

**LOWER TOWNSHIP BOARD OF EDUCATION  
AGENDA  
WORK SESSION AND REGULAR MEETING  
FEBRUARY 22, 2022**

Call to Order:

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

**Work Session Meeting:**

**Roll Call:**

Monica DiVito  
Nichole Koch  
Sally Yerk  
Lindsey Selby  
Patricia Smith  
Charles Utsch  
Joseph Thomas  
Michael Mader  
Gary Douglass

**Also in Attendance:**

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

**Agenda Items:** Board Discussion on Agenda Items:  
Discussion on 2022-2023 Budget  
Discussion of changing March 15<sup>th</sup> meeting to March 22<sup>nd</sup>, 2022

**EXECUTIVE SESSION:**

Personnel Matters: #5286, #5788  
H.I.B. Sandman #1 2021-2022

**Motion:** \_\_\_\_\_ **Second:** \_\_\_\_\_

**Discussion:**

All in Favor: \_\_\_\_\_

***Note:** Screen will be set up for Mr. Garrison's presentation.*

**Motion to return to Regular Meeting:**

**Motion:** \_\_\_\_\_ **Second:** \_\_\_\_\_

**All In Favor:**

2/22/2022

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

**Roll Call:**

- Monica DiVito
- Nichole Koch
- Sally Yerk
- Lindsey Selby
- Patricia Smith
- Charles Utsch
- Joseph Thomas
- Michael Mader
- 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, 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.

**This meeting will be conducted in accordance with:**

- District Policy: #0164 Conduct of Board Meetings
- District Policy: #0167 Public Participation in Board Meetings

**PRESENTATION:**

**Building & Grounds Committee:**

Mr. Robert Garrison - Garrison Architect - Special Election –  
March 8, 2022 @ 5:00 - 8:00 PM

**1} REPORTS:**

- A}** Board President:
- B}** Superintendent:
- C}** School Business Administrator:

**2} APPROVAL OF MINUTES:**

January 25, 2022  
Regular Meeting & Executive Meeting

**Motion:** \_\_\_\_\_ **Second:** \_\_\_\_\_

**Discussion:**

2/22/2022

**Vote:**

Monica DiVito  
Nichole Koch  
Sally Yerik  
Lindsey Selby  
Patricia Smith  
Charles Utsch  
Joseph Thomas  
Michael Mader  
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.

**R. Routine Matters**

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

Secretary's and custodian's reports for **January 31, 2022**, 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: January 25, 2022 - February 22, 2022**{Backup R-2}

**R-3 Approval of Bill List: January 25, 2022 - February 22, 2022** {Backup R-3}

**R-4 Approval of Cafeteria Report: January, 2022** {Backup R-4}

**R-5 Approval of Travel: January 2022 - February 2022** (Backup R-5)

**P. Personnel:**

**1.** On the recommendation of the Superintendent, that the following substitute be approved for the 2021-2022 school year, pending receipt of required documentation: (Backup P-1)

**SUBSTITUTES AVAILABLE TO WORK**

**SUBSTITUTE TEACHERS**

*Meghan Ryan*

**SUBSTITUTES NEEDING MORE DOCUMENTATION**

**SUBSTITUTE DAY CARE AIDES**

*Kaylee Nielson, Donna Kraus*

**SUBSTITUTE CLASSROOM AIDES**

*Kaylee Nielson, Donna Kraus, Kathleen Dillon*

***SUBSTITUTE TEACHERS***  
*Elizabeth Troiano, Morgan Robbins*

**SECRETARY/CLERK**  
*Elizabeth Troiano*

- 2. On the recommendation of the Superintendent, that the Lower Township Board of Education approve to rescind Motion P-3 on the January 25, 2022 Board of Education Meeting and accept the resignation of Employee #5314 effective January 26, 2022.
- 3. On the recommendation of the Superintendent, that the Lower Township Board of Education approve Family Medical Leave of Absence for the following employees:

<b><u>EMPLOYEE #</u></b>	<b><u>POSITION</u></b>	<b><u>EFFECTIVE DATES</u></b>
#5286	Teacher	2/7/2022 to 2/25/2022
#5229	Teacher	4/25/22 to 6/17/22
#5077	Teacher	9/6/2022 to 12/22/2022

- 4. On the recommendation of the Superintendent, that the Lower Township Board of Education approve Theresa Guido, to remain in the position of 3<sup>rd</sup> Grade Teacher at the Maud Abrams School for the remainder of the 2021-2022 school year.
- 5. On the recommendation of the Superintendent, that the Lower Township Board of Education approve Natalie DeFelice as 5<sup>th</sup> Grade Teacher at the Sandman Consolidated School, effective February 7, 2022, approved at the January 25, 2022 Board Meeting, Motion P-5. (Backup P-5)
- 6. On the recommendation of the Superintendent, that the Lower Township Board of Education approve the following Mentor for the remainder of the 2021-2022 school year:

<b><u>STAFF MEMBER</u></b>	<b><u>POSITION</u></b>	<b><u>MENTOR</u></b>
Allyson O'Shea	Asst. Principal @ Sandman & Maud Abrams	John King

- 7. On the recommendation of the School Business Administrator, that the Lower Township Board of Education authorizes that the following employees be charged to the following federal grants:

**Title 1: 7/1/21 – 6/30/22**

<b><u>NAME</u></b>	<b><u>GRANT ACCT</u></b>	<b><u>%</u></b>	<b><u>OTHER BUDGET ACCT</u></b>	<b><u>%</u></b>	<b><u>TOTAL%</u></b>
Amanda Cardaci	20-231-100-101-00-080	83%	11-213-100-101-00-080	17%	100%
Diana Hansberry	20-231-100-101-00-080	83%	11-213-100-101-00-080	17%	100%
Rebecca Johnson	20-231-100-101-00-080	83%	11-213-100-101-00-080	17%	100%
Erica O'Neill	20-231-100-101-00-080	83%	11-213-100-101-00-080	17%	100%
Miken Sheets	20-231-100-101-00-080	83%	11-213-100-101-00-080	17%	100%

2/22/2022

**CARES ACT: 1/26/22 – 6/30/22**

<b>NAME</b>	<b>GRANT ACCT</b>	<b>%</b>
Allyson O'Shea	20-477-200-100-00-000	100%

**CRRSA-ESSER II: 7/1/21 – 6/30/22**

Veronica Abel	20-483-100-101-00-000	100%
Jeanne Cappelletti	20-483-100-101-00-000	100%
Alexis Douglass	20-483-100-101-00-000	100%
Julia Mills	20-483-100-101-00-000	100%
Allison Morey	20-483-100-101-00-000	100%
*Ashley Nelson	20-483-100-101-00-000	100%
Cheyenne Shaud	20-483-100-101-00-000	100%
Lilly Swan	20-483-100-101-00-000	100%

\*Covering until Eileen Gianakopoulos returns from her FMLA Leave on 2/25/22

- 8. On the recommendation of the Superintendent, that the Lower Township Board of Education approve Ashley Nelson as Temporary Kindergarten Teacher at the David C. Douglass Veterans Memorial School, effective March 21, 2022 to November 21, 2022, pending receipt of required documentation. (Backup P-8)
- 9. On the recommendation of the Superintendent, that the Lower Township Board of Education accept the resignation of employee #5864.

**H. Harassment, Intimidation & Bullying: None.**

**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)

<b>NUMBER</b>	<b>TYPE</b>	<b>TITLE</b>
<i>3421.13</i>	<i>Policy</i>	<i>Teacher Staff Members Postnatal Accommodations</i>
<i>4421.13</i>	<i>Policy</i>	<i>Support Staff Members Postnatal Accommodations</i>

**E. Education: None.**

**F. Finance and Insurance:**

*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.*

**Regular Business:**

- 1. On the recommendation of the School Business Administrator, that the Lower Township Board of Education approve the listing of two substitute busses, bus #25 and bus #26, and other obsolete office equipment/furniture on Gov Deals.

2/22/2022

2. On the recommendation of the Superintendent and School Business Administrator, that the Lower Township Board of Education approve the Facilities Use Form for the Lower Township Little League to use the fields behind Carl T. Mitnick School effective March to November 2022. (Backup F-2)
3. On the recommendation of the Superintendent, School Business Administrator and Supervisor of Special Services, that the Lower Township Board of Education authorizes the acquisition and training for therapy dogs consistent with the approved 2021-as per the ARP – Mental Health Grant.
4. On the recommendation of the School Business Administrator, that the Lower Township Board of Education approve a Homeless Tuition Contract-special education billing portion between Lower Township Board of Education and Wildwood Crest Board of Education for student #19029, for the period of 2/1/22 to 6/17/22 for half of the tuition. (Backup F-4)

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

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

**Personnel: P-1 to P-9**

**Harassment, Intimidation & Bullying: None**

**Legislative and Internal Policies: L-1**

**Education: None**

**Finance and Insurance: F-1 to F-4**

**Motion: \_\_\_\_\_ Second: \_\_\_\_\_**

**Discussion:**

**Vote:**

Monica DiVito

Nichole Koch

Sally Yerck

Lindsey Selby

Patricia Smith

Charles Utsch

Joseph Thomas

Michael Mader

Gary Douglass

**4} NON-CONSENT AGENDA:**

**Motion to allow masks to be worn as an optional decision while in school, based on the guidance of the State of New Jersey, NJDOE and NJ Dept of Health, with an effective date of March 7, 2022.**

**Motion: \_\_\_\_\_ Second: \_\_\_\_\_**

2/22/2022

**Discussion:**

**Board Comment:**

**Public Comment:**

**Vote:**

Monica DiVito  
Nichole Koch  
Sally Yerk  
Lindsey Selby  
Patricia Smith  
Charles Utsch  
Joseph Thomas  
Michael Mader  
Gary Douglass

**5} COMMITTEE REPORTS:**

Curriculum Committee: Report on meeting 2/15/22 - Mr. Mader  
Finance Committee:

**6} EXECUTIVE SESSION:**

**Motion:** \_\_\_\_\_ **Second:** \_\_\_\_\_

**Discussion:**

**Vote:**

Monica DiVito  
Nichole Koch  
Sally Yerk  
Lindsey Selby  
Patricia Smith  
Charles Utsch  
Joseph Thomas  
Michael Mader  
Gary Douglass

**7} OLD/NEW BUSINESS:**

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

2/22/2022

**9} GOOD OF THE ORDER:**

- A}** Next Board Meeting: March 15, 2022~~Note early date in Month
- B}** Fire Drills: 2/10/22 – Mitnick School & Sandman School; 2/11/22 – Maud Abrams School & Memorial School  
Emergency Drill: 1/16/22 – Shelter In Place  
Bus Evacuations: Week of March 7, 2022

**10} ADJOURNMENT:**

**MOTION TO ADJOURN THE MEETING**

**Motion:** \_\_\_\_\_ **Second:** \_\_\_\_\_

**Discussion:**

**All in favor:** \_\_\_\_\_

**Time:** \_\_\_\_\_

F.Y.I.

1. Enrollment
2. Sandman School Reports
3. Maud Abrams School Reports
4. Mitnick School Reports
5. Memorial School Reports
6. Supervisor of Special Services Reports
7. Supervisor of Buildings & Grounds Reports
8. Supervisor of Transportation Reports
9. Supervisor of Food Service Reports
10. N/A
11. Supervisor of Curriculum & Instruction Report
12. Supervisor of Academic Achievement Report
13. Supervisor of 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 February 22, 2022 at \_\_\_\_\_ P.M. and



2/22/2022

**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 #1 2021-2022

**“(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

\_\_\_\_\_

2/22/2022

**“(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

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**“(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: Other Personnel Matters#5286, #5788

**“(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

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**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;

2/22/2022

**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.