

**LOWER TOWNSHIP BOARD OF EDUCATION
AGENDA
WORK SESSION AND REGULAR MEETING
DECEMBER 3, 2025**

Call to Order:

Work Session: {Starts at 6:00 p.m.}

Work Session Meeting:

Roll Call:

Cynthia Baldacchini
Lauren Cox
Monica DiVito
James Morris
Lauren Randle
Jonathan Vile
Patricia Smith
Gary Douglass

Also in Attendance:

Van Cathcart, Superintendent
Katie Siciliano, School Business Administrator
Brett Gorman, Board Attorney

Agenda Items:

Board Discussion on Agenda Items

Non-Agenda Items:

2026 - 2027 Calendar

Other Matters:

Motion to enter Executive Session

Motion:_____ **Second:**_____

All In Favor:_____

EXECUTIVE SESSION:

H.I.B. Sandman #3 2025-2026
H.I.B. Maud Abrams #1 2025-2026
Retired Employee Discussion

Other Matters:

Discussion of Board Member Vacancy Candidates
New Board Member Mentor Conversation

Motion to return to Regular Meeting:

Motion:_____ **Second:**_____

All In Favor:_____

December 3, 2025

Regular Meeting: {Starts no earlier than 6:30 pm but no later than 7:15 pm}

Roll Call:

Cynthia Baldacchini
Lauren Cox
Monica DiVito
James Morris
Lauren Randle
Jonathan Vile
Patricia Smith
Gary Douglass

Also in Attendance:

Van Cathcart, Superintendent
Katie Siciliano, 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.

2025-2026 District Goals:

1. The Lower Township Elementary School District will reduce chronic absenteeism across all four schools by a minimum of 3 percentage points by June 2026.
2. By June 2026, the district will complete the onboarding process with eduCLIMBER, with full implementation beginning in the 2026–2027 school year.

2025-2026 Board Goals:

1. Develop an understanding of the proper implementation of Board SMART goals through the stages of adoption, progress monitoring and achievement.
2. Establish Board norms as well as protocols of the roles and responsibilities of the Board and the Superintendent as standards of behavior expected of all Board members in their interactions with each other, the Superintendent, district staff and the community.

December 3, 2025

3. Develop a comprehensive understanding of district assessments used to measure student achievement, resulting in a better understanding of data and to better equip the Board in supporting district educational priorities.

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:**

Finance & Facilities Committee

Personnel & Management Committee

Curriculum & Instruction Committee

F} Board Comment:

2} APPROVAL OF MINUTES:

October 22, 2025

Regular Meeting & Executive Meeting

Motion: _____ **Second:** _____

Discussion:

Vote:

Cynthia Baldacchini

Lauren Cox

Monica DiVito

James Morris

Lauren Randle

Jonathan Vile

Patricia Smith

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 without the block.

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R. Routine Matters

R-1 Approval of Financial Statements:

Secretary's and custodian's reports for **October & November, 2025** 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 22, 2025 - December 3, 2025 {Backup R-2}

R-3 Approval of Bill List: October 22, 2025 - December 3, 2025 {Backup R-3}

R-4 Approval of Cafeteria Report: October 30, 2025 - December 3, 2025 {Backup R-4}

R-5 Approval of Travel: October 2025 {Backup R-5}

P. Personnel:

1. On the recommendation of the Superintendent, that the following substitutes be approved for the the 2025-2026 school year, pending receipt of required documentation: (Backup P-1)

SUBSTITUTES NEEDING MORE DOCUMENTATION

SUBSTITUTE TEACHERS

Cole Barry, Catherine Donia, Shea Bonner, Olivia Lewis

SUBSTITUTE CLASSROOM AIDE

Catherine Donia, Shea Bonner, Milagros Kelly, Amanda Dodd, Christopher Fittipaldi, Sam Lawson, Marguerite Bolton, Lisa Dougherty, Aaliyah Krieg, Kayla Gushue

SUBSTITUTE FOOD SERVICE WORKERS

Sam Lawson, Rachel Downey, Samantha Ogden, Marguerite Bolton, Lisa Dougherty, Kathryn Cluff, Paula Kelly, Kayla Gushue

SUBSTITUTE CAFETERIA AIDES

Rachel Downey, Marguerite Bolton, Lisa Dougherty, Aaliyah Krieg, Paula Kelly

SUBSTITUTE CUSTODIANS

Milagros Kelly, Sherri Rementer, Marguerite Bolton, Johnny Rios, Annmarie Quinn, Jeffrey Gillespie

SUBSTITUTE BUS AIDES

Shea Bonner, Milagros Kelly, Sam Lawson, Wynette Figueroa, Marguerite Bolton, Alyssa Torelli, Aaliyah Krieg, Paula Kelly, Kayla Gushue, Maureen Kersch

DAY CARE AIDES

Milagros Kelly, Amanda Dodd, Sam Lawson, Hannah Christman, Marguerite Bolton, Lisa Dougherty, Alyssa Torelli, Aaliyah Krieg, Angelina Bolton, Paula Kelly

2. On the recommendation of the Superintendent, that the Lower Township Board of Education approve Non-FMLA/FMLA for the following employees:

Employee #

#4681

#5186

Effective Dates

9/12/25 - 12/19/25 FMLA (Intermittent)

10/16/25 - 1/2/26 Non-FMLA

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#5976	11/6/25 - 12/8/25 FMLA
#4481	11/14/25 - 1/31/26 FMLA
#5124	11/28/25 - 1/9/26 FMLA
#5936	1/6/26 - 2/17/26 FMLA
#5202	2/17/25 - 6/15/26 FMLA

3. On the recommendation of the Superintendent, that the Lower Township Board of Education approve the following on-call substitutes as daily part-time staff:

<u>Employee</u>	<u>Position</u>	<u>Effective Date</u>
<i>Donna Perry</i>	<i>Food Service Worker</i>	<i>10/15/25</i>
<i>Jaime Horan</i>	<i>Food Service Worker</i>	<i>12/4/25</i>

4. On the recommendation of the Superintendent, that the Lower Township Board of Education accept, with regret, the retirement of Christina Kelly-Rementer, Bus Driver, effective February 1, 2026. (Backup P-4)
5. On the recommendation of the Superintendent, that the Lower Township Board of Education accept, with regret, the retirement of Anissa Holden, 5th Grade Intervention Teacher at the Sandman Consolidated School, effective June 30, 2025. (Backup P-5)
6. On the recommendation of the Superintendent, that the Lower Township Board of Education approve Ashley Weinberg as Temporary Kindergarten Teacher at the Carl T. Mitnick School at the rate of \$269.85 per diem, effective November 13, 2025 to February 2026. (Backup P-6)
7. On the recommendation of the Superintendent, that the Lower Township Board of Education approve Danielle Murray as a Daily Part-Time Nurse's Clerk at the Sandman Consolidated School, effective October 27, 2025 at the rate of \$19.74 per hr. (Backup P-7)
8. On the recommendation of the Superintendent, that the Lower Township Board of Education accept the resignation of Yifat Karvounis, Daily Part-Time Classroom Aide at Carl T. Mitnick School, effective December 9, 2025. (Backup P-8)
9. On the recommendation of the Superintendent, that the Lower Township Board of Education approve the following Mentor for the 2025-2026 school year:

<u>STAFF</u>	<u>POSITION</u>	<u>MENTOR</u>
Grace McClellan	3rd Gr. Spec. Ed. LLD	Lindsay Davis

10. On the recommendation of the Superintendent, that the Lower Township Board of Education approves Vienna DelConte-Pfetscher, Preschool Teacher at the David C. Douglass Veterans Memorial School for placement of BA+45 on the LTEEA Teachers' Salary Guide, to reflect an increase of credits to her degree, effective September 1, 2025. (Backup P-10)
11. On the recommendation of the Superintendent, that the Lower Township Board of Education approve Darlene Keenan as Head Cook at the Carl T. Mitnick School, effective January 5, 2026 at the rate of \$19.56 per hr. (Backup P-11)

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- 12. On the recommendation of the Superintendent, that the Lower Township Board of Education approve the following transfer:

<u>STAFF</u>	<u>CURRENT POSITION</u>	<u>TRANSFERRED TO</u>
<i>Brittney Delano</i>	<i>Head Cook @ Mitnick</i>	<i>Head Cook @ Sandman</i>

- 13. On the recommendation of the Superintendent, that the Lower Township Board of Education approve the Sidebar Agreement between the Lower Township Education Association and the Lower Township Board of Education effective October 1, 2025. (Backup P-13)

H. Harassment, Intimidation & Bullying:

- 1. The Board affirms the actions taken by the Superintendent and the School Safety Teams, for H.I.B. Sandman #1 2025-2026; H.I.B. Sandman #2 2025-2026. (Backup H-1)

L. Legislative and Internal Policies:

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

<u>NUMBER</u>	<u>TYPE</u>	<u>TITLE</u>
<i>2530</i>	<i>Policy & Regulation</i>	<i>Resource Materials</i>
<i>2535</i>	<i>Policy & Regulation</i>	<i>Library Material</i>
<i>9130</i>	<i>Policy & Regulation</i>	<i>Public Complaints and Grievances</i>

- 2. On the recommendation of the Superintendent, that the Lower Township Board of Education approve the Protocols for Board of Education/Superintendent - Roles and Responsibilities.

E. Education:

- 1. On the recommendation of the Superintendent, the Lower Township Board of Education approve the submission of the Annual Preschool Operational Plan Update to the 2026-2027 3-Year Preschool Operational Plan and the Early Childhood LEA Contact Information. (Backup E-1)

F. Finance and Insurance:

- 1. On the recommendation of the 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 2025-26 school year. (Backup F-1)
- 2. On the recommendation of the School Business Administrator, that the Lower Township Board of Education to accept the Title I, Title IIA, and Title III Carryover funds in the amounts listed below, to be spent in FY2025:

Title I - \$43,445.00
 Title IIA - \$26,490.00
 Title III - \$ 7,874.00

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3. On the recommendation of the School Business Administrator, that the Lower Township Board of Education approve the annual program renewal with Power School for the Student Information System Hosting, Maintenance and Support for the period February 19, 2026 to February 18, 2027 at a total cost of \$20,924.39. (Backup F-3)
4. On the recommendation of the School Business Administrator, that the Lower Township Board of Education approve the Student Internship Agreement between Rowan University and Lower Township Schools for the facilitation of Educator Preparation Programs effective October 27, 2025 through September 30, 2026. (Backup F-4)
5. On the recommendation of the School Business Administrator, that the Lower Township Board of Education approve Katie Siciliano, the new Affirmative Action Officer to complete the Legal One Online Certificate Program for \$500.00. (Backup F-5)
6. On the recommendation of the School Business Administrator, that the Lower Township Board of Education approve the electrical repair proposal from Buck's Electrical Service, Inc. at \$26,979.00 for the Sandman Consolidated School to be funded by the Capital Maintenance and Emergent Project Unclaimed Funding as previously approved by Lower Township Board of Education at the October 22, 2025 meeting. (Backup F-6)
7. On the recommendation of the School Business Administrator, that the Lower Township Board of Education approve the following equipment on GovDeals : (Backup F-7)

Del Latitudes E5440/E6440	Qty 38	\$50.00 (Starting Bid)
Ubiquiti Wireless Access Points	Qty 32	\$50.00 for all
8. On the recommendation of the School Business Administrator, that the Lower Township Board of Education review and confirm the Consulting Agreement with RheThinking Literacy Education to support our teacher's professional development at a cost of \$12,000.00. (Backup F-8)

MOTION ON CONSENT AGENDA ON ALL MOTIONS LISTED BELOW:

Routine Matters: R-1 to R-5

Personnel: P-1 to P-13

Harassment, Intimidation & Bullying: H-1

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

Education: E-1

Finance and Insurance: F-1 to F-8

Motion: _____ Second: _____

Discussion:

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Vote:

Cynthia Baldacchini
Lauren Cox
Monica DiVito
James Morris
Lauren Randle
Jonathan Vile
Patricia Smith
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 OF THE ORDER:

A} Next Board Meeting: January 7, 2026 Reorganization/Regular Meeting

B} Fire Drills: 11/13/25 - Mitnick School; 11/20/25 - Sandman School; 11/21/25 -
Maud Abrams School and Memorial School

Monthly Emergency Drill: 11/14/25 - Shelter-In-Place

8} ADJOURNMENT:

MOTION TO ADJOURN THE MEETING

Motion: _____ **Second:** _____

Discussion:

All in favor: _____

Time: _____

F.Y.I

1. Attendance/Enrollment
 2. Sandman School Reports
 3. Maud Abrams School Reports
 4. Mitnick School Reports
 5. Memorial School Reports.
 6. Supervisor of Special Services Report
 7. Supervisor of Buildings and Grounds Reports
 8. Supervisor of Transportation Reports
 9. Food Service Profit & Loss Report
 10. Supervisor of Curriculum and Instruction Report
 11. Supervisor of Academic Achievement Report
 12. Day Care Reports
- December Calendar

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**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 ____ 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 December 3, 2025 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. Sandman #3 2025-2026; H.I.B. Maud Abrams #1 2025-2026

"(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 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:

“(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;

December 3, 2025

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.