

**LOWER TOWNSHIP BOARD OF EDUCATION  
AGENDA  
WORK SESSION AND REGULAR MEETING  
MAY 24, 2023**

Call to Order:

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

**Work Session Meeting:**

**Roll Call:**

Monica DiVito  
Lindsey Selby  
Joseph Thomas  
Charles Utsch  
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:**

Preschool Paraprofessionals- Staff reduction

**EXECUTIVE SESSION:**

Personnel Matters: Employee #5284; #4694; #5285; #4348; #5356; #5530; #4347; #5099;  
#4537; #5477; #5233; #5897; #5249; #5297; #4041; #4779; #5705; #5790; #5824;  
#5779; #4300; #5851; #5820; #4694; #5733

H.I.B. Maud Abrams #7 2022-2023

H.I.B. Sandman #5 2022-2023

**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 then 6:30 pm but no later then 7:15 pm}

**Roll Call:**

Monica DiVito  
Lindsey Selby  
Joseph Thomas  
Charles Utsch  
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

**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.*

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**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

**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:**

April 26, 2023

Regular Meeting & Executive Meeting

**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 **April 30, 2023**, 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). To be supplied.

**R-2 Approval of Transfers: April 27, 2023 - May 24, 2023**{Backup R-2}

**R-3 Approval of Bill List: April 27, 2023 - May 24, 2023** {Backup R-3}

**R-4 Approval of Cafeteria Report: April 2023** {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 2022-2023 school year, pending receipt of required documentation: (Backup P-1)

**SUBSTITUTES NEEDING MORE DOCUMENTATION**

**SUBSTITUTE TEACHER**

*Abigail Fox*

**SUBSTITUTE PARAPROFESSIONAL**

*Samantha Watson*

**SUBSTITUTE FOOD SERVICES**

*Jill Moon, Lisa Gift, Colleen Marshall*

**SUBSTITUTE SECRETARIES**

*Ashley Nailon, Laurie Magargal*

**SUBSTITUTE CLASSROOM AIDES**

*Laurie Magargal, Lisa Gift, Samantha Watson*

**SUBSTITUTE BUS AIDE**

*Laurie Magargal*

**SUBSTITUTE CUSTODIANS**

*Jill Moon, Grisela Orta*

**SUBSTITUTE DAY CARE AIDES**

*Abigail Fox, Lisa Gift, Samantha Watson*

**SUBSTITUTE CAFETERIA AIDE**

*Lisa Gift*

- 2. On the recommendation of the Superintendent, that the Lower Township Board of Education accept, with regret, the retirement of Jill Cucci Smith, Art Teacher at the Sandman Consolidated School, effective October 1, 2023. (Backup P-2)
- 3. On the recommendation of the Superintendent, that the Lower Township Board of Education approve Lisa Cardillo as Parent Volunteer Coordinator, in the district, effective July 1, 2023. (Backup P-3)
- 4. On the recommendation of the Superintendent, that the Lower Township Board of Education approve the following transfers effective September 1, 2023:

<b><u>STAFF NAME</u></b>	<b><u>CURRENT POSITION</u></b>	<b><u>TRANSFERRED TO</u></b>
<i>Frances Grace</i>	<i>5th Gr.</i>	<i>Media Specialist @ Maud Abrams</i>
<i>Melissa Prendergast</i>	<i>1st Gr.</i>	<i>3rd Gr.</i>
<i>Erine Lloyd</i>	<i>1st Gr.</i>	<i>BSIP @ Mitnick</i>
<i>Jillian Harris</i>	<i>5th Gr.</i>	<i>6th Gr. Intervention</i>
<i>Courney Peterson</i>	<i>5th Gr.</i>	<i>5th Gr. RC (Spec. Ed.)</i>
<i>Alexis Girard</i>	<i>Spanish</i>	<i>4th Gr.</i>
<i>Lauren Magnavita</i>	<i>3rd Gr. LLD</i>	<i>3rd Gr. RC (Spec. Ed.)</i>
<i>Lindsay Davis</i>	<i>3rd Gr. RC (Spec. Ed.)</i>	<i>3rd Gr. LLD (Spec. Ed.)</i>
<i>Brittany Barger</i>	<i>4th Gr.</i>	<i>4th Gr. RC (Spec. Ed.)</i>
<i>Crystal Slaney</i>	<i>Kindergarten LLD</i>	<i>Kindergarten RC (Spec. Ed.)</i>
<i>Haley Riess</i>	<i>Kindergarten RC (Spec. Ed.)</i>	<i>Kindergarten LLD (Spec. Ed.)</i>
<i>Veronica Abel</i>	<i>4th Gr. Intervention</i>	<i>PreK @ Mitnick</i>
<i>Maggie Senatore</i>	<i>4th Gr. RC (Spec. Ed.)</i>	<i>PreK @ Mitnick</i>
<i>Julia Mills</i>	<i>Art @ Memorial</i>	<i>Art @ Sandman</i>
<i>Justine Franklin</i>	<i>6th Gr.</i>	<i>5th Gr.</i>
<i>Natalie DeFelice</i>	<i>5th Gr.</i>	<i>6th Gr.</i>
<i>Jeanne Cappelletti</i>	<i>6th Gr. Intervention</i>	<i>6th Gr.</i>
<i>Ally O'Shea</i>	<i>Vice Principal @ Sandman/ Maud Abrams</i>	<i>5th Gr. Intervention</i>
<i>Maryanna Oberg</i>	<i>CPIS Part Time</i>	<i>CPIS Full Time</i>
<i>Christina Granero</i>	<i>Principal @ Mitnick</i>	<i>Supervisor of Academic Achievement</i>

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5. On the recommendation of the Superintendent, that the Lower Township Board of Education approve Lauren Magnavita, 3rd Grade S/C Teacher at the Maud Abrams School, for placement of BA+30 on the LTEEA Teachers' Salary Guide, to reflect an increase of credits to her degree, pending review of documentation, effective June 1, 2023. (Backup P-5)
6. On the recommendation of the Superintendent, that the Lower Township Board of Education approve JoAnn McLaughlin, 6th Grade Teacher at the Sandman Consolidated School, for placement of MA on the LTEEA Teachers' Salary Guide, to reflect an increase of credits to her degree, pending review of documentation, effective June 1, 2023, (Backup P-6)
7. On the recommendation of the Superintendent, that the Lower Township Board of Education accept the resignation of Amanda Sherretta, Preschool Teacher at the Carl T. Mitnick School, effective June 16, 2023. (Backup P-7)
8. On the recommendation of the Superintendent, that the Lower Township Board of Education approve Sarah Bowman as Supervisor of Curriculum and Instruction in the District, effective September 1, 2023. (Backup P-8)
9. On the recommendation of the Superintendent, that the Lower Township Board of Education accept the resignation of Ann Marissa Ambacher, 6th Grade Teacher at the Sandman Consolidated School, effective June 16, 2023. (Backup P-9)
10. On the recommendation of the Superintendent, that the Lower Township Board of Education approve Warner Muller as Maintenance Worker for the District, effective July 1, 2023. (Backup P-10)

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

1. The Board affirms the actions taken by the Superintendent and the School Safety Teams, for H.I.B. Sandman #5 2022-2023; H.I.B. Maud #6 2022-2023. (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/Regulations: (Backup L-1)

<b><u>NUMBER</u></b>	<b><u>TYPE</u></b>	<b><u>TITLE</u></b>
0144	Policy	Board Member Orientation and Training
2520	Policy & Regulation	Instructional Supplies
3217	Policy	Use of Corporal Punishment
4217	Policy	Use of Corporal Punishment
5305	Policy	Health Services Personnel
5308	Policy & Regulation	Student Health Records
5310	Policy & Regulation	Health Services

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6112	Policy	Reimbursement of Federal and Other Grant Expenditures
6115.01	Regulation	Federal Awards/Funds Internal Controls - Allowability of Costs
6115.04	Policy	Federal Funds - Duplication of Benefits
6311	Policy	Contracts for Goods or Services Funded by Federal Grants
7440	Policy	School District Security
9100	Policy	Public Relations
9140	Policy	Citizens Advisory Committees
9140	Regulation	Citizens Advisory Committee

2. 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 at the Lower Cape May Regional High School PAC for June 13, 2023. (Backup L-2)
3. On the recommendation of the Superintendent, that the Lower Township Board of Education approve the revised 2023-2024 District Calendar, observing Juneteenth on June 19, 2024. (In place of Columbus Day 2023, Maintenance and Custodial staff will be off July 21, 2023) (Backup L-3)

**E. Education:** None.

**F. Finance and Insurance:**

1. On the recommendation of the Assistant 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 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 Superintendent, that the Lower Township Board of Education authorizes the submittal of the 2023-2024 Extra-Ordinary Aide Application.
3. On the recommendation of the Assistant Business Administrator, that the Lower Township Board of Education approve the following, awarded as Professional Services Contracts, for the fiscal year July 1, 2023 through June 30, 2024, as listed.

All Professional Contracts listed were Awarded on a Fair And Open Process

- a. **Auditor** – Inverso & Stewart, LLC
- b. **Solicitor** – Brett Gorman, Parker McCay, LLC
- c. **Behavior Therapy Specialist** – Brett Dinovi & Associates, LLC & Interactive Kids
- d. **Bond Counsel**- Parker McCay, LLC
- e. **Nursing Services** – Bayada Home Health Care, Inc.

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- f. Medical Inspector** – AtlantiCare
  - g. Occupational Therapy** – Stepping Stones Group
  - h. Architect of Record** – Garrison Architects
  - i. Employee Assistance Program** - Shore Counseling, LLC.
  - j. Financial Advisor** – Phoenix Advisors, LLC
  - k. Physical Therapy Services** – Kimberly Vona
  - l. Pediatric Psychiatric Physician** – Shore Behavioral Healthcare – Dr. Momodu
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- 4.** On the recommendation of the Assistant Business Administrator, that the Lower Township Board of Education approve the submittal of the 2023 Wellness Grant Application for the Lower Township Elementary School District Wellness Program. (Backup F-4)
  - 5.** On the recommendation of the Assistant Business Administrator, that the Lower Township Board of Education approve the optional reduction of five (5) vacation days for unaffiliated administrators in lieu of \$1,500 payment to the unaffiliated administrator’s 403(b) account.
  - 6.** On the recommendation of the Assistant Business Administrator, that the Lower Township Board of Education authorize the Preschool Budget Transfers for the 2022-2023 SY. (Backup F-6)
  - 7.** On the recommendation of the Assistant Business Administrator, that the Lower Township Board of Education approve a Contract between Lower Township Board of Education and Paul’s Commodity Hauling, Inc. for the 2023-2024 school year for hauling State Commodities from Safeway Cold Storage.
  - 8.** On the recommendation of the Assistant Business Administrator, that the Lower Township Board of Education approve the COBRA Administration Agreement with Gente to administer the COBRA enrollments effective July 1, 2023 through June 30, 2024. (Backup F-8)
  - 9.** On the recommendation of the Assistant Business Administrator, that the Lower Township Board of Education to authorize an Inter-Local Agreement with Wildwood Crest for Security Supervisory Services for July 1, 2023 to June 30, 2026.
  - 10.** On the recommendation of the Assistant Business Administrator, that the Lower Township Board of Education authorize an Inter-Local Agreement with Lower Cape May Regional School District for Security Supervisory Services for July 1, 2023 to June 30, 2026.
  - 11.** On the recommendation of the Assistant Business Administrator, that the Lower Township Board of Education authorize an Inter-Local Agreement with Lower Cape May



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Regional School District for Food Service Director services for July 1, 2023 to June 30, 2023.

- 12. On the recommendation of the Superintendent, that the Lower Township Board of Education authorize the Assistant Business Administrator to dispose of obsolete and surplus items, to be determined, using GovDeals.
- 13. On the recommendation of the Assistant Business Administrator, that the Lower Township Board of Education adopt the 2023-2024 Board of Education Meeting dates. (Backup F-13)

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

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

**Personnel: P-1 to P-10**

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

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

**Education: None**

**Finance and Insurance: F-1 to F-13**

**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

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Lauren Randle  
Jonathan Vile  
Lauren Cox  
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, 2023

**B} Fire Drills:** 5/16/23 - Memorial School; 5/17/23 - Mitnick School; TBD - Sandman School; TBD - Maud Abrams School

**Emergency Drill:** 5/11/23 – Evacuation Drill

**Bus Evacuation Drills:** 3/6/23 - Sandman Consolidated School; 3/7/23 - Maud Abrams School; 3/8/23 - Carl T. Mitnick School; 3/9/23 - Douglass Memorial School; 3/10/23 - Cape May County Special Services School

**10} ADJOURNMENT:**

**MOTION TO ADJOURN THE MEETING**

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

**Discussion:**

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

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

F.Y.I.

1. Enrollment
  2. Sandman School Reports
  3. Maud Abrams School Reports
  4. Mitnick School Reports
  5. Memorial School Reports
  6. Supervisor of Special Services Reports
  7. Supervisor of Buildings & Grounds Reports
  8. Supervisor of Transportation Reports
  9. Supervisor of Food Service Reports
  10. N/A
  11. Supervisor of Curriculum & Instruction Report
  12. Supervisor of Academic Achievement Report
  13. Supervisor of Day Care Reports
- June Calendar

**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 May 24, 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 minor or incompetent, his guardian) shall request in writing that the same be disclosed publicly."** H.I.B Maud Abrams #7 2022-23; H.I.B. Sandman #5 2022-2023

**“(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 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 #5284; #4694; #5285; #4348; #5356; #5530; #4347; #5099; #4537; #5477; #5233; #5897; #5249; #5297; #4041; #4779; #5705; #5790; #5824; #5779; #4300; #5851; #5820; #4694; #5733

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**“(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.