

**LOWER TOWNSHIP ELEMENTARY SCHOOL DISTRICT
MINUTES
WORK SESSION AND REGULAR MEETING
APRIL 27, 2021**

Call to Order:

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

Work Session Meeting:

Roll Call:

Board Members:

Monica DiVito
Nichole Koch
Steve Lewis
Michael Mader
Joseph Thomas
Charles Utsch
Sally Yerk
Patricia Smith
Gary Douglass

Also in Attendance:

Jeff Samaniego, Superintendent
John Hansen, Board Secretary
William Kauffman, Board Attorney

Agenda Items: Board Discussion on Agenda Items: There was general discussion on the motions on the agenda.
Mr. Douglass and Mrs. Smith referenced the following:
Board Policies:
3372-Teaching Staff Member Tenure Acquisition
6230-Budget Hearing
1400-Job Descriptions
5116-Education of Homeless Children

EXECUTIVE SESSION:

Labor Relations - Administrator Contract, other personnel matters –LTEEA Contractual Issue,
Buildings & Grounds Reorganization

Motion: DiVito Second: Lewis Discussion: None

All voted in favor:

@6:15

Motion to enter the Regular Meeting (@6:50 pm):

Motion Yerk Second Utsch

All in Favor

Roll Call:**Board Members:**

Monica DiVito
Nichole Koch
Steve Lewis
Michael Mader
Joseph Thomas
Charles Utsch
Sally Yerk
Patricia Smith
Gary Douglass

Also in Attendance:

Jeff Samaniego, Superintendent
John Hansen, Board Secretary
William Kauffman, 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, 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.

2019-2021 Board Goal:

"To continue the progression to become a highly functioning school board."

2019-2022 Board Goal:

"Expand the knowledge and understanding of Board of Education Policies and its relationships to the effective management of this school district."

2019-2021 District Goal:

"To maximize student achievement in our current challenging financial situation."

2021 District Goal:

"To implement the Units of Study in Reading (K-6), Writing (K-6) and Phonics (K-2) Workshop. Teachers will work with a Teachers College staff developer to learn best practices in workshop instruction, how to utilize their assessment of student understanding to inform instruction and help children move forward along the progressions of learning."

1} APPROVAL OF MINUTES:

March 16, 2021

Regular Meeting & Executive Meeting

Motion: DiVito **Second:** Lewis **Discussion:** None

Voting Yes:

Monica DiVito

Nichole Koch

Steve Lewis

Michael Mader

Joseph Thomas

Charles Utsch

Sally Yerk

Patricia Smith

Gary Douglass

2} REPORTS:

- A} Board President: Mr. Douglass asked that one of addendum motions to be corrected which is reflected in the motion
- B} Superintendent: Mr. Samaniego reviewed the monthly activities, several motions, and recognized various students and teachers, as well as employees who were retiring from the district.
- C} School Business Administrator: Mr. Hansen recognized three employees who were transferring or being promoted in the Board Office.

3} CONSENT AGENDA:

OPEN MEETING TO THE PUBLIC

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 may ask for discussion on any of the items within the block.

R. Routine Matters

R-1 Approval of Financial Statements:

Secretary's and custodian's reports for **March 31, 2021**, 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: March 16, 2021-April 27, 2021{Backup R-2}

R-3 Approval of Bill List: March 16, 2021-April 27, 2021{Backup R-3}

R-4 Approval of Cafeteria Report: March, 2021 {Backup R-4}

R-5 Approval of Travel: None.

P. Personnel:

- 1.** On the recommendation of the Superintendent, that notice of continuation of employment for the 2021-2022 school year, be issued to the following **tenured** personnel, as listed below:

ADMINISTRATION:

Hansen, John, Business Administrator
Muller, Sabina, Supervisor of Curriculum and Instruction
Bowman, Sarah, Supervisor of Academic Achievement
Keeler, Debra, Supervisor of Special Services
Hewitt, Kelly, Supervisor of Transportation
Shivers, Christopher, Principal
Cathcart, Van, Principal
Granero, Christina, Principal
King, John, Principal
Hickok, Darrin, Supervisor of School Security
Witkowski, Christina, Supervisor of Custodians

CENTRAL OFFICE:

Leipert, Joseph, Technology Assistant
Hooyman, Richard, Technology Assistant
Sturm, Joann, Technology Assistant
Jacob, Patricia, Secretary to the Superintendent
Ryan, Patricia, Fiscal Manager (Refer to Motion F-5)
Nelson, Susan, Payroll Coordinator/Clerk (Refer to Motion F-5)
Downie, Leigh, Accounts Payable Coordinator/Clerk (Refer to Motion F-5)
Lahn, Donna, Attendance Officer

TEACHERS

Ackroyd, Jennifer	Bryan, Jessica	Franklin, Justine
Ackroyd, Robert	Calverly, Pamela Rose	Furey, Christine
Ambacher, Ann Marissa	Camillo, Jennifer	Gannon, Alyssa
Bada, Annmarie	Cardaci, Amanda	Gannon, Emily
Baldwin, Molly	Cobleigh, Ashley	Gantz, Doreen
Barcas, Bonnie	Coombs, Kevin	Giorgio-Blum, Jennifer
Barger, Brittany	Cucci-Smith, Jill	Gianakopoulos, Eileen
Baxter, Janet	D'Aleo, Catie	Geisel, Tara
Blomkvest, Carrin	Danze, Matthew	Golden, Holly
Boyle, Sheryl	Davenport, Victoria	Grace, Frances
Brannan, Megan	Davis, Lindsay	Griffin, Gerald
Brasch, Danielle	DeShields, Beth	Hansberry, Diana
Breuss, Jessica	Desmond, Margaret	Harris, Jillian
Bridgemen, Joseph	Donohue, Jessica	Harron, Keri
Brion, Lori	Eckel, Cari	Hart, Barbara

Hawthorne, Carol
Hickok, Sharon
Hinker, Dawn
Holden, Anissa
Hotaling, Stacy
James, Krista
Johnson, Rebecca
Johnson, Gena
Johnston, Amber
Keeler, Michelle
Kelly, Dana
Kelly, Jeffrey
Kennedy, Heather
King, Sarah
LaVancher, Heather
Lindsay, Janeen
Lloyd, Erine
LoMonaco, Melissa
Long, Laurie
Lunde, Christina
Magnavita, Lauren
Mahler, Chrystie
Martino, Diane
Mastalski, Carolanne
Matteucci, Sharon
Mestre, Jane
Milstead, Douglas
Morales, Carlos
Morris, Madeleine
Morris, Teresa
Nelson, Hannah
Nuscis, Amanda
Oleksiak-Hall, Eileen
O'Neill, Erica
O'Shea, Allyson
O'Shea, Patricia
Osmundsen, Kimberly
Osmundsen, Samantha

Rechner, Danielle
Reidenbach, Matthew
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
Sheets, Miken
Shillingford, Lila
Skerry, Anne Marie
Slaney, Crystal
Smeltzer, Susan
Smith, Karen
Spriggs, Sharon
Sweeten, Janet
Sweeney, Diana
Temple, Susan
Tester, Darlene
Thompson, Anna
Tostevin, Annika
Tsosie, Robin
Voumard, Genee
Voumard, Rachelle
Weeks, Sydney
West, Erin
Wilson, Brian
Wuerker-Reed, Mary Ellen
Yarwarsky, Sharon
Yerk, Bryce
Young, Greg

Pacevich, Greta
Paras, Alison
Parkinson, Nicole
Peterson, Courtney
Pierce, Amanda
Prendergast, Melissa

SECRETARIES

Bailey, Joanne	Hunke, Christine
Booth, Mary	Jacob, Debra
Cardaci, Linda	Menzano, Jessica
Cone, Patricia	Paluch, Carla
Einhaus, Theresa	Wunder, Diane
Falck, Debra	Geiger, Donna {corrected}

CLERKS

Barger, Marguerite	Gentek, Donna
Brooks, Kimberly	Douglass, Debra

CUSTODIANS

Champion, John	Morales, Andrew
Cooper, Robert	Muller, Warner
Donati, Bridget	O'Shea, Gary
Freese, Kathryn	Paget, Mark
Gioulis, Hannah	Sherel, Linda
Hunter, Dean	Sovani, Joseph
Lloyd, James	Watson, Nancy
Lowe, Richard	Williamson, Donna

INSTRUCTIONAL AIDES

Beason, Regina	Smith, Kim
Fisher, Erin	Warner, Kathy
Gittings, Donna	Young, Stacy
Moorby, Karen	

FOOD SERVICE WORKERS

Abrams, LaTrice	Hoff, Maria
Brooks, Kathleen	Horn, Susan
Halbruner, Christine	Mellina, Alison

SECURITY

Boyle, Kevin	Hedum, Mel
Flitcroft, Albert	

BEHAVIORAL MANAGEMENT

Herman, John

BUS DRIVERS

Abrams, Lana	Lafferty, Tanner
Bingham, Maureen	Layton, Sherry
Proud, Edward	Rementer, Christina

BUS MECHANIC

Kevin Kapp

2. On the recommendation of the Superintendent, that notice of continuation of employment for the 2021-2022 school year, be issued to the following personnel **obtaining tenure**, as listed below:

ADMINISTRATOR**DATE OF HIRE:**

Himstedt, Kurt, Supervisor of Food Service	7/17
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TEACHERS

Farreny, Gina	9/17
McGarrity, Kimberly	9/17
Melo, Jenna	9/17
Milder, Samantha	9/17
Morey, Michael	9/17
Munsick, Jesse	9/17
Pruitt, Deborah	9/17

3. On the recommendation of the Superintendent, that notice of continuation of employment for the 2021-2022 school year, be issued to the following **non-tenured** personnel, as listed below:

TEACHERS:

Abrams, Stephanie	9/18
Castellucci, Kimberly	9/18
Dillon, Amanda	9/18
Grimes, Jamie	9/18
Heinicke, Casey	9/18
Hughes, Tammy	9/18
McLaughlin, Joanne	9/18
Shedlock, Meaghan	9/18
Skill, Erin	9/18
Viscomi, Elena	9/18
Bonino, Tammy	1/19
Barry, Amanda	9/19
Downie, Megan	9/19
Filachek, Joseph	9/19
Fowler, Stephanie	9/19

Righter, Beverly	9/19
Abate, Jennifer	9/20
Boyle, Jennifer	9/20
Caruso, Jessica	9/20
DeHorsey, Nicole	9/20
Franchville, Taylor	9/20
Hoffman, Catherine	9/20
Jaber, Kaitlyn	9/20
Mills, Julia	9/20
Riess, Haley	9/20
Lanzalotti, Heather	11/20

CUSTODIAN

Bender, Karen	3/20
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ASSISTANT BUS MECHANIC

Chambers, Herbert	2/21
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4. On the recommendation of the Superintendent, that notice of continuation of employment for the 2021-2022 school year, be issued to the following **part-time school personnel**, as listed below:

EMPLOYEE #	LAST NAME	FIRST NAME	POSITION
4073	BORN	KATRINA	60 credit part time
5575	CHURCH	STEVEN	60 credit part time
5314	DAVIS	KATHRYN	60 credit part time
5561	DISTAULO	NATALIE	60 credit part time
5715	DUNN	JILLIAN	60 credit part time
5735	HICKMAN	KRYSTA	60 credit part time
4415	HOLDEN	SHARON	60 credit part time
5799	KAPLAN	BETHANIE	60 credit part time
5704	KARVOUNIS	YIFAT	60 credit part time
5354	LYBARGER	LORIANNE	60 credit part time
5153	NELSON	MARIA	60 credit part time
5750	PARKER	BROOKE	60 credit part time
4732	PHILLIPS	JEANETTE	60 credit part time
5632	PIRO	ALEXA	60 credit part time
4745	PORTEWIG	LINDA	60 credit part time
5492	SISSSEL	JAN	60 credit part time
5550	SNYDER	STEPHANIE	60 credit part time
5775	SUTTMOELLER	JUSTINE	60 credit part time
5522	WEINBERG	ASHLEY	60 credit part time
5600	ALMODOVAR	KIM	Bus Aide PT
5691	BAKLEY	KATHY	Bus Aide PT
5727	BINGHAM	MICHAEL	Bus Aide PT
5777	BURKE	JANET	Bus Aide PT
5716	COOK	ISAIAH	Bus Aide PT

5352	FRANCO	DONNA	Bus Aide PT
5754	FRAZIER	ALYSSA	Bus Aide PT
5744	GELLURA	TALIA	Bus Aide PT
5656	HILVERT	LINDA	Bus Aide PT
5568	JORDAN	HEATHER	Bus Aide PT
5698	KRAUS	CHRISTIAN	Bus Aide PT
5758	RICHARDSON	DEVIN	Bus Aide PT
5602	THOMAS	KERI	Bus Aide PT
5674	VOSS	ELIZABETH	Bus Aide PT
5676	WEISS	KATE	Bus Aide PT
5755	WILLIS	ALEXIS	Bus Aide PT
5692	BOSELL	MARINA	Bus Driver PT
5519	BYRD	JOHN	Bus Driver PT
5599	FINKBEINER	PATRICIA	Bus Driver PT
5500	GANTZ	DAVID	Bus Driver PT
5225	HEWITT	PAUL	Bus Driver PT
5299	JENNINGS	PAUL	Bus Driver PT
5203	LAFFERTY	ANNA	Bus Driver PT
5530	MOORE	JOSEPH	Bus Driver PT
5693	SENDER	ISABELLE	Bus Driver PT
5633	SKAIN	DANA	Bus Driver PT
4915	TITERENCE	CHRISTIAN	Bus Driver PT
5587	WENGER	RONALD	Bus Driver PT
5613	WINTER	GREGORY	Bus Driver PT
4376	HATALA	KATHLEEN	Cafe/Day Care Aide PT
5752	ROBINSON	KAITLYNN	Cafe/Day Care Aide PT
5791	AMENHAUSER	DANIELLE	Classroom Aide PT
5807	BEDELL	BRIANNA	Classroom Aide PT
5114	BRYANT	LISA	Classroom Aide PT
5606	CASELLA	KRISTEN	Classroom Aide PT
5629	DOHERTY	JACQUELINE	Classroom Aide PT
5393	DRAKE	CLARISSA	Classroom Aide PT
4228	GRAY	MEGAN	Classroom Aide PT
4398	HEWITT	JUDITH	Classroom Aide PT
5678	HILVERT	JENNIFER	Classroom Aide PT
5070	JORDAN	SUSAN	Classroom Aide PT
5612	MERCADO	AMIZADAI	Classroom Aide PT
5458	OMROD	ROBERTA	Classroom Aide PT
4719	PECK	JEANNETTE	Classroom Aide PT
5617	PISIECZKO	ERIN	Classroom Aide PT
5655	SANTANDREA	VIVIAN	Classroom Aide PT
5740	TANGHARE	LORI	Classroom Aide PT
4108	YOUNG	DEBORAH	Classroom Aide PT
5355	CARDACI	KRISTEN	Clerk PT
5724	KELLAWAY	MEGHANN	Clerk PT
5782	MARSHALL	DOROTHY	Clerk PT
5700	CASTILLO	RENATA	CUSTODIAN PT
5785	CERBO	DANIELLE	CUSTODIAN PT
5717	COULTER	DIANNA	CUSTODIAN PT
5765	DONATI	THOMAS	CUSTODIAN PT

5729	GRIFFITH	CHRISTOPHER	CUSTODIAN PT
5766	KANAS	SALLY	CUSTODIAN PT
5694	MACDONALD	BRADLEE	CUSTODIAN PT
5801	RIDGWAY	THOMAS	CUSTODIAN PT
5772	ROBINSON	LIAM	CUSTODIAN PT
5786	THOMAS	SANDRA	CUSTODIAN PT
5584	TOWNSEND UNDERWOOD,	BRUCE	CUSTODIAN PT
5234	JR	JOSEPH	CUSTODIAN PT
5635	WITKOWSKY	ALEXIS	CUSTODIAN PT
5798	CASSIDY	HOLLY	Day Care PT
4193	CUCUNATO	THERESA	Day Care PT
4261	ECKEL	MARJORIE	Day Care PT
5723	GRACIA	EMILY	Day Care PT
5523	HUTCHINSON	DIANE	Day Care PT
5679	JASINSKI	AMANDA	Day Care PT
5250	MAGILL	SUSAN	Day Care PT
5037	PICCIONI	SARAH	Day Care PT
5640	SCHREINER	ROSEMARY	Day Care PT
5098	SKOWRONSKI	CATHERINE	Day Care PT
5428	SWARTZ	EMILY	Day Care PT
5647	TAMILIO	MARYANN	Day Care PT
5802	WEST	JAMIE	Day Care PT
5618	BRITTON	THERESA	FOOD SERVICE WORK PT
5565	DELANO	BRITTNEY	FOOD SERVICE WORK PT
5718	KEENAN	DARLENE	FOOD SERVICE WORK PT
5719	LAWRENCE	TAMMY	FOOD SERVICE WORK PT
5281	MANTZARIS	ATHANASIA	FOOD SERVICE WORK PT
5532	ROTCHFORD	DOLORES	FOOD SERVICE WORK PT
5680	SCHEYHING	SAIZU	FOOD SERVICE WORK PT
5049	TOMKINSON	LISA	FOOD SERVICE WORK PT
5661	ZUCCATO	LORRAINE	FOOD SERVICE WORK PT
5373	BADA	STEPHANIE	Paraprofessional
5696	BARRECA	SARAH	Paraprofessional
5427	BROOKS	NICOLE	Paraprofessional
5743	CARBONARO	RACHELLE	Paraprofessional
5179	COOPER	DONNA	Paraprofessional
5783	DEMUSZ	NATALIA	Paraprofessional
5784	DEWALD	NICOLE	Paraprofessional
5803	FRANCESCO	ALYSSA	Paraprofessional
5686	HARRIS	KATHLEEN	Paraprofessional
5590	HENRY	PAMELA	Paraprofessional
5415	HILL	KELSIE	Paraprofessional
5218	JORDAN	KRISTINE	Paraprofessional
5620	KANE	KRISTA	Paraprofessional
5648	KAZEMIAN	SARA	Paraprofessional
5751	KING	RABIHA	Paraprofessional
5572	MOLNAR	UNA	Paraprofessional
5797	MONTELLO	ANGELINA	Paraprofessional
5736	NELSON	ASHLEY	Paraprofessional
5733	OBERG	MARYANNA	Paraprofessional

5792	PYFFER	SAMANTHA	Paraprofessional
5423	SUMMERS	JESSICA	Paraprofessional
5238	SZCZUR	KAITLYN	Paraprofessional
4943	VASSAR WILSON	MARIA	Paraprofessional
5116	RENNA	JILL	Paraprofessional
5800	WOLFORD	VICTORIA	Paraprofessional
5360	YOAST	JOSHUA	Paraprofessional
4780	YOUNG	DENIELLE	Paraprofessional
5452	BENIGNO	CYNTHIA	Coordinator of Volunteers - Contracted

5. On the recommendation of the Superintendent and the School Business Administrator, that the Lower Township Board of Education approve the following transfers for the 2021-2022 school year:

Staff Member	Current Position	2021-2022	Replacing
Patricia Ryan	Payroll Clerk	Fiscal Manager	New Position
Susan Nelson	CST Secretary	Payroll Coordinator / Clerk	Patricia Ryan
Leigh Downie	Secretary to Curriculum	Purchasing Coordinator/ Clerk	C. Conley - Retired
Krista James	Physical Education Teacher @ Memorial	Physical Education Teacher @ Maud Abrams	K. Kelly - Retired
Julia Mills	Art Teacher @ Memorial	Art Teacher @ Memorial	Rehire (ESSER II)
Hailey Riess	K - Special Ed. Teacher @ Memorial	K – Special Ed. Teacher @ Memorial	Rehire (ESSER II)
Cathy Hoffman	PreK Teacher @ Memorial	PreK Teacher @ Mitnick	
Jennifer Camillo	Music Teacher @ Mitnick	Music Teacher @ Sandman	
Sara Schlitzer	LLD Teacher @ Mitnick	Resource Room Teacher @ Mitnick	
Amanda Barry	PreK Teacher @ Mitnick	PreK Teacher @ Memorial	

Taylor Franchville	Resource Room – 4 th Grade @ Maud Abrams	LLD Teacher @ Mitnick	
Courtney Petersen	5 th Grade Teacher @ Sandman	4 th Grade Resource Room @ Maud Abrams	

6. On the recommendation of the Superintendent, that the following substitute be approved for the 2020-2021 school year, pending receipt of required documentation: (Backup P-6)

SUBSTITUTE AVAILABLE TO WORK

SUBSTITUTE SCHOOL NURSE

Kathleen Teti

SUBSTITUTES NEEDING MORE DOCUMENTATION

SUBSTITUTE TEACHER

Eleonai Serra, Melissa Ojasoo

SUBSTITUTE CLASSROOM AIDE

Krista Beck

7. On the recommendation of the Superintendent, that the Lower Township Board of Education approve the following Leaves of Absences:

FMLA

<u>Employee #</u>	<u>Position</u>	<u>Effective Dates</u>
4060	Bus Driver	4/19/21 – 6/14/21 (Intermittently)
5671	Teacher	5/27/21 – 6/17/21

2021 DISTRICT EMPLOYEES APPROVED COVID RELATED LEAVES

<u>Employee #</u>	<u>Position</u>	<u>Reason</u>	<u>Effective Dates</u>
5618	Food Service	Quarantine	2/15/21 – 2/24/21
5530	Bus Driver	Quarantine	3/1/21 – 3/11/21
5656	Bus Aide	Quarantine	3/1/21 – 3/11/21

8. On the recommendation of the Superintendent, that the Lower Township Board of Education accept, with regret, the resignation of, Kimberly Rogers, 4th Grade Teacher at the Maud Abrams School, effective April 28, 2021. (Backup P-8)
9. On the recommendation of the Superintendent, that the Lower Township Board of Education accept, with regret, the retirement of Christina Isenhardt, School Nurse at the Sandman Consolidated School, effective July 1, 2021. (Backup P-9)

10. On the recommendation of the Superintendent, that the Lower Township Board of Education approve Kiera Webb as a Part-Time ESY Speech Therapist for the 2020-2021 Summer School. (Backup P-10)
11. On the recommendation of the Superintendent, that the Lower Township Board of Education accept, with regret, the resignation of Pamela Levin, 4th Grade Teacher at the Maud Abrams School, effective June 30, 2021. (Backup P-11)
12. On the recommendation of the Superintendent, that the Lower Township Board of Education accept, with regret, the retirement of Sandra Flannelly, Resource Room Teacher at the David C. Douglass Veterans Memorial School, effective June 30, 2021. (Backup P-12)
13. On the recommendation of the Superintendent, that the Lower Township Board of Education accept, with regret, the retirement of Terry Coover, School Secretary at the Maud Abrams School, effective September 1, 2021. (Backup P-13)

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 – 2020-2021. (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)

NUMBER	TYPE	TITLE
0145	Policy	Board Member Resignation and Removal
0164.6	Policy	Remote Public Board Meetings During a Declared Emergency
1642	Regulation	Earned Sick Leave Law
1643	Policy	Family Leave
7425	Policy/Regulation	Lead Testing of Water in Schools
2415	Policy	Every Student Succeeds Act
2415.02	Policy	Title 1 Fiscal Responsibilities
2415.05	Policy	Student Surveys, Analysis and/or Evaluations
2415.20	Policy/Regulation	Every Student Succeeds Act Complaints
4125	Policy	Employment of Support Staff Members
6360	Policy	Political Contributions
8330	Policy	Student Records

2. On the recommendation of the Superintendent, that the Lower Township Board of Education approves the District Calendar for the 2021-2022 school year. (Backup L-2)
3. On the recommendations of the Superintendent, that the Lower Township Board of Education approve the following Job Descriptions: (Backup L-3)

Fiscal Manager: Accounting/Payroll/Accounts Payable Supervisor
 Payroll Coordinator/Clerk
 Accounts Payable Coordinator/Clerk
 Buildings and Grounds Supervisor

E. Education:

1. On the recommendation of the Superintendent, that the Lower Township Board of Education approve the following placement for the 2020-2021 school year: (Backup E-1)

Case #4709-A – Eight year old, 3rd grade special education student awaiting placement at Cape May County Special Services School District, Ocean Academy.

2. On the recommendation of the Superintendent, that the Lower Township Board of Education approve Emily Gannon to complete a mentorship, through the LDTC practicum program with Stockton University, in our district for the required 90 hours. (Backup E-2)

F. Finance and Insurance:

PUBLIC HEARING on 2021-2022 School Budget: (Backup F-Budget 1-3)

		<u>Local Tax Levy</u>
General Fund	\$ 26,963,239	\$ 18,369,015
Special Revenue Fund	\$ 4,179,698	
Debt Service Fund	\$ 339,000	\$ 220,761
Total Budget	\$31,481,937	\$18,589,776

1. Motion to open the Public Hearing on the 2021-2022 Lower Township Elementary School District Budget:

Motion:

Motion: __Smith__ **Second:** Utsch

Vote: All in Favor

Presentation: John Hansen, School Business Administrator/Board Secretary

Public Comment: None

Board Comment: There were members comments about the budget and the ability to maintain the school's educational structure.

2. Motion to close the Public Hearing on the 2021-2022 Lower Township Elementary School District Budget:

Motion:

Motion:__Utsch____**Second:**_Lewis_____

Discussion: None

Vote: All in Favor

3. Motion to adopt the 2021-2022 Lower Township School District Budget:

Motion:_Yerk____**Second:**_Douglass_____

Discussion: None

Voting Yes:

Monica DiVito
Nichole Koch
Steve Lewis
Michael Mader
Joseph Thomas
Charles Utsch
Sally Yerk
Patricia Smith
Gary Douglass

BE IT FURTHER RESOLVED, to acknowledge that the 2021-2022 School Budget, as described above, results in a General Fund Tax Levy of **\$18,369,015** and the total tax levy including debt service is **\$18,589,776;**

BE IT FURTHER RESOLVED, that the district establish a maximum of \$17,000 in the 2021-2022 school year for travel related expenditures.

BE IT FURTHER RESOLVED, that the district approves the withdrawal of \$300,000 from Maintenance Reserve per NJAC 6A:23A-14.2 (d).

Regular Business:

1. On the recommendation of the School Business Administrator, that the Lower Township Board of Education approve the 2021-2022 Homeless Agreement. (Backup F-1)
2. On the recommendation of the School Business Administrator, that the Lower Township Board of Education authorizes the participation with Cape May County Special Services School District Cooperative Transportation Program for 2021-2022 school year. (Backup F-2)

- 3.** On the recommendation of the School Business Administrator, that the Lower Township Board of Education approve the 2021-2022 Preschool Program Plan and Budget Contingent Approval as submitted and approved contingently. (Backup F-3)
 - 4.** On the recommendation of the School Business Administrator, that the Lower Township Board of Education approve the ACES Agreement and CPS Agreement for the ACES umbrella. (Backup F-4)
 - 5.** On the recommendation of the School Business Administrator, that the Lower Township Board of Education approves the 2021-2022 Agreement between the Lower Township School District and Phoenix Advisors. (Backup F-5)
 - 6.** On the recommendation of the School Business Administrator, that the Lower Township Board of Education approve an application for free energy study. (Backup F-6)
 - 7.** On the recommendation of the School Business Administrator, that the Lower Township Board of Education approve the transfer of funds from the Capital Projects Fund to the Debt Service Fund as the Bond Referendum projects are complete. (Backup F-7)
 - 8.** On the recommendation of the School Business Administrator, that the Lower Township Board of Education authorize the School Business Administrator to bill the Middle Township Board of Education \$8,218 for a Choice student who is enrolled in Cape May County Special Services School District. (Backup F-8)
 - 9.** On the recommendation of the School Business Administrator, that the Lower Township Board of Education authorize the School Business Administrator to void check #416491 in the amount of \$167.00. (Backup F-9)
 - 10.** On the recommendation of the School Business Administrator, that the Lower Township Board of Education approve the Tuition, ESY, One to One Aide Agreement for 2021-2022 School Year with the Cape May County Special Services School District. (Backup F-10)
 - 11.** On the recommendation of the School Business Administrator, that the Lower Township Board of Education approve the submittal of the ESSER II Grant Application. (Backup F-11)
-
- 12.** On the recommendation of the School Business Administrator, that the Lower Township Board of Education approve the submittal of an amendment for the ESEA Grant: Title 1A, Title IIA, and IIIA. (Backup F-12)
 - 13.** On the recommendation of the School Business Administrator, that the Lower Township Board of Education approve the submittal of the CARES Grant. (Backup F-13)

14. On the recommendation of the School Business Administrator, that the Lower Township Board of Education approves a Contract between Lower Township Board of Education and Paul's Commodity Hauling, Inc. for the 2021-2022 school year, for hauling State Commodities from Safeway Cold Storage. (Backup F-14)
15. On the recommendation of the School Business Administrator and Supervisor of Academic Achievement, that the Lower Township Board of Education approve construction of a bike track for the Preschool Program at the David C. Douglass Veterans Memorial School and Carl T. Mitnick School and acquisition and construction of a Playground at Carl T Mitnick with available funds from the 2020-2021 PreK Budget and consistent with that grant application, utilizing state contracted vendor Liberty Parks and Playgrounds, in an approximate amount of \$135,000. (Backup F-15)

ADDENDUM 1.

On the recommendation of the Superintendent, that notice of continuation of employment for the 2021-2022 school year, be issued to the following **tenured** personnel, modified as listed below:

ADMINISTRATION:

Granero, Christina, Principal {Tenured as Teacher}

Witkowsky, Christina, Supervisor of Custodians {Tenured as Custodian}

CENTRAL OFFICE:

Ryan, Patricia, Fiscal Manager (Refer to Motion F-5) {Tenured as Payroll Clerk}

Nelson, Susan, Payroll Coordinator/Clerk (Refer to Motion F-5) {Tenured as Secretary}

Downie, Leigh, Accounts Payable Coordinator/Clerk (Refer to Motion F-5) {Tenured as Secretary}

ADDENDUM 2.

On the recommendation of the Superintendent, that the following substitute be approved for the 2020-2021 school year, pending receipt of required documentation: (Backup P-6)

SUBSTITUTE AVAILABLE TO WORK

Holly Morgan

ADDENDUM 3.

On the recommendation of the Superintendent, that the Lower Township Board of Education accept, with regret, the resignation of, Erin Meehan, Preschool Special

Education Teacher, Memorial received April 26, 2021 effective at end of the 2020-2021 school year.

MOTION ON CONSENT AGENDA:

Routine Matters: R-1 to R-5

Personnel: P-1 to P-13

Harassment, Intimidation & Bullying: H-1

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

Education: None

Finance and Insurance: F-2 to F-15

Addendum 1-3

Motion: Smith Second: Utsch

Discussion: There were questions asked and answered during the meeting.

Voting Yes:

Monica DiVito

Nichole Koch

Steve Lewis

Michael Mader

Joseph Thomas

Charles Utsch

Sally Yerk -- Abstained P1

Patricia Smith --Abstained P1

Gary Douglass --Abstained P1 and Addendum 1

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. Strunk addressed the board on legislation #4454 and the wearing of masks by students in school.

8} GOOD OF THE ORDER:

A} Next Board Meeting: May 25, 2021

B} Fire Drills: 4/21/21 – Mitnick School; Sandman School/Maud Abrams School & Memorial School -TBD

Emergency Drills: 4/22/21 – Shelter In Place/Lock Down Drills

School Bus Evacuation Drills: 3/8/21 – Sandman School; 3/9/21 – Maud Abrams School; 3/10/21 – Mitnick School; 3/11/21 – Memorial School; 3/22/21 – CMC

Special Services School

9} **ADJOURNMENT:**

MOTION TO ADJOURN THE MEETING

Motion: Thomas **Second:** Utsch

Discussion: None

All in favor:

Time: 7:30 pm

Respectfully submitted,



John J. Hansen
School Business Administrator/Board Secretary

F.Y.I.

1. Enrollment
2. Sandman School Reports
3. Maud Abrams School Reports
4. Mitnick School Reports
5. Memorial School Reports
6. Supervisor of Special Services Reports
7. Supervisor of Buildings & Grounds Reports
8. Supervisor of Transportation Reports
9. Supervisor of Food Service Reports
10. N/A
11. Supervisor of Curriculum & Instruction Report
12. Supervisor of Academic Achievement Report
13. Supervisor of Day Care Report

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 2 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 27, 2021 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.”

☒

“(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” Administrator Contract,
Other personnel matters _____

“(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 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: other personnel matters and Building and Grounds Reorganization

☐

“(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;

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.

**LOWER TOWNSHIP ELEMENTARY SCHOOL DISTRICT
MINUTES-CLOSE SESSION
APRIL 27, 2021**

Call to Order:

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

Work Session Meeting:

Roll Call:

Board Members:

Monica DiVito
Nichole Koch
Steve Lewis
Michael Mader
Joseph Thomas
Charles Utsch
Sally Yerk
Patricia Smith
Gary Douglass

Also in Attendance:

Jeff Samaniego, Superintendent
John Hansen, Board Secretary
William Kauffman, Board Attorney

EXECUTIVE SESSION:

Labor Relations - Administrator Contract, other personnel matters –LTEEA Contractual Issue,
Buildings & Grounds Reorganization

Motion: DiVito Second: Lewis Discussion: None

All voted in favor:
@6:15

Mr. Hansen and Mr. Samaniego discussed in general the Buildings & Grounds process for hiring a new director to replace the retirement of Fred Fala. There were discussions on reorganization.

Mr. Hansen discussed with the non-conflicted members the following:

- Update on the Administrator's contract
- Provisions of the Administrator's contract to buy-back sick time because of COVID, and reducing accrual of vacation time in exchange for a payment to a 403 (b) account.
- LTEEA-Part Time Employee recognition, and issues with use of personal days off.

Meeting ended at 6:50 pm.

Respectfully submitted,


John J. Hansen

School Business Administrator/Board Secretary