

**LOWER TOWNSHIP BOARD OF EDUCATION
AGENDA
WORK SESSION AND REGULAR MEETING
APRIL 30, 2025**

Call to Order:

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

Work Session Meeting:

Roll Call:

Cynthia Baldacchini
Lauren Cox
Monica DiVito
James Morris
Lauren Randle
Joseph Thomas
Jonathan Vile
Patricia Smith
Gary Douglass

Also in Attendance:

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

Agenda Items:

Discuss Upgrade of Fire Alarm System

Non-Agenda Items:

Motion to enter into Executive Session:

Motion:_____ **Second:**_____

All In Favor:

EXECUTIVE SESSION:

Personnel Matters: Employees #4694; #5105; #4574; #5869; #6025; #5768; #5983;
#6015; #4839; #5356;

H.I.B. Sandman #2 2024-25; H.I.B. Sandman #3 2024-25; H.I.B. Mitnick #1 2024-25; H.I.B.
Mitnick #2 2024-25; H.I.B. Mitnick #3 2024-25; H.I.B. Mitnick #4 2024-25; H.I.B. Maud Abrams
#2 2024-25; H.I.B. Maud Abrams #3 2024-25; H.I.B. Maud Abrams #4 2024-25

Motion: _____ **Second:** _____

Discussion:

All in Favor:

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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:

Cynthia Baldacchini

Lauren Cox

Monica DiVito

James Morris

Lauren Randle

Joseph Thomas

Jonathan Vile

Patricia Smith

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.

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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

Presentations:

Regular Business:

PUBLIC HEARING ON 2025-2026 SCHOOL BUDGET:

{Backup F-Budget}

BUDGET CHANGED FOR TAX LEVY INCENTIVE AID AT THE PUBLIC HEARING*

FINAL Budget Adoption with all other resolutions re-adopted.

Adoption of the FINAL BUDGET, with modifications to the TENTATIVE BUDGET approved by the Interim Executive County Superintendent, Pending NJDOE Approval.

WHEREAS, the Lower Township Board of Education adopted a tentative budget on March 19, 2025, and submitted it to the Executive County Superintendent of Schools for approval, and

WHEREAS, the tentative budget was approved by the Executive County Superintendent of Schools on April 9, 2025, and

WHEREAS, the tentative budget was advertised in the legal section of the Cape May Star & Wave newspaper on April 23, 2025, and

WHEREAS, in the proposed FY2026 State Budget, certain districts had the opportunity to apply to the Commission of Education to increase expenditures, including an allocation of Tax Levy Incentive Aid, in order to satisfy the thoroughness and efficiency standards established pursuant to N.J.S.A. 18A:7F-46.

WHEREAS, the Lower Township Board of Education is below local fair share and spending below adequacy to be eligible to participate in this program.

WHEREAS, the Lower Township Board of Education is *eligible to increase* expenditures by \$ 5,829,767 and qualify for Tax Levy Incentive Aid in the amount of \$ 291,488.

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WHEREAS, the Lower Township Board of Education has been approved the Tax Levy Incentive Aid to allow an increase of \$132,867 to general fund tax levy and additional tax levy incentive aid from the state of \$6,643, total increase of \$139,510 and

WHEREAS, the Lower Township Board of Education has been granted approval to increase expenditures by \$139,510 based on the need to purchase technology equipment for instructional needs, which includes thirty-seven (37) Promethean Smartboards and one (1) Smartboard stand for the Maud Abrams classrooms and sixty-six (66) Dell Chromebooks for students districtwide.

WHEREAS, the **FINAL BUDGET** including the increase in accordance with the tax levy incentive aid was presented to the public during a public hearing held at the Carl T. Mitnick School Library, 905 Seashore Road, Cape May NJ, on April 30th, 2025.

WHEREAS, the Board of Education has now determined to make modifications to the Tentative Budget as follows:

Increase in Revenues:

Revenue Budget Line	Description	Tentative Budget	Final Budget	Change	Explanation
10-1210-000	Tax Levy	\$20,227,622	\$20,360,489	\$132,867	Tax Levy Incentive Program
10-3190-000	Other State Aid	\$0.00	\$ 6,643	\$ 6,643	Tax Levy Incentive Aid
TOTAL		\$20,227,622	\$20,367,132	\$139,510	

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Increase in Appropriations:

Budget Appropriation Line	Description	Tentative Budget	Final Budget	Change	Explanation
11-190-100-610-00	-37 Promethean Smartboards - 1 Smartboard Stand 66- Dell Chromebooks	\$365,000	\$504,510	\$139,510	Technology Equipment for Instructional needs
TOTAL		\$365,000	\$504,510	\$139,510	

NOW, THEREFORE, BE IT RESOLVED that in consideration of the above, the Board of Education hereby adopts the following **FINAL Budget for 2025-2026 SY:**

	<u>Budget</u>	<u>Tax Levy</u>
General Fund	\$ 27,192,333	\$ 20,360,489
Special Revenue	\$ 5,205,679	\$ 0
Debt Service	\$ <u>1,483,230</u>	\$ <u>569,105</u>
Total Base Budget	\$ <u>33,881,242</u>	\$ <u>20,929,594</u>

BE IT FURTHER RESOLVED, to acknowledge that the 2025-2026 school budget, as described, results in General Fund Tax Levy of **\$20,360,489**.

Travel and Related Expense Reimbursement 2025-2026

WHEREAS, the Lower Township Board of Education recognizes school staff and Board members will incur travel expenses related to and

within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

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WHEREAS, N.J.A.C. 6A:23A-7.3 et seq. requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board; and

WHEREAS, the Lower Township Board of Education established \$17,000 as the maximum travel amount for the current school year and has expended \$368.00 as of this date; now

THEREFORE, BE IT RESOLVED, the Board of Education approves travel and related expense reimbursements in accordance with N.J.A.C. 6A:23A-7.3, to a maximum expenditure of \$17,000 for the 2025-2026 school year.

Capital Reserve Withdrawal – Other Capital Projects

BE IT RESOLVED, that included in the general fund appropriations, budget line 620 is a withdrawal from Capital Reserve – Other Capital Projects in the amount of \$150,000 for other capital project costs of Preschool Facility Project. The total cost of this project is \$150,000 which represents expenditures for construction elements or projects that are in addition to the facilities efficiency standards determined by the Commissioner as necessary to achieve the New Jersey Student Learning Standards.

Maintenance Reserve Withdrawal

BE IT RESOLVED, that as per N.J.A.C. 6A:23A-14.2(d) the general fund appropriations include a \$175,000 withdrawal from the Maintenance Reserve Account for use on required maintenance activities for a school facility as reported in the comprehensive maintenance plan pursuant to N.J.A.C. 6A:26-20.5.

Motion: To open the Public Hearing on the 2025-2026 Lower Township Elementary School District Budget:

Motion:_____ **Second:**_____

Discussion:

All In Favor

Presentation: Public Hearing Budget Presentation presented by Patricia Ryan, Board Secretary

Public Comment:

Board Comment:

Motion: To close the Public Hearing on the 2025-2026 Lower Township Elementary School District Budget:

Motion:_____ **Second:**_____

Discussion:

All In Favor:

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Motion: To *adopt the budget or adopt the budget as amended* from the Public Hearing on the 2025-2026 Lower Township Elementary School District Budget, **Pending NJDOE Approval:**

Motion: _____ **Second:** _____

Discussion:

Vote:

Cynthia Baldacchini
Lauren Cox
Monica DiVito
James Morris
Lauren Randle
Joseph Thomas
Jonathan Vile
Patricia Smith
Gary Douglass

1} REPORTS:

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

2} PUBLIC EXECUTIVE SESSION:

3} APPROVAL OF MINUTES:

- March 19, 2025
Regular Meeting & Executive Meeting
- April 9, 2025
Special Work Session & Regular Meeting

Motion: _____ **Second:** _____

Discussion:

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Vote:

Cynthia Baldacchini
Lauren Cox
Monica DiVito
James Morris
Lauren Randle
Joseph Thomas
Jonathan Vile
Patricia Smith
Gary Douglass

4} 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 **March 2025**, 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:** **March 19, 2025 - April 30, 2025** {Backup R-2}
- R-3 Approval of Bill List:** **March 19, 2025 - April 30, 2025** {Backup R-3}
- R-4 Approval of Cafeteria Report:** **April 2025** {Backup R-4}
- R-5 Approval of Travel:** None.

P. Personnel:

- 1.** On the recommendation of the Superintendent, that notice of continuation of employment for the 2025-2026 school year, be issued to the following tenured personnel, as listed below:

ADMINISTRATION:

Bowman, Sarah, Supervisor of Curriculum and Instruction
Cathcart, Van, Principal
Granero, Christina, Supervisor of Academic Achievement
Gallagher, Christina, Supervisor of Custodians
Hickok, Darrin, Supervisor of School Security
Himstedt, Kurt, Supervisor of Food Services

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Keeler, Debra, Supervisor of Special Services
King, John, Principal
O'Shea, Gary, Supervisor of Buildings and Grounds
Read, Lauren, Treasurer of School Monies
Shivers, Christopher, Principal

CENTRAL OFFICE:

Brooks, Kimberly, Administrative Assistant to Day Care
Downie, Leigh, Accounts Payable Coordinator/Clerk
Jacob, Patricia, Secretary to the Superintendent
Leipert, Joseph, Technology Assistant
Nelson, Susan, Payroll Coordinator/Clerk
Paluch, Carla, Administrative Secretary to Buildings & Grounds
Sterling, Kristin, Secretary to C&I/CST

TEACHERS

Abate, Jennifer	Desmond, Margaret	Johnson, Rebecca
Abel, Veronica	Dillon, Amanda	Keeler, Michelle
Abrams, Stephanie	Donohue, Jessica	Kelly, Kimberly
Ackroyd, Jennifer	Drake, Pamela Rose	Kelly, Dana
Ackroyd, Robert	Eckel, Cari	Kelly, Jeffrey
Bada, Annmarie	Farreny, Gina	Kennedy, Heather
Baldwin, Molly	Feliciano, Amanda	King, Sarah
Barcas, Bonnie	Filachek, Joseph	Laing, Taylor
Barger, Brittany	Furey, Christine	Lanzalotti, Heather
Baxter, Janet	Gannon, Alyssa	LaVancher, Heather
Bennert, Krista	Gannon, Emily	Lindsay, Janeen
Blum, Jennifer	Gianakopoulos, Eileen	Lloyd, Erine
Bonino, Tammy	Golden, Holly	LoMonaco, Melissa
Bostard, Danielle	Grace, Frances	Long, Laurie
Boyle, Jennifer	Griffin, Gerald	Lunde, Christina
Boyle, Sheryl	Guido, Theresa	Magnavita, Lauren
Brannan, Megan	Hansen, Melissa	Mahler, Chrystie
Breuss, Jessica	Harris, Jillian	Mahon, Jessica
Bridgemen, Joseph	Harron, Keri	Mastalski, Carolanne
Brion, Lori	Hawthorne, Carol	McGarrity, Kimberly
Bryan, Jessica	Hinker, Dawn	McLaughlin, Joanne
Bryce, Amber	Hisky, Stephanie	Melo, Jenna
Buckley, Danielle	Hoffman, Catherine	Milder, Samantha
Cavanaugh, Justine	Holden, Anissa	Mills, Julia
Cobleigh, Ashley	Hotaling, Stacy	Milstead, Douglas
D'Aleo, Catherine	Hughes, Tammy	Morales, Carlos
Davis, Lindsay	Jaber, Kaitlyn	Munsick, Jesse
DeShields, Beth	Johnson, Gena	Nash, Carrin

Nelson, Hannah
Nuscis, Amanda
O'Neill, Erica
O'Shea, Allyson
Osmundsen, Kimberly
Osmundsen, Samantha
Pacevich, Greta
Paras, Alison
Parkinson, Nicole
Peterson, Courtney
Pierce, Amanda
Ridgway, Kymberly
Riess, Haley
Righter, Beverly

Risley, Krista
Rivers, Shannon
Roach, Krystalynne
Robinson, Heather
Robinson, Jeffrey
Rosenberg, Cynthia
Roth, Heather
Rutherford, Tracy
Salerno, Stacey
Sangillo, Julia
Schlitzer, Sara
Sekela, Heather
Sheets, Miken
Shillingford, Lila

Skerry, Anne Marie
Skill, Erin
Slaney, Crystal
Smeltzer, Susan
Spriggs, Sharon
Tester, Darlene
Thompson, Anna
Tostevin, Annika
Viscomi, Elena
Voumard, Genee
Weeks, Sydney
Wilson, Brian
Wuerker, Mary Ellen
Yerk, Bryce

SECRETARIES

Abrams, Lana
Bailey, Joanne
Booth, Mary
Cone, Patricia

Einhaus, Theresa
Geiger, Donna
Hunke, Christine
Wunder, Diane

CLERKS

Barger, Marguerite

Gentek, Donna

CUSTODIANS

Castillo, Renata
Cooper, Robert
Coulter, Dianat
Donati, Bridget
Freese, Kathryn
Gioulis, Hannah
Griffith, Christopher

Hunter, Dean
Lloyd, James
Morales, Andrew
Muller, Warner
Paget, Mark
Sherel, Linda
Williamson, Donna

INSTRUCTIONAL AIDES

Beason, Regina
Smith, Kim

Young, Stacy

FOOD SERVICE WORKERS

Abrams, LaTrice

Mellina, Alison

SECURITY

Boyle, Kevin
Flitcroft, Albert

Hedum, Mel

BUS DRIVERS

Kelly-Rementer, Christina
Lafferty, Anna
Layton, Sherry

Proud, Edward
Wenger, Ronald

BUS MECHANIC

Kevin Kapp

2. On the recommendation of the Superintendent, that notice of continuation of employment for the 2025-2026 school year, be issued to the following personnel **obtaining tenure**, as listed below:

TEACHERS

Cappelletti, Jeanne	9/21
Carbonaro, Rachelle	9/21
Castellucci, Bethany	9/21
Champion, Emily	9/21
Dowe, Lindsay	9/21
Morey, Allison	9/21
Ojasoo, Melissa	9/21
Richartz, Jenna	9/21
Swan, Lilly	9/21

SECRETARIES:

Casella, Kristen	7/22
Fletcher, Christine	7/22
Carter, Patricia	9/22

FOOD SERVICE

Delano, Brittany	9/22
Corbett, Patrick	10/22

SCHOOL SECURITY

Winter, Christopher	10/22
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3. On the recommendation of the Superintendent, that notice of continuation of employment for the 2025-2026 school year, be issued to the following **non-tenured** personnel, as listed below:

ADMINISTRATORS:

Howgate, Rachel, Principal	8/23
Feltwell, Shannon, Supervisor of Transportation	3/24

CENTRAL OFFICE:

Conley, Aiden, Computer/Network Technology	4/25
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TEACHERS:

McIntyre, Stephen	9/22
DeFelice, Natalie	9/22
Girard, Alexis	9/22
Nelson, Ashley	9/22
Oberg, Maryanna	9/22

Snyder, Stephanie	9/22
Borchardt, Lisa	10/22
Emery, Rebecca	10/22
Romaine, Mia	1/23
Lihou, Alexandra	9/23
Patterson, Michelle	9/23
Brooks, Nicole	9/23
Damiana, Sara	9/23
Gerry, Shawn	9/23
Distaulo, Natalie	9/24
Peters, Rosie	9/24
Strauss, Brooke	9/24
Walker, Margaret	9/24

SECRETARIES:

Holden, Sharon	8/23
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CUSTODIANS

Ridgway, Thomas	9/23
Gallagher, Aimee	2/24
Hunter, Mark	2/24
Macdonald, Brad-Lee	9/24
Hilbert, Stephen	3/25

ASSISTANT BUS MECHANIC

Peschi, Joseph	1/23
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FOOD SERVICE

Keenan, Darlene	4/23
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BUS DRIVERS

Bosell, Marina	3/24
Allay, Catherine	9/24
Mantzaris, Nicholas	9/24

SCHOOL SECURITY

Flanagan, John	3/25
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4. On the recommendation of the Superintendent, that the notice of continuation of employment for the 2025-2026 school year, be issued to the following **part-time** school personnel, as listed below:

60 CREDIT PART TIME CLASSROOM AIDES:

Christiansen, Hanna	McCloskey, Michelle
Connolly, Kristen	McCloskey, Madasyn
Deangelis, Isabella	McCullen, Taylor
Devine, Allison	O'Mara, Samantha

Gain, Hailey
Gittle, Amber
Karvounis, Yifat
Lybarger, Lorianne

Schultz, Melissa
Sissel, Jan
Spirito, Colleen
Weinberg, Ashley

PART TIME PARAPROFESSIONALS

Bada, Stephanie
Barfield, Erica
Bilios, Foteini
Black, Katherine
Cooper, Donna
Degrandis, Lyndi
Foti, Lauren
Giles, Kemmalynn
Henry, Pamela
Hill, Kelsie
Kane, Krista
Laffitte, Nicole
Leszczynski, Kelly
Mazzafro, Joan
Olsen, Kaitlyn
Place, Lauren
Pfiffer, Samantha
Rafter, Mia
Robbins, Morgan
Robinson, Kaitlynn

Saunders, Kira
Sevilla-Small, Shiella
Sluk, Courtney
Solter, Eileen
 Surrán, Jordan
Szczur, Kaitlyn
Torres, Leslie
Torres, Pamela
Vanaman, Chelsea
Vassar, Maria
Weinert, Victoria
Wilson, Ashley
Wilson, Lillie
Wilson-Renna, Jill
Lawley, Rian

PART TIME CLASSROOM AIDES

Bedell, Lori
Bryan, Kaitlyn
Bryant, Lisa
Drake, Clarissa
Felsing, Amanda
Fleming, Kira
Gray, Megan
Haibach, April
Halbruner, Mariel
Harpster, Lisa
Hendley, Marjorie
Jeffries, Sarah
Marshall, Louise
Martin, Samantha
Mercado, Amizadai
Morales, Jennifer
Miracle, Patricia
Murray, Danielle

Peck, Jeannette
Petrovia, Stacey
Pettit, Hayley
 Pietro, Jennifer
Pisieczko, Stacey
Robinson, Ruth
Rodriguez-Velez, Eva
Rush, Meghan
Serra, Eriki
Unruh, Meggan
Venuto, Michele
Verbitski, Maureen
Young, Erica
Zaccagni, Kristin

PART TIME CLERKS

Cardaci, Kristen
Cunya, Katie

Eckel, Amanda

PART TIME BUS DRIVERS

Axelson, Andrew
Bakke, Glenden
Bingham, Maureen
Byrd, John
Gonzalez, Cesar

Miller, Ed
Pasternak, Jack
Rodriguez, Dan
Smith, Joanne
Titerence, Christian

PART TIME BUS AIDES

Albert, Janet
Bakley, Kathy
Baxter, Kristine
Bingham, Michael
Danielson, Nancy
DelRio, Megan
Douglass, Debra
Eckel, Carlee
Franco, Donna
Hober, Anita

Johnson, Stephanie
Knapp, Brandee
Magargal, Laurie
Mendo, Buffymarie
Speigel, Suzanne
Taylor, Christina
Tolchin, Terence
Torres, Cindy
West, Jamie

PART TIME CUSTODIANS

Cerbo, Danielle
Ciliberti, James
Day, James

Fastige, David
Muller, Robert, Jr.
Townsend, Bruce

PART TIME DAY CARE WORKERS

Antonelli, Amanda
Beane-Fox, Pamela
Conley, Sharon
Douglass, Geraldine
Eckel, Marjorie
Gain, Mila
Hatala, Kathleen
Jasinski, Amanda
Kersch, Maureen
Knapp, Brandee

McDonough, Patricia
Murray, Irena
Ongos, Joshua
Schreiner, Rosemary
Stone, Julianna
Stone, Rachael
Tamillo, Maryann
Watson, Samantha

PART TIME FOOD SERVICE

Abdemajid, Amina
Beckwold, Ellen
Bowen, Maggie
Cox, Terri
Dougherty, Lisa
Lawrence, Tammy

Magill, Chelsea
Rotchford, Dolores
Sockriter, Doris
Zuccato, Lorraine

PART TIME CAFETERIA AIDES

Axner, Diane	Murray, Irena
Buthy, June	Purcell, Patricia
Byrne, Elizabeth	Rodriguez, Veronica
Doherty, Jacqueline	Spencer, Megan
Douglass, Geraldine	Tamillo, Maryann
Graham, Rosemary	Watson, Samantha
Hatala, Kathleen	Wenger, Ronald

SCHOOL SECURITY

Whitten, Douglas

PART TIME VOLUNTEER COORDINATOR

Cardillo, Lisa

- 5. On the recommendation of the Superintendent, that the following substitutes be approved for the the remainder of the 2024-2025 school year, pending receipt of required documentation: (Backup P-5)

SUBSTITUTES NEEDING MORE DOCUMENTATION

SUBSTITUTE TEACHER

Ryan Salinsky

SUBSTITUTE CLASSROOM AIDES

Ryan Salinsky, Victoria Martino

SUBSTITUTE DAYCARE AIDES

Victoria Martino, Stephanie Hunter, Danae Allen

SUBSTITUTE BUS AIDES

Victoria Martino, Stephanie Hunter, Danae Allen

SUBSTITUTE FOOD SERVICE WORKERS

Stephanie Hunter, Danae Allen

SUBSTITUTE CAFETERIA AIDES

Danae Allen, Sophia Cruz

SUBSTITUTE CUSTODIAN

Stephanie Hunter

- 6. On the recommendation of the Superintendent, that the Lower Township Board of Education approve Non-FMLA/FMLA for the following employees:

<u>Employee #</u>	<u>Effective Dates</u>
#6065	4/7/25 - 5/19/25 (Non-FMLA)
#4953	4/9/25 - 4/17/25 (Non-FMLA)

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#4710 4/28/25 - 5/2/25 (Non-FMLA)
#4079 4/28/25 -5/27/25 (FMLA)
#5450 9/1/25 - 2/27/26 (FMLA)

7. On the recommendation of the Superintendent, that the Lower Township Board of Education accept the resignation of Athanasia Mantzaris, Part-Time Daily Food Service Worker, effective May 23, 2025. (Backup P-7)
8. On the recommendation of the Superintendent, that the Lower Township Board of Education accept the resignation of Bethanie Kaplan, 3rd Grade Teacher at the Maud Abrams School, effective July 1, 2025. (Backup P-8)
9. On the recommendation of the Superintendent, that the Lower Township Board of Education approve the following transfers effective July 1, 2025:

<u>EMPLOYEE</u>	<u>CURRENT POSITION</u>	<u>TRANSFERRED TO</u>
Christopher Shivers	Principal @ Memorial School	Principal @ Sandman School
Rachel Howgate	Principal @ Mitnick School	Principal @ Memorial School

10. On the recommendation of the Superintendent, that the Lower Township Board of Education approve Allyson O'Shea as Principal at the Carl T. Mitnick School, at a salary of \$103,691, effective July 1, 2025. (Backup P-10)
11. On the recommendation of the Superintendent, that the Lower Township Board of Education approve Desiree Moore as Day Care Coordinator, at a salary of \$45,000, effective June 1, 2025. (Backup P-11)
12. On the recommendation of the Superintendent, that the Lower Township Board of Education approve Kimberly Brooks as Attendance Officer/Supervisor's Secretary in the District, at a salary of \$50,000, effective June 1, 2025. (Backup P-12)
13. On the recommendation of the Superintendent, that the Lower Township Board of Education approve Carolann Mastalski as Supervisor of Early Childhood at the David C. Douglass Veterans Memorial School, at a salary of \$86,557, effective July 1, 2025. (Backup P-13)
14. On the recommendation of the Superintendent, that the Lower Township Board of Education approve the following on-call substitutes as daily part-time staff:

<u>Employee</u>	<u>Position</u>	<u>Effective Date</u>
Suzanne Speigel	Bus Aide	3/26/25
Holly Saini	Classroom Aide @ Mitnick	3/31/25
Vienna DelConte-Pfetscher	Paraprofessional @ Memorial	4/7/25

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15. On the recommendation of the Superintendent, that the Lower Township Board of Education approve Amanda Dillon, Guidance Counselor at the Maud Abrams School, for placement of MA+30 on the LTEEA Teachers' Salary Guide, to reflect an increase of credits to her degree, effective May 1, 2025. (Backup P-15)
16. On the recommendation of the Superintendent, that the Lower Township Board of Education approve the job description for Behavioral Specialist (Teacher). (Backup P-16)
17. On the recommendation of the Superintendent, that the Lower Township Board of Education accept the resignation of Megan Downie, Preschool Teacher at the Carl T. Mitnick School effective June 30, 2025. (Backup P-17)

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)

<u>NUMBER</u>	<u>TYPE</u>	<u>TITLE</u>
5751	Regulation	Sexual Harassment of Students

2. On the recommendation of the Superintendent, that the Lower Township Board of Education approve the 2025-2026 District Calendar. (Backup L-2)
3. On the recommendation of the Superintendent, that the Lower Township Board of Education approve the LTES Organizational Chart. (Backup L-3)

E. Education:

1. On the recommendation of the Superintendent, that the Lower Township Board of Education approve the following out of district placement:

2nd grade student to Cape May County Special Services School District 2024-2025 school year.

F. Finance and Insurance:

1. On the recommendation of the School Business Administrator, that the Lower Township Board of Education approve amendments to the Title II, Title III for FY25 and the High Impact Tutoring grants.
2. On the recommendation of the School Business Administrator, that the Lower Township Board of Education approve the following, awarded as an Extraordinary and Unspecified Service (EUS) for the fiscal year July 1, 2025 through June 30, 2026, and execute any contracts between the Lower Township Board of Education and the Atlantic & Cape May Counties School Business Officials Joint Insurance Fund as listed:

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Risk Management Consultant (RMC)/Liability Insurance Broker – (JIF) J. Byrne Agency
(Backup F-2)

3. On the recommendation of the School Business Administrator, that the Lower Township Board of Education approve the following, awarded as an Extraordinary and Unspecified Service (EUS) for the fiscal year July 1, 2025 through June 30, 2026:

Risk Management Consultant (RMC)/Health Insurance Broker – Southern Coastal HIF – J. Byrne Agency.

4. On the recommendation of the School Business Administrator, that the Lower Township Board of Education approve the renewal with the Southern Coastal Regional Employee Benefit Fund effective July 1, 2025 through June 30, 2028:

WHEREAS, a number of public entities in the State of New Jersey have joined together to form the Southern Coastal Regional Employee Benefits Fund, hereafter referred to as "FUND", as permitted by N.J.S.A. 11:15-3, 17:1-8.1, and 40A:10-36 et seq., and;

WHEREAS, the FUND was approved to become operational by the Departments of Insurance and Community Affairs and has been operational since that date, and;

WHEREAS, the statutes and regulations governing the creation and operation of a joint insurance fund, contain certain elaborate restrictions and safeguards concerning the safe and efficient administration of the public interest entrusted to such a FUND;

WHEREAS, the governing body of Lower Township Elementary Board of Education, hereinafter referred to as "LOCAL UNIT" has determined that membership in the FUND is in the best interest of the LOCAL UNIT.

NOW, THEREFORE, BE IT RESOLVED that the governing body of the LOCAL UNIT hereby agrees as follows: i. Become a member of the FUND for the period outlined in the LOCAL UNIT's Indemnity and Trust Agreements. ii. Will participate in the following type (s) of coverage (s): a.) Health Insurance as defined pursuant to N.J.S.A. 17B:17-4, the FUND's Bylaws, and Plan of Risk Management. iii. Adopts and approves the FUND's Bylaws. iv. Execute an application for membership and any accompanying certifications.

BE IT FURTHER RESOLVED that the governing body of the LOCAL UNIT is authorized and directed to execute the Indemnity and Trust Agreement and such other documents signifying membership in the FUND as required by the FUND's Bylaws, and to deliver these documents to the FUND's Executive Director with the express reservation that these documents shall become effective only upon:

- i. Approval of the LOCAL UNIT by the FUND.
- ii. Receipt from the LOCAL UNIT of a Resolution accepting assessment.
- iii. Approval by the New Jersey Department of Insurance & Dept of Community Affairs. (Backup F-4)

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5. On the recommendation of the School Business Administrator, that the Lower Township Board of Education approve the following, awarded as an Extraordinary and Unspecified Service (EUS) for the fiscal year July 1, 2025 through June 30, 2026:

Risk Management Consultant (RMC)/Dental Insurance Broker – Self Insured Dental Program – J. Byrne Agency.

6. On the recommendation of the School Business Administrator, that the Lower Township Board of Education, authorizes the submittal and approval of the 2025 Wellness Grant-Coastal Health Insurance Fund for \$11,580. (Backup F-6)
7. On the recommendation of the School Business Administrator, that the Lower Township Board of Education authorize a purchase order contract to Advanta Health Solutions for the administration of the district’s Wellness Program for the school year 2025-2026, under the direct supervision of Kurt Himstedt, Food Service Director and Patricia Ryan, School Business Administrator/Board Secretary.
8. On the recommendation of the School Business Administrator, that the Lower Township Board of Education to adopt the 2025-2026 Board of Education meeting dates. (Backup F-8)
9. On the recommendation of the School Business Administrator, that the Lower Township Board of Education to approve the annual health renewal with Southern Coastal HIF and the prescription renewal with Benecard effective July 1, 2025 through June 30, 2026. (Backup F-9)
10. On the recommendation of the School Business Administrator, that the Lower Township Board of Education to approve contract renewal with E-Rate Consulting Inc. effective April 30, 2025 through June 30, 2027 for E-Rate funding applications. (Backup F-10)
11. On the recommendation of the School Business Administrator, that the Lower Township Board of Education approve the shared service agreement for participation in the Cooperative Transportation Agreement with Cape May County Special Services School District for 2025-2026 SY. (Backup F-11)
12. On the recommendation of the School Business Administrator, that the Lower Township Board of Education approve the advertising of the following items to be sold on GovDeals: (Backup F-12)

One (1) Seven ton Bumper Jack (Transportation dept.)	\$450.00
One (1) Ten ton Bumper Jack (Transportation dept.)	\$750.00
Fifty (50) Lenovo Chromebooks (Model 100e)	\$10.00/each

13. On the recommendation of the School Business Administrator, that the Lower Township Board of Education approve the following:

April 30, 2025

RESOLUTION FOR THE AWARD OF BIDS:

The Board of Education of the Township of Lower Maud Abrams School, Carl T. Mitnick School and Sandman Consolidated School 2025 Fire Alarm Replacement projects.

INFORMATION: The Board of Education of the Township of Lower previously authorized a Cooperative Pricing Agreement with the Camden County Educational Services Commission Cooperative, CCEC #66CCEPS, Contract #FY21-01. CCEC has publicly bid contract pricing for CM3 Building Solutions Inc. which satisfies the requirements of the Public Schools Contract Law, NJSA 18A:18A-1 et seq. Drawings and Specifications for the procurement of a proposal for Maud Abrams School. Carl T. Mitnick School and Sandman Consolidated School 2025 Fire Alarm Replacement projects were prepared by Garrison Architects.

RECOMMENDATION: It is recommended that Maud Abrams School. Carl T. Mitnick School and Sandman Consolidated School 2025 Fire Alarm Replacement projects be awarded to CM3 Building Solutions, Inc. using the CCEC #66CCEPS in the amount of \$1,600,474.98.

The district will be utilizing the balance of the Bond Referendum Series 2022- HVAC Project. (Backup F-13)

- 14.** On the recommendation of the School Business Administrator, that the Lower Township Board of Education approve the architectural services required for the fire alarm system replacement by Garrison Architects for the amount of \$125,525. (Backup F-14)

MOTION ON CONSENT AGENDA ON ALL MOTIONS LISTED BELOW:

Routine Matters: R-1 to R-5

Personnel: P-1 to P-17

Harassment, Intimidation & Bullying: None

Legislative and Internal Policies: L-1 to L-3

Education: E-1

Finance and Insurance: F-1 to F-14

Motion: _____ Second: _____

Discussion:

Vote:

Cynthia Baldacchini

Lauren Cox

Monica DiVito

James Morris

Lauren Randle

Joseph Thomas

Jonathan Vile

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Patricia Smith
Gary Douglass

5} NON-CONSENT AGENDA:

6} EXECUTIVE SESSION:

Motion: _____ **Second:** _____

Discussion:

Vote:

Cynthia Baldacchini
Lauren Cox
Monica DiVito
James Morris
Lauren Randle
Joseph Thomas
Jonathan Vile
Patricia Smith
Gary Douglass

7} OLD/NEW BUSINESS:

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

9} GOOD OF THE ORDER:

A} Next Board Meeting: May 28, 2025

B} Fire Drills: 4/16/25 - Sandman School; 4/16/25 - Maud Abrams;
4/17/25 - Mitnick School; 4/17/25 - Memorial School

C} Monthly Emergency Drill: 4/29/25 - Shelter In Place

D} Bus Evacuation Drills: N/A

F.Y.I

1. Attendance/Enrollment
2. Sandman School Reports
3. Maud Abrams School Reports
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
13. May Calendar

April 30, 2025

**LOWER TOWNSHIP BOARD OF EDUCATION
ADDENDUM
APRIL 30, 2025**

Personnel

- A. WHEREAS, N.J.S.A. 18A:28-9 provides that a board of education may “reduce the number of teaching staff members employed in the district whenever, in the judgment of the board, it is advisable to abolish any such positions for reasons of economy or because of reduction in the number of pupils or of change in the administrative or supervisory organization of the district or for other good cause;” and

WHEREAS, for reasons of economy, efficiency and a need to restructure the administrative support of the district, the following existing full-time employee (“FTE”) position is recommended for elimination: Accounting Clerk; and

WHEREAS, based on the foregoing and information provided by the Superintendent, the Lower Township Elementary School District Board of Education finds it advisable to reduce the aforementioned position in the District effective the end of the day on June 30, 2025, through a reduction in force;

IT IS HEREBY RESOLVED by the Lower Township Elementary School District Board of Education as follows:

- a. That upon recommendation of the Superintendent the following position is hereby eliminated, effective as of the end of the day June 30, 2025, as result of a reduction in force: Accounting Clerk;
- b. That the affected employee will promptly receive appropriate notification of his/her employment status; and
- c. That the Superintendent is authorized to provide the necessary notification to the affected employee.

April 30, 2025

**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 April 30, 2025 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 minor or incompetent, his guardian) shall request in writing that the same be disclosed publicly." H.I.B. Sandman #2 2024-25; H.I.B. Sandman #3 2024-25; H.I.B. Mitnick #1 2024-25; H.I.B. Mitnick #2 2024-25; H.I.B. Mitnick #3 2024-25; H.I.B. Mitnick #4 2024-25; H.I.B. Maud Abrams #2 2024-

April 30, 2025

25; H.I.B. Maud Abrams #3 2024-25; H.I.B. Maud Abrams #4 2024-25

“(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 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 specifically as possible without undermining the need for confidentiality:
Employees #4694; #5105; #4574; #5869; #6025; #5768; #5983; #6015; #4839; #5356

“(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

April 30, 2025

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.