

**LOWER TOWNSHIP BOARD OF EDUCATION  
AGENDA  
WORK SESSION AND REGULAR MEETING  
MAY 28, 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  
Brett Gorman, Board Attorney

**Agenda Items:**

Discuss Revised 2025-2026 School Calendar

**Non-Agenda Items:**

**EXECUTIVE SESSION:**

**Transfers:** Employee #'s: #5897; #5514; #4232; #5813; #4079; #4082

**Personnel:** Employee #5983

H.I.B. Sandman #4 2024-25; H.I.B. Sandman #5 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  
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

**1} REPORTS:**

- A}** Board President:
- B}** Superintendent:
- C}** School Business Administrator:
- D}** Presentations:
- E}** Committee Reports:
  - Curriculum and Instruction Committee
  - Finance and Facilities Committee
  - Personnel and Management
- F}** Board Comment:

**2} APPROVAL OF MINUTES:**

- April 30, 2025
- Regular Meeting & Executive Meeting
- May 13, 2025
- Special Regular Session Meeting

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

**Discussion:**

**Vote:**

- Cynthia Baldacchini
- Lauren Cox
- Monica DiVito
- James Morris
- Lauren Randle
- Joseph Thomas
- Jonathan Vile
- Patricia Smith
- 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, 2024**, 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 30, 2025- May 28, 2025**{Backup R-2}

**R-3 Approval of Bill List: April 30, 2025 - May 28, 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 the following substitute be approved for remainder of the 2024-2025 school year, pending receipt of required documentation: (Backup P-1)

***SUBSTITUTES NEEDING MORE DOCUMENTATION***

***SUBSTITUTE BUS DRIVERS***

*Rebecca Gallagher, Dawn Friedlander*

2. On the recommendation of the Superintendent, that the Lower Township Board of Education accept the resignation of Patricia Ryan, School Business Administrator, effective June 30, 2025. (Backup P-2)
3. On the recommendation of the Superintendent, that the Lower Township Board of Education approve John Hansen as the Interim School Business Administrator effective on or about July 1, 2025 through June 30, 2026 with a cost of \$550.00 per diem, as stated per contract, as approved by the Cape May County Interim Superintendent. (Backup P-3)
4. On the recommendation of the Superintendent, that the Lower Township Board of Education approve Richard Milstead as Vice Principal at the Sandman Consolidated School and Maud Abrams School, at a salary of \$92,000.00, effective July 1, 2025. (Backup P-4)

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- 5.** On the recommendation of the Superintendent, that the Lower Township Board of Education approves Laurie Magargal as Administrative Assistant to Daycare, at a salary of \$42,000.00, effective July 1, 2025. (Backup P-5)
- 6.** On the recommendation of the Superintendent, that the Lower Township Board of Education approve Hanna Christiansen as 1st Grade Teacher at the Carl T. Mitnick School, on the 1st Step of the LTEEA Teacher's Salary Guide, effective September 1, 2025. (Backup P-6)
- 7.** On the recommendation of the Superintendent, that the Lower Township Board of Education approve Keara Sorenson as 3rd Grade Teacher at the Maud Abrams School, on the 1st Step of the LTEEA Teacher's Salary Guide, effective September 1, 2025. (Backup P-7)
- 8.** On the recommendation of the Superintendent, that the Lower Township Board of Education approve Mia Rafter as Preschool Relief Teacher at the David C. Douglass Veterans Memorial School, on the 1st Step of the LTEEA Teacher's Salary Guide, effective September 1, 2025. (Backup P-8)
- 9.** On the recommendation of the Superintendent, that the Lower Township Board of Education approve Emma Karch as Preschool Relief Teacher at the David C. Douglass Veterans Memorial School, on the 1st Step of the LTEEA Teacher's Salary Guide, effective September 1, 2025. (Backup P-9)
- 10.** On the recommendation of the Superintendent, that the Lower Township Board of Education approve Madison DuBois as Preschool Relief Teacher at the David C. Douglass Veterans Memorial School, on the 2nd Step of the LTEEA Teacher's Salary Guide, effective September 1, 2025. (Backup P-10)
- 11.** On the recommendation of the Superintendent, that the Lower Township Board of Education approve Riley DeCamillo as Preschool Teacher at the David C. Douglass Veterans Memorial School, on the 1st Step of the LTEEA Teacher's Salary Guide, effective September 1, 2025. (Backup P-11)
- 12.** On the recommendation of the Superintendent, that the Lower Township Board of Education approve Vienna Delconte-Pfetscher as Preschool Teacher at the David C. Douglass Veterans Memorial School, on the 1st Step of the LTEEA Teacher's Salary Guide, effective September 1, 2025. (Backup P-12)

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13. On the recommendation of the Superintendent, that the Lower Township Board of Education approve the following transfers, effective September 1, 2025:

<b><u>EMPLOYEE</u></b>	<b><u>CURRENT POSITION</u></b>	<b><u>TRANSFERRED TO</u></b>
Alexis Girard	4th Gr. Teacher @ Maud Abrams	6th Gr. RR @ Sandman
Michelle Keeler	2nd Gr. Teacher @ Mitnick	Intervention @ Maud Abrams
Melissa Ojasoo	Preschool Relief Teacher	Preschool HomeroomTeacher
Jessica Bryan	Preschool Teacher	Preschool Instructional Coach
Jennifer Boyle	Preschool Teacher	Preschool Special Ed. Teacher
Megan Brannan	ICR @ Mitnick	Preschool Special Ed. Teacher

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

<b><u>Employee #</u></b>	<b><u>Effective Dates</u></b>
4261	5/14/2025 - 6/19/2025 Non-FMLA
5224	9/5/2025 - 1/5/2026 - FMLA

15. On the recommendation of the Superintendent, that the Lower Township Board of Education approve the following temporary positions: (Backup P-14)

<b><u>NAME</u></b>	<b><u>POSITION</u></b>	<b><u>EFFECTIVE DATES</u></b>
Colleen Spirto	2nd Gr. LLD Teacher @ Mitnick	9/1/25 - 1/1/26
Susan Roselli	6th Gr. Teacher @ Sandman	9/1/25 - 1/1/26

16. On the recommendation of the Superintendent, that the Lower Township Board of Education approve the revised School Business Administrator/Board Secretary job description. (Backup P-16)

17. On the recommendation of the Superintendent, that the Lower Township Board of Education approve the Separation Agreement regarding Employee# 5983. (Backup P-17)

18. On the recommendation of the Superintendent, that the Lower Township Board of Education accept the resignation of Lauren Ryan, 1st Grade Teacher, effective July 1, 2025. (Backup P-18)

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

1. The Board affirms the actions taken by the Superintendent and the School Safety Teams, for 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.

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Maud Abrams #4 2024-25. (Backup H-1)

**L. Legislative and Internal Policies:**

1. On the recommendation of the Superintendent, that the Lower Township Board of Education approve the Revised 2025-2026 District Calendar. (Backup L-1)
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 at the Lower Cape May Regional High School PAC for June 16, 2025. (Backup L-2)
3. On the recommendation of the Superintendent, that the Lower Township Board of Education approve the submission of the Comprehensive Equity Plan Statement of Assurance for the 2025-2026 school year to the County, with the Three Year CEP. (Backup L-3)
4. On the recommendation of the Superintendent, that the Lower Township Board of Education authorize the Affirmative Action Team to conduct the needs assessment and develop a Comprehensive Equity Plan (CEP).

**E. Education:**

1. On the recommendation of the Superintendent, that the Lower Township Board of Education approve the following placement: (Backup E-1)

**Case #5225-A** - Preschool student to Cape May County Special Services School District 2024-25 school year.

2. On the recommendation of the Superintendent, that the Lower Township Board of Education approve the IUP Field Experience Agreement effective May 15, 2025 for an Internship. (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 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 2025-2026 Extraordinary Aide Application.
3. On the recommendation of the School Business Administrator, that the Lower Township Board of Education approve the following, awarded as Professional Services Contracts, for the fiscal year July 1, 2025 through June 30, 2026, as listed.

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

- a. **Auditors** – Inverso & Stewart
  - b. **Solicitor** – Gorman, D’Anella, and Morlok
  - c. **Behavior Therapy Specialist** – Brett Dinovi & Associates, LLC & Interactive Kids
  - d. **Nursing Services** – Bayada Home Health Care, Inc.
  - e. **Medical Inspector** – Atlanticare
  - f. **Occupational Therapy** – Stepping Stones Group
  - g. **Architect of Record** – Garrison Architects
  - h. **Employee Assistance Program** - Shore Counseling, LLC
  - i. **Financial Advisor** – Phoenix Advisors, LLC
  - j. **Physical Therapy Services** – Kimberly Vona
  - k. **Pediatric Psychiatric Physician** – Shore Behavioral Healthcare – Dr. Momo
4. On the recommendation of the School Business Administrator, that the Lower Township Board of Education approve the acceptance of funds and submittal of the 2025 Wellness Grant Program Application for the Lower Township Elementary School District Wellness Program totaling \$11,580. (Backup F-4)
  5. On the recommendation of the School Business Administrator, that the Lower Township Board of Education authorize Preschool Budget Transfers for the 2024-25 SY, if needed.
  6. On the recommendation of the School Business Administrator, that the Lower Township Board of Education approve the contract between Lower Township Board of Education and Paul’s Commodity Hauling, Inc. for the 2025-26 school year for hauling State Commodities from Safeway Cold Storage. (Backup F-6)
  7. On the recommendation of the School Business Administrator, that the Lower Township Board of Education approve the LTES Transportation Department to provide transportation for the Wetlands Institute for various local field trips in July and August for a flat-rate of \$500 per trip.
  8. On the recommendation of the School Business Administrator, that the Lower Township Board of Education approve dental renewal, through Delta Dental of NJ effective July 1, 2025 through June 30, 2026. (Backup F-8)
  9. On the recommendation of the School Business Administrator, that the Lower Township Board of Education approve the increase in the Daycare rates for the 2025-2026 school year.

**AM Only Daycare**

\$128.70 per month  
\$ 35.10 per week  
\$ 6.44 per day

**PM Only Daycare**

\$247.25 per month  
\$ 61.81 per week  
\$ 12.36 per day

**AM & PM Daycare**

\$373.75 per month  
\$ 93.44 per week  
\$ 18.69 per day

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10. On the recommendation of the Superintendent, that the Lower Township Board of Education approve the application submission for the FOCUS Grant.
11. On the recommendation of the School Business Administrator, that the Lower Township Board of Education approve the Bus Lease Agreement with Lower Cape May Regional School District effective September 1, 2025 through June 30, 2026 for an annual cost of \$18,000 (Thomas Bus 2013- VIN#4UZABRDU3DCFE6130). (Backup F-11)

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

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

**Personnel: P-1 to P-18**

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

**Legislative and Internal Policies: L-1 to L-4**

**Education: E-1 to E-3**

**Finance and Insurance: F-1 to F-11**

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

**Discussion:**

**Vote:**

Cynthia Baldacchini

Lauren Cox

Monica DiVito

James Morris

Lauren Randle

Joseph Thomas

Jonathan Vile

Patricia Smith

Gary Douglass

**4} NON-CONSENT AGENDA:**

**5} OLD/NEW BUSINESS:**

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

**7} GOOD OF THE ORDER:**

**A} Next Board Meeting: June 25, 2025**

**B} Fire Drills: 5/8/25 - Memorial; 5/20/25 - Sandman; 5/22/25 - Mitnick; TBD - Maud Abrams**

**Emergency Drill: 5/23/25 - Evacuation Drill**

**Bus Evacuation Drills: N/A**

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**8} 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. Supervisor of Curriculum & Instruction Report
  11. Supervisor of Academic Achievement Report
  12. 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 28, 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 #4 2024-25; H.I.B. Sandman #5 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”**

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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’s: #5897; #5514; #4232; #5813; #4079; #4082; #5983

**“(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**

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**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.