

**LOWER TOWNSHIP BOARD OF EDUCATION  
AGENDA  
WORK SESSION AND REGULAR MEETING  
JANUARY 25, 2022**

Call to Order:

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

**Work Session Meeting:**

**Roll Call:**

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

**Also in Attendance:**

Jeff Samaniego, Superintendent  
John Hansen, Board Secretary  
Brett Gorman, Board Attorney

**Agenda Items:**

Board Discussion on Agenda Items  
Discussion on mask motion sent to the Governor  
District Policies:  
    #2700 – Services to Nonpublic School Students  
    #3282 – Use of Social Networking Sites  
    #6112 – Reimbursement of Federal and Other Grant Expenditures  
Presentation: Start Strong Fall 2021

**EXECUTIVE SESSION:** Personnel Matters: Employee #5284, #5798, #5592, #4348, #5439, #4341, #5823, #5782, #5724

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

**Vote:**

Monica DiVito  
Nichole Koch  
Sally Yerk  
Lindsey Selby  
Patricia Smith

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Charles Utsch  
Joseph Thomas  
Michael Mader  
Gary Douglass

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

**Roll Call:**

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

**Also in Attendance:**

Jeff Samaniego, Superintendent  
John Hansen, 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.*

**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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**2019-2021 District Goal:**

"To maximize student achievement in our current challenging financial situation." and  
"To decrease the percentage of Below Grade Level students in Reading by 10% annually over the next two years."

**This meeting will be conducted in accordance with:**

District Policy: #0164 Conduct of Board Meetings

District Policy: #0167 Public Participation in Board Meetings

**1} APPROVAL OF MINUTES:**

January 6, 2022

Reorganization/Regular Meeting & Executive Meeting

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

**Discussion:**

**Vote:**

Monica DiVito

Nichole Koch

Sally Yerk

Lindsey Selby

Patricia Smith

Charles Utsch

Joseph Thomas

Michael Mader

Gary Douglass

**2} REPORTS:**

**A}** Board President:

**B}** Superintendent:

**C}** School Business Administrator:

**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.

**R. Routine Matters**

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

Secretary's and custodian's reports for **December 31, 2021**, 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 6, 2022 - January 22, 2022{Backup R-2}**

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- R-3 **Approval of Bill List: January 6, 2022 - January 22, 2022**{Backup R-3}
- R-4 **Approval of Cafeteria Report: November & December, 2021** {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 2021-2022 school year, pending receipt of required documentation: (Backup P-1)

**SUBSTITUTES AVAILABLE TO WORK**

**SUBSTITUTE TEACHERS**

*Melissa Millard, Kaitlyn French, Alexis Walton, Domonique DeCamillo, Alyssa Fazio*

**SUBSTITUTES NEEDING MORE DOCUMENTATION**

**SUBSTITUTE CUSTODIANS**

*Giovanni Venuto, Karen McCarraher, Heather Errickson*

**SUBSTITUTE CLASSROOM AIDES**

*Karen McCarraher, Desiree Moore, Hayley Pettit, Heather Errickson*

**SUBSTITUTE CAFETERIA AIDE**

*Desiree Moore, Heather Errickson*

**SUBSTITUTE CLERICAL/SUBSTITUTE BUS AIDE/SUBSTITUTE FOOD SERVICE WORKER/SUBSTITUTE DAY CARE AIDE**

*Karen McCarraher, Heather Errickson*

- 2. On the recommendation of the Superintendent, that the Lower Township Board of Education approve the following Mentors for the remainder of the 2021-2022 school year:

**TEACHER**

Heather LaVancher  
Emma Breder  
Amanda Sherretta

**POSITION**

Preschool Teacher  
Kindergarten Teacher  
Preschool Teacher

**MENTOR**

Tracy Rutherford  
Chrystie Mahler  
Meaghan Shedlock

- 3. On the recommendation of the Superintendent, that the Lower Township Board of Education accepts the resignation of Employee #5314, effective January 21, 2022. (Backup P-3)

- 4. On the recommendation of the Superintendent, that the Lower Township Board of Education approve the following transfers, effective 1/26/22:

**STAFF**

Dorothy Marshall  
Meghann Kellaway

**CURRENT POSITION**

Nurses Clerk @ Mitnick  
Nurses Clerk @ Sandman

**TRANSFERRED TO**

Nurses Clerk @ Sandman  
Nurses Clerk @ Mitnick

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5. On the recommendation of the Superintendent, that the Lower Township Board of Education approve Allyson O'Shea as Temporary Assistant Principal between Sandman Consolidated School and Maud Abrams School (funded by the grant), effective January 26, 2022 to June 16, 2022 and approve the filling of now vacant teachers position. (Backup P-5)
6. On the recommendation of the Superintendent, that the Lower Township Board of Education accept, with regret, the retirement of Jane Mestre, Kindergarten Teacher at the David C. Douglass Veterans Memorial School, effective June 30, 2022. (Backup P-6)
7. On the recommendation of the Superintendent, that the Lower Township Board of Education accept, with regret, the resignation of Donna Hill, Power School/NJSMART/Board Secretary, effective March 18, 2022. (Backup P-7)
8. On the recommendation of the Superintendent, that the Lower Township Board of Education approve Family Medical Leave of Absence for Employee #5286, effective February 7, 2022 to February 25, 2022.

#### **H. Harassment, Intimidation & Bullying:**

1. On the recommendation of the Superintendent, that the Board approve the H.I.B. School Self-Assessment scores for the 2020-2021 school year. (Backup H-1)

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

#### **E. Education:**

1. On the recommendation of the Superintendent that the Lower Township Board of Education approve the following placement for the 2021-2022 school year:

**Case #4398-A** – 10 year old, 4<sup>th</sup> grade special education student awaiting placement at YALE, Northfield Campus, 1000 Burton Ave., Northfield, NJ.

2. On the recommendation of the Supervisor of Academic Achievement, that the Lower Township Board of Education approves the 3-Year English Language Learners Plan (ELL) that will be submitted to the Department of Education.

#### **F. Finance and Insurance:**

*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.*

#### **Regular Business:**

1. On the recommendation of the Lower Township Board of Education, Superintendent, School Business Administrator, that the Lower Township Board of Education approve the submission of a proposal to the voters of the school district at a special election to be held on Tuesday, March 8, 2022. (Backup F-1)

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2. On the recommendation of the School Business Administrator, that the Lower Township Board of Education approve a Purchase Order Contract with B-Safe for the installation of the new intercom system at the Carl T. Mitnick School. (Backup F-2)
3. On the recommendation of the School Business Administrator and the Supervisor of Food Service, that the Lower Township Board of Education authorize the acceptance of the NSLP Equipment Assistance Grant in the amount of \$18,200 for a walk-in freezer at the Sandman Consolidated School. (Backup F-3)
4. On the recommendation of the School Business Administrator, that the Lower Township Board of Education approve a Tuition Contract between the Lower Township Board of Education and the Dennis Township Board of Education for student #1450074674. (Backup F-4)
5. On the recommendation of the School Business Administrator, that the Lower Township Board of Education approve the 2021--2022 Joint Transportation Agreement between Lower Township Board of Education and Cape May County Special Services Board of Education. (Backup F-5)
6. On the recommendation of the School Business Administrator, that the Lower Township Board of Education approve a Tuition Contract between Lower Township Board of Education and Y.A.L.E. School East, Inc. for student J.D. (Backup F-6)

**MOTION ON CONSENT AGENDA:**

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

**Personnel: P-1 to P-8**

**Harassment, Intimidation & Bullying: H-1**

**Legislative and Internal Policies: None**

**Education: E-1 and E-2**

**Finance and Insurance: F-1 to F-6**

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

**Discussion:**

**Vote:**

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

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**4} NON-CONSENT AGENDA:**

**5} COMMITTEE REPORTS:**

Curriculum Committee:  
Building & Grounds Committee:  
Finance Committee:

**6} EXECUTIVE SESSION:**

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

**Discussion:**

**Vote:**

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

**7} OLD/NEW BUSINESS:**

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

**9} GOOD OF THE ORDER:**

**A}** Next Board Meeting: February 22, 2022

**B}** Fire Drills: 1/13/2022 – Sandman School; 1/14/22 – Maud Abrams and Memorial  
Schools; TBD – Mitnick  
Emergency Drill: 1/27/22 – Active Shooter

**10} ADJOURNMENT:**

**MOTION TO ADJOURN THE MEETING**

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

**Discussion:**

**All in favor:** \_\_\_\_\_

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

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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. N/A
11. Supervisor of Curriculum & Instruction Report
12. Supervisor of Academic Achievement Report
13. 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 January 25, 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 is \_\_\_\_\_



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**“(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”**  
\_\_\_\_\_

**“(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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X

**“(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: #5284, #5798, #5592, #4348, #5439, #4341, #5823, #5782, #5723 - Other Personnel Matters

**“(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.