

**LOWER TOWNSHIP BOARD OF EDUCATION  
AGENDA  
REORGANIZATION MEETING  
JANUARY 3, 2024**

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:**

Lindsey Selby  
Joseph Thomas  
Lauren Randle  
Jonathan Vile  
Lauren Cox  
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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1. Board Secretary will administer the Oath of Office to elected and re-elected Board Members:

**Three Year Term**

Gary Douglass  
Joseph Thomas  
Cynthia Baldacchini

2. **Election of the President and Vice-President**

**Election of the President**

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, 2024 until the next Reorganization Meeting in 2025.

**Election of the Vice President**

The Board President will conduct the nomination of the Vice President.

**Code of Ethics**

In accordance with N.J.S.A. 18A:12-24.1 every Board member will abide by the following Code of Ethics. The Board members will:

1. Uphold and enforce all laws, rules and regulations of the State Board of Education and court orders pertaining to schools. Desired changes shall be brought about only through legal and ethical procedures.
2. Make decisions in terms of the educational welfare of children and seek to develop and maintain public schools that meet the individual needs of all children regardless of their ability, race, creed, sex, or social standing.
3. Confine his/her Board action to policy making, planning and appraisal, and help to frame policies and plans only after the Board has consulted those who will be affected by them.
4. Carry out his/her responsibility not to administer the schools, but together with fellow Board members, insure they are well run.

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5. Recognize that authority rests with the Board of Education and make no personal promises nor take any private action that may compromise the Board.
  6. Refuse to surrender his/her independent judgment to special interest or partisan political groups or to use the schools for personal gain or for the gain of friends.
  7. Hold confidential all matters pertaining to the schools, which, if disclosed, would needlessly injure individuals, or the schools. In all other matters, he/she will provide accurate information and, in concert with fellow Board members, interpret to the staff the aspirations of the community for its school.
  8. Vote to appoint the best-qualified personnel available after consideration of the recommendation of the chief administrative officer.
  9. Support and protect school personnel in proper performance of their duties.
  10. Refer all complaints to the chief administrative officer and act on the complaints at public meetings only after failure of an administrative solution.
3. 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, 2024 until the Reorganization Meeting 2025, as listed below;
  - a. **Board Secretary & Records Custodian** – Patricia Ryan
  - b. **ESEA Coordinator** – Sarah Bowman
  - c. **Homeless Liaison/DC&P Coordinator** – Julia Sangillo
  - d. **Public Agency Compliance Officer (P.A.C.O.)** – Patricia Ryan
  - 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
    - Sturdy Financial Services
    - AFLAC
    - AIG
    - Prudential
    - Colonial Life

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- 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:**

Lindsey Selby  
Joseph Thomas  
Lauren Randle  
Jonathan Vile  
Lauren Cox  
Cynthia Baldacchini  
Monica DiVito  
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:**

Lindsey Selby  
Joseph Thomas  
Lauren Randle  
Jonathan Vile  
Lauren Cox  
Cynthia Baldacchini  
Monica DiVito  
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"**

<b>TYPE</b>	<b>DESCRIPTION</b>	<b>NUMBER</b>	<b>AUTHORIZE SIGNATURE/TRANSFERS</b>
Checking Sturdy General Acct.	Lower Township Board of Education General Acct.	XXXXXX0521	1. Board President or Board Vice President 2. Board Treasurer 3. Board Secretary or Business Administrator
Checking Sturdy Pay Acct.	Lower Township Board of Education Payroll	XXXXXX0548	1. Board Treasurer or Board Secretary or Business Administrator
Checking Sturdy Agency Acct.	Lower Township Board of Education Agency Acct.	XXXXXX9574	1. Board Treasurer or Board Secretary or Business Administrator
Money Market Sturdy Trust Acct.	Lower Township Board of Education Unemployment Trust	XXXXXX0080	1. Board Treasurer or Board Secretary or Business Administrator

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Checking Sturdy Cafeteria Acct.	Lower Township Board of Education Cafeteria Fund	XXXXX0556	1. Board Secretary or Business Administrator 2. Cafeteria Supervisor
Checking Sturdy Student Activity Acct.	Lower Township Board of Education Student Activity Acct.	XXXXX6760	1. Board President or Board Vice President 2. Board Treasurer 3. Board Secretary or Business Administrator
Checking Sturdy	Bond Proceeds	XXXXX2696	1. Board President or Board Vice President 2. Board Treasurer 3. Board Secretary or Business Administrator
Checking Day Care Operations	Lower Township Board of Education Day Care Operations	XXXXX3805	1. Board President or Board Vice President 2. Board Treasurer 3. Board Secretary or Business Administrator
Checking Sturdy	Bond Funded Acct.	XXXXX7799	1. Board President or Board Vice President 2. Board Treasurer 3. Board Secretary or Business Administrator
Investment Acct. NJARM	Bond Proceeds	XXXXX300	1. Board Secretary or 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, 2024;

**THEREFORE, BE IT RESOLVED,** that the Board Secretary be responsible for petty cash funds established for the 2024-2025 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 2024-25"**

**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 \$44,000.00, effective July 1, 2020;

**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:**

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

**MOTION TO ADJOURN REORGANIZATION MEETING**

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

**Vote:**

All in Favor \_\_\_ Opposed \_\_\_

**MOTION TO CONVENE REGULAR MEETING**

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

**Vote:**

Lindsey Selby  
Joseph Thomas  
Lauren Randle  
Jonathan Vile  
Lauren Cox  
Cynthia Baldacchini  
Monica DiVito  
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}** School Business Administrator:
- D}** Presentations:
- E}** Committee Reports:
  - Building and Grounds Committee
  - Curriculum Committee



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- Finance Committee
- F} Discussion of Level 3 Grievance
- G} Board Comment:
- 2} **APPROVAL OF MINUTES:**  
December 6, 2023  
Regular Meeting & Executive Meeting

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

**Discussion:**

**Vote:**

- Lindsey Selby
- Joseph Thomas
- Lauren Randle
- Jonathan Vile
- Lauren Cox
- Cynthia Baldacchini
- 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.*

*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:** None

**R-2 Approval of Transfers:** None

**R-3 Approval of Bill List:** December 6, 2023 - January 3, 2024 {Backup R-4}

**R-4 Approval of Cafeteria Report:** None

**R-5 Approval of Travel:** None

**P. Personnel:**

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

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**SUBSTITUTE TEACHER**

Alexandra Day, Margaret Oleksiak

**SUBSTITUTE CLASSROOM AIDES**

Alexandra Day, Dianne Vitale, Margaret Amenhauser

**SUBSTITUTE FOOD SERVICE WORKERS**

Dianne Vitale, Margaret Amenhauser

**SUBSTITUTE BUS AIDE**

Cindy Torres, Collette Potter

**SUBSTITUTE BUS DRIVER**

Edward Miller

2. On the recommendation of the Superintendent, the Lower Township Board of Education accept, with regret, the retirement of Kelly Hewitt, Supervisor of Transportation, effective April 1, 2023. (Backup P-2)
  3. On the recommendation of the Superintendent, that the Lower Township Board of Education accept, with regret, the retirement of Sharon Hickok, 2nd Grade Teacher at the Carl T. Mitnick School, effective July 1, 2023. (Backup P-3)
  4. On the recommendation of the Superintendent, that the Lower Township Board of Education approve the intermittent FMLA for Employee #4319, effective 1/2/24 to 6/2/24.
  5. On the recommendation of the Superintendent, that the Lower Township Board of Education approve Diana Stevenson as Temporary 1st Grade Teacher at the Carl T. Mitnick School, effective 1/2/24 to 6/2/24. (Backup P-5)
  6. On the recommendation of the Superintendent, that the Lower Township Board of Education approve Donna McAteer as Temporary 1st Grade Teacher at the Carl T. Mitnick School, effective 2/12/24 to 6/13/24. (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 School #1 2023-24. (Backup H-1)
- L. Legislative and Internal Policies: None**
- E. Education: None**

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**F. Finance and Insurance:**

- 1. On the recommendation of the School Business Administrator, that the Lower Township Board of Education to accept the Title I Carryover funds in the amount of \$7,394, to be spent in FY2024.
- 2. On the recommendation of the School Business Administrator, that the Lower Township Board of Education to approve Patricia Ryan, Board Secretary/School Business Administrator as the Qualified Purchasing Agent (QPA) for the district. (Backup F-2)

**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: F-1 to F-2**

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

**Discussion:**

**Vote:**

- Lindsey Selby
- Joseph Thomas
- Lauren Randle
- Jonathan Vile
- Lauren Cox
- Cynthia Baldacchini
- Monica DiVito
- 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, 2024
- B}** Emergency Drill: Notification Communication Tests - 12/15/23 - 12/20/23
- C}** Fire Drills: 12/4 - Mitnick; 12/13 - Maud Abrams; 12/15 - Sandman and Memorial

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**8} EXECUTIVE SESSION:**

Personnel: Employee #5659

Other Matters: Discuss Replacement Board Member for Open Seat  
H.I.B. Maud Abrams School #3 2023-2024

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

**Discussion:**

**Vote:**

**All in Favor:**\_\_\_\_\_

**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 1 issue 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, 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 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 #3 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"**

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**"(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 \_\_\_\_\_

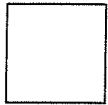
**"(6) Any tactics and techniques utilized in protecting the safety and property of the public provided that their disclosure could impair such protection. Any investigations of violations or possible violations of the law."** The nature of the matter, described as specifically as possible without undermining 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:

**"(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**

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**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 Matter: Employee #5659



**“(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.