

**LOWER TOWNSHIP BOARD OF EDUCATION  
MINUTES  
EXECUTIVE SESSION  
DECEMBER 4, 2024**

Meeting was called to order at 6:12 p.m.

**Roll Call:**

**Present:**

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

**Also in Attendance:**

Jeff Samaniego, Superintendent  
Patricia Ryan, Board Secretary/School Business Administrator  
Brett Gorman, Board Attorney

**Motion to enter Executive Session:**

**Motion: Vile Second: Baldacchini**

**Discussion: None**

**All Voted In Favor**

**EXECUTIVE SESSION:**

**Personnel Matters:** Employee #4839; Employee #5285; Employee #5396

- Mr. Samaniego informed the Board of Personnel issue at Memorial School and will meet with the staff to discuss district policy.

-Board entered the second Executive Session at 7:02 p.m.

**EXECUTIVE SESSION**

**Motion to enter Executive Session:**

**Motion: Vile Second: Thomas**

**All Voted in Favor**

**Other Matters:** Discussion of Superintendent Candidates and Interviews

(Mr. Samaniego, Mr. Douglass, and Mrs. Ryan removed themselves due to conflict)

- Board discussed the candidates and interview dates for the Superintendent position.

This session concluded at 8:15 pm.

Respectfully submitted:



Patricia Ryan  
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 December 4, 2024 at 6:12 P.M. and 7:02 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, abilitation, 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."**

\_\_\_\_\_

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

**“(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: Employee #4839; Employee #5285; Employee #5396

**“(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.

**LOWER TOWNSHIP BOARD OF EDUCATION  
MINUTES  
WORK SESSION AND REGULAR MEETING  
DECEMBER 4, 2024**

Call to Order:

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

**Work Session Meeting:**

**Roll Call:**

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

**Also in Attendance:**

Jeff Samaniego, Superintendent  
Patricia Ryan, Board Secretary  
Brett Gorman, Board Attorney

**Agenda Items:**

- Mrs. Cox questioned what services were being provided by the Civil Engineer for the Pre-K Expansion Project. Mr. Samaniego replied the services are to evaluate the plumbing for the project.

**Non-Agenda Items:**

Preschool Expansion Project-Bid Opening

- Mrs. Ryan informed the board that the Pre-K Expansion Project bid opening was conducted on 11/26/2024, and that \$273,000 cost for fire alarm upgrades will be funded by the HVAC bond funds.

**Other Matters:**

- Mrs. Smith mentioned to the Board that the Delegate Assembly meeting is scheduled for December 7, 2024 and that anyone may be attended virtually.

**Motion to enter Executive Session**

**Motion: Vile      Second: Baldacchini**

**All Voted in Favor**

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**EXECUTIVE SESSION:**

**Personnel:** Employee #4839; Employee #5285; Employee #5396

**Other Matters:** Discussion of Superintendent candidates and interviews

**Motion to return to Regular Meeting:**

**Motion:** Vile           **Second:** Baldacchini

**All Voted In Favor:**

**Regular Meeting:** Started at 6:33 p.m.

**Roll Call:**

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

**Also in Attendance:**

Jeff Samaniego, Superintendent  
Patricia Ryan, 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, 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.

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**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.

**2024-2025 Board Goals:**

Support the district’s effort to enhance student achievement, staff development, and parent engagement through policy and advocacy while maintaining the fiscal integrity of the budget.

**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:** None

**B} Superintendent:**

- Mr. Samaniego thanked the staff for another successful year of conferences. Next week the holiday dinners will be provided for students, and families. He also thanked the Administration for supporting our staff and families.

**C} School Business Administrator:**

- Mrs. Ryan informed the Board that the auditors were in the district during the week of November 18, 2024 and the audit went smoothly. She stated that she was just awaiting the final audit reports.

-Mrs. Ryan informed the Board that the Mid-Year Budget Review has been scheduled with the county office on January 5<sup>th</sup>, to discuss the current status of this year’s budget and any concerns we may have for next year’s budget.

December 4, 2024

- Mrs. Ryan informed the Board that she is currently preparing the Application for State School Aide (also known as ASSA) which includes our district's student enrollments as of October 15, 2024 to determine our state aide for the 25-26 school year.

**D} Presentations: None**

**E} Committee Reports:**

**Building and Grounds Committee: None**

**Curriculum Committee:** Mrs. DiVito stated that the curriculum committee met on November 11, 2024 and discussed Professional Development, NJSUA, benchmarks, ASSA, and high impact tutoring. She informed the Board of the next meeting scheduled on Jan. 21, 2025.

**Finance Committee:** Mr. Vile informed the Board that the next finance committee meeting would be conducted on the end of January.

**F} Board Comment:**

- Mr. Douglass thanked Lindsay Selby for her service as a board member.
- Mrs. Smith expressed that our district has a great Administration team and she greatly appreciates everything they do.
- Mrs. Selby stated how it's been a pleasure to be a part of this board.
- Mrs. Randle affirmed that the Early Childhood meeting was a great success and thanked the staff and the parents for all that they do; and also thanked Mrs. Selby for her service on the Board.
- Mr. Vile thanked Mrs. Selby for all she has done.
- Mrs. Cox thanked Mrs. Selby and Administration for the little things they do for the students.
- Mr. Thomas thanked Mrs. Selby for her service and also thanked Mr. Samaniego and Mrs. Ryan for keeping the district going financially.
- Mrs. Baldacchini thanked Mrs. Selby for her time on the Board and stated that she can't wait for the upcoming holiday activities.

**2} APPROVAL OF MINUTES:**

October 23, 2024

Regular Meeting & Executive Meeting

December 4, 2024

**Motion: Thomas Second: Selby**

**Discussion: None**

**Voting Yes:**

Lindsey Selby  
Joseph Thomas  
Lauren Randle  
Jonathan Vile  
Lauren Cox  
Patricia Smith  
Monica DiVito  
Gary Douglass

**Abstained:**

Cythia Baldacchini

### **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.*

***-No Public Comments***

#### **R. Routine Matters**

##### **R-1 Approval of Financial Statements:**

Secretary's and custodian's reports for **September 2024 (Revised) & October 2024** 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 23, 2024 - December 4, 2024** {Backup R-2}

**R-3 Approval of Bill List: October 23, 2024 - December 4, 2024** {Backup R-3}

**R-4 Approval of Cafeteria Report: November 2024** {Backup R-4}

**R-5 Approval of Travel: October 2024 - November 2024** {Backup R-5}

December 4, 2024

**P. Personnel:**

1. On the recommendation of the Superintendent, that the following substitutes be approved for the the 2024-2025 school year, pending receipt of required documentation: (Backup P-1)

***SUBSTITUTES NEEDING MORE DOCUMENTATION***

**SUBSTITUTE TEACHERS**

*Jayci Shivers, Elizabeth Quinn, Kimberly Bailey, Candace Haines, Savannah Hulme, Isabella DeAngelis, Elizabeth Belasic, Marissa Fisher*

**SUBSTITUTE 60 CREDIT AIDES**

*Jayci Shivers, Hailey Gain, Michael Pezzano*

**SUBSTITUTE CLASSROOM AIDES**

*Jayci Shivers, Susan Jelesiewicz, Shannon Unruh, Michael Pezzano, Isabella DeAngelis, Camryn Lybarger*

**SUBSTITUTE FOOD SERVICE WORKERS**

*Shannon Unruh, Maria Diaz, KelliAnn Muller*

**SUBSTITUTE DAYCARE AIDES**

*Shannon Unruh, Marie Diaz, Camryn Lybarger, Mila Gani*

**SUBSTITUTE BUS AIDES**

*Shannon Unruh, Camryn Lybarger*

**SUBSTITUTE BUS DRIVER**

*John Pasternak*

2. On the recommendation of the Superintendent, that the Lower Township Board of Education approve Susan Roselli, as Temporary 4th Grade Teacher at the Maud Abrams School effective 1/2/25 to 5/4/25. (Backup P-2)
3. On the recommendation of the Superintendent, that the Lower Township Board of Education approve Hanna Christiansen as Temporary Resource Room at the Carl T. Mitnick School effective 1/13/25 to 5/26/25. (Backup P-3)

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4. On the recommendation of the Superintendent, that the Lower Township Board of Education approve the following student teachers for the spring semester of 2025:

<b><u>Name</u></b>	<b><u>Position</u></b>
Vienna Delconte-Pfetscher	Early Childhood
Riley DiCamillo	School Counselor
Leslie Torres	School Psychologist

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

<b><u>Employee</u></b>	<b><u>Position</u></b>	<b><u>Effective Date</u></b>
Glendan Bakke	Bus Driver	9/1/24
Laurie Magargal	Bus Aide	9/3/24
Andrew Axelsson	Bus Driver	9/3/24
Daniel Rodriguez	Bus Driver	9/3/24
Buffy Marie Mendo	Bus Aide	9/3/24
Nancy Danielson	Bus Aide	9/3/24
Mariame Fofana	Food Service	9/3/23
Sandi Mantazaris	Food Service	9/3/24
Hanna Christiansen	60 Cr. Aide @ Mitnick	9/3/24
Allison Devine	Aide @ Mitnick	9/3/24
Amanda Felsing	Aide @ Mitnick	9/3/24
Kaitlynn Robinson	Paraprofessional @ Mitnick	9/3/24
Ruth Robinson	Aide @ Mitnick	9/3/24
Courtney Sluk	Aide @ Mitnick	9/3/24
Leslie Torres	Paraprofessional @ Mitnick	9/3/24
Meggan Unruh	Aide @ Mitnick	9/3/24
Michelle Valenti	Aide @ Mitnick	9/3/24
Madasyn McCloskey	60 Cr. Aide @ Mitnick	9/3/24
Christine Ernst	Day Care Aide	9/9/24
Kristine Baxter	Bus Aide	9/16/24
Patricia Purcell	Cafe Aide @ Sandman	9/18/24
Desiree Moore	60 Cr. Aide @ Mitncik	9/23/24
Eileena Solter	Paraprofessional @ Memorial	9/23/24
Stephanie Johnson	Bus Aide	9/24/24
Amanda Dodd	Bus Aide	9/24/24
Kristine Taylor	Bus Aide	9/30/24

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Joshua Ongos	Day Care Aide	9/30/24
Emma Karch	60 Cr. Aide @ Memorial	10/2/24
Carli Babore	Aide @ Mitnick	10/7/24
Eva Rodriguez	Aide @ Mitnick	10/17/24
Patricia McDonough	Day Care Aide	10/28/24
Amy Laub	Cafe Aide @ Mitnick	10/30/24
Veronica Rodriguez	Cafe Aide @ Maud Abrams	10/22/24
Abigail Biting	Bus Aide	10/21/24
Jamie West	Bus Aide	10/23/24

6. On the recommendation of the Superintendent, that the Lower Township Board of Education approve the FMLA for Employee #4417, effective 12/16/24 to 2/28/25.
7. On the recommendation of the Superintendent, that the Lower Township Board of Education accept, with regret, the retirement of Donna Gentek, Nurse's Clerk at the Maud Abrams School, effective December 31, 2025. (Backup P-7)

**H. Harassment, Intimidation & Bullying:**

1. The Board affirms the actions taken by the Superintendent and the School Safety Teams, for H.I.B. Mitnick #1 2024-25. (Backup H-1)

**L. Legislative and Internal Policies: None.**

**E. Education:**

1. On the recommendation of the Superintendent, that the Lower Township Board of Education approve the Application for the Preschool Bathroom Waiver for the 2024-2025 school year. (Backup E-1)

**F. Finance and Insurance:**

- 1.. On the recommendation of the School Business Administrator, that the Lower Township Board of Education to authorize the submission of the 2025-2026 Application of State School Aid (ASSA).
2. 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 2024-25 school year. (Backup F-2)

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- 3.** 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 \$12,492, to be spent in FY2025. (Backup F-3)
- 4.** On the recommendation of the School Business Administrator, that the Lower Township Board of Education to approve the hourly rate increase for Daycare Aides part-time daily (Step 1) and on-call substitutes from \$15.46/hour to \$15.49/hour due to the state of New Jersey minimum wage increase, effective January 1, 2025. (Backup F-4)
- 5.** On the recommendation of the School Business Administrator, that the Lower Township Board of Education to approve the Civil Engineering Consulting Services proposal from Van Note-Harvey in the amount of \$10,700.00 for the Preschool Expansion Project at the Memorial School. (Backup F-5)
- 6.** On the recommendation of the School Business Administrator, that the Lower Township Board of Education authorize the submission of the amendment for the High Impact Tutoring Grant funds.
- 7.** On the recommendation of the School Business Administrator, that the Lower Township Board of Education to approve the award of bids for the Preschool Facilities Expansion Project at the Memorial School 2025 for Toilet Room Renovations: (Backup F-7)

Specifications for the procurement of a vendor to provide Toilet Room renovations at the Memorial Elementary School were advertised and solicited with the following results:

<u>Bidder</u>	<u>Base Bid and All Alternates</u>
• Marino General Contractors	• \$1,518,000
• Kavi Construction	• \$1,625,468
• Joseph Porretta Builders	• \$1,697,200
• Capri Construction	• \$1,726,700
• R. Maxwell Construction	• \$1,795,000

**RECOMMENDATION:** It is recommended that MEMORIAL ELEMENTARY SCHOOL 2025 TOILET ROOM RENOVATION be awarded as follows based on the lowest most responsive and responsible bidder.

<u>Bidder Award</u>	<u>Base Bid and All Alternates</u>
<b>Marino General Contractors</b>	<b>\$1,518,000</b>

**NOTE:** The funding for this project will include the Preschool Facilities Expansion Grant Funds and the Alternate bids will utilize the Bond Referendum (Series 2022) funding.

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

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

**Personnel: P-1 to P-7**

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

**Legislative and Internal Policies: None**

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**Education: E-1**

**Finance and Insurance: F-1 to F-7**

**Motion: Thomas    Second: Baldacchini**

**Discussion:**

**Voted Yes**

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

**4}    NON-CONSENT AGENDA:    None**

**5}    OLD/NEW BUSINESS:        None**

**6}    OPEN MEETING TO THE PUBLIC: *(public comment rules as read above apply):*  
*-No Public Comments***

**7}    GOOD OF THE ORDER:**

- A}    Next Board Meeting:    January 2, 2025 Reorganization/Regular Meeting**
- B}    Fire Drills:    10/3/24 - Maud Abrams School; 10/14/24 - Memorial School;  
10/18/24 Mitnick School; 10/22/24 - Sandman School;  
11/14/24 - Maud Abrams School; 11/19/24 - Mitnick School and Memorial  
School; 11/25/24 - Sandman School**
- C}    Monthly Emergency Drill:    11/26/24 - Shelter in Place**

**8}    EXECUTIVE SESSION**

**Entered Executive Session at 7:02 p.m.**  
**Motion to enter Executive Session:**  
**Motion: Vile    Second: Thomas**  
**All Voted in Favor**

December 4, 2024

**Other Matters:**

Discussion of Superintendent Candidates and Interviews

(Mr. Samaniego, Mr. Douglass, and Mrs. Ryan removed themselves from the room due to conflict of interest.)

- Board discussed the candidates and interview dates for the Superintendent position.

**9} ADJOURNMENT:**

**MOTION TO ADJOURN THE MEETING**

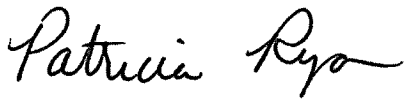
**Motion: Smith      Second: DiVito**

**Discussion: None**

**All Voted in favor:**

**This meeting concluded at 8:15 pm.**

**Respectfully submitted,**



**Patricia Ryan**

**School Business Administrator/Board Secretary**