

**LOWER TOWNSHIP BOARD OF EDUCATION
MINUTES
WORK SESSION AND REGULAR MEETING
MARCH 15, 2023**

OATH OF OFFICE

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

Call to Order:

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

Work Session Meeting:

Roll Call:

Present:

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

Absent:

Monica DiVito

Also in Attendance:

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

Board Discussion on Agenda Items:

None

Board Discussion on Non-Agenda Items:

Mr. Samaniego discussed with the Board the bomb threat workshop he will be attending and that effective September 2023 it will be mandated that we create a district "Threat Assessment Team".

3/15/2023

Mr. Samaniego discussed the ceiling tile removal for the HVAC renovations at Maud Abrams

and Sandman schools. Staff was concerned about air quality issues. Coastal Environmental will be testing the air quality on Friday.

Briefly discussed the 2023-2024 District Calendar with the Board.

Mr. Samaniego discussed the procedures conducted during the Sandman fire alarm on 3/15/2023. This was a false alarm and all procedures during the alarm went smoothly.

EXECUTIVE SESSION:

338 Sandman #16

338 Sandman #17

HIB Sandman #15

338 Maud Abrams #10

Book Committee Review Discussion

Personnel: Employee #4155; #4839; #5284; #5530

Other Items:

Motion: Vile Second: Mader

Discussion: None

All Voted In Favor:

Motion to return to Regular Meeting:

Motion: Utsch Second: Selby

All In Voted Favor:

Regular Meeting: Meeting started at 7:17 pm.

Roll Call:

Present:

Lindsey Selby

Joseph Thomas

Charles Utsch

Lauren Randle

Jonathan Vile

Lauren Cox

Michael Mader

Gary Douglass

3/15/2023

Absent:

Monica DiVito

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 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.

3/15/2023

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 informed the Board of the Memorial Retired Teacher Program where a retired teacher is paired with a student. Mr. Samaniego also mentioned the success of the Art Show conducted at Maud Abrams and the ESL Family Night at Memorial. Mr. Samaniego also stated that with the critical thinking of the Administrative staff and the analyzing of the finances by the Business Administrative team, the district's budget proposal will allow all non-tenured staff to return in 23-24 SY.

C} Interim School Business Administrator: None

D} Presentation of Awards to Mrs. Robinson's 6th Grade Class- The 6th grade students were presented with a certificate and gift card for their hard work in their recycling project for the AC Boat Show, where they won first place

E} **Committee Reports:**

Building and Grounds Committee: Minutes attached.

Curriculum Committee: None

Finance Committee: Minutes Attached

F} **Board Comment:**

Mr. Mader thanked all the students from Mrs. Robinson and Mrs. King's classes for all their hard work and stated that they did a great job. Mr. Mader also thanked Mrs. Ryan and Mr. Onorato and the Administrative staff for all their work on the 23-24 SY budget.

2} APPROVAL OF MINUTES:

February 28, 2023

Regular Meeting & Executive Meeting

Motion: Thomas Second: Vile

Discussion: None

3/15/2023

Voting Yes:

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

Absent:

Monica DiVito

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.

Public Comments: None

R. Routine Matters

R-1 Approval of Financial Statements: None.

R-2 Approval of Transfers: February 29, 2023 to March 15, 2023 {Backup R-2}

R-3 Approval of Bill List: February 29, 2023 to March 15, 2023 {Backup R-3}

R-4 Approval of Cafeteria Report: January 2023 {Backup R-4}

R-5 Approval of Travel: February 2023 {Backup R-5}

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)

3/15/2023

SUBSTITUTE TEACHERS

Ti-Jean Preston, Thomas Quinn, Sage Dagit, Kaitlin Olsen, Mary Jelesieqicz

SUBSTITUTE CLASSROOM AIDES

Brianne Gardner, Mary Jelesiewicz

SUBSTITUTE DAY CARE AIDES

Brianne Gardner

SUBSTITUTE FOOD SERVICE WORKERS

Brianne Gardner, Paula Heiman, Chelsea Magill, Ryan Kennedy

SUBSTITUTE CAFETERIA AIDES

Brianne Gardner, Chelsea Magill

SUBSTITUTE BUS AIDES

Brianne Gardner, Chelsea Magill

SUBSTITUTE BUS DRIVER

Ryan Kennedy

SUBSTITUTE CUSTODIANS

Doreen Schaffer, Kevin Gould

2. On the recommendation of the Superintendent, that the Lower Township Board of Education approve the following transfer, effective March 16, 2023:

<u>EMPLOYEE</u>	<u>CURRENT POSITION</u>	<u>TRANSFER TO</u>
Meghann Kellaway	Nurse's Clerk @ Mitnick	Instructional Aide @ Sandman

3. On the recommendation of the Superintendent, that the Lower Township Board of Education approve LaTrice Abrams as Senior Cook, at the Sandman Consolidated School, effective April 1, 2023. (Backup P-3)
4. On the recommendation of the Superintendent, that the Lower Township Board of Education approve Darlene Keenan as Assistant Head Cook, at the Carl t. Mitnick School, effective April 1, 2023. (Backup P-4)

3/15/2023

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 #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. (Backup H-1)

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.: (Backup L-1)

<u>NUMBER</u>	<u>TYPE</u>	<u>TITLE</u>
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:

1. On the recommendation of the Superintendent, that the Lower Township Board of Education approve the review from the Recommendation of School Material Committee to permit the book *Button Pusher* to remain available in the Sandman School media center library. (Backup E-1)

F. Finance and Insurance:

1. On the recommendation of the Assistant Business Administrator, that the Lower Township Board of Education approve the submission of the 2023-24 school district budget to the Executive County Superintendent, to apply for any statutory spending limitations as needed and establish April 26, 2023, as the date for public hearing:

3/15/2023

General Fund	\$ 26,960,515
Special Revenues (Grants & Entitlements)	\$ 4,697,348
Debt Service Fund	\$ 1,745,386
TOTAL BUDGET	\$ 33,403,249
Local Tax Levy	<u>\$ 19,254,139</u>

2. On the recommendation of the Assistant Business Administrator, that the Lower Township Board of Education approve the submittal of the 2023-2024 Preschool Budget. (Backup To be Supplied)
3. On the recommendation of the Assistant Business Administrator, that the Lower Township Board of Education approve the amendment of the ESEA grant Title III for FY2023.

MOTION ON CONSENT AGENDA ON ALL MOTIONS LISTED BELOW:

Routine Matters: R-1 to R-5

Personnel: P-1 to P-4

Harassment, Intimidation & Bullying: H-1

Legislative and Internal Policies: L-1

Education: E-1

Finance and Insurance: F-1 to F-3

Motion: Vile Second: Randle

Discussion: None

Voting Yes:

Lindsey Selby

Joseph Thomas- Voted No to E-1 and L-1

Charles Utsch

Lauren Randle

Jonathan Vile

Lauren Cox- Voted No to E-1

Michael Mader

Gary Douglass

Absent:

Monica DiVito

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4} **NON-CONSENT AGENDA: None**

5} **EXECUTIVE SESSION: None**

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

7} **OPEN MEETING TO THE PUBLIC: (*public comment rules as read above apply*):
No Public Comment**

8} **GOOD OF THE ORDER:**

A} **Next Board Meeting** - April 26, 2023

B} **Fire Drills:** 3/21/2023- Maud Abrams School; TBD- Mitnick School;
3/28/2023- Memorial School; and TBD- Sandman School

Monthly Emergency Drill: 3/23/2023 - Lockdown/Active Shooter

9} **ADJOURNMENT:**

MOTION TO ADJOURN THE MEETING

Motion: Utsch **Second:** Thomas

Discussion: None

All Voted In Favor:

Time: 7:40 pm

Respectfully submitted:



Patricia A. Ryan
Assistant School Business Administrator/Board Secretary

**LOWER TOWNSHIP BOARD OF EDUCATION
MINUTES
EXECUTIVE SESSION
MARCH 15, 2023**

Meeting was called to order at 6:19 pm.

Members Present:

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

Absent

Monica DiVito

Also in Attendance:

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

EXECUTIVE SESSION:

HIB

338 Sandman #16- Mr. Samaniego reviewed the issues relative to this HIB and more investigation will be conducted.

338 Sandman #17- Mr. Samaniego reviewed the issues relative to this HIB and it was not considered a HIB.

HIB Sandman #15- Mr. Samaniego reviewed the issues relative to this HIB and it was not considered a HIB.

338 Maud Abrams #10- Mr. Samaniego reviewed the issues relative to this HIB and it was not considered a HIB.

Book Committee Review Discussion

Mrs. Donohue presented to the board the process and procedures involved in determining whether a book is appropriate in the district's library/media centers.

Personnel: Employee #4155; #4839; #5284; #5530

Mr. Samaniego discussed the disagreement and incident between Employee#4155 and #4839.

Mr. Gorman discussed the NJBAS complaint and legal claim from Employee# 5530.

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(Mr. Douglass, Mr. Onorato and Mr. Samaniego exited the room due to conflict)
The Board discussed the course of action to better the future performance of Employee# 5284.

Respectfully submitted,

A handwritten signature in cursive script that reads "Patricia A. Ryan". The signature is written in black ink and is positioned above the printed name and title.

Patricia A. Ryan
Assistant School Business Administrator/Board Secretary

3/15/2023

**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 3 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 March 15, 2023 at 6:19 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

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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." 338 Sandman #16; 338 Sandman #17; HIB Sandman #15; 338 Maud Abrams #10

"(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 matter _____

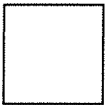
"(6) Any tactics and techniques utilized in protecting the safety and property of the public provided that their disclosure could impair such protection. Any investigations of violations or possible violations of the law." The nature of the matter, described as specifically as possible without undermining 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: Employee #4155; #4839; #5284; #5530

"(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

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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:



“(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 45 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.

3/15/2023

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.