

**LOWER TOWNSHIP ELEMENTARY SCHOOL DISTRICT
AGENDA
WORK SESSION AND REGULAR MEETING
JANUARY 26, 2021**

Call to Order: Mr. Douglass called the meeting to order at 6:00 pm.

Work Session:

Work Session Meeting:

Roll Call:

Board Members present:

Monica DiVito
Steve Lewis
Michael Mader
Joseph Thomas
Charles Utsch
Sally Yerk
Patricia Smith
Gary Douglass

Also in Attendance:

Jeff Samaniego, Superintendent
John Hansen, Board Secretary
Mike Coskey, Board Attorney

Agenda Items: Board Discussion on Agenda Items
Board Discussion on Mission Statement, Board and District Goals
District Policy for review:
DP 6810 Financial Objectives
DP 6830 Audit and Comprehensive Annual Financial Report
Review of the FYE 6/30/30 CAFR

Other Items: Overview of 2021-2022 Budget

EXECUTIVE SESSION:

Matters of Personnel
Employee #5731
Unfair Labor Practice

Motion: Utsch Second: Lewis Discussion: None

Voting Yes:

Monica DiVito
Steve Lewis
Michael Mader
Joseph Thomas
Charles Utsch
Sally Yerk
Patricia Smith
Gary Douglass

Motion to come out of close session at 6:50 pm:

Motion: Utsch Second: Lewis

All voted in favor:

Regular Meeting: Mr. Douglass called the meeting to order at 6:50 pm.

Roll Call:

Board Members present:

Monica DiVito
Steve Lewis
Michael Mader
Joseph Thomas
Charles Utsch
Sally Yerk
Patricia Smith
Gary Douglass

Also in Attendance:

Jeff Samaniego, Superintendent
John Hansen, Board Secretary
Mike Coskey, 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, 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.

2019-2021 Board Goal:

"To continue the progression to become a highly functioning school board."

2019-2022 Board Goal:

"Expand the knowledge and understanding of Board of Education Policies and its relationships to the effective management of this school district."

2019-2021 District Goal:

"To maximize student achievement in our current challenging financial situation."

2019-2020 District Goal:

“To decrease the percentage of Below Grade Level students in Reading by 10% annually over the next two years.”

OPEN MEETING TO THE PUBLIC

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.*

1} APPROVAL OF MINUTES:

January 5, 2021

Reorganization & Regular Meeting

Motion: Smith Second: Utsch

Voting Yes:

Monica DiVito

Steve Lewis

Michael Mader

Joseph Thomas

Charles Utsch

Sally Yerk

Patricia Smith

Gary Douglass

2} REPORTS:

A} Board President: Mr. Douglass and Mrs. Smith discussed in detail the importance of the school staff and the need to have them vaccinated in an urgent matter and asked that a resolution be added to the agenda supporting vaccinations for the school staff.

B} Superintendent: Mr. Samaniego reviewed the school’s reopening plan to return to school five days a week in the later part of February.

C} School Business Administrator: Mr. Hansen reviewed the agenda items.

D} Presentation:

3} CONSENT AGENDA:

PUBLIC COMMENT ON AGENDA ITEMS: *Each speaker shall identify him/herself by giving their name and address and identify the agenda item that they are speaking on Routine Matters, Personnel, Harassment Intimidation & Bullying, Legislative and Internal Policies, Education, and Financial matters 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 31, 2020**, 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 5, 2021-January 26th, 2021{Backup R-2}

R-3 Approval of Bill List: January 5, 2021-January 26th, 2021{Backup R-3}

R-4 Approval of Cafeteria Report: November, 2020 {Backup R-4}

R-5 Approval of Travel: None.

P. Personnel:

1. On the recommendation of the Superintendent, that the following substitutes be approved for the 2020-2021 school year, pending receipt of required documentation: (Backup P-1)

SUBSTITUTE WITH COMPLETE DOCUMENTATION

Substitute Teacher

Bethany Castellucci

SUBSTITUTE NEEDING MORE DOCUMENTATION

Substitute Security

Eric Lashley

Substitute Teacher

Domonique DeCamillo

2. On the recommendation of the Superintendent, that the Lower Township Board of Education approve the following Leaves of Absences:

FMLA

<u>Employee #</u>	<u>Position</u>	<u>Effective Date</u>
5249	Teacher	3/15/21 – 6/12/21

FAMILIES FIRST CORONA VIRUS RESPONSE ACT {part of FMLA}

<u>Employee #</u>	<u>Position</u>	<u>Reason</u>	<u>Effective Dates</u>
4732	Instructional Aide	Quarantine	11/30/20 – 12/1/20
4171	Secretary	Quarantine	12/3/20 – 12/14/20
5557	Custodian	Quarantine	12/8/20 – 12/11/20 12/16/20 – 12/24/20

3. On the recommendation of the Superintendent, that the Lower Township Board of Education approve an unpaid leave of absence for Employee #5249 for June 14, 2021 to June 17, 2021.
4. On the recommendation of the Superintendent, that the Lower Township Board of Education approve Alexis Douglass as Preschool Teacher at the David C. Douglass Veterans Memorial School effective January 27, 2021 to June 30,2021. (Backup P-4)

H. Harassment, Intimidation & Bullying: None

Legislative and Internal Policies:

1. On the recommendation of the Superintendent, that the Lower Township Board of Education nominate the Delegate and Alternate Delegate as the Delegate to the New Jersey School Boards Assembly.

Delegate Mike Mader
 Alternate Delegate Monica DiVito

E. Education: None.

F. Finance:

1. On the recommendation of the School Business Administrator, that the Lower Township Board of Education authorizes the sale of two (2) fifty-four passenger school buses and obsolete equipment on Gov-deals. (Backup F-1)
2. On the recommendation of the School Business Administrator, that the Lower Township Board of Education authorizes a Tuition Contract between Middle Township Board of Education and the Lower Township Board of Education for the 2020-2021 school year. (Backup F-2)
3. On the recommendation of the School Business Administrator, that the Annual Audit for the fiscal year ending June 30, 2020, be accepted and the Recommendations and Corrective Action Pan be read to the public: (Backup F-3)

FY 2020 Annual School Audit Lower Twp. Schools

Finding 2020:

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. Application for State School Aide – None.
- #7. Pupil Transportation – None.
- #8. Facilities and Capital Assets – None.
- #9. Miscellaneous – None.
- #10. Status of Prior Year Audit Findings/Recommendations – None.

FY 2020 Annual School Audit Lower Twp. Schools

Findings: None.

Recommendation: None.

Corrective Action Plan: None.

Mr. Hansen reviewed the audit in great detail during the work session and discussed it during the regular meeting, noting that there were no findings and recommendations.

Addendum #1

MOTION Recognizing and Supporting All Board Employees During the COVID-19 Pandemic

WHEREAS, the Lower Township Board of Education (“the Board”) has observed the courage and resilience exhibited by its employees during the COVID-19 pandemic; and,

WHEREAS, the Board’s employees have gone above and beyond what is expected of school district employees throughout the COVID-19 pandemic; and,

WHEREAS, the Board desires to express its appreciation and gratitude for all that its employees have done to support students during the COVID-19 pandemic; and,

WHEREAS, the Board firmly believes all of its employees who interact with students and their families during the COVID-19 pandemic should be immediately eligible to receive the COVID-19 vaccine;

NOW, THEREFORE, BE IT RESOLVED that the Lower Township Board of Education hereby recognizes all of its employees for their exceptional service during the COVID-19 pandemic; and

BE IT FURTHER RESOLVED, the Lower Township Board of Education hereby offers its continued appreciation and support to all of its employees throughout the duration of the COVID-19 pandemic; and

BE IT FURTHER RESOLVED, the Lower Township Board of Education hereby supports the classification of its employees as immediately eligible to receive the COVID-19 vaccine.

MOTION ON CONSENT AGENDA:

Routine Matters: R-1 to R-5

Personnel: P-1 to P-4

Legislative and Internal Policies: L-1

Education: None

Financial: F-1 to F-3

Addendum #1

Motion: Yerk Second: Lewis Discussion: None

Voting Yes:

Monica DiVito

Steve Lewis

Michael Mader

Joseph Thomas

Charles Utsch

Sally Yerk

Patricia Smith

Gary Douglass-abstained P-4

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):*

8} GOOD OF THE ORDER:

A} Next Board Meeting: February 23, 2021

B} Fire Drills: 1/14/21 – Mitnick School; 1/15/21 – Sandman School, Maud Abrams and Memorial Schools

Emergency Drill: 1/25/21 – Bomb Threat Outside

9} ADJOURNMENT:

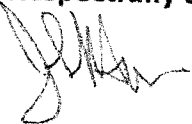
MOTION TO ADJOURN THE MEETING

Motion: Smith Second: DiVito

All voted in favor:

Time: 7:15 pm

Respectfully submitted,



John J. Hansen

School Business Administrator/Board Secretary

**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 3 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 26, 2021 at 6:35 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” Unfair Labor Practice

“(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: Personnel Matters and employee #5731



“(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.

LOWER TOWNSHIP ELEMENTARY SCHOOL DISTRICT
MINUTES
CLOSE SESSION MEETING
JANUARY 26, 2021

Call to Order: Mr. Douglass called the meeting to order at 6:30 pm.

Work Session:

Work Session Meeting:

Roll Call:

Board Members present:

Monica DiVito
Steve Lewis
Michael Mader
Joseph Thomas
Charles Utsch
Sally Yerk
Patricia Smith
Gary Douglass

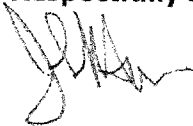
Also in Attendance:

Jeff Samaniego, Superintendent
John Hansen, Board Secretary
Mike Coskey, Board Attorney

The board discussed motion P-4 on the agenda.

Without the conflicted members of Yerk, Smith, and Douglass in attendance,
Mr. Samaniego and Mr. Hansen reviewed the Unfair Labor Practice charge against the district.

Respectfully submitted,



John J. Hansen
School Business Administrator/Board Secretary