

**LOWER TOWNSHIP BOARD OF EDUCATION
AGENDA
WORK SESSION AND REGULAR MEETING
JANUARY 24, 2024**

Call to Order:

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

Work Session Meeting:

Roll Call:

Lindsey Selby
Joseph Thomas
Lauren Randle
Jonathan Vile
Lauren Cox
Cynthia Baldacchini
Patricia Smith
Monica DiVito
Gary Douglass

Also in Attendance:

Jeff Samaniego, Superintendent
Patricia Ryan, Board Secretary/School Business Administrator
Brett Gorman, Board Attorney

Agenda Items:

Board Discussion on Agenda Items
Technology Technician Job Description

Non-Agenda Items:

Updated Student Absentee Report

EXECUTIVE SESSION:

Personnel Matters: Employees #4155; #5939
H.I.B. Mitnick #1 2023-2024
H.I.B. Sandman #2 2023-2024

Other Matters:

Temporary Transportation Supervisor

Motion: _____ **Second:** _____

Discussion:

All in Favor: _____

Motion to return to Regular Meeting:

Motion: _____ **Second:** _____

All In Favor:

January 24, 2024

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

Roll Call:

Lindsey Selby
Joseph Thomas
Lauren Randle
Jonathan Vile
Lauren Cox
Cynthia Baldacchini
Patricia Smith
Monica DiVito
Gary Douglass

Also in Attendance:

Jeff Samaniego, Superintendent
Patricia Ryan, Board Secretary/School Business Administrator
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.

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.

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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: Acknowledge Irena Murray
- E}** Committee Reports:
 - Building and Grounds Committee
 - Curriculum Committee
 - Finance Committee
 - Goals Committee
- F}** Board Comment

2} APPROVAL OF MINUTES:

January 3, 2024

Reorganization Meeting, Regular Meeting & Executive Meeting

Motion: _____ **Second:** _____

Discussion:

Vote:

Lindsey Selby
Joseph Thomas
Lauren Randle
Jonathan Vile
Lauren Cox
Cynthia Baldacchini
Patricia Smith
Monica DiVito
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 without the block.

R. Routine Matters

- R-1 Approval of Financial Statements:** Secretary's and custodian's reports for **November, 2023 and December, 2023**, 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: December 6, 2023 - January 24, 2024** {Backup R-2}
- R-3 Approval of Bill List: January 3, 2024 - January 24, 2024** {Backup R-3}
- R-4 Approval of Cafeteria Report: January 2024** {Backup R-4}
- R-5 Approval of Travel: October 2023** {Backup R-5}

P. Personnel:

- 1.** On the recommendation of the Superintendent, that the following substitutes be approved for the the 2023-2024 school year, pending receipt of required documentation: (Backup P-1)

SUBSTITUTES NEEDING MORE DOCUMENTATION

SUBSTITUTE TEACHERS

Hanna Christiansen, Bianca Leonard, Sara Mormello, Michele Hennig, Jennifer Kramer

SUBSTITUTE CLASSROOM AIDE

Bianca Leonard

SUBSTITUTE DAY CARE AIDES

Bianca Leonard, Julianna Stone

SUBSTITUTE FOOD SERVICE WORKER

Catherine Martin

SUBSTITUTE BUS DRIVER/BUS AIDE

Carli Eckel

- 2.** On the recommendation of the Superintendent, that the Lower Township Board of Education approves FMLA for Employee #5566, effective January 22, 2024 to February 2, 2024, pending paperwork.
- 3.** On the recommendation of the Superintendent, that the Lower Township Board of Education approves Mark Hunter as Custodian in the District, on the 1st Step of the Custodian Salary Guide, effective February 1, 2024, pending documentation. (Backup P-3)

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4. On the recommendation of the Superintendent, that the Lower Township Board of Education approves Aimee Gallagher as Custodian in the District, on the 1st Step of the Custodian Salary Guide, effective February 1, 2024. (Backup P-4)
5. On the recommendation of the Superintendent, that the Lower Township Board of Education approve Susan Roselli as Special Education Teacher at the Sandman Consolidated School, effective January 25, 2024 to June, 2024. (Backup P-5)
6. On the recommendation of the Superintendent, that the Lower Township Board of Education approve Jennifer Boyle for placement of BA+15 on the LTEEA Teachers' Salary Guide to reflect an increase of credits to her degree, pending review of documentation, effective February 1, 2024. (Backup P-6)
7. On the recommendation of the Superintendent, that the Lower Township Board of Education approve the Job Description for Technology Technician. (Backup P-7)
8. On the recommendation of the Superintendent, that the Lower Township Board of Education approve Shannon Feltwell as Temporary Transportation Supervisor, effective date to be determined, pending documentation. (Backup P-8)

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 School #3 2023-2024. (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>
8423	<i>Policy</i>	<i>School Safety Policy</i>

2. On the recommendation of the Superintendent, that the Lower Township Board of Education approve the following updated Board Goals for 2024-2025:

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.

Action Plan

- Board of Education members will become familiar with benchmark data to better understand and track student achievement.
- Board of Education members will increase knowledge of the financial resources allocated to achieve the district goal. Along with administration, the board will reflect on student achievement data to determine whether resources are being maximized and we are achieving the desired outcomes.
- Board of Education members will familiarize themselves with the District Professional Development Plan and ensure that adequate resources are available.
- Board of Education members will support the district in its effort to promote parent engagement through renewed opportunities like grade-level curriculum nights. The Board recognizes that strong community and parent involvement is an essential factor in increasing student achievement.

E. Education:

1. On the recommendation of the Superintendent, that the Lower Township Board of Education approve the following placement for the 2023-2024 school year: (Backup E-1)

Case #4948-A: Preschool student to be placed at the Cape May County Special Services School District.

Case #5117-A: Preschool student to be placed at the Cape May County Special Services School District.

2. On the recommendation of the Supervisor of Curriculum and Instruction, that the Lower Township Board of Education adopts the revised Math curriculum units to include the following resource, Big Ideas Learning. (Backup E-2)

F. Finance and Insurance:

1. On the recommendation of the School Business Administrator, that the Lower Township Board of Education to approve the district Safety Committee and Safety Committee Mission Statement. (Backup F-1)
2. On the recommendation of the School Business Administrator, that the Lower Township Board of Education approve the revised Standard Operating Procedures Manual. (Backup F-2)
3. On the recommendation of the School Business Administrator, that the Lower Township Board of Education authorize the amendment of the ARP ESSER II grant funding allocation.

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- 4. On the recommendation of the School Business Administrator, that the Lower Township Board of Education to approve that the following employee's salary to be grant funded:

ARP ESSER (Acct# 20-487-100-101-00-000)
Shawn Gerry (74% of annual salary)

- 5. On the recommendation of the School Business Administrator, that the Lower Township Board of Education approve the Annual Financial Comprehensive Report and the Auditors Management Report for the 2022-2023 SY financial audit ending June 30,2023. (Backup F-5)
- 6. On the recommendation of the School Business Administrator, that the Lower Township Board of Education approve the Change Order requests required in the completion of the district's HVAC Project. (Backup F-6)

MOTION ON CONSENT AGENDA ON ALL MOTIONS LISTED BELOW:

Routine Matters: R-1 to R-5

Personnel: P-1 to P-8

Harassment, Intimidation & Bullying: H-1

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

Education: E-1 & E-2

Finance and Insurance: F-1 to F-6

Motion: _____ **Second:** _____

Discussion:

Vote:

- Lindsey Selby
- Joseph Thomas
- Lauren Randle
- Jonathan Vile
- Lauren Cox
- Cynthia Baldacchini
- Patricia Smith
- Monica DiVito
- Gary Douglass

4} NON-CONSENT AGENDA:

5} EXECUTIVE SESSION:

Motion: _____ **Second:** _____

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Discussion:

Vote:

Lindsey Selby
Joseph Thomas
Lauren Randle
Jonathan Vile
Lauren Cox
Cynthia Baldacchini
Patricia Smith
Monica DiVito
Gary Douglass

6} OLD/NEW BUSINESS:

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

8} GOOD OF THE ORDER:

- A} Next Board Meeting:** February 28, 2024
- B} Fire Drills:** 12/4/23 - Mitnick School; 12/13/23 - Maud Abrams School;
12/15/23 - Sandman School and Memorial School
- C} Monthly Emergency Drill:** Various testing of security systems
- D} Bus Evacuation Drills:** N/A

9} ADJOURNMENT:

MOTION TO ADJOURN THE MEETING

Motion: _____ **Second:** _____

Discussion:

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 (Guidance Report to be supplied)
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

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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 ____ 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, 2024 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

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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. Mitnick #1 2023-2024; H.I.B. Sandman #2 2023-2024

"(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 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:

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Employee #4155 and Employee #5939



“(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.