

**LOWER TOWNSHIP BOARD OF EDUCATION
MINUTES
WORK SESSION AND REGULAR MEETING
JULY 26, 2022**

Presentation by Michelle Kennedy from the NJ School Boards Association will present on the topic of Student Achievement in school districts started at 5:00 pm and ended at 5:40 pm.

Call to Order: The meeting was called to order at 6:00 pm.

Work Session:

Work Session Meeting:

Roll Call:

Present:

Monica DiVito
Nichole Koch
Sally Yerk
Lindsey Selby
Patricia Smith
Charles Utsch
Joseph Thomas
Michael Mader

Absent:

Gary Douglass

Also in Attendance:

Jeff Samaniego, Superintendent
Frank Onorato, Interim School Business Administrator
Patricia Ryan, Assistant Business Administrator/Board Secretary
Jeff Catalano, Board Attorney

Agenda Items:

Board Discussion on Agenda Items

Mrs. Ryan discussed full-time employees working a second part-time job within the school district, FLSA overtime regulations, and new Policy #1614.

Mr. Samaniego discussed change in procedures on improving the staff surveys within the district by conducting surveys several times per year.

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EXECUTIVE SESSION: Commenced at 6:25 pm.

Personnel Matters: Employees #4524 and #4624

Other Personnel matters discussed-FLSA

Motion: Yerk Second: Selby

Discussion: None

All Voted In Favor:

Motion to return to Regular Meeting at 7:15 pm.

Motion: Thomas Second: Smith

All Voted In Favor:

Regular Meeting: Started at approximately 7:15 pm.

Roll Call:

Present

Monica DiVito

Nichole Koch

Sally Yerk

Lindsey Selby

Patricia Smith

Charles Utsch

Joseph Thomas

Michael Mader

Absent

Gary Douglass

Also in Attendance:

Jeff Samaniego, Superintendent

Frank Onorato, Interim School Business Administrator

Patricia Ryan, Assistant Business Administrator/Board Secretary

Jeff Catalano, Board Attorney

Salute to the Flag.

Statement:

Notice of this meeting of the Lower Township Board of Education, listing the Agenda as known, was duly sent to the Cape May County Herald - Times Newspaper, The Press of Atlantic City, posted at the Municipal Building, and a copy thereof delivered to the Township Clerk; in accordance with the Open Public Meetings Act.

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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

1} REPORTS:

A} Board President: None

B} Superintendent: Mr. Samaniego discussed the Buildings & Grounds upgrades and the success of summer school.

C} Interim School Business Administrator: None

2} APPROVAL OF MINUTES:

June 28, 2022

Regular Meeting & Executive Meeting

Motion: Yerk Second: Thomas

Discussion: None

Voting: Yes

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Monica DiVito
Nichole Koch
Sally Yerk
Lindsey Selby
Patricia Smith
Charles Utsch
Joseph Thomas
Michael Mader

Absent

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.

No Public Comments

R. Routine Matters

R-1 Approval of Financial Statements:

Secretary's and custodian's reports for **June 30, 2022**, 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: June 28, 2022 - July 26, 2022 {Backup R-2}

R-3 Approval of Bill List: June 28, 2022 - July 26, 2022 {Backup R-3}

R-4 Approval of Cafeteria Report: None

R-5 Approval of Travel: None

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P. Personnel:

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

SUBSTITUTES NEEDING MORE DOCUMENTATION

SUBSTITUTE TEACHERS

Aniya Murray

SUBSTITUTE PARAPROFESSIONALS

Kevin Gould

SUBSTITUTE CLASSROOM AIDES

Barbara Lindsay, Maureen Verbitski

SUBSTITUTE DAY CARE AIDE

Barbara Lindsay

SUBSTITUTE FOOD SERVICE WORKER

Carla Caswell

2. On the recommendation of the Superintendent, that the Lower Township Board of Education accept, with regret, the resignation of Victoria Davenport, Social Worker/Child Study Team, effective August 25, 2022. (Backup P-2)
3. On the recommendation of the Superintendent, that the Lower Township Board of Education accept, with regret, the resignation of Cheyanne Shaud, Music Teacher at the Carl T. Mitnick School, effective June 30, 2022. (Backup P-3)
4. On the recommendation of the Superintendent, that the Lower Township Board of Education approve Maryanna Oberg. as part-time (29 hours per week) Preschool Community and Parent Involvement Specialist, in the District, effective September 6, 2022, pending receipt of required documentation. (Backup P-4)
5. On the recommendation of the Superintendent, that the Lower Township Board of Education approve Emma Breder, as Temporary Kindergarten Teacher at the David C. Douglass Veterans Memorial School, effective September 6, 2022 to December 22, 2022, pending receipt of required documentation. (Backup P-5)

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- 6.** On the recommendation of the Superintendent, that the Lower Township Board of Education approve Stephanie Snyder, as 4th Grade Teacher at the Maud Abrams School, effective September 1, 2022, pending receipt of required documentation. (Backup P-6)
- 7.** On the recommendation of the Superintendent, that the Lower Township Board of Education approve the on-call daily substitutes being rehired for the 2022-2023 school year. (Backup P-7)
- 8.** On the recommendation of the Superintendent, that the Lower Township Board of Education approve the following Mentors for the 2022-2023 school year:

<u>TEACHER</u>	<u>POSITION</u>	<u>MENTOR</u>
Natalie DeFelice	5th Grade	Samantha Milder
Ashley Nelson	3rd Gr. Intervention	Eileen Gianakopoulos
Alexis Girard	BSIP @ Mitnick	Miken Sheets
Diana Stevenson	2nd Grade	Samantha Osmundsen
Emma Breder	Kindergarten	Chrystie Mahler
Amanda Sherretta	PreK @ Mitnick	Kimberly McGarrity
Stephanie Snyder	4th Grade	Sydney Weeks

- 9.** On the recommendation of the Superintendent, that the Lower Township Board of Education accept, with regret, the resignation of Jessica Menzano, Food Service Secretary, effective immediately. (Backup P-9)

H. Harassment, Intimidation & Bullying:

- 1.** The Board affirms the actions taken by the Superintendent and the School Safety Teams, for H.I.B. Sandman School #5 2021-2022; H.I.B. Sandman School #6 2021-2022; H.I.B. Maud Abrams School #5 2021-2022; and H.I.B. Maud Abrams School #6 2021-2022.

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 Policy: (Backup L-1)

<u>NUMBER</u>	<u>TYPE</u>	<u>TITLE</u>
0142.1	Policy	Nepotism
01614	Policy	Employees Working Second Job Position

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2. 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-2)

<u>NUMBER</u>	<u>TYPE</u>	<u>TITLE</u>
1648.15	Policy	Recordkeeping for Healthcare Settings in School Buildings - COVID 19
2145.50	Policy	Title I - School Parent and Family Engagement
2417	Policy	Student Intervention and Referral Services
3161	Policy	Examination for Cause
4161	Policy	Examination for Cause
5512	Policy	Harassment, Intimidation and Bullying
7410	Policy	Maintenance and Repair
7410.01	Policy	Facilities Maintenance, Repair Scheduling, and Accounting
8420	Policy	Emergency and Crisis Situations
9320	Policy & Regulation	Cooperation with Law Enforcement Agencies
2461	Policy	Special Education/Receiving Schools
2461.06	Regulation	Special Education/Receiving Schools - Appropriately Certified and Licensed Staff
2461.09	Regulation	Special Education/Receiving Schools - Statewide and District-Wide Assessment Programs
2461.10	Regulation	Special Education/Receiving Schools - Full Educational Opportunity
2461.12	Regulation	Special Education/Receiving Schools - Length of School Day and Academic Year
2461.14	Regulation	Special Education/Receiving Schools - Amending Policies, Procedures, the Services Provided, or the Location of Facilities
2461.15	Regulation	Special Education/Receiving Schools - Operation of an Extended Academic Year Program
2461.19	Regulation	Special Education/Receiving Schools - Behavior Modification Program

3. On the recommendation of the Superintendent, that the Lower Township Board of Education approve the Job Description for Assistant Principal. (Back up L-3)

E. Education:

1. On the recommendation of the Supervisor of Special Services, that the Lower Township Board of Education approve the following placement for the 2022-2023 school year:

Case #5001-A - 3 yr. old, PSD student awaiting placement at Cape May County Special Services.

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2. On the recommendation of the Superintendent, that the Lower Township Board of Education approve a District Waiver Request based on the grouping age ranges and ELP of consecutive grade span of our English Language Learners. The district currently has 13 ELLs in Kindergarten, 14 ELLs in 5th grade, 10 ELLs in 6th grade. ELP levels range from entering to bridging. Implementing a full-time bilingual education program would cause our district group students of multiple age ranges into a class and would inhibit developmentally appropriate instruction. (Backup E-2)

F. Finance and Insurance:

1. On the recommendation of the Interim School Business Administrator, that the Lower Township Board of Education authorize Patricia Ryan as Southern Coastal Regional Employee Benefits Fund Commissioner and Frank Onorato as Alternate Fund Commissioner- Resolution #2022-1. (Backup F-1)

2. On the recommendation of the Assistant School Business Administrator, that the Lower Township Board of Education authorizes and approves, between the Lower Township Board of Education and Garrison Architects, the Specification for Proprietary Goods Related to the Sandman Consolidated School, Memorial School, Maud Abrams School and Carl T. Mitnick School, 2023 HVAC Renovations and authorizing and approving necessary actions in connection therewith. (Backup F-2)

3. On the recommendation of the Interim School Business Administrator, that the Lower Township Board of Education authorize the Assistant School Business Administrator to make appropriate transfers and issue checks effective for the school year ending June 30, 2022 and will be reported at the next meeting. (Annual-Year End)

MOTION ON CONSENT AGENDA ON ALL MOTIONS LISTED BELOW:

Routine Matters: R-1 to R-5

Personnel: P-1 to P-9

Harassment, Intimidation & Bullying: H-1

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

Education: E-1 & E-2

Finance and Insurance: F-1 to F-3

Motion: Divito Second: Selby

Discussion: None

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Voting: Yes

Monica DiVito

Nichole Koch

Sally Yerk

Lindsey Selby

Patricia Smith

Charles Utsch

Joseph Thomas

Michael Mader

Voting: No

Joseph Thomas

Absent

Gary Douglass

4} NON-CONSENT AGENDA: None

5} COMMITTEE REPORTS:

Building and Grounds Committee: None

Curriculum Committee: 7/19/2022 Curriculum Committee Report

Finance Committee: None

6} EXECUTIVE SESSION: None

7} OLD/NEW BUSINESS:

Mr. Mader thanked Michelle Kennedy (NJSBA) for the information provided during the Student Achievement presentation.

Mrs. Yerk commented on the positive response from the community concerning the Summer School program.

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

Mr. Monzo addressed concerns of the state standards with new health & physical education curriculum (The Great Body Shop).

Mrs. Barrett addressed parent's concerns of the state standards with new health & physical education curriculum.

Mr. Burrows has concerns with the state standards with new health & physical education curriculum.

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9} GOOD OF THE ORDER:

A} Next Board Meeting: August 23, 2022

B} Fire Drill: Summer School - July 21, 2022

10} ADJOURNMENT:

MOTION TO ADJOURN THE MEETING

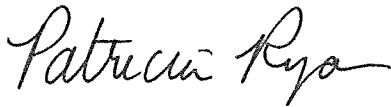
Motion: Thomas Second: Koch

Discussion: None

All Voted In Favor:

Time: 7:40 pm

Respectfully submitted,

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

Patricia A. Ryan

Assistant School Business Administrator/Board Secretary

**LOWER TOWNSHIP BOARD OF EDUCATION
MINUTES
EXECUTIVE MEETING
JULY 26, 2022**

Call to Order at 6:25 pm

Members Present:

Monica DiVito
Nichole Koch
Sally Yerk
Lindsey Selby
Patricia Smith
Charles Utsch
Joseph Thomas
Michael Mader

Member Absent

Gary Douglass

Also in Attendance:

Jeff Samaniego, Superintendent
Frank Onorato, Interim Business Administrator
Patricia Ryan, Assistant Business Administrator/Board Secretary
Jeff Catalano, Board Attorney

EXECUTIVE SESSION:

1. The Board discussed a job description needed for Employee #4524, as one is not available on file in Board Office. Mr. Samaniego will meet with Employee #4524 to draft a job description with his/her input of current responsibilities.
2. Mr. Samaniego: Personnel - work related issues which lead to the resignation of Employee #4624.
3. Superintendent's Evaluation Process: Employee #5284

Mr. Onorato and Mrs. Yerk as conflicted members left the room prior to discussion.

Mr. Mader began this discussion with the possibility of utilizing a mentoring program or professional development through a professional service contract. Mr. Thomas agreed that these avenues may show positive improvements.

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This session concluded at 7:15 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 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 ____ 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 July 26, 2022 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

"(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,

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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"**

☐ **"(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: _____

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"(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: Employee #4524 and #4624



"(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.