

**LOWER TOWNSHIP BOARD OF EDUCATION
AGENDA
REORGANIZATION MEETING
JANUARY 3, 2023**

Reorganization Meeting convenes at 6:00 p.m. in the Carl T. Mitnick School, 905 Seashore Road, Cape May, NJ 08204.

Roll Call:

Roll Call- Board Members:

Monica DiVito
Lindsey Selby
Joseph Thomas
Michael Mader
Gary Douglass

Also in Attendance:

Jeff Samaniego, Superintendent
Frank Onorato, Interim School Business Administrator
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 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.

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1. Board Attorney will administer the Oath of Office to elected and re-elected Board Members:

Three Year Term

Lauren Randle
Jonathan Vile
Lauren Cox

Election of the President

2. Motion to appoint Board Secretary as temporary chair to conduct the election of the president.

Motion: _____ **Second:** _____

All In Favor: _____ **Opposed:** _____

Board Secretary will take nominations for President of the Lower Township Board of Education commencing January 3, 2023 until the next Reorganization Meeting in 2024.

Election of the Vice President

3. The Board President will conduct the nomination of the Vice President.
4. Lower Township Elementary School Code of Ethics: Each Board Member will sign the Affidavit.

R. REORGANIZATION:

1. That the Board approve the following Appointments and Resolutions, for the fiscal year January 3, 2023 until the Reorganization Meeting 2024, as listed below;
 - a. **Board Secretary & Records Custodian** – Patricia Ryan
 - b. **ESEA Coordinator** – Sabina Muller
 - c. **Homeless Liaison/DC&P Coordinator** – Julia Sangillo
 - d. **Public Agency Compliance Officer (P.A.C.O.)** – Frank Onorato
 - e. **Section 504 Compliance Officer** – Debra Keeler
 - f. **Chief Equity/Affirmative Action Officer/Title IX Coordinator** – Patricia Ryan
 - g. **Annuity & Investment Planners & Insurance:**
 - Lincoln Investment
 - Siracusa
 - Equitable Group
 - Franklin Insurance
 - Crest Financial Services

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Sturdy Financial Services
AFLAC
AIG
Prudential
Colonial Life

- h. **Treasurer** – Lauren Read
- i. **IPM (Integrated Pest Management) Coordinator** – Gary O’Shea

Motion: Nominating _____ representing the Lower Township Board of Education as the Delegate to the New Jersey School Boards Assembly.

Motion: _____ **Second:** _____

Discussion:

Vote:

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

Motion: Nominating _____ representing the Lower Township Board of Education as the Alternate Delegate to the New Jersey School Boards Assembly:

Motion: _____ **Second:** _____

Discussion:

Vote:

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

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2.

"BANK DEPOSITORIES and DIRECT DEPOSIT"

RESOLVED, that as "Sturdy Bank", "NJARM", "The Bank of New York", "First Hope Bank" (Lease) and Sterling National Bank {ESIP} depositories for any and all monies that will be credited from time to time for any and all debt service;

AND, as the above stated bank is the paying agent for such debt service when due;

THEREFORE, BE IT RESOLVED, that an account in the name of this Board be kept with the "Sturdy Bank", "The Depository Trust Co.", "First Hope Bank" (Lease) and "Sterling National Bank {ESIP}" for the deposit in said bank to the credit of this Board from time to time, of any and all monies for said debt service;

RESOLVED, that the Cash Management Plan presented by Sturdy Bank, be approved for the Sweep Account and the Unemployment Trust Money Market Account, as provided in Board Policy #3300;

RESOLVED, that the following accounts titled, as listed below, in the name of the Board of Education, be kept with the Sturdy Bank for the deposit in said bank, to the credit of the Board from time to time, of any/all monies, checks, drafts, notes, acceptances or other evidence of indebtedness, whether belonging to the Board or otherwise, which may be or hereafter come into its possession, and that the said bank be and is hereby authorized to make payment from the funds on deposit with it open and according to the checks, drafts, notes, or acceptances of this Board signed, effective July 1, 2018.

RESOLVED, in accordance with P.L. 2013 c. 28, that the Board of Education require mandatory direct deposit for all employees for net pay, effective February 1, 2017, in a specific banking institution, based on information provided by the employee.

"BANK DEPOSITORIES"

TYPE	DESCRIPTION	NUMBER	AUTHORIZE SIGNATURE/TRANSFERS
Checking Sturdy General Acct.	Lower Township Board of Education General Acct.	XXXXX0521	1. Board President or Board Vice President 2. Board Treasurer 3. Board Secretary or Interim Business Administrator
Checking Sturdy Pay Acct.	Lower Township Board of Education Payroll	XXXXX0548	1. Board Treasurer or Board Secretary or Interim Business Administrator
Checking Sturdy Agency Acct.	Lower Township Board of Education Agency Acct.	XXXXX9574	1. Board Treasurer or Board Secretary or Interim Business Administrator
Money Market Sturdy	Lower Township Board of Education	XXXXX0080	1. Board Treasurer or Board Secretary or Interim Business Administrator

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Trust Acct.	Unemployment Trust		
Checking Sturdy Cafeteria Acct.	Lower Township Board of Education Cafeteria Fund	XXXXXX0556	1. Board Secretary or Interim Business Administrator 2. Cafeteria Supervisor
Checking Sturdy Student Activity Acct.	Lower Township Board of Education Student Activity Acct.	XXXXXX6760	1. Board President or Board Vice President 2. Board Treasurer 3. Board Secretary or Interim Business Administrator
Checking Sturdy	Bond Proceeds	XXXXXX2696	1. Board President or Board Vice President 2. Board Treasurer 3. Board Secretary or Interim Business Administrator
Checking Day Care Operations	Lower Township Board of Education Day Care Operations	XXXXXX3805	1. Board President or Board Vice President 2. Board Treasurer 3. Board Secretary or Interim Business Administrator
Checking Sturdy	Bond Funded Acct.	XXXXXX7799	1. Board President or Board Vice President 2. Board Treasurer 3. Board Secretary or Interim Business Administrator
Investment Acct. NJARM	Bond Proceeds	XXXXXX300	1. Board Secretary or Interim Business Administrator

3.

**"PETTY CASH FUND - NEW JERSEY RIGHT TO KNOW/OPRA COPY COST -
BOARD OFFICE"**

WHEREAS, THE LOWER TOWNSHIP BOARD OF EDUCATION, has the need to make immediate payments for delivered items of small purchases and provide copies to the public, as requested;

WHEREAS, THE LOWER TOWNSHIP BOARD OF EDUCATION, maintains a cash on hand, not to exceed \$1,300 (\$500 – Board Office/\$200 Each School);

WHEREAS, all funds will be returned to the current expense budget on June 30, 2023;

THEREFORE, BE IT RESOLVED, that the Board Secretary be responsible for petty cash funds established for the 2023-2024 school year, or until the next Reorganization Meeting;

ALSO, THEREFORE BE IT RESOLVED, that the fees for documentation of New Jersey Right To Know and all Open Public Records Act documents, be consistent with law and Board Policy.

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4.

"UNEMPLOYMENT CLAIMS AND CHARGES 2023-24"

WHEREAS, THE LOWER TOWNSHIP BOARD OF EDUCATION, has the need to transfer funds for unemployment claims and charges;

WHEREAS, the payments are made from the unemployment trust account;
THEREFORE, BE IT RESOLVED, that transfer funds for unemployment claims and charges are authorized.

5.

"AUTHORIZATION TO ADVERTISE FOR BIDS"

WHEREAS, THE LOWER TOWNSHIP BOARD OF EDUCATION, has the need to advertise for bids according to the "Public School Contracts Law", N.J.S.A. 18A:18A-3(b) and use contracts issued by the State Cooperative Purchasing Bureau;

WHEREAS, the bid threshold has changed to \$40,000.00, effective July 1, 2015;

WHEREAS, the following purchase areas may be advertised for solicitation of bids or state contract use:

PURCHASE AREAS

- | | |
|--|----------------------------|
| Photocopiers | Equipment Lease Agreement |
| Computer Equipment | Roof Replacement & Repair |
| Custodial Supplies | Buildings & Grounds Repair |
| Maintenance Equipment | Electrical & Plumbing |
| School Supplies | Office Supplies |
| Copier Paper | Audio Visual Equipment |
| Gasoline/Fuel Oil/Natural Gas/Electric | |
| School Transportation Equipment | |
| Asbestos Removal Services | |

THEREFORE, BE IT RESOLVED, that the Board Secretary be authorized to advertise for bids or utilize the State Cooperative Purchasing Bureau, according to the Public School Contracts Law using the \$44,000.00 bid limit.

MOTION ON FINANCE REORGANIZATION #1-#5

Motion: _____ **Second:** _____

Discussion:

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Vote:

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

MOTION TO ADJOURN REORGANIZATION MEETING

Motion: _____ **Second:** _____

Vote:

All in Favor ___ Opposed ___

MOTION TO CONVENE REGULAR MEETING

Motion: _____ **Second:** _____

Vote:

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

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} Interim School Business Administrator:
- D} Presentations:
- E} Committee Reports:
 - Building and Grounds Committee
 - Curriculum Committee

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Finance Committee
F} Board Comment:

2} APPROVAL OF MINUTES:
November 22, 2022
Regular Meeting & Executive Meeting

Motion: _____ **Second:** _____

Discussion:

Vote:

Monica DiVito
Lindsey Selby
Joseph Thomas
Lauren Randle
Jonathan Vile
Lauren Cox
Michael Mader
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.

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 **October 31, 2022**, 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: November 23, 2022 - December 23, 2022 {Backup R-3}

R-3 Approval of Bill List: November 23, 2022 - December 22, 2022 {Backup R-4}

R-4 Approval of Cafeteria Report: None

R-5 Approval of Travel: None

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P. Personnel:

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

SUBSTITUTE TEACHERS

Macie Kramer, Molly Thompson, Robert Munizza, Lauren Foti, Susan Roselli

SUBSTITUTE CLASSROOM AIDES

Molly Thompson, Lauren Foti, Lauren Tomes, Shea Bonner

SUBSTITUTE DAY CARE AIDES

Hannah Newby, Anna Gagnon

SUBSTITUTE CAFETERIA AIDE

Hannah Newby

SUBSTITUTE BUS AIDES

Hannah Newby, Tonya Wise

- 2. On the recommendation of the Superintendent, the Lower Township Board of Education approve Mia Romaine as Music Teacher at the Sandman Consolidated School and Carl T. Mitnick School, effective January 1, 2023 to June 30, 2023, pending receipt of required documentation. (Backup P-2)
- 3. On the recommendation of the Superintendent, the Lower Township Board of Education approved Jessica Donohue as Mentor for Mia Romaine, Music Teacher at Sandman Consolidated School and Carl T. Mitnick School, for the remainder of the 2022-2023 school year.
- 4. On the recommendation of the Superintendent, that the Lower Township Board of Education approve the following:

<u>Employee #</u>	<u>Position</u>	<u>Effective Dates</u>
4429	Food Service	11/4/2022 - 12/5/2022 - Non-FMLA 12/6/2022 - 1/6/2023 - FMLA

- 5. On the recommendation of the Superintendent, that the Lower Township Board of Education accept, with regret, the retirement of Eileen Oleksiak-Hall, Third Grade Teacher at the Maud Abrams School, effective July 1, 2023. (Backup P-5)

H. Harassment, Intimidation & Bullying:

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

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L. Legislative and Internal Policies:

1. On the recommendation of the Superintendent, that the Lower Township Board of Education approve the School Safety and Security Plan Annual Review Statement of Assurance. (Backup L-1)

E. Education: None

F Finance and Insurance:

1. On the recommendation of the Assistant Business Administrator, that the Lower Township Board of Education approved the Contract for Services Agreement with Environmental Rating Scales Institute (ERSI) for reliability training (proprietary) on the Early Childhood Environmental Rating System (ECERS-3) for district Pre-K program in the amount of \$14,000. (Backup F-1)
2. On the recommendation of the Assistant Business Administrator, that the Lower Township Board of Education approve the Transportation Jointure with Millville Elementary School District for a displaced student (AM) effective 11/17/2022 (131 days) for \$15,720. (Backup To Be Supplied)
3. On the recommendation of the Assistant Business Administrator, that the Lower Township Board of Education approve the changes to the Charge Lunch Policy concerning negative balance letter/alternative meal per NJ Department of Agriculture. (Backup F-3)
4. On the recommendation of the Assistant Business Administrator, that the Lower Township Board of Education approve the renewal of membership for the ACCASBO JIF for a three-year term effective July 1, 2023. (Backup F-4)
5. On the recommendation of the Assistant Business Administrator, that the Lower Township Board of Education approve the sale of a school bus (VIN#1BANK FCPH4AF269941) on GovDeals.com. (Backup F-5)
6. On the recommendation of the Assistant Business Administrator, that the Lower Township Board of Education approve Square K Energy Solutions to obtain utility incentives and/or rebates which may qualify for our HVAC projects. (Backup F-6)

MOTION ON CONSENT AGENDA ON ALL MOTIONS LISTED BELOW:

Routine Matters: R-1 to R-5

Personnel: P-1 to P-5

Harassment, Intimidation & Bullying: H-1

Legislative and Internal Policies: L-1

Education: None

Finance: F-1 to F-6

Motion: _____ Second: _____

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Discussion:

Vote:

Monica DiVito
Lindsey Selby
Joseph Thomas
Lauren Randle
Jonathan Vile
Lauren Cox
Michael Mader
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: January 24, 2023 @ 6:30 pm
- B}** Emergency Drill: Notification Communication Tests - 12/14/22 - 12/16/22
- C}** Fire Drills: 12/2/22 - Maud Abrams School; 12/8/22 - Mitnick School;
12/9/22 - Memorial School; 12/21/22 - Sandman School

8} EXECUTIVE SESSION:

H.I.B.: 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; H.I.B. Mitnick #4 2022-2023

Personnel: Employee #5173

Other Matters: Open Board Seat/Possible Candidates

Motion: _____ **Second:** _____

Discussion:

Vote:

All in Favor: _____

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9} ADJOURNMENT

MOTION TO ADJOURN THE MEETING

Motion: _____ **Second:** _____

All in Favor: _____

Time: _____

**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 X 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 3, 2023 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

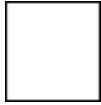
to any specific individual admitted to or served by such institution or program, including but not limited to information relative to the individual's personal and family circumstances, and any material pertaining to admission, discharge, treatment, progress or condition of any individual, unless the individual concerned (or, in the case of a minor or incompetent, his guardian) shall request in writing that the same be disclosed publicly." _ H.I.B. Maud Abrams #5 2022-2023; H.I.B. Maud Abrams #6 2022-2023; H.I.B Sandman #7 2022-2023; H.I.B. Sandman #8 2022-2023; H.I.B. Mitnick #3 2022-2023; and H.I.B. Mitnick #4 2022-2023

"(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"

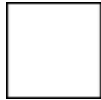
"(5) Any matter involving the purchase lease or acquisition of real property with public funds, the setting of bank rates or investment of public funds where it could adversely affect the public interest if discussion of such matters were disclosed." The nature of the matter, described as specifically 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'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: Personnel Matters: Employee #5173



“(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:



“(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)

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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.