

**LOWER TOWNSHIP BOARD OF EDUCATION
MINUTES
WORK SESSION AND REGULAR MEETING
JANUARY 24, 2023**

Call to Order:

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

Work Session Meeting:

Roll Call:

Lindsey Selby
Joseph Thomas
Lauren Randle
Jonathan Vile
Lauren Cox
Michael Mader
Gary Douglass

Absent:

Monica DiVito

Also in Attendance:

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

Board Discussion on Agenda Items: None

Board Discussion on Non-Agenda Items:

The Board expressed their individual thoughts concerning the type of candidate who would best for the open board seat.

The Board as a whole discussed the idea of combining the board meeting dates to the same day each month with LCMR.

Mrs. Ryan mentioned to the new board members of the mandatory training which is required by the NJSBA. Board members were informed to register for the training on NJSBA website.

Mr. Douglass and Mr. Samaniego discussed the Board By-Laws/Policy updates with the Board.

The Board discussed the possibility of increase in daily substitute teacher and long-term substitute teacher rates due to inability to find substitutes to cover absences.

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Mr. Samaniego discussed the possibility to develop a Preschool Center located at the Memorial School for the 2023-2024 SY.

EXECUTIVE SESSION: Commenced at 6:45 pm.

H.I.B. Maud Abrams #7 2022-23; H.I.B. Sandman #9 2022-23; H.I.B. Sandman #10 2022-23;
H.I.B. Mitnick #5 2022-23; H.I.B. Mitnick #6 2022-23; H.I.B. Memorial #1 2022-23
Personnel Matters- Employees #4482; 5736; 5820; 5492; 5901; 5896; 4995
Discussion of the candidates for board seat

Motion: Thomas Second: Vile

Discussion: None
All in Voted in Favor

Motion to return to Regular Meeting:

Motion: Vile Second: Selby
All in Voted in Favor

Regular Meeting: Meeting commenced at 7:02 pm.

Roll Call:

Present

Lindsey Selby
Joseph Thomas
Lauren Randle
Jonathan Vile
Lauren Cox
Michael Mader
Gary Douglass

Absent:

Monica DiVito

Also in Attendance:

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

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Salute to the Flag.

Statement:

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

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. Samanigo mentioned that the Winter Concert will tomorrow evening at 7:00 pm at the Performing Arts Center. The district will also

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be conducting their KISS Dance on Friday, February 10th. The district has discussed the possibility of having students enrolled in Cape May Tech's Early Childhood Education programs to visit our Pre-K classrooms. Lastly, nineteen of our 5-6th grade students are enrolled in an Engineering, TV/Media, Culinary program at LCMR.

- C}** Interim School Business Administrator: None
- D}** Presentations: Mrs. Sabina Muller, Supervisor of Curriculum & Instruction, presented an overview of the "Start Strong Assessments" as required by NJDOE.
- E}** Committee Reports:
 - Building and Grounds Committee: None
 - Curriculum Committee: None
 - Finance Committee: None
- F}** Board Comment: None

2} APPROVAL OF MINUTES:

January 3, 2023

Reorganization Regular Meeting & Executive Meeting

Motion: Vile Second: Thomas

Discussion: None

Voting Yes:

Lindsey Selby
Joseph Thomas
Lauren Randle
Jonathan Vile
Lauren Cox
Michael Mader

Abstained

Gary Douglass

Absent

Monica DiVito

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3} CONSENT AGENDA:

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

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

The following items are believed to be items of a routine nature and will be moved as a block of action items. Prior to the roll call vote, any member may ask for discussion on any of the items without the block.

Public Comment: None

R. Routine Matters

- R-1 Approval of Financial Statements:** Secretary's and custodian's reports for November 30, 2022 reports, 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). {Backup R-1}
- R-2 Approval of Transfers: December 24, 2022 - January 19, 2023** {Backup R-2}
- R-3 Approval of Bill List: None**
- R-4 Approval of Cafeteria Report: October 2022 - December 2022** {Backup R-4}
- R-5 Approval of Travel: December** {Backup R-5}

P. Personnel:

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

SUBSTITUTE TEACHERS

Lauren Ryan, Makayla Hueber, Tiffany DiCarlo

SUBSTITUTE PARAPROFESSIONALS

Jessica Bannon, Allison Devine

SUBSTITUTE CAFETERIA AIDES

Jessica Bannon, Jennifer Morales, Lori Prettyman, Tiffany DiCarlo, Autum Jordan

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SUBSTITUTE CLASSROOM AIDES

Heba Koheil, Amy Laub, Patricia Hall, Makayla Hueber, Jennifer Morales, Allison Devine, Autum Jordan, Amber Gittle, Sarah Jeffries, Tiffany DiCarlo

SUBSTITUTE DAY CARE AIDES

Amy Laub, Jessica Bannon, Tiffany DiCarlo

SUBSTITUTE FOOD SERVICE AIDES

Jessica Bannon, Jennifer Morales, Christopher Rue, Tiffany DiCarlo, Ellen Beckwold

SUBSTITUTE CUSTODIANS

Amy Gallagher, Lori Prettyman, Christopher Rue

SUBSTITUTE BUS AIDES

Autum Jordan, Lori Prettyman, Tiffany DiCarlo

- 2. On the recommendation of the Superintendent, that the Lower Township Board of Education approve Joseph Peschi as Assistant Bus Mechanic, in Transportation effective February 1, 2023, pending receipt of required documentation. (Backup P-2)
- 3. On the recommendation of the Superintendent, that the Lower Township Board of Education approve the following MLOA:

<u>EMPLOYEE #</u>	<u>POSITION</u>	<u>EFFECTIVE DATE</u>
4085	Teacher	2/21/23 - 3/31/23
5519	Bus Driver	2/24/23 - 4/3/23
5156	Custodian	1/9/23 - 4/30/23

- 4. On the recommendation of the Superintendent, that the Lower Township Board of Education accept, with regret, the retirement of Janet Sweeten, Media Specialist at the Maud Abrams School, effective June 30, 2023. (Backup P-4)
- 5. On the recommendation of the Superintendent, that the Lower Township Board of Education approve the following transfers:

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<u>EMPLOYEE</u>	<u>CURRENT POSITION</u>	<u>TRANSFERRED TO</u>
Dana Kelly	1st Gr. HR	1/2 Basic Skills-Resignation 1/31/23
Ashley Nelson	3rd Gr. Intervention	3rd Gr. MLOA 2/21 - 6/9/23
Jeanne Cappelletti	6th Gr. Intervention	6th Gr. MLOA 1/17 - 4/6/23
Jan Sissel	Classroom Aide	6th Gr. Intervention 1/17 - 4/6/23
Chelsea Morrisey	Kindergarten Aide	Kindergarten MLOA 1/17 - 6/16/23
Diana Stevenson	2nd Gr. MLOA	2nd Gr. MLOA 2/21 - 6/16/23

- 6.** On the recommendation of the Superintendent, that the Lower Township Board of Education approve Alyssa Fazio, as Temporary MLOA 1st Grade Teacher at the Carl T. Mitnick School, effective 2/21/23 to 4/6/23. (Backup P-6)

H. Harassment, Intimidation & Bullying:

- 1.** The Board affirms the actions taken by the Superintendent and the School Safety Teams, for H.I.B. Sandman #7 2022-2023; H.I.B. Sandman #8 2022-2023; H.I.B. Maud Abrams #5 2022-2023; H.I.B. Maud Abrams #6 2022-2023; H.I.B. Mitnick #3 2022-2023; and H.I.B. Mitnick #4 2022-2023. (Backup H-1)

- L. Legislative and Internal Policies:** None.

- E. Education:** None.

F. Finance and Insurance:

- 1.** On the recommendation of the Assistant School Business Administrator, that the Lower Township Board of Education approve the application through TRC for the ACE Energy Solutions Program for reimbursement incentives for HVAC/Electric costs for the school district. (Backup F-1)
- 2.** On the recommendation of the Interim School Business Administrator, that the Lower Township Board of Education appoint Patricia Ryan, Assistant Business Administrator, as the Commissioner to the ACCASBO JIF, within the Resolution of Renewal of Membership effective July 1, 2023, for a three-year term. (Backup F-2)
- 3.** On the recommendation of the Assistant School Business Administrator, that the Lower Township Board of Education approve the amendment of the ESEA Grants (Title I and Title II) for FY2023.

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4. On the recommendation of the Assistant Business Administrator, that the Lower Township Board of Education approve the sale of AtmosAir FC-100 ionizers (Total#= 131 ionizers) on GovDeals.com. (Backup F-4)

5. On the recommendation of the Assistant Business Administrator, that the Lower Township Board of Education approve the hourly rate increase to \$14.13 per hour as per the State of New Jersey minimum wage increase effective 1/1/2023, which will include Substitute Bus Aides, Substitute Classroom Aides, Substitute Cafeteria Aides and Substitute Food Service Workers. (Backup F-5)

MOTION ON CONSENT AGENDA ON ALL MOTIONS LISTED BELOW:

Routine Matters: R-1 to R-5

Personnel: P-1 to P-6

Harassment, Intimidation & Bullying: H-1

Legislative and Internal Policies: None

Education: None

Finance and Insurance: F-1 to F-5

Motion: Vile Second: Mader

Discussion: None

Voting Yes:

Lindsey Selby
Joseph Thomas
Lauren Randle
Jonathan Vile
Lauren Cox
Michael Mader
Gary Douglass

Absent

Monica DiVito

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ADDENDUM:

1. On the recommendation of the Board Secretary, that the Lower Township Board of Education approve Charles Utsch as new board member for the open board seat for the remaining term through December 32, 2023.

MOTION ON ADDENDUM A-1

Motion: Vile **Second:** Mader

Discussion: None

Voting Yes:

Joseph Thomas
Lauren Randle
Jonathan Vile
Lauren Cox
Michael Mader
Gary Douglass

Voting No:

Lindsey Selby

Absent

Monica DiVito

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*):**

Ms. Camillo expressed her reasons of resignation from the district in November 2022 to the Board.

8} **GOOD OF THE ORDER:**

A} **Next Board Meeting** - February 28, 2023

B} **Fire Drills:** 1/5/23 - Maud Abrams School; Mitnick School; Memorial School;
1/26/23 - Sandman School

Monthly Emergency Drill: January 23, 2023 (Shelter in Place)

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9} ADJOURNMENT:

MOTION TO ADJOURN THE MEETING

Motion: Mader Second: Selby

Discussion: None

All Voted in Favor:

Time: 7:32 pm

Respectfully submitted:

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

Patricia A. Ryan
Assistant School Business Administrator/Board Secretary

**LOWER TOWNSHIP BOARD OF EDUCATION
MINUTES
EXECUTIVE SESSION
JANUARY 24, 2023**

Meeting was called to order at 6:45 p.m.

Members Present:

Lindsey Selby
Joseph Thomas
Lauren Randle
Jonathan Vile
Lauren Cox
Michael Mader
Gary Douglass

Absent:

Monica DiVito

Also in Attendance:

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

EXECUTIVE SESSION: Commenced at 6:45 pm.

H.I.B

H.I.B. Maud Abrams #7 2022-23- Mr. Samaniego reviewed the issues relative to this HIB and it was considered a HIB and reported as such.

H.I.B. Sandman #9 2022-23- Mr. Samaniego reviewed the issues relative to this HIB and it was considered a HIB and reported as such.

H.I.B. Sandman #10 2022-23- Mr. Samaniego reviewed the issues relative to this HIB and it was not considered a HIB.

H.I.B. Mitnick #5 2022-23- Mr. Samaniego reviewed the issues relative to this HIB and it was not considered a HIB.

H.I.B. Mitnick #6 2022-23- Mr. Samaniego reviewed the issues relative to this HIB and it was not considered a HIB.

H.I.B. Memorial #1 2022-23- Mr. Samaniego reviewed the issues relative to this HIB and it was not considered a HIB.

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Personnel Matters- Employees #4482; 5736; 5820; 5492; 5901; 5896; 4995;
Mr. Samaniego informed the Board of the transfers within the district involving the following employees: Employee#4482; 5736; 5820; 5492; 5901; 5896

Mr. Samaniego discussed the out of character actions observed from Employee#4995 in Daycare.

This session concluded at 7:02 pm.

Respectfully submitted,

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

Patricia A. Ryan
Assistant School Business Administrator/Board Secretary

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

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

WHEREAS, the Lower Township Board of Education has determined that 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 January 24, 2023 at **6:45 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

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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. Maud Abrams #7 2022-23; H.I.B. Sandman #9 2022-23; H.I.B. Sandman #10 2022-23; H.I.B. Mitnick #5 2022-23; H.I.B. Mitnick #6 2022-23; H.I.B. Memorial #1 2022-23

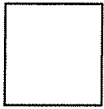
"(4) Any collective bargaining agreement, or the terms and conditions of which are proposed for inclusion in any collective bargaining agreement, including the negotiation of terms and conditions with employees or representatives of employees of the public body"

"(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 #4482; 5736; 5820; 5492; 5901; 5896; 4995



“(9) Any deliberation of a public body occurring after a public hearing that may result in the imposition of a specific civil penalty upon the responding party or the suspension or loss of a license or permit belonging to the responding party as a result of an act of omission for which the responding party bears responsibility.” The nature of the matter, described as specifically as possible without undermining the need for confidentiality is _____

WHEREAS, the length of the Executive Session is estimated to be 30 minutes after which the public meeting of the Board shall reconvene and proceed with business.

NOW, THEREFORE, BE IT RESOLVED that the Lower Township Board of Education will go into Executive Session for **only** the above stated reasons;

BE IT FURTHER RESOLVED that the Board hereby declares that its discussion of the aforementioned subject(s) will be made public at a time when the public’s interest in disclosure is greater than any privacy or governmental interest being protected from disclosure. For each of the above items, the estimated date by which such disclosure can be made and/or the occurrence that needs to take place before disclosure can be made are listed below (attach separate sheet if necessary)

BE IT FURTHER RESOLVED that the Board Secretary, at the present public meeting, shall read aloud enough of this resolution so that members of the public in attendance can understand, as precisely as possible, the nature of the matters that will privately be discussed.

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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.