

**LOWER TOWNSHIP BOARD OF EDUCATION
AGENDA
WORK SESSION AND REGULAR MEETING
JUNE 24, 2026**

Call to Order:

Work Session:

Work Session Meeting:

Roll Call:

Cynthia Baldacchini
Lauren Cox
Monica DiVito
Ember Loefflad
James Morris
Lauren Randle
Lindsey Selby
Patricia Smith
Gary Douglass

Also in Attendance:

Van Cathcart, Superintendent
Katie Siciliano, Board Secretary
Brett Gorman, Board Attorney

Agenda Items:

Board Discussion on Agenda Items

Non-Agenda Items:

Other Matters:

Motion to enter Executive Session

Motion:_____ **Second:**_____

All In Favor:_____

EXECUTIVE SESSION:

Grievance will be discussed with Board
Employee #5439; #6066; #4993; #4053; #5282

Other Matters:

H.I.B Sandman #9 2025-2026 and H.I.B. Sandman #10 2025-2026

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Motion to return to Regular Meeting:

Motion:_____ **Second:**_____

All In Favor: _____

Regular Meeting:

Roll Call:

Cynthia Baldacchini

Lauren Cox

Monica DiVito

Ember Loefflad

James Morris

Lauren Randle

Lindsey Selby

Patricia Smith

Gary Douglass

Also in Attendance:

Van Cathcart, Superintendent

Katie Siciliano, 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 posted on the Lower Township Elementary Schools website, sent to the 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.

District Mission Statement:

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

Vision Statement:

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

2025-2026 District Goals:

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

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full implementation beginning in the 2026–2027 school year.

2025-2026 Board Goals:

1. Develop an understanding of the proper implementation of Board SMART goals through the stages of adoption, progress monitoring and achievement.
2. Establish Board norms as well as protocols of the roles and responsibilities of the Board and the Superintendent as standards of behavior expected of all Board members in their interactions with each other, the Superintendent, district staff and the community.
3. Develop a comprehensive understanding of district assessments used to measure student achievement, resulting in a better understanding of data and to better equip the Board in supporting district educational priorities.

This meeting will be conducted in accordance with:

District Policy: #0164 Conduct of Board Meetings

District Policy: #0167 Public Participation in Board Meetings

1} REPORTS:

- A}** Board President:
- B}** Superintendent:
- C}** School Business Administrator:
- D}** Presentations:
- E}** Committee Reports:
 - Finance & Facilities Committee
 - Personnel & Management Committee
 - Curriculum & Instruction Committee
- F}** Board Comment:

2} APPROVAL OF MINUTES:

May 27, 2026 Regular Meeting & Executive Meeting

Motion: _____ **Second:** _____

Discussion:

Vote:

- Cynthia Baldacchini
- Lauren Cox
- Monica DiVito
- Ember Loefflad
- James Morris
- Lauren Randle
- Lindsey Selby
- Patricia Smith
- Gary Douglass

3} CONSENT AGENDA:

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

PLEASE NOTE: Each speaker shall identify him/herself by giving their name and address and will be allowed to speak once for a period not to exceed four minutes. The public comment portion of all Board Meetings shall not exceed forty minutes in total. Prior to the roll call vote, any member of the board may ask for discussion on any of the items within the block. 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 **May 2026**, 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). To be supplied.

R-2 Approval of Transfers: May 27, 2026 {Backup R-2}

R-3 Approval of Bill List: May 27, 2026 - June 24, 2026 {Backup R-3}

R-4 Approval of Cafeteria Report: May 2026 {Backup R-4}

R-5 Approval of Travel: None.

P. Personnel:

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

SUBSTITUTE TEACHER

Sandra Lynch

2. On the recommendation of the Superintendent, that the Lower Township Board of Education approve Annmarie Bada, 3rd Gr. Intervention Teacher at the Maud Abrams School, for placement of BA+15 on the LTEEA Teachers' Salary Guide, to reflect an increase of credits to her degree, effective September 1, 2026. (Backup P-2)

3. On the recommendation of the Superintendent, that the Lower Township Board of Education approve Jennifer Boyle, PIRS at the David C. Douglass Veterans Memorial School, for placement of MA on the LTEEA Teachers' Salary Guide, to reflect an increase of credits to her degree effective September 1, 2026. (Backup P-3)

4. On the recommendation of the Superintendent, that the Lower Township Board of Education approve the following FMLA/FLA:

EMPLOYEE
#4041

POSITION
Teacher

EFFECTIVE DATE
FMLA Extended to 6/18/26

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#5321	Custodian	FMLA - 5/28/26 - 10/14/26
#5694	Custodian	FLA - 6/2/26 - 6/30/26
#5233	Teacher	FMLA - 9/1/26 - 2/26/27

5. On the recommendation of the Superintendent, that the Lower Township Board of Education approve Kemalynn Giles as Temporary 4th Grade RR Teacher at the Maud Abrams School at the rate of \$175.00 per diem effective May 18, 2026 to June 2, 2026 then \$269.85 per diem, June 3, 2026 to June 18, 2026.
6. On the recommendation of the Superintendent, that the Lower Township Board of Education approved Jennifer Watson as Temporary 1st Grade Teacher at the Carl T. Mitnick School at the rate of \$175.00 per diem, effective June 5, 2026 to June 18, 2026.
7. On the recommendation of the Superintendent, that the Lower Township Board of Education approve the following transfers for the 2026-2027 school year:

<u>EMPLOYEE</u>	<u>CURRENT POSITION</u>	<u>TRANSFER TO</u>
Bonnie Barcas	4th Gr. Resource Center	4th Gr. LLD
Brian Wilson	4th Gr. LLD	4th Gr. Resource Center
Bryce Yerk	4th Gr. Intervention	Sandman Intervention

8. On the recommendation of the Superintendent, that the Lower Township Board of Education approve Jessica Ayars, RN student in the RN to BSN Nursing Program at the Rutgers School of Nursing-Camden and enrolled in the Community Health Nursing Clinical course to complete her clinical requirements for the Fall 2026 Semester with Sarah Reese, School Nurse at the Carl T. Mitnick School. (Backup P-8)
9. On the recommendation of the Superintendent, that the Lower Township Board of Education approve the Summer Hours Side-Bar Agreement Between The Lower Township Elementary Board of Education and The Lower Township Elementary Education Association.
(Backup P-9)
10. On the recommendation of the Superintendent, that the Lower Township Board of Education approves the 2026-2027 employment Contract between the Lower Township Board of Education and Katie Siciliano, School Business Administrator/Board Secretary, as approved by the Executive County Superintendent. (Backup P-10)
11. On the recommendation of the Superintendent, that the Lower Township Board of Education accept, with regret, the retirement of Melissa Hansen, 3rd Grade Teacher at the Maud Abrams School, effective June 18, 2026. (Backup P-11)
12. On the recommendation of the Superintendent, that the Lower Township Board of Education approve Anna Lafferty as Administrative Assistant to Daycare, 10 month position, at the salary of \$31,867, effective July 1, 2026. (Backup P-12)

Superintendent Evaluation Pre-Conference.

H. Harassment, Intimidation & Bullying:

1. The Board affirms the actions taken by the Superintendent and the School Safety Teams, for H.I.B. Sandman #8 2025-2026. (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 and Regulations: (Backup L-1)

<u>NUMBER</u>	<u>TYPE</u>	<u>TITLE</u>
1230	Policy	Superintendent's Duties
2200	Policy	Curriculum
2200	Regulation	Curriculum Content (Abolished)
2411	Policy	Career Education and Academic Counseling
2411	Regulation	Guidance Counseling (Abolished)
0162	Policy	Notice of Board Meetings
0162.01	Policy	Legal Notices
1643	Policy	Family Leave
2260	Policy	Equity in School and Classroom Practices
2460.30	Regulation	Additional/Compensatory Special Education and Related Services
5111.13	Policy & Regulation	Eligibility of Resident/Nonresident Students - Choice School District
5111.4	Policy	Admissions for Vocational Schools
5561	Policy	Use of Physical Restraint and Seclusion Techniques For Students with Disabilities
6112	Policy	Reimbursement of Federal and Other Grant Expenditures
6115.01	Regulation	Federal Awards/Funds Internal Controls - Allowability of Costs
6115.02	Policy	Federal Awards/Funds Internal Controls - Mandatory Disclosures
6311	Policy	Contracts for Goods or Services Funded by Federal Grants
8561	Policy	Procurement Procedures for School Nutrition Programs

2. On the recommendation of the Superintendent, that the Lower Township Board of Education approves the 2025-2026 Security Drill Statement of Assurances. (Backup L-2)
3. On the recommendation of the Superintendent, that the Lower Township Board of Education approves the LTES Remote Learning Plan for the 2025-2026 school year. (Backup L-3)

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4. On the recommendation of the Superintendent, that the Lower Township Board of Education approves the Intervention and Referral Services Final Reports for the school year 2024-2025. (Backup L-4)
 5. On the recommendation of the Superintendent, that the Lower Township Board of Education approves the Multidimensional Principal Performance Rubric (MPPR) as the School District's Principal Evaluation Instrument for the 2026-2027 school year.
 6. On the recommendation of the Supervisor of Curriculum and Instruction, that the Lower Township Board of Education approves the Charlotte Danielson's Framework for Teaching and the Rubric as the School District's Teacher Evaluation Instrument for the 2026-2027 school year.
- E. Education:** None.
- F. Finance and Insurance:**
1. On the recommendation of the Superintendent, that the Lower Township Board of Education authorizes the School Business Administrator to make appropriate transfers and issue checks effective for the school year ending June 30, 2026 and will be reported at the next meeting. (Annual-Year End)
 2. On the recommendation of the School Business Administrator, that the Lower Township Board of Education to accept the Fund for Optimal Comp Universal Screeners (FOCUS) Grant funding for the 2026-2027 SY, totaling \$5,000. (Backup F-2)
 3. On the recommendation of the School Business Administrator, that the Lower Township Board of Education to accept the Literacy Initiative for Families and Thriving Communities (LIFT) Grant funding for the 2026-2027 SY, totaling \$40,000. (Backup F-3)
 4. On the recommendation of the School Business Administrator, that the Lower Township Board of Education authorizes the Board Administrator to move up to: (Annual – year end).

\$300,000, from current operations, to Capital Reserve as of June 30, 2026
\$200,000 from current operations to Maintenance Reserve as of June 30, 2026
 5. On the recommendation of the School Business Administrator, that the Lower Township Board of Education authorizes the district to maintain the district bid threshold at \$44,000 per N.J.S.A. 52:34-7.
 6. On the recommendation of the School Business Administrator, that the Lower Township Board of Education authorizes the Cape May County Special Services School District Itinerant Agreement for the 2026-2027 school year. (Backup F-6)

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

"BANK DEPOSITORIES and DIRECT DEPOSIT" RESOLVED, that as "Sturdy Bank", "NJARM", "The Bank of New York", "First Hope Bank" (Lease) and Sterling National Bank {ESIP} depositories for any and all monies that will be credited from time to time for any and all debt service;

AND, as the above stated bank is the paying agent for such debt service when due;

THEREFORE, BE IT RESOLVED, that an account in the name of this Board be kept with the "Sturdy Bank", "The Depository Trust Co.", "First Hope Bank" (Lease) and "Sterling National Bank {ESIP}" for the deposit in said bank to the credit of this Board from time to time, of any and all monies for said debt service;

RESOLVED, that the Cash Management Plan presented by Sturdy Bank, be approved for the Sweep Account and the Unemployment Trust Money Market Account, as provided in Board Policy #3300;

RESOLVED, that the following accounts titled, as listed below, in the name of the Board of Education, be kept with the Sturdy Bank for the deposit in said bank, to the credit of the Board from time to time, of any/all monies, checks, drafts, notes, acceptances or other evidence of indebtedness, whether belonging to the Board or otherwise, which may be or hereafter come into its possession, and that the said bank be and is hereby authorized to make payment from the funds on deposit with it open and according to the checks, drafts, notes, or acceptances of this Board signed, effective July 1, 2018; and

RESOLVED, in accordance with P.L. 2013 c. 28 that the Board of Education requires mandatory direct deposit for all employees for net pay, effective February 1, 2017, in a specific banking institution, based on information provided by the employee.

"BANK DEPOSITORIES"

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TYPE	DESCRIPTION	NUMBER	AUTHORIZE SIGNATURE/TRANSFERS
Checking Sturdy General Acct.	Lower Township Board of Education General Acct.	XXXXX0521	1. Board President or Board Vice President 2. Board Treasurer 3. Business Administrator
Checking Sturdy Pay Acct.	Lower Township Board of Education Payroll	XXXXX0548	1. Board Treasurer or Business Administrator
Checking Sturdy Agency Acct.	Lower Township Board of Education Agency Acct.	XXXXX9574	1. Board Treasurer or Business Administrator
Money Market Sturdy Trust Acct.	Lower Township Board of Education Unemployment Trust	XXXXX0080	1. Board Treasurer or Business Administrator
Checking Sturdy Cafeteria Acct.	Lower Township Board of Education Cafeteria Fund	XXXXX0556	1. Business Administrator 2. Food Service Supervisor
Checking Sturdy Student Activity Acct.	Lower Township Board of Education Student Activity Acct.	XXXXX6760	1. Board President or Board Vice President 2. Board Treasurer 3. Business Administrator
Checking Sturdy	Bond Proceeds	XXXXX2696	1. Board President or Board Vice President 2. Board Treasurer 3. Business Administrator
Checking Day Care Operations	Lower Township Board of Education Day Care Operations	XXXXX3805	1. Board President or Board Vice President 2. Board Treasurer 3. Business Administrator
Checking Sturdy	Bond Funded Acct.	XXXXX7799	1. Board President or Board Vice President 2. Board Treasurer 3. Business Administrator
Investment Acct NJARM	Bond Proceeds	XXXXX300	1. Business Administrator

8.

On the recommendation of the School Business Administrator, that the Lower Township

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Board of Education approve the renewal of Frontline IEP Direct, 504 Program Management, and Absence & Substitute Management software for 2026 - 2027 school year (Backup F-8)

9. On the recommendation of the School Business Administrator, that the Lower Township Board of Education approve voiding the 2024 - 2025 stale checks (Backup-F-9).
10. On the recommendation of the School Business Administrator, that the Lower Township Board of Education approve the Special Education Tuition Contract with Cape May City Board of Education for the 2026 - 2027 ESY Program (Backup F-10)
11. On the recommendation of the Business Administrator, that the Lower Township Board of Education adopt the 2026-2027 Board of Education Meeting dates - Revised. (Backup F-11)
12. On the recommendation of the School Business Administrator, that the Lower Township Board of Education approve the submittal and acceptance of the High Impact Tutoring Program: Targeted Summer Supplemental Grant for \$67,189. (Backup F-12)
13. On the recommendation of the School Business Administrator, that the Lower Township Board of Education approve the purchase of a five-year option paid over three years for Open Court and StudySync curriculum materials at \$94,500.00 in the 2026 - 2027 School Year. (Backup F-13)
14. On the recommendation of the School Business Administrator, that the Lower Township Board of Education approve the purchase of professional development associated with the Open Court and Study Sync Curriculum at \$14,500.00 to be paid from Title IIA Funds in 2026 - 2027 School year.
15. On the recommendation of the School Business Administrator, that the Lower Township Board of Education approve the personnel and salaries for Federally paid programs for the 2025 - 2026 School Year. (Backup F-15)
16. On the recommendation of the School Business Administrator, that the Lower Township Board of Education to accept the NJ High Impact Tutoring Cohort 3 Grant funding for the 2026-27 SY, totaling \$80,000. (Backup F-16)
17. On the recommendation of the School Business Administrator, that the Lower Township Board of Education approve the Shared Services Agreement with Lower Cape May Regional School District for Bus Mechanic Services for the 2026 - 2027 School Year. (Backup F-17)
18. On the recommendation of the School Business Administrator, that the Lower Township Board of Education approves the following equipment, **being sold as a whole for parts only** for \$50.00 on GovDeals:

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Dell Inspiron 910	Qty	4
APC battery	Qty	2
IPAD A 1893	Qty	1
IPAD cases	Qty	9

MOTION ON CONSENT AGENDA ON ALL MOTIONS LISTED BELOW:

Routine Matters: R-1 to R-5

Personnel: P-1 to P-12

Harassment, Intimidation & Bullying: H-1

Legislative and Internal Policies: L-1 to L-6

Education: None

Finance and Insurance: F-1 to F-18

Motion: _____ Second: _____

Discussion:

Vote:

Cynthia Baldacchini

Lauren Cox

Monica DiVito

Ember Loefflad

James Morris

Lauren Randle

Lindsey Selby

Patricia Smith

Gary Douglass

4} NON-CONSENT AGENDA:

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

6} Motion to enter Executive Session:

Motion:_____ Second:_____

All In Favor:_____

EXECUTIVE SESSION: CSA Performance Evaluation

Other Matters:

Motion to return to Regular Meeting:

Motion:_____ Second:_____

All In Favor:_____

Regular Meeting:

Roll Call:

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Cynthia Baldacchini

Lauren Cox

Monica DiVito

Ember Loefflad

James Morris

Lauren Randle

Lindsey Selby

Patricia Smith

Gary Douglass

7} OLD/NEW BUSINESS:

8} GOOD TO THE ORDER:

A} Next Board Meeting: Work Session: July 22, 2026

B} Emergency Drill: June 3, 2026 - Table Top

C} Fire Drills: 6/3/26 - Memorial School; 6/9/26 - Mitnick School; 6/10/26 - Maud
Abrams School; 6/16/26 - Sandman School

D} Bus Evacuation Drills: N/A

9} ADJOURNMENT

MOTION TO ADJOURN THE MEETING

Motion: _____ **Second:** _____

All in Favor: _____

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. Supervisor of Curriculum & Instruction Report
11. Supervisor of Academic Achievement Report
12. Supervisor of Day Care Reports

**LOWER TOWNSHIP BOARD OF EDUCATION
RESOLUTION
AUTHORIZING EXECUTIVE SESSION**

WHEREAS, while the Sen. Byron M. Baer Open Public Meetings Act (N.J.S.A. 10:4-6 et seq.) requires all meetings of the Lower Township Board of Education to be held in public, N.J.S.A. 10:4-12(b) sets forth nine (9) types of matters that may lawfully be discussed in "Executive Session," i.e. without the public being permitted to attend, and

WHEREAS, the Lower Township Board of Education has determined that ___ issues permitted by N.J.S.A. 10:4-12(b) to be discussed without the public in attendance shall be discussed during an Executive Session to be held on June 24, 2026 at _____P.M. and

WHEREAS, the nine (9) exceptions to public meetings set forth in N.J.S.A. 10:4-12(b) are listed below, and next to each exception is a box within which **the number** of issues to be privately discussed that fall within that exception shall be written, and after each exception is a space where additional information that will disclose as much information about the discussion as possible without undermining the purpose of the exception shall be written.

"(1) Any matter which, by express provision of Federal law, State statute or rule of court shall be rendered confidential or excluded from public discussion." The nature of the matter, described as specifically as possible without undermining the need for confidentiality is _____

"(2) Any matter in which the release of information would impair a right to receive funds from the federal government." The nature of the matter, described as specifically as possible without undermining the need for confidentiality is _____

"(3) Any material the disclosure of which constitutes an unwarranted invasion of individual privacy such as any records, data, reports, recommendations, or other personal material of any educational, training, social service, medical, health, custodial, child protection, rehabilitation, legal defense, welfare, housing, relocation, insurance and similar program or institution operated by a public body pertaining

to any specific individual admitted to or served by such institution or program, including but not limited to information relative to the individual's personal and family circumstances, and any material pertaining to admission, discharge, treatment, progress or condition of any individual, unless the individual concerned (or, in the case of a minor or incompetent, his guardian) shall request in writing that the same be disclosed publicly." H.I.B. Sandman #9 2025-2026; H.I.B. Sandman #10 2025-2026

"(4) Any collective bargaining agreement, or the terms and conditions of which are proposed for inclusion in any collective bargaining agreement, including the negotiation of terms and conditions with employees or representatives of employees of the public body"

"(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

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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: Employee #5439; #6066; #4993; #4053; #5282



“(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.