

**LOWER TOWNSHIP BOARD OF EDUCATION  
AGENDA  
WORK SESSION AND REGULAR MEETING  
JANUARY 22, 2025**

Call to Order:

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

**Work Session Meeting:**

**Roll Call:**

**Roll Call- Board Members:**

Cynthia Baldacchini

Lauren Cox

Monica DiVito

James Morris

Lauren Randle

Joseph Thomas

Jonathan Vile

Patricia Smith

Gary Douglass

**Also in Attendance:**

Jeff Samaniego, Superintendent

Patricia Ryan, Board Secretary

Brett Gorman, Board Attorney

**Agenda Items:**

Board Discussion on Agenda Items

**Non-Agenda Items:**

**Other Matters:**

Revised 2024-2025 School Calendar

**Motion to enter Executive Session**

**Motion:**\_\_\_\_\_ **Second:**\_\_\_\_\_

**All In Favor:**\_\_\_\_\_

**EXECUTIVE SESSION:**

**Personnel:**

**Other Matters:**

**Motion to return to Regular Meeting:**

**Motion:**\_\_\_\_\_ **Second:**\_\_\_\_\_

**All In Favor:**\_\_\_\_\_

**Regular Meeting:** {Starts no earlier than 6:30 pm but no later than 7:15 pm}

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**Roll Call:**

Cynthia Baldacchini  
Lauren Cox  
Monica DiVito  
James Morris  
Lauren Randle  
Joseph Thomas  
Jonathan Vile  
Patricia Smith  
Gary Douglass

**Also in Attendance:**

Jeff Samaniego, Superintendent  
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, posted at the Municipal Building, and a copy thereof delivered to the Township Clerk; in accordance with the Open Public Meetings Act.

**District Mission Statement:**

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

**Vision Statement:**

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

**2022-2024 Board Goal:**

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

**2024-2025 Board Goals:**

Support the district's effort to enhance student achievement, staff development, and parent engagement through policy and advocacy while maintaining the fiscal integrity of the budget.

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**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: *Board's Role in the Budget Process*- Patricia Ryan, School Business Administrator

**E}** Committee Reports:  
Building and Grounds Committee  
Curriculum Committee  
Finance Committee

**F}** Board Comment:

**2} APPROVAL OF MINUTES:**

January 2, 2025 Reorganization Meeting and Executive Session

**Motion:** \_\_\_\_\_ **Second:** \_\_\_\_\_

**Discussion:**

**Vote:**

Cynthia Baldacchini

Lauren Cox

Monica DiVito

James Morris

Lauren Randle

Joseph Thomas

Jonathan Vile

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.*

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*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 within the block.*

**R. Routine Matters**

**R-1 Approval of Financial Statements:**

Secretary's and custodian's reports for **December 2024** 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: January 2, 2025 - January 22, 2025** {Backup R-2}

**R-3 Approval of Bill List: January 2, 2025 - January 22, 2025** {Backup R-3}

**R-4 Approval of Cafeteria Report: January 22, 2025** {Backup R-4}

**R-5 Approval of Travel: November 2024** {Backup R-5}

**P. Personnel:**

1. On the recommendation of the Superintendent, that the following substitute be approve for the 2024-2025 school year, pending receipt of required documentation: (Backup P-1)

**SUBSTITUTE TEACHERS**

Mia Rafter, Nada Nasr, Katherine Black

**SUBSTITUTE CLASSROOM AIDES**

Pamela Murray, Kristen Connelly, Katherine Black, Ann Regan

**SUBSTITUTE DAY CARE AIDE**

Ann Regan

**SUBSTITUTE CAFETERIA AIDE**

Pamela Murray

2. On the recommendation of the Superintendent, that the Lower Township Board of Education accept, the resignation of Thomas Connelly, School Security at the Sandman School, effective January 24, 2025. (Backup P-2)
3. On the recommendation of the Superintendent, that the Lower Township Board of Education accept, with regret, the retirement of Richard Hooyman, Technology Assistant, in the District, effective May 1, 2025. (Backup P-3)
4. On the recommendation of the Superintendent, that the Lower Township Board of Education accept, with regret, the retirement of Jeff Samaniego, Superintendent in the District, effective July 1, 2025. (Backup P-4)

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5. On the recommendation of the Superintendent, that the Lower Township Board of Education approve Carolann Mastaski, Preschool MasterTeacher at the Carl T. Mitnick School, for placement of BA+15 on the LTEEA Teachers' Salary Guide, to reflect an increase of credits to her degree, effective February 1, 2025. (Backup P-5)
6. On the recommendation of the Superintendent, that the Lower Township Board of Education approve the following on-call substitutes as daily part-time staff:

<b><u>Employee</u></b>	<b><u>Position</u></b>	<b><u>Effective Date</u></b>
Hailey Gain	60 Credit Aide @ Mitnick	12/2/24
Megan Spencer	Cafe Aide @ Mitnick	1/2/25
Joan Hunt	Food Service	1/2/25
Jack Pasternak	Bus Driver	12/3/24

7. On the recommendation of the Superintendent, that the Lower Township Board of Education approve Intermittent FMLA for Employee #4690, effective 1/8/25 to 6/30/25, as needed.

**H. Harassment, Intimidation & Bullying: None**

**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 L1)

<b><u>NUMBER</u></b>	<b><u>TYPE</u></b>	<b><u>TITLE</u></b>
5512	Policy	Harassment, Intimidation, or Bullying
5533	Policy	Student Smoking
5533	Regulation	Student Smoking
7441	Policy & Regulation	Electronic Surveillance In School Buildings and on School Grounds
9320	Policy & Regulation	Cooperation with Law Enforcement Agencies
5516	Policy	Use of Electronic Communication Devices
5516	Regulation	Use of Electronic Communication Devices
5701	Policy	Academic Integrity
5710	Policy	Student Grievance

2. On the recommendation of the Superintendent, that the Lower Township Board of Education approve the Revised 2024-2025 District Calendar. (Backup L-2)

**E. Education: None**

**F. Finance and Insurance:**

- 1.** On the recommendation of the School Business Administrator, that the Lower Township Board of Education to approve and accept the Annual Audit and the Recommendations and Corrective Action Plan, to be read into the public record (if applicable), for the fiscal year ending June 30, 2024: (Complete document was distributed under separate cover.)

**FYE 6/30/2024- Annual School Audit Lower Twp Schools**

**Findings & Recommendations:**

- #1. Administrative Practices and Procedures – None.
- #2. Financial Planning, Accounting and Reporting – None.
- #3. School Purchasing Programs – None.
- #4. School Food Service – None.
- #5. Student Body Activities – None.
- #6. Day Care Program- (Finding No. 2024-001)
- #7. Application for State School Aide – None.
- #8. Pupil Transportation – None.
- #9. Facilities and Capital Assets – None.
- #10. Miscellaneous – None.
- #11. Status of Prior Year Audit Findings/Recommendations – None.

**FYE 6/30/2024- Annual School Audit Lower Twp Schools**

Findings:	One (1) Finding (Day Care Program)
Recommendation:	One (1) Recommendation (DayCare Program)
Corrective Action Plan:	None.

- 2.** On the recommendation of the School Business Administrator, that the Lower Township Board of Education approve the Change Order request required in the completion of the district's HVAC Project. (Backup F-2)
- 3.** On the recommendation of the School Business Administrator, that the Lower Township Board of Education approve the removal and disposal of asbestos located at the Memorial School Building to Pernaco Inc., totaling \$69,914, which will utilize funding from the Preschool Facilities Expansion Grant. (Backup F-3)
- 4.** On the recommendation of the School Business Administrator, that the Lower Township Board of Education approve Construction Management Services to Greyhawk for the Preschool Facilities Expansion Project located at the Memorial School Building, totaling \$29,424, which will utilize funding from the Preschool Facilities Expansion Grant. (Backup F-4)

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- 5. On the recommendation of the School Business Administrator, that the Lower Township Board of Education approve the contract for Educational Services provided by Department of Children and Families for student contract #25BKEF effective July 1, 2024 through June 30, 2025. (Backup F-5)

**MOTION ON CONSENT AGENDA ON ALL MOTIONS LISTED BELOW:**

**Routine Matters: R-1 to R-5**

**Personnel: P-1 to P-7**

**Harassment, Intimidation & Bullying: None**

**Legislative and Internal Policies: L-1 & L-2**

**Education: None**

**Finance: F-1 to F-5**

**Motion: \_\_\_\_\_ Second: \_\_\_\_\_**

**Discussion:**

**Vote:**

Cynthia Baldacchini

Lauren Cox

Monica DiVito

James Morris

Lauren Randle

Joseph Thomas

Jonathan Vile

Patricia Smith

Gary Douglass

**4} NON-CONSENT AGENDA:**

**5} OLD/NEW BUSINESS:**

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

**7} GOOD TO THE ORDER:**

**A}** Next Board Meeting: Work session: February 26, 2025

**B}** Emergency Drill: 1/15/25 - Lockdown Drill

**C}** Fire Drills: 1/17/25 - Sandman School; Maud Abrams School & Memorial School

**Motion to enter Executive Session**

**Motion: \_\_\_\_\_ Second: \_\_\_\_\_**

**All In Favor: \_\_\_\_\_**

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**8} EXECUTIVE SESSION:**

**Other Matters:** Discussion of Superintendent Candidates and Interviews

**Motion:** \_\_\_\_\_ **Second:** \_\_\_\_\_

**Discussion:**

**Vote:**

**All in Favor:** \_\_\_\_\_

**9} ADJOURNMENT**

**MOTION TO ADJOURN THE MEETING**

**Motion:** \_\_\_\_\_ **Second:** \_\_\_\_\_

**All in Favor:** \_\_\_\_\_

**Time:** \_\_\_\_\_

F.Y.I

1. Attendance/Enrollment
  2. Sandman School Reports
  3. Maud Abrams School Reports
  4. Mitnick School Reports
  5. Memorial School Reports.
  6. Supervisor of Special Services Report
  7. Supervisor of Buildings and Grounds Reports
  8. Supervisor of Transportation Reports
  9. Food Service Profit & Loss Report
  10. Supervisor of Curriculum and Instruction Report
  11. Supervisor of Academic Achievement Report
  12. Day Care Reports
- February Calendar

**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 \_\_\_ issue 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 January 22, 2025 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"**

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**"(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

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**"(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's/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:

\_\_\_\_\_



**“(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.