Clarissa
Gittle, Amber
Gray, Megan
Haibach, April
Hilvert, Jennifer
Jeffries, Sarah
Kellaway, Meghann
Mallek, Jessica
Marshall, Louise

Mercado, Amizadai
Morales, Jennifer
Murray, Danielle
Peck, Jeanette
Pettit, Hayley
Pisieczko, Erin
Santacrose, Devin
Tomes, Lauren
Venuto, Michele
Verbitski, Maureen
Watson, Jennifer
Young, Deborah
Young, Erica

PART TIME CLERKS

Cardaci, Kristen
Eckel, Amanda

Marshall, Dorothy

PART TIME BUS DRIVERS

Allay, Catherine
Bosell, Marina
Byrd, John
Finkbeiner, Patricia
Bukenya, Edward

Mantzaris, Nicholas
Monaghan, Jenna
Moore, Joseph
Titerence, Christian

PART TIME BUS AIDES

Albert, Janet
Bakley, Kathy
Baxter, Kristine
Bingham, Michael
Franco, Donna

Hilvert, Linda
Kraus, Christian
Solter, Eileena
Thomas, Keri
Weiss, Kate

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PART TIME CUSTODIANS

Cerbo, Danielle
Ciliberti, James
Conway, Jeffrey
Fastige, David

Gallagher, Aimee
Ridgway, Thomas
Thomas, Sandra
Townsend, Bruce

PART TIME DAY CARE WORKERS

Archer, Alexandria
Beane-Fox, Pamela
Brunell, Bailey
Dominguez-Gonzalez, Samantha
Eckel, Majorie
Ervine, Sadie
Gracia, Emily
Hatala, Kathleen
Jasinski, Amanda

Magill, Susan
Michl, Nicole
Murray, Irena
Rodia, Brandee
Schreiner, Rosemary
Skowronski, Catherine
Swartz, Emily
Tamilio, Maryann

PART TIME FOOD SERVICE

Lawrence, Tammy
Mantzaris, Athanasia
Rotchford, Dolores

Sockriter, Doris
Zuccato, Lorraine

PART TIME CAFETERIA AIDES

Bolton, Angelina
Byrne, Elizabeth
Buthie, June
Doherty, Jacqueline
Douglass, Geraldine

Gonzalez, Samantha
Graham, Rosemary
Hatala, Kathleen
Murray, Irena
Tamilo, Maryann

SCHOOL SECURITY

Whitten, Douglas

PART TIME VOLUNTEER COORDINATOR

TBD

5. On the recommendation of the Superintendent, that the following substitute be approved for remainder of the 2022-2023 school year, pending receipt of required documentation: (Backup P-5)

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SUBSTITUTES NEEDING MORE DOCUMENTATION

SUBSTITUTE TEACHERS

Julia Osmundsen, Abigail Fox, Dawn Mastriana, Greg Clayton, Cassidy Coan

SUBSTITUTE PARAPROFESSIONALS

Kiernan Black, Gregg Clayton

SUBSTITUTE CLASSROOM AIDES

*Marjorie Hendley, Christina Ernst, Tracy Keller, Kiernan Black, Raymond Brown, Gregg Clayton,
Lisa Gift*

SUBSTITUTE DAY CARE AIDES

Marjorie Hendley, Melody Prince, Tracy Keller, Kiernan Black, Abigail Fox, Lisa Gift

SUBSTITUTE FOOD SERVICE WORKERS

Marjorie Hendley, Melody Prince, Rosemary Graham, Tracy Keller, Lisa Gift

SUBSTITUTE CAFETERIA AIDES

Rosemary Graham, Tracy Keller, Lisa Gift

SUBSTITUTE CUSTODIAN

James Lehman

SUBSTITUTE BUS AIDE

Tracy Keller

SUBSTITUTE BUS DRIVER

William Lessig

6. On the recommendation of the Superintendent, that the Lower Township Board of Education approve Amanda Eckel as Part Time Nurse's Clerk at the Carl T. Mitnick School, effective April 27, 2023. (Backup P-6)

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7. On the recommendation of the Assistant Business Administrator, that the Lower Township Board of Education approve the Job Description for Accounting Clerk, in the Board Office. (Backup P-7)
8. On the recommendation of the Superintendent, that the Lower Township Board of Education approve Susan Roselli as Temporary 5th Grade Special Education Teacher at Sandman Consolidated School, effective April 27, 2023 to June 16, 2023.(Backup P-8)
9. On the recommendation of the Superintendent, that the Lower Township Board of Education accept the resignation of Cindy Benigno, Volunteer Coordinator in the District, effective June 14, 2023. (Backup P-9)
10. On the recommendation of the Superintendent, that the Lower Township Board of Education approve the amendment of Motion P-4 on the February 28, 2023 Agenda to reflect the retirement date to May 1, 2023.
11. On the recommendation of the Superintendent, that the Lower Township Board of Education accept, with regret, the retirement of Karen Moorby, LLD Instructional Aide at the Carl T. Mitnick School, effective July 1, 2023. (Backup P-11)
12. On the recommendation of the Superintendent, that the Lower Township Board of Education approve the extension of MLOA for Employee #4085, to May 12, 2023.
13. On the recommendation of the Superintendent, that the Lower Township Board of Education accept, with regret, the retirement of Sabina Muller, Supervisor of Curriculum and Instruction, effective September 1, 2023. (Backup P-13)
14. On the recommendation of the Superintendent, that the Lower Township Board of Education approve the following Substitute Speech Therapists for the remainder of the 2022-2023:

Joy Silver Carty

Kiera Webb

15. On the recommendation of the Superintendent, that the Lower Township Board of Education approve FMLA for Employee #4051, effective April 19, 2023 to May 26, 2023, pending required documentation.

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H. Harassment, Intimidation & Bullying:

1. The Board affirms the actions taken by the Superintendent and the School Safety Teams, for 338 Sandman #16; 338 Sandman #17; HIB Sandman #15; and 338 Maud Abrams #10. (Backup H-1)

L. Legislative and Internal Policies:

1. 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/Regulations: (Backup L-1)

<u>NUMBER</u>	<u>TYPE</u>	<u>TITLE</u>
0144	Policy	Board Member Orientation and Training
2520	Policy & Regulation	Instructional Supplies
3217	Policy	Use of Corporal Punishment
4217	Policy	Use of Corporal Punishment
5305	Policy	Health Services Personnel
5308	Policy & Regulation	Student Health Records
5310	Policy & Regulation	Health Services
6112	Policy	Reimbursement of Federal and Other Grant Expenditures
6115.01	Regulation	Federal Awards/Funds Internal Controls - Allowability of Costs
6115.04	Policy	Federal Funds - Duplication of Benefits
6311	Policy	Contracts for Goods or Services Funded by Federal Grants
7440	Policy	School District Security
9100	Policy	Public Relations
9140	Policy	Citizens Advisory Committees
9140	Regulation	Citizens Advisory Committee

2. On the recommendation of the Superintendent, that the Lower Township Board of Education approve the Comprehensive Equity Plan Statement of Assurance 2022-2023. (Backup L-2)
3. On the recommendation of the Superintendent, that the Lower Township Board of Education approves the District Calendar for the 2023-2024 school year. (Backup L-3)

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E. Education:

1. On the recommendation of the Supervisor of Special Services, that the Lower Township Board of Education certifies that the Medicaid Annual Notification Regarding Parental Consent was mailed on April 21, 2023. (Backup E-1)

F. Finance and Insurance:

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.

1. On the recommendation of the Assistant Business Administrator to approve the following Supplemental Stabilization Aid resolution:

WHEREAS, Pursuant to Senate Bill No. 3732 of 2023, signed into law on April 3, 2023, Lower Township Elementary School District will be able to receive \$658,502;

WHEREAS, On April 3, 2023, the NJ Department of Education issued a memo regarding the process for submitting an application for Supplemental Stabilization Aid, which requires the district to fill out a form to identify how the funds will be used and how the district plans to continue its operations in future years when this funding is no longer available;

WHEREAS, The District intends to utilize the \$658,502 to address school safety and security, student transportation needs, and facilities issues. Specifically, the District would like to continue to upgrade/replace surveillance cameras and security servers throughout the district, where needed; will purchase school buses, as needed, to transport our students; rehabilitate ten classrooms at Memorial School to meet state requirements for Preschool classrooms, specifically classroom size and toilet requirements. These changes will result in the district's preschool program contained in one facility and will increase the amount of available Preschool seats;

WHEREAS, to continue operations in future years when the funding is no longer available, the District will continue to reduce staff through attrition, which may result in increased class size in certain subjects.

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of the Lower Township Elementary School District, that the submission by the Superintendent for Supplemental Stabilization Aid application for \$658,502, is hereby approved at the Board of Education meeting held on this 26th day of April, 2023. (Backup F-1)

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2. On the recommendation of the School Business Administrator, that the Lower Township Board of Education authorizes the cancellation of the follow stale dated checks:

CHECK NUMBER	AMOUNT
419149	\$30.00
419247	\$53.20
419648	\$500.00
419690	\$500.00

3. On the recommendation of the Assistant Business Administrator, that the Lower Township Board of Education approve the following, awarded as an Extraordinary and Unspecified Service (EUS) for the fiscal year July 1, 2023 through June 30, 2024, and execute any contracts between the Lower Township Board of Education and the Joint Insurance Fund as listed: (Backup F-3)

Risk Management Consultant (RMC)/Liability Insurance Broker – (JIF) J. Byrne Agency

4. On the recommendation of the School Business Administrator, that the Lower Township Board of Education approve the following, awarded as an Extraordinary and Unspecified Service (EUS) for the fiscal year July 1, 2023 through June 30, 2024:

Risk Management Consultant (RMC)/Health Insurance Broker – Southern Coastal HIF – J. Byrne Agency.

5. On the recommendation of the School Business Administrator, that the Lower Township Board of Education approve the following, awarded as an Extraordinary and Unspecified Service (EUS) for the fiscal year July 1, 2023 through June 30, 2024:

Risk Management Consultant (RMC)/Dental Insurance Broker – Self Insured Dental Program – J. Byrne Agency.

6. On the recommendation of the Assistant Business Administrator, that the Lower Township Board of Education approve the Shared Services Transportation Agreement for the 2023-2024 school year between the Lower Township Board of Education and the Cape May County Special Services School District Board of Education.

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- 7.** On the recommendation of the Assistant Business Administrator, that the Lower Township Board of Education approve the amendment of the ARP-HCY-II Homeless Grant, ESEA Grants (Title III), and CRRSA (ESSER II) for FY2023.
- 8.** On the recommendation of the Assistant Business Administrator, that the Lower Township Board of Education approve the application submission for the NJSDA Preschool Expansion Project Grant due May 1, 2023, to assist in the funding for rehabilitating ten (10) classrooms at the Memorial School building, which will contain all preschool classes in one facility. (Backup F-8)
- 9.** On the recommendation of the Assistant Business Administrator, that the Lower Township Board of Education accept the Auditors Management Report on Administrative Findings- Financial, Compliance and Performance report for the fiscal year ending June 30, 2022. (Backup F-9)
- 10.** On the recommendation of the Assistant Business Administrator, that the Lower Township Board of Education accept the funds granted from the School Climate Change in the amount of \$6,660. (Backup F-10)
- 11.** On the recommendation of the Assistant Business Administrator, that the Lower Township Board of Education approve the tuition contract with Somers Point Board of Education for student A.K., effective 1/2/2023 through 6/30/2023 for \$10,441.06. (Backup F-11)
- 12.** On the recommendation of the Assistant Business Administrator, that the Lower Township Board of Education accept the funds received from the National School Lunch Program Equipment Assistance Grant totaling \$40,000. Funds to be used to update service lines at Maud Abrams and Memorial Schools. (Backup F-12)
- 13.** On the recommendation of the Assistant Business Administrator, that the Lower Township Board of Education approve the tuition contract with Pineland Learning Center for student J.D. effective 3/28/2023 at a rate of \$330.00/diem (52 days) totaling \$17,160. In addition, cost of Extraordinary Services at a rate of \$195.00/diem (52 days) totaling \$10,140. (Backup F-13)

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14. On the recommendation of the Assistant Business Administrator, that the Lower Township Board of Education approve the 2023-2024 Special Education tuition contract rates with Cape May County Special Services School District:
(Backup F-14)

Extended School Year Rates (7/3/2023-8/3/2023)

Tuition (ESY)	\$3,200 per student
One-to-One Aide (ESY)	\$2,950 per student

Regular School Year Annual Rates (9/1/2023-6/30/2024)

Autism	\$43,100 per student
Emotional Regulation Impairment	\$42,750 per student
Multiple Disabilities	\$36,000 per student
Preschool Disabilities	\$39,750 per student

15. On the recommendation of the Assistant Business Administrator, that the Lower Township Board of Education approve the 2022-2023 Special Education Tuition contract with Middle Township Board of Education for student C.C. to attend CMCSSSD effective 9/6/2022 through 6/30/2023 totaling \$26,330. (Backup F-15)
16. On the recommendation of the Assistant Business Administrator, that the Lower Township Board of Education, authorizes the submittal and approval of the 2023 Wellness Grant-Coastal Health Insurance Fund for \$7,500. (Backup F-16)
17. On the recommendation of the Assistant Business Administrator, that the Lower Township Board of Education authorizes a purchase order contract to Advanta Health Solutions for the administration of the district's Wellness Program for the school year 2023-2024, under the direct supervision of Kurt Himstedt, Food Service Director and Patricia Ryan, Assistant Business Administrator/Board Secretary. (Backup F-17)
18. On the recommendation of the Assistant Business Administrator, that the Lower Township Board of Education approve the following resolution:

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WHEREAS, the Lower Township Board of Education will authorize Garrison Architects to prepare and submit a Preschool Expansion Grant Project Application for new Preschool classrooms and bathrooms in the existing Memorial School building.

WHEREAS, the district will further authorize Garrison Architects to amend the district's Long Range Facilities Plan (LRFP) to include this project.

MOTION ON CONSENT AGENDA ON ALL MOTIONS LISTED BELOW:

Routine Matters: R-1 to R-5

Personnel: P-1 to P-15

Harassment, Intimidation & Bullying: H-1

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

Education: E-1

Finance and Insurance: F-1 to F-18

Motion: Thomas Second: Mader

Discussion:

Voting Yes:

Monica DiVito

Lindsey Selby

Joseph Thomas

Charles Utsch

Lauren Randle

Lauren Cox

Michael Mader

Gary Douglass- Abstain from P-1 and P-3

Absent

Jonathan Vile

4} NON-CONSENT AGENDA: None

6} OLD/NEW BUSINESS:

**7} OPEN MEETING TO THE PUBLIC: (*public comment rules as read above apply*):
No Public Comments**

8} GOOD OF THE ORDER:

A} Next Board Meeting: May 24, 2023

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- B}** **Fire Drills:** 4/4/23- Mitnick School; 4/20/23- Maud Abrams School;
4/26/23- Memorial School; 4/26/23- Sandman School
Emergency Drill: 3/23/23 - Lockdown Drill All Schools/ 4/19/23- Active
Shooter/Lockdown Drill All Schools

9} **ADJOURNMENT:**

MOTION TO ADJOURN THE MEETING

Motion: Selby **Second:** Randle

Discussion: None

All Voted In Favor

Time: 7:28 pm

Respectfully submitted,

A handwritten signature in cursive script that reads "Patricia A. Ryan".

Patricia A. Ryan
Assistant School Business Administrator/Board Secretary

**LOWER TOWNSHIP BOARD OF EDUCATION
MINUTES
EXECUTIVE SESSION
PUBLIC HEARING
APRIL 26, 2023**

Meeting was called to order at 6:20 pm.

Members Present:

Monica DiVito
Lindsey Selby
Joseph Thomas
Charles Utsch
Lauren Randle
Lauren Cox
Michael Mader
Gary Douglass

Absent:

Jonathan Vile

Also in Attendance:

Jeff Samaniego, Superintendent
Frank Onorato, Interim School Business Administrator
Patricia Ryan, Board Secretary
Brett Gorman, Board Attorney

EXECUTIVE SESSION:

- H.I.B. Sandman #5 (338 #16)- Mr. Samaniego reviewed the issues and it was considered a HIB and reported as such. More investigation to follow.
- 338 Sandman #18- Mr. Samaniego reviewed the issues relative to this situation and it was not considered a HIB.
- H.I.B. Maud Abrams #6 (338 #11)- Mr. Samaniego reviewed the issues relative to this situation and it was not considered a HIB. Monitoring and counseling with students will be implemented.
- 338 Maud Abrams #12- Mr. Samaniego reviewed the issues relative to this situation and more investigation is needed for determination of HIB.

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Personnel Matters: Employee #4051

Mr. Samaniego discussed the background of the FMLA leave without pay for Employee #4051.

Other Matters:

Mrs. Randle questioned why the district did not rehire the Assistant Principal for the 2023-24 school year.

Mr. Samaniego discussed the email that some board members received from an outside community member.

Mr. Mader mentioned that negotiations have been going well and hope to settle soon.

Discussion of consultant for Superintendent and further discussion at the next Superintendent Committee meeting. Conflicted members exited room (Douglass, Onorato, Samaniego) prior to this discussion.

Motion: Thomas Second: Mader

Discussion: None

All Voted In Favor

This session concluded at 6:50 pm.

Respectfully submitted,

A handwritten signature in black ink, reading "Patricia A. Ryan". The signature is written in a cursive, flowing style.

Patricia A. Ryan
Assistant 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 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 5 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 April 26, 2023 at 6:20 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 #5 (338 #16); 338 Sandman #18; H.I.B. Maud Abrams #6 (338 #11); 338 Maud Abrams #12

☐

"(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 matter _____

☐

"(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 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: Employee #4051

☐

"(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

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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:

_____.



"(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 30 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.