

**LOWER TOWNSHIP BOARD OF EDUCATION  
AGENDA  
WORK SESSION AND REGULAR MEETING  
FEBRUARY 28, 2023**

Call to Order:

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

**Work Session Meeting:**

**Roll Call:**

Monica DiVito  
Lindsey Selby  
Joseph Thomas  
Lauren Randle  
Jonathan Vile  
Lauren Cox  
Michael Mader  
Gary Douglass

**Also in Attendance:**

Jeff Samaniego, Superintendent  
Frank Onorato, Interim School Business Administrator  
Patricia Ryan, Board Secretary  
Brett Gorman, Board Attorney

**Agenda Items:** Board Discussion on Agenda Items

**Non-Agenda Items:** Discuss change of meetings to Wednesdays  
2023-2024 District Calendar  
ESY and Summer Tutoring  
Memorial Preschool Center

**EXECUTIVE SESSION:** H.I.B. Maud Abrams #8  
H.I.B. Maud Abrams #9  
338 Sandman #11  
338 Sandman #12  
338 Sandman #13  
H.I.B. Sandman #14  
H.I.B. Sandman #15  
H.I.B. Memorial #2  
Personnel: Employee #5530 and Employee #5284  
Book Challenge Review Committee

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

**Discussion:**

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

**Motion to return to Regular Meeting:**

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

**All In Favor:**

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

**Roll Call:**

Monica DiVito  
Lindsey Selby  
Joseph Thomas  
Lauren Randle  
Jonathan Vile  
Lauren Cox  
Michael Mader  
Gary Douglass

**Also in Attendance:**

Jeff Samaniego, Superintendent  
Frank Onorato, Interim School Business Administrator  
Patricia Ryan, Assistant Business Administrator/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 and Cape May Star and Wave, 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

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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.

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

District Policy: #0164 Conduct of Board Meetings

District Policy: #0167 Public Participation in Board Meetings

**OATH OF OFFICE**

1. Board Secretary will administer the Oath of Office to Mr. Charles Utsch for the open board seat with a remaining term through December 31, 2023.

**1} REPORTS:**

- A} Board President:
- B} Superintendent:
- C} Interim School Business Administrator:
- D} Presentations:
- E} Committee Reports:
  - Building and Grounds Committee:
  - Curriculum Committee:
  - Finance Committee:
- F} Board Comment:

**2} APPROVAL OF MINUTES:**

January 24, 2023  
Regular Meeting & Executive Meeting

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

**Discussion:**

**Vote:**

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

*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 December 31, 2022 reports, 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).{Backup To Be Supplied}
- R-2 Approval of Transfers:** **January 19, 2023 to February 28, 2023** {Backup R-2}
- R-3 Approval of Bill List:** **December 24, 2022 to February 28, 2023** {Backup R-3}
- R-4 Approval of Cafeteria Report:** **January 2023** {Backup R-4}
- R-5 Approval of Travel:** **None.**

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**P. Personnel:**

1. On the recommendation of the Superintendent, that the following substitute be approved for the remainder of the 2022-2023 school year, pending receipt of required documentation: (Backup P-1)

**SUBSTITUTE TEACHERS**

*Brandon Robinson, Krysia Santana, Lauren Dillard, Donna McAteer*

**SUBSTITUTE SCHOOL NURSE**

*Virginia Gowen*

**SUBSTITUTE CLASSROOM AIDES**

*Karen Dunbar, Nancy Jamison, Nicole Michl*

**SUBSTITUTE DAY CARE AIDES**

*Karen Dunbar, Maureen Kersch, Nicole Michl*

**SUBSTITUTE FOOD SERVICE WORKERS**

*Karen Dunbar, Nancy Jamison*

**SUBSTITUTE CAFETERIA AIDES**

*Karen Dunbar, Nancy Jamison, Nicole Michl*

**SUBSTITUTE CUSTODIAN**

*Brian Burke*

**SUBSTITUTE BUS AIDES**

*Nancy Jamison, Nicole Michl, Ciera Crawley*

2. On the recommendation of the Superintendent, that the Lower Township Board of Education approve Kayla Fritz, as Temporary 3rd Grade Intervention Teacher at the Maud Abrams School, effective February 21, 2023 to June 9, 2023, pending receipt of required documentation. (Backup P-2)
3. On the recommendation of the Superintendent, that the Lower Township Board of Education approve the following MLOA:

<b><u>EMPLOYEE #</u></b>	<b><u>POSITION</u></b>	<b><u>EFFECTIVE DATE</u></b>
5746	Speech Teacher	1/26/23 - 5/29/23
5232	Teacher	9/1/23 - 1/4/24

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4. On the recommendation of the Superintendent, that the Lower Township Board of Education to accept, with regret, the retirement of Richard Lowe, Maintenance Department, effective June 30, 2023. (Backup P-4)
5. On the recommendation of the Superintendent, that the Lower Township Board of Education accept the resignation of Erin West, 5th Grade Resource Room Teacher at Sandman Consolidated School, effective February 24, 2023. (Backup P-5)
6. On the recommendation of the Superintendent, that the Lower Township Board of Education accept, with regret, the retirement of Tara Geisel, 2nd Grade Teacher at the Carl T. Mitnick School, effective July 1, 2023. (Backup P-6)

**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 #7 2022-23; H.I.B. Sandman #9 2022-23; H.I.B. Sandman #10 2022-23; H.I.B. Mitnick #5 2022-23; H.I.B. Mitnick #6 2022-23; H.I.B. Memorial #1 2022-23. (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.: (Backup L-1)

<b><u>NUMBER</u></b>	<b><u>TYPE</u></b>	<b><u>TITLE</u></b>
0152	Policy	Board Officers
0155	Policy	Board Committees
0161	Policy	Call, Adjournment, and Cancellation
0162	Policy	Notice of Board Meetings
2423	Policy & Regulation	Bilingual and ESL Education
2425	Regulation	Emergency Virtual or Remote Instruction Program
5200	Policy & Regulation	Attendance
5512	Policy	Harassment, Intimidation, or Bullying
8140	Policy	Student Enrollments
8140	Regulation	Enrollment Accounting
8330	Policy & Regulation	Student Records
8420.2	Regulation	Bomb Threats
8420.7	Regulation	Lockdown Procedures
8420.10	Regulation	Active Shooter

- E. Education:** None.

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**F. Finance and Insurance:**

- 1. On the recommendation of the Assistant Business Administrator, that the Lower Township Board of Education approve the sale of #2 Weathershield Concrete Forming Tubes on GovDeals.com. (Backup F-1)
- 2. On the recommendation of the Assistant Business Administrator, that the Lower Township Board of Education approve the substitute teacher and long-term teacher substitute per diem rates effective February 1, 2023: (Backup F-2)

**Substitute Teacher with County Substitute Certificate** \$150/diem  
**Substitute Teacher with Teacher Certificate** \$175/diem

**Long-Term Substitute Teacher w/ County Substitute Certificate** \$175/diem  
 -Increase rate to \$256.24/diem on 61st day

**Long-Term Substitute Teacher with Teacher Certificate** \$256.24/diem

- 3. On the recommendation of the Assistant Business Administrator, that the Lower Township Board of Education approve the tuition contracts for three students attending Somers Point School District. (Backup F-3)

<b><u>Student</u></b>	<b><u>Dates</u></b>	<b><u># Days</u></b>	<b><u>Cost/day</u></b>	<b><u>District Cost</u></b>
AK	1/1/23-6/30/23	107	\$97.58	\$10,441.06
BC	12/15/22-6/30/23	115	\$97.58	\$11,221.70
TC	12/15/22-6/30/23	115	\$97.58	\$11,221.70

- 4. On the recommendation of the Assistant Business Administrator, that the Lower Township Board of Education approve the tuition contract for one student, placed by DCP&P, to attend Galloway Township School District. (Backup F-4)

<b><u>Student</u></b>	<b><u>Dates</u></b>	<b><u># Days</u></b>	<b><u>Cost/day</u></b>	<b><u>District Cost</u></b>
TN	1/4/23-6/30/23	106	\$89.90	\$9,529.40

- 5. On the recommendation of the Assistant Business Administrator, that the Lower Township Board of Education approve the change of the regular Board Meeting dates. (Backup F-5)

- 6. On the recommendation of the Assistant Business Administrator, that the Lower Township Board of Education approve the sale of two older school buses

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(Bus #2-VIN#1BAKF4CPH4BF281086, Bus#8- VIN#1BAKF6CPH6AF269942) on GovDeals.com.

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

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

**Personnel: P-1 to P-6**

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

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

**Education: None.**

**Finance and Insurance: F-1 to F-6**

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

**Discussion:**

**Vote:**

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

**4} NON-CONSENT AGENDA:**

**5} EXECUTIVE SESSION:**

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

**Discussion:**

**Vote:**

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



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Michael Mader  
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** - March 15, 2023

**B} Fire Drills:** 2/7/23 - Maud Abrams School; 2/8/23 - Mitnick School;  
2/10/23 - Memorial School; and 2/23/23 - Sandman School

**Monthly Emergency Drill:** 2/16/23 - Lockdown/Active Shooter

**9} 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 Report
- March 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 February 28, 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 \_\_\_\_\_

**"(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**

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**minor or incompetent, his guardian) shall request in writing that the same be disclosed publicly.”** H.I.B. Maud Abrams #8; H.I.B. Maud Abrams #9; 338 Sandman #11; 338 Sandman #12; 338 Sandman #13; H.I.B. Sandman #14; H.I.B. Sandman #15; H.I.B. Memorial #2

**“(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

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**“(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: Employee #5530 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.