

**LOWER TOWNSHIP BOARD OF EDUCATION
AGENDA
WORK SESSION AND REGULAR MEETING
DECEMBER 6, 2023**

Call to Order:

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

Work Session Meeting:

Roll Call:

Lindsey Selby
Joseph Thomas
Charles Utsch
Lauren Randle
Jonathan Vile
Lauren Cox
Monica DiVito
Gary Douglass

Also in Attendance:

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

Agenda Items:

Board Discussion on Agenda Items

Non-Agenda Items:

Presentation: Bee Well After School Program- Hannah Nelson and Amanda Dillon
Discuss the Process for Board Member Replacement

EXECUTIVE SESSION:

H.I.B. Sandman School #1 2023-24
Personnel Matters: Employee #4051
Discussion on Sidebar Agreement with LTEEA
Update on Level 3 Grievance
Settlement Agreement with former Employee #4275
Personnel Matters: Employees #4399 and #5284

Other Matters:

Motion: _____ **Second:** _____

Discussion:

All in Favor: _____

Motion to return to Regular Meeting:

Motion: _____ **Second:** _____

All In Favor:

December 6, 2023

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

Roll Call:

Lindsey Selby
Joseph Thomas
Charles Utsch
Lauren Randle
Jonathan Vile
Lauren Cox
Monica DiVito
Gary Douglass

Also in Attendance:

Jeff Samaniego, Superintendent
Patricia Ryan, Board Secretary/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.

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.

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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:
 - Building and Grounds Committee
 - Curriculum Committee
 - Finance Committee
 - Goals Committee
- F}** Board Comment

2} APPROVAL OF MINUTES:

October 25, 2023

Regular Meeting & Executive Meeting

Motion: _____ **Second:** _____

Discussion:

Vote:

Lindsey Selby
Joseph Thomas
Charles Utsch
Lauren Randle
Jonathan Vile
Lauren Cox
Monica DiVito
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.

December 6, 2023

R. Routine Matters

- R-1 Approval of Financial Statements:** Secretary's and custodian's reports for **September 30, 2023 and October 31, 2023**, 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 25, 2023 - December 6, 2023** {Backup R-2}
- R-3 Approval of Bill List:** **October 25, 2023 - December 6, 2023** {Backup R-3}
- R-4 Approval of Cafeteria Report:** **November 2023** {Backup R-4}
- R-5 Approval of Travel:** **October - November 2023** {Backup R-5}

P. Personnel:

- 1.** On the recommendation of the Superintendent, that the following substitutes be approved for the the 2023-2024 school year, pending receipt of required documentation: (Backup P-1)

SUBSTITUTES NEEDING MORE DOCUMENTATION

SUBSTITUTE TEACHERS

Danielle Bowman, Julia Sorensen, Ava Sorensen

SUBSTITUTE SCHOOL NURSE

Melinda Dunleavy

SUBSTITUTE SECRETARIES/CLERKS

Margaret McAteer, Crystal Hamer

SUBSTITUTE FOOD SERVICE WORKERS

Mohmed Amani, Clarissa Ramirez-Nava, Danielle Bowman

SUBSTITUTE CAFETERIA AIDES

Kathryn Maguire, Mohamed Amani, Clarissa Ramirez-Nava, Catherine Martin

SUBSTITUTE CLASSROOM AIDES

Kathryn Maguire, Jennette Ziembra, Margaret McAteer, Crystal Hamer, Danielle Bowman, Jasmine Melo-Nicoletta, Julia Sorensen, Ava Sorensen

SUBSTITUTE DAYCARE AIDES

Jennette Ziembra, Danielle Bowman, Julia Sorensen, Ava Sorensen

SUBSTITUTE BUS AIDES

Kathryn Maguire, Mohamed Amani, Clarissa Ramirez-Nava, Crystal Hamer, Jasmine Melo-Nicoletta

SUBSTITUTE CUSTODIANS

Francis Powell, Mohamed Amani, Bryan Hunter

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2. On the recommendation of the Superintendent, that the Lower Township Board of Education accepts, with regret, the retirement of Diana Sweeney, CST Case Manager, in the District, effective June 30, 2023. (Backup P-2)
3. On the recommendation of the Superintendent, that the Lower Township Board of Education approves Samantha Gilbert, as Temporary 3rd Grade Teacher at the Maud Abrams School, effective November 13, 2023 to January 2, 2024. (Backup P-3)
4. On the recommendation of the Superintendent, that the Lower Township Board of Education approves FMLA for Employee #4399, effective November 14, 2023 to March 31, 2024.
5. On the recommendation of the Superintendent, that the Lower Township Board of Education approves Emma Rickards as Temporary School Nurse at the Sandman Consolidated School, effective January 10, 2024 to May 1, 2024. (Backup P-5)
6. On the recommendation of the School Business Administrator, that the Lower Township Board of Education approve the revised job description for Supervisor of Special Services job title. (Backup P-6)
7. On the recommendation of the Superintendent, that the Lower Township Board of Education accept the resignation of Karen Bender, Custodian in the District, effective December 6, 2023. (Backup P-7)
8. On the recommendation of the Superintendent, that the Lower Township Board of Education approves Robert Cooper as District Courier, in the District (lateral move), effective January 1, 2024. (Backup P-8)
9. On the recommendation of the Superintendent, that the Lower Township Board of Education approve the extension of FMLA for Employee #4704, effective November 20, 2023 to December 4, 2023.
10. On the recommendation of the Superintendent, that the Lower Township Board of Education approve FMLA for Employee #5931, effective December 4, 2023 to, date to be determined, pending medical documentation.
11. On the recommendation of the Superintendent, that the Lower Township Board of Education approve FMLA for Employee #5819, effective November 16, 2023 to December 20, pending medical documentation.

H. Harassment, Intimidation & Bullying:

1. The Board affirms the actions taken by the Superintendent and the School Safety Teams, for H.I.B. Maud Abrams #1 2023-24. (Backup H-1)

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L. 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)

<u>NUMBER</u>	<u>TYPE</u>	<u>TITLE</u>
2270	Policy	Religion in the Schools
3161	Policy	Examination for Cause
3212	Policy & Regulation	Attendance
3324	Policy	Right of Privacy
4161	Policy	Examination for Cause
4212	Policy & Regulation	Attendance
4324	Policy	Right of Privacy
5111	Policy & Regulation	Eligibility of Resident/Nonresident Students
5116	Policy & Regulation	Education of Homeless Children and Youths
8500	Policy	Food Services

E. Education:

1. On the recommendation of the Superintendent, that the Lower Township Board of Education approve the following placement for the 2023-2024 school year: (Backup E-1)

Case #4948-A: Preschool special education student to be placed at the Cape May County Special Services School District.

2. On the recommendation of the Superintendent, that the Lower Township Board of Education approve the Superintendent Goals for the 2023-2024 school year. (Backup E-2)

F. Finance and Insurance:

1. On the recommendation of the School Business Administrator, that the Lower Township Board of Education authorize a Transportation Jointure with the Dennis Township Board of Education to provide transportation to Dennis Township students attending Lower Township Elementary School's Choice Program for the 2023-24 school year. (Backup F-1)
2. On the recommendation of the School Business Administrator, that the Lower Township Board of Education approve the Special Education Tuition Contract with Middle Township Board of Education (Receiving District) for student N.J., effective September 6, 2023 through June 17, 2024, totaling \$6,981.00. (Backup F-2)
3. On the recommendation of the School Business Administrator, that the Lower Township Board of Education approve the tuition contract with Pinelands Learning Center for student A.R., effective November 16, 2023 through June 30, 2024, totaling \$43,105.92 . (Backup F-3)

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4. On the recommendation of the School Business Administrator, that the Lower Township Board of Education to authorize the submittal of the 2024-2025 PEA Grant Application, including the Budget Worksheet.
5. On the recommendation of the School Business Administrator, that the Lower Township Board of Education to authorize the submittal of the 2024-2025 Application of State School Aid (ASSA).
6. On the recommendation of the School Business Administrator, that the Lower Township Board of Education to authorize the acceptance of funds to be received from the Preschool Facilities Expansion grant to rehabilitate classrooms at the Douglass C. Memorial School.
7. On the recommendation of the School Business Administrator, that the Lower Township Board of Education approve the tuition contract with Winslow Board of Education for student A.R., effective October 23,2023 through November 14, 2023 totaling \$2,057.72. (Backup F-7)
8. On the recommendation of the School Business Administrator, that the Lower Township Board of Education approve the transportation contract with Winslow Board of Education for student A.R., effective October 23,2023 through November 14, 2023 totaling \$158.06. (Backup F-8)

MOTION ON CONSENT AGENDA ON ALL MOTIONS LISTED BELOW:

Routine Matters: R-1 to R-5

Personnel: P-1 to P-11

Harassment, Intimidation & Bullying: H-1

Legislative and Internal Policies: L-1

Education: E-1 & E-2

Finance and Insurance: F-1 to F-8

Motion: _____ Second: _____

Discussion:

Vote:

Lindsey Selby
Joseph Thomas
Charles Utsch
Lauren Randle
Jonathan Vile
Lauren Cox
Monica DiVito
Gary Douglass

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4} NON-CONSENT AGENDA:

5} EXECUTIVE SESSION:

Motion: _____ **Second:** _____

Discussion:

Vote:

Lindsey Selby
Joseph Thomas
Charles Utsch
Lauren Randle
Jonathan Vile
Lauren Cox
Monica DiVito
Gary Douglass

6} OLD/NEW BUSINESS:

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

8} GOOD OF THE ORDER:

A} Next Board Meeting: January 3, 2024 - Reorganization Meeting

B} Fire Drills: 11/14/23 - Maud Abrams School; 11/16/23 - Memorial School;
11/20/23 - Mitnick School & Sandman Schools;

C} Monthly Emergency Drill: 11/2/23 - Lockdown Drill - All Schools

D} Bus Evacuation Drills: 10/4/23 - CMCSSS; 10/16/23 - Sandman School;
10/17/23 - Maud Abrams School; 10/18/23 - Mitnick School; 10/19/23 - Memorial
School

9} 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

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4. Mitnick School Reports
5. Memorial School Reports (Guidance Report to be supplied)
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

**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 6, 2023 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 _____

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“(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 #1 2023-24

“(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

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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:
Employees: #4051; #4399; and #5284



“(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.