

**LOWER TOWNSHIP ELEMENTARY SCHOOL DISTRICT
MINUTES
WORK SESSION AND REGULAR MEETING
NOVEMBER 24, 2020**

Call to Order: The meeting was called to order at 6:30 pm by Mr. Douglass and announced as a virtual meeting.

Work Session: {Starts at 6:30 p.m.}

Work Session Meeting:

Roll Call:

Board Members Present:

Monica DiVito
Nichole Koch
Steve Lewis
Michael Mader
Charles Utsch
Jonathan Vile
Sally Yerik
Patricia Smith
Gary Douglass

Also in Attendance:

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

Agenda Items: There was general discussion on the agenda items. Also, the Superintendent discussed the recent school going virtual.

Regular Meeting: Mr. Douglass called the regular meeting to order at 6:45 pm.

Roll Call:

Board Members Present:

Monica DiVito
Nichole Koch
Steve Lewis
Michael Mader
Charles Utsch
Jonathan Vile
Sally Yerik
Patricia Smith
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, 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:

October 27, 2020
Work Session & Regular Meeting
Executive Session

Motion: Divito Second: Mader

Discussion: None

Voting Yes:

Monica DiVito
Nichole Koch
Steve Lewis

Michael Mader
Charles Utsch
Jonathan Vile
Sally Yerik
Patricia Smith
Gary Douglass

2} REPORTS:

- A} Board President:
- B} Superintendent: Mr. Samaniego reported on the events since the last board meeting as well as the decision leading to the decision to have school virtual.
- C} School Business Administrator: Mr. Hansen mentioned the motions on the contract approval.

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 **October 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: October 27, 2020 – November 24, 2020{Backup R-2}

R-3 Approval of Bill List: October 27, 2020 – November 24, 2020{Backup R-3}

R-4 Approval of Cafeteria Report: October, 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)

SUBSTITUTES NEEDING MORE DOCUMENTATION

Substitute Teachers/Instructional Aides

Bethany Castellucci, Alyssa Francesco

Substitute Nurse

Meaghan Mahana

Substitute Day Care Aide

Jamie West

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>
5173	Teacher	10/26/20 -12/7/20

FAMILIES FIRST CORONA VIRUS RESPONSE ACT {part of FMLA}

<u>Employee #</u>	<u>Position</u>	<u>Reason</u>	<u>Effective Dates</u>
5632	Instructional Aide	Self Quarantine	10/9/20
5547	Transportation	Self Quarantine	10/26/20 – 10/28/20
4662	Secretary	Self Quarantine	10/26/20 – 10/27/20
5566	Custodian	Self Quarantine	10/27/20 – 11/2/20
5448	Teacher	Self Quarantine	10/29/20
4100	Teacher	Self Quarantine	10/29/20 – 11/2/20
4415	Aide	Self Quarantine	11/9/20 – 11/20/20
4455	Secretary	Self Quarantine	11/9/20 – 11/21/20
5393	Aide	Self Quarantine	11/10/20 – 11/20/20
5548	Administration	Self Quarantine	11/10/20 – 11/21/20
5735	Instructional Aide	Self Quarantine	11/10/20 – 11/24/20
5049	Food Service	Self Quarantine	11/11/20 – 11/23/20
5221	Teacher	Self Quarantine	11/12/20
4174	Teacher	Self Quarantine	11/12/20 – 11/13/20
4398	Aide	Self Quarantine	11/12/20 – 11/25/20
5724	Clerk	Self Quarantine	11/13/20 – 11/27/20
4146	Custodian	Self Quarantine	11/16/20 – 11/30/20
5587	Transportation	Self Quarantine	11/17/20 – 11/30/20
4953	Teacher	Self Quarantine	11/16/20 – 11/20/20

3. On the recommendation of the Superintendent and the School Business Administrator, that the Lower Township Board of Education approve the July 1, 2020 to June 30, 2023 Lower Township Elementary Education Association Contract.
4. On the recommendation of the Superintendent and the School Business Administrator, that the Lower Township Board of Education approve the July 1, 2020 to June 30, 2021 Unaffiliated and Administrators salaries increased by 2.95%.
5. On the recommendation of the Superintendent and the School Business Administrator, that the Lower Township Board of Education approve a horizontal salary adjustment for Tricia Ryan, Payroll Supervisor for attaining a Master’s Degree and also the Certificate of Eligibility-School Business Administrator. (Backup P-5)

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 2019-2020 school year. (Backup H-1)

Legislative and Internal Policies:

1. On the recommendation of the Superintendent, that the Lower Township Board of Education approve the second reading for the following revisions to existing or new Policies and Regulations: (Backup L-1)

NUMBER	TYPE	TITLE
1620	Policy	Administrative Employment Contracts
2431	Policy	Athletic Competition
2431.1	Regulation	Emergency Procedures for Sports and Other Athletic Activity
5330.05	Policy & Regulation	Seizure Action Plan
6440	Policy	Cooperative Purchasing
6470.01	Policy & Regulation	Electronic Funds Transfer and Claimant Certification
7440	Policy & Regulation	School District Security
7510	Policy & Regulation	Use of School Facilities
8420	Policy	Emergency and Crisis Situation
8561	Policy	Procurement Procedures for School Nutrition Programs

2. On the recommendation of the Superintendent, that the Lower Township Board of Education approve the 2020-2021 District Performance Review (DPR) being submitted to the New Jersey Department of Education as part of the comprehensive evaluation, Quality School Accountability Continuum (QSAC) Performance Review. (Backup L-2)

E. Education:

1. On the recommendation of the Superintendent, that the Lower Township Board of Education approve the following placement for the 2020-2021 school year: (Backup E-1)

Case #4782-A – Four year old preschool special education student transferred into the district and is continuing placement at the Cape May County Special Services School District at Ocean Academy.

F. Finance:

1. On the recommendation of the School Business Administrator, that the Lower Township Board of Education authorizes the modification to the 2020-2021 ESEA Grant to appropriate the carryover from 2019-2020 and make transfers to said Grant. (Backup F-1)
2. On the recommendation of the School Business Administrator, that the Lower Township Board of Education authorizes the School Business Administrator to pay claims and make transfers between accounts from November 24, 2020 through to the January 5, 2021 Reorganization Meeting and report payments accordingly.
3. On the recommendation of the School Business Administrator, that the Lower Township Board of Education adopts the 2021-2022 Budget Calendar. (Backup F-3)
4. On the recommendation of the Superintendent and the School Business Administrator, that the Lower Township Board of Education approve the submittal of the Security Grant of \$78,329. (Backup F-4)
5. On the recommendation of the School Business Administrator that the Lower Township Board of Education authorize the issuance of a purchase order contract with Tristate, in the appropriate amount of \$130,974.00 for the acquisition of ionizers to be retro-fitted on the HVAC units and chargeable to the Cares Grant. {OMNIA certified Proposal R200401-NJ-308733}

MOTION ON CONSENT AGENDA:

Routine Matters: R-1 to R-5

Personnel: P-1 to P-5

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

Education: E-1

Financial: F-1 to F-5

Motion: Vile Second: Lewis Discussion: None

Voting Yes:

Monica DiVito

Nichole Koch-abstained P3 & P4

Steve Lewis

Michael Mader

Charles Utsch

Jonathan Vile

Sally Yerck-abstained P3 & P4

Patricia Smith-abstained P3 & P4

Gary Douglass-abstained P3 & P4

4} NON-CONSENT AGENDA: None

6} OLD/NEW BUSINESS: The board members thanked Jon Vile for his years of service to the Lower Township School District.

7} OPEN MEETING TO THE PUBLIC: Mr. Chris Rue spoke relative to the hardship of virtual learning and the impact of LTES on a virtual schedule, while LCMR was under a hybrid meeting. The Superintendent and Board acknowledged his comments.

**5} EXECUTIVE SESSION:
HIB SANDMAN #1 2020-2021
Personnel Matters**

Motion: Vile Second: Lewis Discussion: None

All voted in favor:

It was noted that there would be no action taken after the executive session.

8} GOOD OF THE ORDER:

A} Next Board Meeting: Reorganization Meeting – January 5, 2021

B} Fire Drills: 11/10/20 – Sandman & Mitnick & Memorial; 11/17/20 – Maud
Abrams

Emergency Drill: 11/15/20 - Emergency Communication Drills

Bus Evacuation Drills: 10/14/20 – CMCSS School; 10/19/20 – Sandman School;
10/21/20 – Mitnick School; 10/27 – Maud Abrams School and Memorial School

C} Election Results:
Patricia Smith
Gary Douglass
Joseph Thomas

9} ADJOURNMENT:

MOTION TO ADJOURN THE MEETING

Motion: Yerk Second: Vile

All voted in favor:

Time: 7:12 pm

Respectfully submitted,

John J. Hansen

**John J. Hansen
School Business Administrator/Board Secretary**

**LOWER TOWNSHIP ELEMENTARY SCHOOL DISTRICT
MINUTES
EXECUTIVE MEETING
NOVEMBER 24, 2020**

Executive Meeting:

Roll Call:

Board Members Present:

Monica DiVito
Nichole Koch
Steve Lewis
Michael Mader
Charles Utsch
Jonathan Vile
Sally Yerk
Patricia Smith
Gary Douglass

Also in Attendance:

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

Motion: Vile Second: Lewis Discussion: None

All voted in favor:

It was noted that there would be no action taken after the executive session.

HIB SANDMAN #1 2020-2021- Mr. Samaniego discussed the issues on HIB Sandman#1 2020-2021

Personnel Matters-Mr. Hansen informed the board that the district will pay its employees' regularly scheduled work hours during the virtual period between the time in-person teaching to the Christmas Break. In addition, the District will have to visit this after 1/1/2021.

Respectfully submitted,

John J. Hansen

**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 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 24, 2020 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.” HIB SANDMAN #1
2020-2021

“(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:

“(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



“(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.