

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

Work Session was called to order at 6:01 p.m.

Work Session Meeting:

Roll Call:

Present

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

Absent

Lauren Randle

Also in Attendance:

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

Agenda Items

None

Non-Agenda Items:

Mr. Cathcart discussed the response from the survey he sent out regarding Fall break.
Mrs. Smith mentioned the 3R's training for New Board Members that NJSBA is offering.
Mrs. Smith asked Mr. Gorman if he can do an Ethics presentation at a future meeting.
Mrs. Smith mentioned that the Roles and Responsibilities of the Board and Superintendent, once finalized, will be posted on the district website.
Mrs. Cox attended the Delegate Assembly meeting held by NJSBA and relayed the information learned to the board.

Other Matters:

Mrs. Siciliano noted that the 2024 - 2025 Financial Audit is almost complete and scheduled a Finance Committee meeting to discuss findings and budgetary concerns.

Motion to enter Executive Session

Motion: Vile Second: Baldacchini

All Voted In Favor

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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: Baldacchini Second: Vile

All Voted in Favor

Regular Meeting: Started at 6:43 p.m.

Roll Call:

Present

Cynthia Baldacchini

Lauren Cox

Monica DiVito

James Morris

Jonathan Vile

Patricia Smith

Gary Douglass

Absent

Lauren Randle

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

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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.
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: The Board will not be conducting interviews for the Open Board Seat, they will vote publicly at the January Reorganization Meeting

B} Superintendent: Spotlight on Daycare and Transportation - Recognizing their efforts and dedication to the district.

C} School Business Administrator: Thanked the board for their warm welcome.

D} Presentations:

E} Committee Reports:

Finance & Facilities Committee - Scheduled for December 15, 2025

Personnel & Management Committee - Met on November 18 - Brief mention of Agenda Items

Curriculum & Instruction Committee - Met on November 18 - Brief mention of Agenda Items

F} Board Comment: Each of the Board Members expressed gratitude to the two

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exiting Board Members for their service to the board. The two exiting board members expressed their appreciation for support and were proud to serve Lower Township Board of Education. Mr. Morris also expressed his appreciation to Principals for allowing the Board to tour the schools.

Mr. Gorman also expressed his appreciation for exiting Board Members.

2} APPROVAL OF MINUTES:

October 22, 2025

Regular Meeting & Executive Meeting

Motion: Vile Second: Baldacchini

Discussion:

Voted Yes:

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

Abstained:

Monica DiVito

Absent:

Lauren Randle

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.*

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}

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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, Paula Aita

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 #

Effective Dates

#4681	9/12/25 - 12/19/25 FMLA (Intermittent)
#5186	10/16/25 - 1/2/26 Non-FMLA
#5976	11/6/25 - 12/8/25 FMLA
#4481	11/14/25 - 1/31/26 FMLA

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#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, 2026. (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'

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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)

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)

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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 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

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

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\$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: Baldacchini Second: Cox

Discussion: NONE

All Voted in Favor:

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

Absent:

Lauren Randle

4} NON-CONSENT AGENDA: NONE

5} OLD/NEW BUSINESS: NONE

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: Douglass Second: Baldacchini

Discussion: NONE

All Voted in Favor

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The Meeting Concluded at 6:55 p.m.