

**LOWER TOWNSHIP BOARD OF EDUCATION  
AGENDA  
WORK SESSION AND REGULAR MEETING  
JUNE 25, 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:**

**Non-Agenda Items:**

Discussion on Policy #3233 Revisions

**EXECUTIVE SESSION:**

H.I.B. Sandman #6 2024-25  
H.I.B. Maud Abrams #6 2024-2025

**Personnel:**

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

**Discussion:**

All in Favor: \_\_\_\_\_

6/25/2025

**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.

6/25/2025

**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:**

May 28, 2025

Regular Meeting & Executive 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:**

6/25/2025

**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 **May 2025**, which are in agreement as certified by the Board Secretary, that no budgetary account has been over-expended, in violation of NJAC 6:20-2.12 (a), (d). To be supplied.

**R-2 Approval of Transfers: May 28, 2025 - June 25, 2025 {Backup R-2}**

**R-3 Approval of Bill List: May 28, 2025 - June 25, 2025 {Backup R-3}**

**R-4 Approval of Cafeteria Report: May 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 the 2025-2026 school year, pending receipt of required documentation: (Backup P-1)

**SUBSTITUTES NEEDING MORE DOCUMENTATION**

**SUBSTITUTE DAYCARE AIDE**

*Angela Isaacson, Cathy York*

**SUBSTITUTE CAFETERIA AIDES**

*Angela Isaacson, Ali Amalou, Jaime Horan, Cathay York*

**SUBSTITUTE BUS AIDE**

*Angela Isaacson, Cathay York*

**SUBSTITUTE FOOD SERVICE WORKERS**

*Clarissa Ramirez, Ali Amalou, Jaime Horan, Cathay York*

**SUBSTITUTE CLASSROOM AIDES**

*Marlee Greco, Cathay York*

2. On the recommendation of the Superintendent, that the Lower Township Board of Education accept the resignation of Mia Rafter, Preschool Relief Teacher at the David C. Douglass Veterans Memorial School, effective June 25, 2025. (Backup P-2)
3. On the recommendation of the Superintendent, that the Lower Township Board of Education accept, with regret, the retirement of Jan Sissel, Daily Part-Time 60 Credit

6/25/2025

Classroom Aide at the Sandman Consolidated School, effective Jun 30, 2025. (Backup P-3)

4. On the recommendation of the Superintendent, that the Lower Township Board of Education approve Marissa Fisher as Temporary 3rd Grade Teacher at the Maud Abrams School effective September 1, 2025 to February 26, 2026, pending documentation. (Backup P-4)
5. On the recommendation of the Superintendent, that the Lower Township Board of Education approve Kristyn Colville 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-5)
6. On the recommendation of the Superintendent, that the Lower Township Board of Education approve Lily Collier as Temporary 5th Grade Teacher at the Sandman Consolidated School effective September 1, 2025 to January 5, 2026, pending documentation. (Backup P-6)
7. On the recommendation of the Superintendent, that the Lower Township Board of Education approve employee #5946 for FMLA effective 11/1/25 to 3/1/26.

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

1. The Board affirms the actions taken by the Superintendent and the School Safety Teams, for H.I.B. Sandman #4 2024-25; H.I.B. Sandman #5 2024-25. (Backup H-1)

**L. Legislative and Internal Policies:**

1. On the recommendation of the Superintendent, that the Lower Township Board of Education approves the 2024-2025 Security Drill Statement of Assurances. (Backup L-1)
2. On the recommendation of the Superintendent, that the Lower Township Board of Education approve the LTES Remote Learning Plan for the 2025-2026 school year. (Backup L-2)
3. On the recommendation of the Superintendent, that the Lower Township Board of Education approves the Intervention and Referral Services Final Reports for the school year 2024-2025. (Backup L-3)
4. On the recommendation of the Superintendent, that the Lower Township Board of Education approves the Multidimensional Principal Performance Rubric (MPPR) as the School District's Principal Evaluation Instrument for the 2025-2026 school year. (Backup L-4)
5. On the recommendation of the Supervisor of Curriculum and Instruction, that the Lower Township Board of Education approves the Charlotte Danielson's Framework for

6/25/2025

Teaching and the Rubric as the School District's Teacher Evaluation Instrument for the 2025-2026 school year.

**E. Education:** None.

**F. Finance and Insurance:**

1. On the recommendation of the Superintendent, that the Lower Township Board of Education authorizes the School Business Administrator to make appropriate transfers and issue checks effective for the school year ending June 30, 2025 and will be reported at the next meeting. (Annual-Year End)
2. On the recommendation of the School Business Administrator, that the Lower Township Board of Education awards the following Professional Service Contract, for the fiscal year July 1, 2025 through June 30, 2026, as listed. (Backup F-2)

**Professional Contract listed was Awarded on a Fair And Open Process**

**Bond Counsel-** Parker McCay  
**Staff Physician Services-** AtlantiCare

3. On the recommendation of the School Business Administrator, that the Lower Township Board of Education to accept the Fund for Optimal Comp Universal Screeners (FOCUS) Grant funding for the 2025-26 SY, totaling \$6,780. (Backup F-3)
4. On the recommendation of the School Business Administrator, that the Lower Township Board of Education authorizes the Board Administrator to move up to:  
(Annual – year end).  
  
\$500,000, from current operations, to Capital Reserve as of June 30, 2025  
\$300,000 from current operations to Maintenance Reserve as of June 30, 2025
5. On the recommendation of the School Business Administrator, that the Lower Township Board of Education authorizes the district to maintain the district bid threshold at \$44,000 per N.J.S.A. 52:34-7.
6. 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 2025-2026 school year. (Backup F-6)
7. On the recommendation of the School Business Administrator, that the Lower Township Board of Education approve the use of unexpended bond proceeds, as per N.J.A.C. 6A:26-4.6, Educational Facilities-Management of Capital Projects, from a prior year (2016) bond referendum project, to utilize the funding of \$166,126.43 for the district Fire Alarm Upgrade Project. (Backup F-7)

6/25/2025

**8.** On the recommendation of the School Business Administrator, that the Lower Township Board of Education approves the following Appointments and Resolutions, effective July 1, 2025:

- a. Board Secretary & Records Custodian** – John Hansen
- b. Public Agency Compliance Officer (P.A.C.O.)** – John Hansen
- c. Chief Equity/Affirmative Action Officer/Title IX Coordinator** – John Hansen

**9.** On the recommendation of the School Business Administrator, that the Lower Township Board of Education approve the renewal of the accounting, payroll and personnel License and Support Agreement with Systems 3000 for the 2025-2026 school year. (Backup F-9)

**10.** On the recommendation of the Superintendent, that the Lower Township Board of Education approve Susan Nelson as Interim Board Secretary effective July 1, 2025, to be paid \$200 per board meeting (attended), duties include setup for board meetings, attendance at board meetings, and record and distribute/post online approved meeting minutes.

**11.** On the recommendation of the School Business Administrator, that the Lower Township Board of Education approve the following equipment on GovDeals:

Lenovo n22 Chromebooks with power cords Qty 90 \$30.00 Each

Lenovo n23 Chromebooks with power cords Qty 90 \$30.00 Each

Apple iPads - A1474 (Parts only) Qty 8 \$20.00 Each

Apple iPads - A1489 (Parts only) Qty 4 \$20.00 Each

**12.** On the recommendation of the School Business Administrator, that the Lower Township Board of Education approve the professional PowerSchool Consultant Services with Donna Hill, effective July 1, 2025 at a rate of \$25.00/hour.

**13.** On the recommendation of the Superintendent that the Lower Township Board of Education approve the following:

**"BANK DEPOSITORIES and DIRECT DEPOSIT" RESOLVED**, that as "Sturdy Bank", "NJARM", "The Bank of New York", "First Hope Bank" (Lease) and Sterling National Bank {ESIP} depositories for any and all monies that will be credited from time to time for any and all debt service;

**AND**, as the above stated bank is the paying agent for such debt service when due;

**THEREFORE, BE IT RESOLVED**, that an account in the name of this Board be kept with the "Sturdy Bank", "The Depository Trust Co.", "First Hope Bank" (Lease) and

6/25/2025

"Sterling National Bank {ESIP}" for the deposit in said bank to the credit of this Board from time to time, of any and all monies for said debt service;

**RESOLVED**, that the Cash Management Plan presented by Sturdy Bank, be approved for the Sweep Account and the Unemployment Trust Money Market Account, as provided in Board Policy #3300;

**RESOLVED**, that the following accounts titled, as listed below, in the name of the Board of Education, be kept with the Sturdy Bank for the deposit in said bank, to the credit of the Board from time to time, of any/all monies, checks, drafts, notes, acceptances or other evidence of indebtedness, whether belonging to the Board or otherwise, which may be or hereafter come into its possession, and that the said bank be and is hereby authorized to make payment from the funds on deposit with it open and according to the checks, drafts, notes, or acceptances of this Board signed, effective July 1, 2018; and

**RESOLVED**, in accordance with P.L. 2013 c. 28 that the Board of Education require mandatory direct deposit for all employees for net pay, effective February 1, 2017, in a specific banking institution, based on information provided by the employee.

**"BANK DEPOSITORIES"**

<b>TYPE</b>	<b>DESCRIPTION</b>	<b>NUMBER</b>	<b>AUTHORIZE SIGNATURE/TRANSFERS</b>
Checking Sturdy General Acct.	Lower Township Board of Education General Acct.	XXXXX0521	1. Board President or Board Vice President 2. Board Treasurer 3. Interim Business Administrator
Checking Sturdy Pay Acct.	Lower Township Board of Education Payroll	XXXXX0548	1. Board Treasurer or Interim Business Administrator
Checking Sturdy Agency Acct.	Lower Township Board of Education Agency Acct.	XXXXX9574	1. Board Treasurer or Interim Business Administrator
Money Market Sturdy Trust Acct.	Lower Township Board of Education Unemployment Trust	XXXXX0080	1. Board Treasurer or Interim Business Administrator
Checking Sturdy Cafeteria Acct.	Lower Township Board of Education Cafeteria Fund	XXXXX0556	1. Interim Business Administrator 2. Cafeteria Supervisor
Checking Sturdy Student Activity Acct.	Lower Township Board of Education Student Activity Acct.	XXXXX6760	1. Board President or Board Vice President 2. Board Treasurer

6/25/2025

			3. Interim Business Administrator
Checking Sturdy	Bond Proceeds	XXXXX2696	1. Board President or Board Vice President 2. Board Treasurer 3. Interim Business Administrator
Checking Day Care Operations	Lower Township Board of Education Day Care Operations	XXXXX3805	1. Board President or Board Vice President 2. Board Treasurer 3. Interim Business Administrator
Checking Sturdy	Bond Funded Acct.	XXXXX7799	1. Board President or Board Vice President 2. Board Treasurer 3. Interim Business Administrator
Investment Acct NJARM	Bond Proceeds	XXXXX300	1. Interim Business Administrator

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

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

**Personnel: P-1 to P-7**

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

**Legislative and Internal Policies: L-1 to L-5**

**Education: None**

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

**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:**

6/25/2025

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

**7} GOOD OF THE ORDER:**

**A} Next Board Meeting:** July 30, 2025

**B} Fire Drills:** 6/13/24- Sandman School; 6/16/25 - Memorial; 6/16/25 - Mitnick School; 6/18/25 - Maud Abrams School

**Emergency Drill:** May 23, 2025 - Evacuation Drill

**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

**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 June 26, 2024 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 #6 2024-2025; H.I.B. Maud Abrams #6 2024-2025**

6/25/2025

**“(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:

6/25/2025



**“(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.