

**LOWER TOWNSHIP BOARD OF EDUCATION  
MINUTES  
WORK SESSION AND REGULAR MEETING  
NOVEMBER 22, 2022**

Call to Order:

**Work Session:** Started at 6:00 p.m.

**Work Session Meeting:**

**Roll Call:**

**Present:**

Monica DiVito

Sally Yerk

Lindsey Selby

Charles Utsch

Joseph Thomas

Michael Mader

Gary Douglass

**Absent:**

Nichole Koch

**Also in Attendance:**

Jeff Samaniego, Superintendent

Frank Onorato, Interim School Business Administrator

Patricia Ryan, Board Secretary

**Board Discussion on Agenda Items:**

Mr. Mader questioned if Motion F-2 was a yearly expense. Mr. Samaniego responded that it was but the district will not be renewing it next year.

Mr. Mader questioned Motion L-2 on the correct number of Pre-K 3 year olds listed seemed too low.

Mrs. DiVito inquired about the language in the HIB policy. Mr. Samaniego will look into this for her.

**Board Discussion on Non-Agenda Items:**

Mrs. DiVito discussed the exit interview policy and that templates are available on Strauss Esmay.

The Board discussed the open seat due Mrs. Smith's resignation. Board Secretary was advised to advertise for the open seat and interested candidates will email a letter of interest to the Board Secretary directly. Candidates will be discussed at the Reorganization Meeting in January.

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Mr. Samaniego discussed the district's reading goals and the challenges resulting from Covid in grades 3<sup>rd</sup> through 5<sup>th</sup>.

Mr. Douglass discussed the possibility of changing the board meeting dates to the third Thursday of the month at 6:30pm.

**EXECUTIVE SESSION: Commenced at 7:08 pm**

H.I.B. Sandman #6 2022-2023; H.I.B. Maud Abrams #4 2022-2023

Personnel Matters- Employees #5173 and #5530

Other matters discussed

**Motion: Yerk      Second: Mader**

**Discussion: None**

**All in Voted in Favor**

**Motion to return to Regular Meeting:**

**Motion: Thomas      Second: Mader**

**All in Voted in Favor**

**Regular Meeting: Meeting commenced at 7:15 pm**

**Roll Call:**

**Present:**

Monica DiVito

Sally Yerk

Lindsey Selby

Charles Utsch

Joseph Thomas

Michael Mader

Gary Douglass

**Absent:**

Nichole Koch

**Also in Attendance:**

Jeff Samaniego, Superintendent

Frank Onorato, Interim School Business Administrator

Patricia Ryan, Board Secretary

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**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.

**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: Mr. Douglass congratulated the newly elected board members and he also addressed those board members leaving their seats.

**B}** Superintendent: Mr. Samaniego discussed the success of the district's Halloween parades. Mr. Samaniego informed the board of the safety observations by the state at the Sandman Consolidated and Maud Abrams schools and the updates that were

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recommended. In addition, the Maud Abrams new playground has been installed and will open within the week. Mr. Samaniego congratulated all the new board members and thanked Mrs. Yerk, Mrs. Koch and Mr. Utsch for their service.

**C}** Interim School Business Administrator: None

**D}** Presentations: None

**E}** **Committee Reports:**

Building and Grounds Committee: None

Curriculum Committee: None

Finance Committee: None

**F}** Board Comment: None

**2}** **APPROVAL OF MINUTES:**

October 18, 2022

Regular Meeting & Executive Meeting

**Motion: Mader      Second: Utsch**

**Discussion: None**

**Voting Yes:**

Sally Yerk

Lindsey Selby

Charles Utsch

Joseph Thomas

Michael Mader

Gary Douglass

**Abstained:**

Monica DiVito

**Absent:**

Nicole Koch

**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 without the block.

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**Public Comment: None**

**R. Routine Matters**

**R-1 Approval of Financial Statements:** Secretary's and custodian's reports for September 30, 2022 reports, 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). {Backup R-1}

**R-2 Approval of Transfers: October 18, 2022 - November 22, 2022** {Backup R-2}

**R-3 Approval of Bill List: October 18, 2022 - November 22, 2022** {Backup R-3}

**R-4 Approval of Cafeteria Report: November 2022** {Backup R-4}

**R-5 Approval of Travel: October 2022** {Backup R-5}

**P. Personnel:**

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

**SUBSTITUTE TEACHERS**

*Keara Sorenson, Jessica Collins, Frank DeRose, Taylor Modesto,  
Katherine Beane-Fox, Beth Cisero, Alicia Montgomery*

**SUBSTITUTE PARAPROFESSIONAL**

*Brittany Sturgeon-Miller, Katherine Beane-Fox*

**SUBSTITUTE NURSE**

*Denise Petro*

**SUBSTITUTE BUS AIDE**

*Anne Kinlen*

**SUBSTITUTE CAFETERIA AIDES**

*June Buthy, Lori Bedell, Louise Marshall, Beth Cisero*

**SUBSTITUTE CLASSROOM AIDE**

*Brittany Sturgeon-Miller, Emma Golden, Lori Bedell, Louise Marshall,  
Katherine Beane-Fox, Anne Kinlen, Beth Cisero*

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**SUBSTITUTE DAY CARE AIDE**

*Beth Cisero, Bailey Brunell*

2. On the recommendation of the Superintendent, that the Lower Township Board of Education accept, with regret, the resignation of Jennifer Camillo, Music Teacher at the Sandman Consolidated School, effective December 16, 2022. (Backup P-2)
3. On the recommendation of the Superintendent, that the Lower Township Board of Education approve the following Leave of Absences:

<b><u>EMPLOYEE</u></b>	<b><u>POSITION</u></b>	<b><u>EFFECTIVE DATES</u></b>
4645	Instructional Aide	12/12/2022 - 12/23/2022
4848	Teacher	1/17/2023 - 4/6/2023 (FMLA)
4724	Teacher	2/16/2023 - 6/16/2023 (FMLA)
5822	Teacher	2/21/2023 - 6/16/2023 (FMLA)
5308	Teacher	2/21/2023 - 3/10/2023 (FMLA) 9/5/2023 - 10/3/2023 (FMLA)
5450	Teacher	2/21/2023 - 6/12/2023 (FMLA)
5202	Teacher	3/13/2023 - 9/5/2023 (FMLA)

4. On the recommendation of the Superintendent, that the Lower Township Board of Education approve Diana Stevenson for the following MLOA positions:

10/31/22 - 11/4/22    Transitioning with Employee #5514  
11/14/22 - 11/23/22    Transitioning with Employee #4343  
11/28/22 - 1/20/23    Covering for Employee #4343  
1/23/23 - 6/16/23    Covering for Employee #5822

5. On the recommendation of the Superintendent, that the Lower Township Board of Education accept, with regret, the retirement of Joann Sturm, Computer Technician in the District, effective June 30, 2023. (Backup P-5)
6. On the recommendation of the Assistant Business Administrator, that the Lower Township Board of Education authorize Mr. Samaniego, Superintendent, to hire a music teacher, prior to the next board meeting.

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7. On the recommendation of the Superintendent, that the Lower Township Board of Education approve Kimberly Brooks as Administrative Assistant for Day Care, in the district, effective November 23, 2022. (Backup P-7)
  8. On the recommendation of the Superintendent, that the Lower Township Board of Education accept the resignation of Herbert Chambers, Assistant Bus Mechanic, effective December 22, 2022. (Backup P-8)
  9. On the recommendation of the Superintendent, that the Lower Township Board of Education accept, with regret, the retirement of Patricia O'Shea, Preschool Teacher effective June 30, 2023. (Backup P-9)
- H. Harassment, Intimidation & Bullying:**
1. The Board affirms the actions taken by the Superintendent and the School Safety Teams, for H.I.B. Sandman #3 2022-2023; H.I.B. Sandman #4 2022-2023; H.I.B. Sandman #5 2022-2023; H.I.B. Maud Abrams #2 2022-2023; H.I.B. Maud Abrams #3 2022-2023; H.I.B. Mitnick #1 2022-2023; and H.I.B. Mitnick #2 2022-2023. (Backup H-1)
- L. Legislative and Internal Policies:**
1. On the recommendation of the Superintendent, that the Lower Township Board of Education approve the 3-Year Preschool Operational Plan for the 2023-2026 school year. (Backup L-1)
  2. On the recommendation of the Superintendent, that the Lower Township Board of Education approve the submission of the districts Preschool Enrollment Projections for the 2023-2024 school year to the department of education. (Backup L-2)
- E. Education:** None.
- F. Finance and Insurance:**
1. On the recommendation of the Assistant School Business Administrator, that the Lower Township Board of Education approve Interlocal Joint Transportation Agreement with Cumberland County Schools to transport student N.A. to DCF Regional School District from July 1, 2022 through June 30, 2024. (Backup F-1)

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2. On the recommendation of the Assistant School Business Administrator, that the Lower Township Board of Education approve the district to participate in the NJ Consortia of Excellence Through Equity for an annual cost of \$2,175.58. (Backup F-2)
3. On the recommendation of the Superintendent, that the Lower Township Board of Education approve the Three-Year (2021-2022, 2022-2023, 2023-2024) Facility Maintenance Plan (M-1), as submitted. (Backup F-3)
4. On the recommendation of the Assistant School Business Administrator, that the Lower Township Board of Education approve the sale of used district truck (VIN#1GCFC24M9WZ254952) on Govdeals.com. (Backup F-4)
5. On the recommendation of the Assistant School Business Administrator, that the Lower Township Board of Education authorize the payment of bills and transfers between accounts between the November and January meetings, and said payments will be reported at the January 3, 2023 Reorganization Meeting.
6. On the recommendation of the Assistant School Business Administrator, that the Lower Township Board of Education adopt the 2023-2024 Budget Calendar. (Backup F-6)
7. On the recommendation of the Assistant School Business Administrator, that the Lower Township Board of Education to authorize the submittal of the 2023-2024 PEA Grant Application, including the Budget Worksheet.
8. On the recommendation of the Assistant School Business Administrator, that the Lower Township Board of Education to authorize the service contract with the New Jersey Commission for the Blind and Visually Impaired for 2022-23 school year. (Backup F-8)
9. On the recommendation of the Assistant School Business Administrator, that the Lower Township Board of Education to approve the Health and Safety Evaluation of School Buildings Checklist/Statement of Assurance for 2022-23 school year. (Backup F-9)



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**MOTION ON CONSENT AGENDA ON ALL MOTIONS LISTED BELOW:**

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

**Personnel: P-1 to P-9**

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

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

**Education: None**

**Finance and Insurance: F-1 to F-9**

**Motion: Yerk      Second: Mader**

**Discussion: None**

**Voting Yes:**

Monica DiVito- Abstained from motion H-1

Sally Yerk

Lindsey Selby

Charles Utsch

Joseph Thomas

Michael Mader- No to motion F-2

Gary Douglass

**Absent**

Nichole Koch

**4}    NON-CONSENT AGENDA: None**

**5}    EXECUTIVE SESSION: None**

**6}    OLD/NEW BUSINESS:**

Mr. Douglass announced that the open board seat will be advertised. A letter of interest is required from interested candidates.

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

Mrs. Salerno from Rio Grande wanted to thank Mr. Utsch and Mrs. Yerk for all of their service to the district and congratulated all new board members. Mrs. Salerno congratulated Deb Young for receiving the Cape May County Support Professional of the Year.

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**8} GOOD OF THE ORDER:**

**A} Next Board Meeting** - Reorganization Meeting/Regular Meeting: January 3, 2023

**B} Fire Drills:** 11/3/2022- Maud Abrams School; 11/23/2022 -Sandman School;  
11/4/2022- Mitnick School; 11/22/2022- Memorial School

**Monthly Emergency Drill:** 11/16/22 - Lockdown

**C} Bus Evacuation Drills:** 10/5/22 - CMCSSS; 10/17/22 - Sandman School;  
10/18/22 - Maud Abrams School; 10/19/22 - Mitnick School; 10/20/22 - Memorial  
School

**D} November 8, 2022 Board of Education Election Results:**

Lauren Randle

Jonathan Vile

Lauren Cox

**9} ADJOURNMENT:**

**MOTION TO ADJOURN THE MEETING**

**Motion:** Mader      **Second:** Yerk

**Discussion:** None

**All Voted in Favor:**

**Time:** 7:38 pm

Respectfully submitted:



Patricia A. Ryan

Assistant School Business Administrator/Board Secretary

**LOWER TOWNSHIP BOARD OF EDUCATION  
MINUTES  
EXECUTIVE SESSION  
NOVEMBER 22, 2022**

Meeting was called to order at 7:08 pm.

**Members Present:**

Monica DiVito  
Sally Yerk  
Lindsey Selby  
Charles Utsch  
Joseph Thomas  
Michael Mader  
Gary Douglass

**Absent:**

Nichole Koch

**Also in Attendance:**

Jeff Samaniego, Superintendent  
Frank Onorato, Interim School Business Administrator  
Patricia Ryan, Board Secretary

**EXECUTIVE SESSION:**

Board decided to remove the word "regret" from all future resignation board agenda motions effective January 1, 2023.

H.I.B. Sandman #6 2022-2023- Mr. Samaniego reviewed the issues relative to this HIB and it was not considered a HIB.

H.I.B. Maud Abrams #4 2022-2023- Mr. Samaniego reviewed the issues relative to this HIB and it was considered a HIB and reported as such.

**Personnel Matters-** Employees #5173 and #5530

Mr. Samaniego discussed with board members the psychological evaluation, with recommendations, concerning Employee #5173.

Mr. Samaniego discussed the unprofessional behavior by Employee# 5530. Need further discussion with board attorney.

This session concluded at 7:15 pm.

Respectfully submitted,

A handwritten signature in cursive script that reads "Patricia A. Ryan". The signature is written in black ink and is positioned above the typed name and title.

Patricia A. Ryan  
Assistant 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   2   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 November 22, 2022 at  7:08  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 #4 2022-2023; H.I.B. H.I.B. Sandman #6 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, 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: Employees #5173 and #5530

**"(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)

**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.