

**LOWER TOWNSHIP ELEMENTARY SCHOOL DISTRICT
AGENDA
WORK SESSION AND REGULAR MEETING
JUNE 22, 2021**

Call to Order:

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

Work Session Meeting:

Roll Call:

Board Members:

Monica DiVito
 Nichole Koch
 Steve Lewis
 Michael Mader
 Joseph Thomas
 Charles Utsch
 Sally Yerk
 Patricia Smith
 Gary Douglass

Also in Attendance:

Jeff Samaniego, Superintendent
John Hansen, Board Secretary
Brett Gorman, Board Attorney

Agenda Items:

Board Discussion on Agenda Items

Board Policy: DP: 2200 Curriculum Content
DP: 2210 Curriculum Development
DP: 2220 Adoption of Courses
DPL 2230 Curriculum Guides

Board Procedures:

Change of time: "No sooner then 6:30 p.m. but not later then
7:00 p.m."

Formation of Committees

EXECUTIVE SESSION:

- LTEEA Contractual Issue-Sidebar Agreement and Other Personnel matters
- Superintendent's Evaluation
- Shared Services Agreement
- Buildings and Grounds Reorganization
- Personnel - Transfers

Motion: _____ **Second:** _____ **Discussion:**

Vote:

Monica DiVito
 Nichole Koch
 Steve Lewis

- ___ Michael Mader
- ___ Joseph Thomas
- ___ Charles Utsch
- ___ Sally Yerk
- ___ Patricia Smith
- ___ Gary Douglass

Regular Meeting: {Starts no earlier than 6:45 pm}

Roll Call:

Board Members:

- ___ Monica DiVito
- ___ Nichole Koch
- ___ Steve Lewis
- ___ Michael Mader
- ___ Joseph Thomas
- ___ Charles Utsch
- ___ Sally Yerk
- ___ Patricia Smith
- ___ 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, 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.

2019-2021 Board Goal:

"To continue the progression to become a highly functioning school board."

2019-2022 Board Goal:

"Expand the knowledge and understanding of Board of Education Policies and its relationships to the effective management of this school district."

2019-2021 District Goal:

"To maximize student achievement in our current challenging financial situation."

2021 District Goal:

"To implement the Units of Study in Reading (K-6), Writing (K-6) and Phonics (K-2) Workshop. Teachers will work with a Teachers College staff developer to learn best practices in workshop instruction, how to utilize their assessment of student understanding to inform instruction and help children move forward along the progressions of learning."

1} APPROVAL OF MINUTES:

May 25, 2021

Regular Meeting & Executive Meeting

Motion: _____ **Second:** _____

Discussion:

Vote:

- ___ Monica DiVito
- ___ Nichole Koch
- ___ Steve Lewis
- ___ Michael Mader
- ___ Joseph Thomas
- ___ Charles Utsch
- ___ Sally Yerk
- ___ Patricia Smith
- ___ Gary Douglass

2} REPORTS:

- A}** Board President:
- B}** Superintendent:
- C}** School Business Administrator:
- D}** Presentation:

3} CONSENT AGENDA:

OPEN MEETING TO THE PUBLIC

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.*

R. Routine Matters

R-1 Approval of Financial Statements:

Secretary's and custodian's reports for **May 31, 2021**, 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: May 25, 2021-June 22, 2021{Backup R-2} & Prek transfers 7/1/20-6/30/21

R-3 Approval of Bill List: May 25, 2021-June 22, 2021{Backup R-3}

R-4 Approval of Cafeteria Report: May, 2021 {Backup R-4}

R-5 Approval of Travel: None.

P. Personnel:

1. On the recommendation of the Superintendent, that the Lower Township Board of Education approve Susan Temple, as a 10 month Full Time Speech Teacher position at the Sandman Consolidated School, effective July 1, 2021.

2. On the recommendation of the Superintendent, that the Lower Township Board of Education approve the following transfers for the 2021-2022 school year:

<u>STAFF MEMBER</u>	<u>CURRENT POSITION</u>	<u>NEW POSITION</u>
Carolann Mastalski	Spec. Ed. Preschool Teacher	Preschool Master Teacher
Meaghan Shedlock	Preschool Teacher	Preschool Master Teacher
Miken Sheets	2 nd Grade Teacher	BSIP @ Mitnick
Courtney Peterson	4 th Grade Resource Room	5 th Grade Teacher

3. On the recommendation of the Superintendent, that the Lower Township Board of Education approve the following for the 2021-2022 school year, pending receipt of required documentation: (Backup P-3)

<u>NAME</u>	<u>POSITION</u>
<i>Bethany Castellucci</i>	<i>PreK Teacher at Memorial School</i>
<i>Melissa Ojasoo</i>	<i>PreK Teacher at Memorial School</i>
<i>Shauna Hannings</i>	<i>PreK Disabled at Memorial School</i>
<i>Alexis Douglass</i>	<i>Kindergarten BSI/Spec. Ed. Teacher at Memorial School</i>
<i>Allison Morey</i>	<i>2nd Grade Teacher at Mitnick School</i>
<i>Bethanie Kaplan</i>	<i>3rd Grade Teacher at Maud Abrams School</i>
<i>Emily Champion</i>	<i>3rd Grade Teacher at Maud Abrams School</i>
<i>Maggie Senatore</i>	<i>4th Grade Spec. Ed. Teacher at Maud Abrams</i>
<i>Theresa Guido</i>	<i>3rd Grade Intervention Teacher</i>
<i>Veronica Abel</i>	<i>4th Grade Intervention Teacher</i>
<i>Jeanne Cappelletti</i>	<i>5th Grade Intervention Teacher</i>

Lindsay Obermeier
 Cheyanne Shaud

School Nurse at Sandman School
 Music Teacher at Mitnick School

4. On the recommendation of the Superintendent, that the Lower Township Board of Education approve the following Leave of Absences:

FMLA

<u>Employee #</u>	<u>Position</u>	<u>Effective Dates</u>
4662	Administration	5/22/21 – 7/6/21
5286	Teacher	9/7/21 – 1/14/22

5. On the recommendation of the Superintendent, that the Lower Township Board of Education approves the 2021-2022 employment Contract between the Lower Township Board of Education and John J. Hansen, School Business Administrator/Board Secretary, as approved by the Executive County Superintendent. (Backup P-5)
6. On the recommendation of the Superintendent, that the Lower Township Board of Education approve Deborah Pruitt, Music Teacher at the Maud Abrams School, for placement of MA on the LTEEA Teachers’ Salary Guide, to reflect an increase of credits to her degree, effective September 1, 2021. (Backup P-6)

H. Harassment, Intimidation & Bullying:

1. The Board affirms the actions taken by the Superintendent and the School Safety Teams, for H.I.B. Sandman #3 – 2020-2021. (Backup H-1)

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)

<i>NUMBER</i>	<i>TYPE</i>	<i>TITLE</i>
<i>0130</i>	<i>Policy</i>	<i>Bylaws, Policies and Regulations</i>
<i>1521</i>	<i>Policy</i>	<i>Educational Improvement Plans</i>
<i>1649</i>	<i>Policy</i>	<i>Federal Families First Coronavirus (COVID-19) Response Act</i>
<i>3134</i>	<i>Policy</i>	<i>Assignment of Extra Duties</i>
<i>3142</i>	<i>Policy & Regulation</i>	<i>Nonrenewal of Nontenured Teaching Staff Member</i>
<i>3221</i>	<i>Policy & Regulation</i>	<i>Evaluation of Teachers</i>
<i>3222</i>	<i>Policy & Regulation</i>	<i>Evaluation of Teaching Staff Members, Excluding Teachers and Administrators</i>

3223	<i>Policy & Regulation</i>	<i>Evaluation of Administrators, Excluding Principals, Vice Principals and Assistant Principals</i>
3224	<i>Policy & Regulation</i>	<i>Evaluation of Principals, Vice Principals and Assistant Principals</i>
4146	<i>Policy & Regulation</i>	<i>Nonrenewal of Nontenured Support Staff Member</i>
6471	<i>Policy & Regulation</i>	<i>School District Travel</i>
8561	<i>Policy</i>	<i>Procurement Procedures for School Nutrition Programs</i>

2. On the recommendation of the Superintendent, that the Lower Township Board of Education approve the Annual Temporary Facility Approval Form. (Backup L-2)
3. On the recommendation of the Superintendent, that the Lower Township Board of Education approve the Statement of Assurances-Lead Testing. (Backup L-3)
4. On the recommendation of the Superintendent, that the Lower Township Board of Education accept and approve the Security Drill Statement of Assurances. (Backup L-4)
5. On the recommendation of the Superintendent, that the Lower Township Board of Education approve the Intervention and Referral Services Final Reports for school year 2021-2022. (Backup L-5)
6. On the recommendation of the Superintendent, that the Lower Township Board of Education approve the Comprehensive Equity Plan Statement of Assurance 2021-2022. (Backup L-6)
7. On the recommendation of the Superintendent, that the Lower Township Board of Education approve the Restart and Recovery Plan to Reopen Schools. (Backup L-7)

E. Education:

1. On the recommendation of the Supervisor of Curriculum and Instruction, that the Lower Township Board of Education approves the Charlotte Danielson’s Framework for Teaching and the Rubic as the School District’s Teacher Evaluation Instrument for the 2021-2022 school year. (Backup E-1)
2. On the recommendation of the Superintendent, that the Lower Township Board of Education approves the Multidimensional Principal Performance Rubic (MPPR) as the School District’s Principal Evaluation Instrument for the 2021-2022 school year. (Backup E-2)

F. Finance and Insurance:

Regular Business:

1. On the recommendation of the School Business Administrator, that the Lower Township Board of Education authorizes the School Board Administrator to move up to: (Annual – year end)

\$1,500,000, from current operations, to Capital Reserve as of June 30, 2021
\$1,000,000 from current operations, to Maintenance Reserve as of June 30, 2021
\$250,000 from current operations, to Emergency Reserve established as of June 30, 2021
And up to 4% reserved in Fund Balance

2. On the recommendation of the School Business Administrator, that the Lower Township Board of Education approve the Breakfast and Lunch rates for the 2021-2022 school year, as listed: **Note:** All fees are waived for the 21-22 as a result of Seamless Summer Program.

	<u>Current</u>	<u>21-22</u>
Lunch – Full	\$2.85	\$2.85
Lunch – Reduced	\$.40	\$.40
Lunch – Staff (student lunch)	\$3.95	\$3.95
Lunch – Staff (special)	\$4.70	\$4.70
Milk	\$.65	\$.65

3. On the recommendation of the School Business Administrator, that the Lower Township Board of Education authorize the School Business Administrator to dispose of obsolete and surplus items, to be determined, using GovDeals.
4. On the recommendation of the School Business Administrator, that the Lower Township Board of Education approve the Contract between Lower Township Elementary School and Lehigh Valley Dairy for milk bids for the 2021-2022 school year.
5. On the recommendation of the School Business Administrator, that the Lower Township Board of Education authorize the School Business Administrator to make appropriate transfers and issue checks effective for the school year ending June 30, 2021 and will be reported at the next meeting. (Annual-Year End)
6. On the recommendation of the School Business Administrator, that the Lower Township Board of Education authorizes John J. Hansen, QPA to maintain the district bid threshold at \$44,000 per N.J.S.A. 52:34-7.

7. On the recommendation of the School Business Administrator, that the Lower Township Board of Education authorize the cancellation of stale dated payroll checks, pending payroll verification.

8. On the recommendation of the School Business Administrator, that the Lower Township Board of Education authorize the submittal of the FY-2022 IDEA-B Grant Application as follows: (Backup F-8)

IDEA – Basic	\$461,518
IDEA – PreK	\$ 26,655

9. On the recommendation of the School Business Administrator, that the Lower Township Board of Education authorize the submittal of the ESEA Grant Application. (Backup F-9)

Title IA	\$438,310
Title IIA	\$ 58,338
Title III	\$ 12,987
Title IVA	\$ 35,099

10. On the recommendation of the School Business Administrator, that the Lower Township Board of Education authorize the submittal of the required documentation of the American Rescue Plan Consolidated Grant Application. (Backup F-10)

11. On the recommendation of the School Business Administrator, that the Lower Township Board of Education approve the acquisition and installation of a state of art playground at Maud Abrams, at an approximate cost of \$61,000 and donations currently totaling \$29,500 (\$10,000 – Student Activity Fund; \$10,000 – Lower Township Education Foundation; \$5,000 – PTA; \$4,500 Sturdy Bank; and the district allocating the balance.) (Backup F-11)

12. On the recommendation of the School Business Administrator, that the Lower Township Board of Education authorizes the signature of the Cape May County Special Services School District Itinerant Agreement for the 2021-2022 school year. (Backup F-12)

MOTION ON CONSENT AGENDA:

Routine Matters: R-1 to R-5

Personnel: P-1 to P-6

Harassment, Intimidation & Bullying: H-1

Legislative and Internal Policies: L-1 to L-7

Education: E-1 & E-2

Finance and Insurance: F-1 to F-12

Motion: _____ **Second:** _____

Discussion:

Vote:

- ___ Monica DiVito
- ___ Nichole Koch
- ___ Steve Lewis
- ___ Michael Mader
- ___ Joseph Thomas
- ___ Charles Utsch
- ___ Sally Yerk
- ___ Patricia Smith
- ___ Gary Douglass

4} NON-CONSENT AGENDA:

5} EXECUTIVE SESSION:

Motion: _____ **Second:** _____

Discussion:

Vote:

- ___ Monica DiVito
- ___ Nichole Koch
- ___ Steve Lewis
- ___ Michael Mader
- ___ Joseph Thomas
- ___ Charles Utsch
- ___ Sally Yerk
- ___ Patricia Smith
- ___ Gary Douglass

6} OLD/NEW BUSINESS:

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

8} GOOD OF THE ORDER:

- A}** Next Board Meeting: July 27, 2021
- B}** Fire Drills: 6/1/21 – Mitnick School; 6/7/21 – Memorial School; 6/8/21 – Sandman School & Maud Abrams School

9} 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 Report

**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 x 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 June 22, 2021 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.”

“(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” Sidebar Agreement-LTEEA

“(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:
Shared Services Agreement

“(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: Other personnel matters/Superintendent Evaluation

“(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.