

**LOWER TOWNSHIP BOARD OF EDUCATION  
AGENDA  
WORK SESSION AND REGULAR MEETING  
MAY 24, 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

**EXECUTIVE SESSION:**

Personnel Matters:  
H.I.B. Sandman #3 2021-2022  
Employee #5356 and #4403  
Other Personnel Matters

**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}

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**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.

**District Mission Statement:**

"Dedicated to academic excellence, Lower Township Elementary Schools will nurture and challenge all students in a safe and innovative learning community. By encouraging respect and responsibility, students become self-directed, passionate, lifelong learners who will reach their potential. We are dedicated to supporting all students in exceeding the New Jersey Student Learning Standards."

**Vision Statement:**

*Every Student, Every Day, Learning, Teaching, Exploring, Succeeding.*

**2022-2024 Board Goal:**

Establish a system with district leadership to ensure that board policies are consistently being implemented and enforced.

**2021-2023 Board Goal:**

The Lower Township Board of Education is committed to ensuring that we are providing a safe and supportive environment for our students as well as staff members. We recognize that a healthy workplace environment can have a positive impact on school district programs, ultimately having a positive impact on student achievement.

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**2019-2021 District Goal:**

"To maximize student achievement in our current challenging financial situation." and  
"To decrease the percentage of Below Grade Level students in Reading by 10% annually over the next two years."

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

District Policy: #0164 Conduct of Board Meetings

District Policy: #0167 Public Participation in Board Meetings

**Presentation: Service Coin to Board Members – Councilman Kevin Coombs**

**Honoring Retirements for the 2021-2022 School Year:**

Sharon Matteucci (17 yrs), Debra Falck (19 yrs), Linda Cardaci (20 yrs), Debra Jacob (23 yrs), Karen Smith (33 yrs), Greg Young (27 yrs), Matt Reidenbach (24 yrs), Jane Mestre (25 yrs), John Hansen (5 1/2 yrs), Donna Gittings (31 yrs)

**1} REPORTS:**

**A}** Board President:

**B}** Superintendent:

**C}** School Business Administrator:

**2} APPROVAL OF MINUTES:**

April 26, 2022

Regular Meeting & Executive Meeting

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

**Discussion:**

**Vote:**

Monica DiVito

Nichole Koch

Sally Yerk

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.*

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*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 **April 30, 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: April 26, 2022 - May 24, 2022**{Backup R-2}

**R-3 Approval of Bill List: April 26, 2022 - May 24, 2022** {Backup R-3}

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

**R-5 Approval of Travel: April 2022** {Backup R-5}

**P. Personnel:**

1. On the recommendation of the Superintendent, that the following substitute be approved for remainder of the 2021-2022 school year, pending receipt of required documentation: (Backup P-5)

***SUBSTITUTES AVAILABE TO WORK***

***SUBSTITUTE FOOD SERVICE***

*Matthew Damico*

***SUBSTITUTES NEEDING MORE DOCUMENTATION***

***SUBSTITUTE CLASSROOM AIDE***

*Leslie Salas, Amanda Eckel*

***SUBSTITUTE DAY CARE***

*Amanda Eckel*

***SUBSTITUTE CUSTODIAN***

*David Fastige*

2. On the recommendation of the Superintendent, that the Lower Township Board of Education approve a cost of living increase of 2.90% to the Unaffiliated Employees effective July 1, 2022 – June 30, 2023.
3. On the recommendation of the Superintendent, that the Lower Township Board of Education accept, with regret, the resignation of Nicole DeHorsey, 4<sup>th</sup> Grade Teacher at the Maud Abrams School, effective June 17, 2022. (Backup P-3)
4. On the recommendation of the Superintendent, that the Lower Township Board of Education accept, with regret, the resignation of Shauna Hannings, Preschool Special Education Teacher at the David C. Douglass Veterans Memorial School, effective June 17, 2022. (Backup P-4)

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5. On the recommendation of the Superintendent, that the Lower Township Board of Education approve Christine Fletcher, as Principal's Secretary at the David C. Douglass Veterans Memorial School, effective July 1, 2022, pending receipt of required documentation. (Backup P-5)
6. On the recommendation of the Superintendent, that the Lower Township Board of Education approve Kristen Casella, as Principal's Secretary at the Sandman Consolidated School, effective July 1, 2022. (Backup P-6)
7. On the recommendation of the Superintendent, that the Lower Township Board of Education approve Tracy Taylor, as School Secretary at the Carl T. Mitnick School, effective July 1, 2022, pending receipt of required documentation. (Backup P-7)
8. On the recommendation of the Superintendent, that the Lower Township Board of Education accept, with regret, the retirement of John J. Herman, Behavior Management at the Sandman Consolidated School, effective December 31, 2022. (Backup P-8)

**H. Harassment, Intimidation & Bullying:**

1. The Board affirms the actions taken by the Superintendent and the School Safety Teams, for H.I.B. Memorial School #1 2021-2022; H.I.B. Sandman School #2 2021-2022; and H.I.B. Maud Abrams School #3 2021-2022. (Backup H-1)

**L. Legislative and Internal Policies:**

1. On the recommendation of the Superintendent, that the Lower Township Board of Education approve the Facilities Use Form for the 6<sup>th</sup> Grade Stepping Up Ceremony on the football field at the Lower Cape May Regional High School for June 14, 2022.

**E. Education:**

1. On the recommendation of the Supervisor of Special Services, that the Lower Township Board of Education approve the following placement:

**Case #4990-A** – 3 year old preschool, special education student, who is awaiting placement at Cape May County Special Services School District, Ocean Academy.

2. On the recommendation of the Supervisor of Curriculum and Instruction, that the Lower Township Board of Education authorizes a Purchase Order Contract to Cengage Learning for the curriculum "Big Ideas – Math Program" in the approximate amount of \$158,980.50 (quoted dated 1/25/22, contingent on enrollment figures and with an option to pay over two years). (Backup E-2)

**F. Finance and Insurance:**

1. On the recommendation of the School Business Administrator, pursuant to PL 2015, Chapter 47, the Lower Township Board of Education intends to renew, award, or permit to expire the following Contracts previously awarded by the Board of Education. The Contracts are, have been, and will continue to be, in full compliance with all State and

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Federal Statutes and Regulations: in particular: New Jersey Title 18A:18, Et. Seq. NJAC Chapter 23, and Federal Regulations 2CFR Part 200.317 Et. Seq. (Backup F-1)

2. On the recommendation of the School Business Administrator, that the Lower Township Board of Education adopt the 2022-2023 Board of Education Meeting dates. (Backup F-2)
3. On the recommendation of the Superintendent, that the Lower Township Board of Education authorizes the submittal of the 2022-2023 Extra Ordinary Aide Application. (Backup F-3)
4. On the recommendation of the School Business Administrator, that the Lower Township Board of Education accept the 2022 Grant Application for the Lower Township Elementary School District Wellness Program.
5. On the recommendation of the School Business Administrator, that the Lower Township Board of Education approve days for unaffiliated administrators a contribution of \$1,500 to the unaffiliated administrator's 403(b) account, as the result of these administrators who agreed to the reduction of five (5) vacation days last year.
6. On the recommendation of the Superintendent, that the Lower Township Board of Education approve the renewal of the I&T Agreement and Resolution with Coastal HIF, commencing July 1, 2022 and ending on June 31, 2025. (Backup F-6)
7. On the recommendation of the School Business Administrator, that the Lower Township Board of Education approve the proposed lunch price increase for the 2022-2023 school year. {**Note:** Lunch Fees have not been raised in two (2) years}.

	<u>Current</u>	<u>2022-2023</u>
Lunch - Full	\$2.85	\$3.25
Lunch - Reduced	\$ .40	\$ .40
Lunch - Staff (student lunch)	\$3.95	\$4.25
Lunch - Staff (special)	\$4.70	\$5.00
Milk	\$ .65	\$ .65

8. On the recommendation of the School Business Administrator, that the Lower Township Board of Education authorize the acceptance of the American Rescue Plan Homeless Children and Youth (ARP-HCY II) grant funds awarded in the amount of \$19,548.00. (Backup F-8)
9. On the recommendation of the School Business Administrator, that the Lower Township Board of Education approves a Contract between Lower Township Board of Education and Paul's Commodity Hauling, Inc. for the 2022-2023 school year, for hauling State Commodities from Safeway Cold Storage. (Backup F-9)

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- 10. On the recommendation of the School Business Administrator, that the Lower Township Board of Education authorize a withdrawal of \$64,000 from the AELCF of the ACCASBO JIF. (Backup F-10)
- 11. On the recommendation of the School Business Administrator, that the Lower Township Board of Education authorizes a Purchase Order Contract from a company represented by Mertz for a storage trailer in the amount of \$6,000, that the district is currently renting. (Backup F-11)
- 12. On the recommendation of the School Business Administrator, that the Lower Township Board of Education accepts the transfer of student #18292, transferring from Florence Township Board of Education to a school TBD, effective April 2, 2022.
- 13. On the recommendation of the School Business Administrator, that the Lower Township Board of Education accept and authorize the submittal of the FY 2023 ESEA Grant Application as follows: (Backup F-13)

Title IA	\$498,757
Title IIA	\$ 67,038
Title III	\$ 10,779
Title IV	<u>\$ 36,000</u>
	\$612,574

- 14. On the recommendation of the Superintendent, that the Lower Township Board of Education approve Karen Wadding of Alliance of Therapy Dogs (ATD), to provide volunteer visitation services with her three therapy dogs for the 2022-2023 school year. (Backup F-14)

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

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

**Personnel: P-1 to P-8**

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

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

**Education: E-1 & E-2**

**Finance and Insurance: F-1 to F-14**

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

**Discussion:**

**Vote:**

- Monica DiVito
- Nichole Koch
- Sally Yerk
- Lindsey Selby
- Patricia Smith
- Charles Utsch

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Joseph Thomas

Michael Mader

Gary Douglass

**4} NON-CONSENT AGENDA:**

**5} COMMITTEE REPORTS:**

Building and Grounds Committee:

Curriculum Committee:

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):**

**9} GOOD OF THE ORDER:**

**A}** Next Board Meeting: June 28, 2022

**B}** Fire Drills: 5/17/22 – Mitnick School; Sandman School, Maud Abrams School & Memorial School - TBD

Emergency Drill: 5/26/22 – Evacuation Drill

**10} ADJOURNMENT:**

**MOTION TO ADJOURN THE MEETING**

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

**Discussion:**

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



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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 April 26, 2022 at \_\_\_\_\_P.M. and

**WHEREAS**, the nine (9) exceptions to public meetings set forth in N.J.S.A. 10:4-12(b) are listed below, and next to each exception is a box within which **the number** of issues to be privately discussed that fall within that exception shall be written, and after each exception is a space where additional information that will disclose as much information about the discussion as possible without undermining the purpose of the exception shall be written.

**"(1) Any matter which, by express provision of Federal law, State statute or rule of court shall be rendered confidential or excluded from public discussion."** The nature of the matter, described as specifically as possible without undermining the need for confidentiality is \_\_\_\_\_

**"(2) Any matter in which the release of information would impair a right to receive funds from the federal government."** The nature of the matter, described as specifically as possible without undermining the need for confidentiality is \_\_\_\_\_

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**"(3) Any material the disclosure of which constitutes an unwarranted invasion of individual privacy such as any records, data, reports, recommendations, or other personal material of any educational, training, social service, medical, health, custodial, child protection, rehabilitation, legal defense, welfare, housing, relocation, insurance and similar program or institution operated by a public body pertaining to any specific individual admitted to or served by such institution or program, including but not limited to information relative to the individual's personal and family circumstances, and any material pertaining to admission, discharge, treatment, progress or condition of any individual, unless the individual concerned (or, in the case of a minor or incompetent, his guardian) shall request in writing that the same be disclosed publicly."**

H.I.B. Sandman #3 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

**"(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"**

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**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:  
Employees #5356 and #4403



**“(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.