

**LOWER TOWNSHIP BOARD OF EDUCATION
AGENDA
WORK SESSION AND REGULAR MEETING
JUNE 26, 2024**

Call to Order:

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

Work Session Meeting:

Roll Call:

Lindsey Selby
Joseph Thomas
Lauren Randle
Jonathan Vile
Lauren Cox
Cynthia Baldacchini
Patricia Smith
Monica DiVito
Gary Douglass

Also in Attendance:

Jeff Samaniego, Superintendent
Patricia Ryan, Board Secretary
Brett Gorman, Board Attorney

Agenda Items:

Board Discussion on Agenda Items

Non-Agenda Items:

Stabilized School Budget Aid Grant Program and Tax Levy Increase 2024-25 SY
Playground Equipment (Mitnick)
Excess School Buses- GovDeals

Other Matters:

EXECUTIVE SESSION:

Personnel Matters: Employees: #5284; #5356; #6062; #4694

Transfers: Employee's #5659; #4413; #5282; #5345; #4046; #4155; #5813; #5477; #5648
Discuss the Attendance Officer/Supervisor's Secretary (Part-Time) position

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:

Lindsey Selby
Joseph Thomas
Lauren Randle
Jonathan Vile
Lauren Cox
Cynthia Baldacchini
Patricia Smith
Monica DiVito
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:**

Building and Grounds Committee:

Curriculum Committee:

Finance Committee:

Goals Committee:

Negotiations Committee:

F} Board Comment:

2} APPROVAL OF MINUTES:

May 22, 2024

Regular Meeting & Executive Meeting

Motion: _____ **Second:** _____

Discussion:

Vote:

Lindsey Selby

Joseph Thomas

Lauren Randle

Jonathan Vile

Lauren Cox

Cynthia Baldacchini

Patricia Smith

Monica DiVito

Gary Douglass

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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 **May 31, 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: May 22, 2024 - June 26, 2024 {Backup R-2}

R-3 Approval of Bill List: May 22, 2024 - June 26, 2024 {Backup R-3}

R-4 Approval of Cafeteria Report: May 2024 - June 26, 2024 {Backup R-4}

R-5 Approval of Travel: May 2024 {Backup R-5}

P. Personnel:

1. On the recommendation of the Superintendent, that the following substitute be approved for the 2024-2025 school year, pending receipt of required documentation: (Backup P-1)

SUBSTITUTES NEEDING MORE DOCUMENTATION

SUBSTITUTE TEACHER

Eleanor Beane-Fox

SUBSTITUTE CLASSROOM AIDE

Jane Morris

SUBSTITUTE BUS AIDES

Jane Morris, Buffymarie Mendo

SUBSTITUTE DAYCARE AIDE

Jane Morris

SUBSTITUTE FOOD SERVICE WORKERS

Jane Morris, Buffymarie Mendo

SUBSTITUTE CUSTODIAN

Jasmine Faircloth

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- 2.** On the recommendation of the Superintendent, that the Lower Township Board of Education approve Madison McClain as Temporary Guidance Counselor at the Maud Abrams School, effective September 1, 2024 to January 6, 2025, pending required paperwork. (Backup P-2)
- 3.** On the recommendation of the Superintendent, that the Lower Township Board of Education accept, with regret, the retirement of Erin Fisher, Instructional Aide at the Maud Abrams School, effective January 1, 2025. (Backup P-3)
- 4.** On the recommendation of the Superintendent, that the Lower Township Board of Education accept the resignation of Casey Heinicke, Preschool Teacher at the David C. Douglass Veterans Memorial School, effective June 30, 2024. (Backup P-4)
- 5.** On the recommendation of the Superintendent, that the Lower Township Board of Education approve Allyson O'Shea as Vice Principal, at a salary of \$92,194 at the Sandman Consolidated School and the Maud Abrams School, effective September 1, 2024. (Backup P-5)
- 6.** On the recommendation of the Superintendent, that the Lower Township Board of Education approve Shannon Feltwell as Transportation Supervisor, at a salary of \$70,000, effective July 1, 2024. (Backup P-6)
- 7.** On the recommendation of the Superintendent, that the Lower Township Board of Education approve Tonilynn Donzola as Speech Teacher for the ESY Summer Program for the 2023-2024 school year.
- 8.** On the recommendation of the Superintendent, that the Lower Township Board of Education accept the resignation of Michael Morey, 5th Grade Teacher at the Sandman Consolidated School, effective June 30, 2024. (Backup P-8)
- 9.** On the recommendation of the Superintendent, that the Lower Township Board of Education approve Lauren Magnavita, 3rd Grade RC (Spec. Ed.) 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, 2024.
- 10.** On the recommendation of the Superintendent, that the Lower Township Board of Education approve the FMLA for Employee #5657 effective October 9, 2024 to June 9, 2025.

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- 11. On the recommendation of the Superintendent, that the Lower Township Board of Education accept the resignation of Alexis Douglass, Preschool Teacher at the David C. Douglass Veterans Memorial School, effective June 30, 2024. (Backup P-11)

- 12. On the recommendation of the Superintendent, that the Lower Township Board of Education approve the following transfers, effective September 1, 2024:

Staff Member	Current Position	Transfer to
Elena Viscomi	3rd Grade HR	5th Grade HR
Anissa Holden	5th Grade HR	5th Grade Intervention
Bryce Yerk	2nd Grade HR	4th Grade Intervention
Beth DeShields	1st Grade HR	2nd Grade HR
Janet Baxter	Kindergarten HR	Kindergarten Intervention
AnnMarie Bada	Kindergarten HR	Preschool LLD HR
Melissa Ojasoo	Preschool HR	Preschool Relief Teacher
Jill Harris	6th Grade Intervention	5th Grade Resource Room
Sara Damiana	Mitnick Preschool HR	Memorial Preschool HR

- 13. On the recommendation of the Superintendent, that the Lower Township Board of Education approves the 2024-2025 employment contract between the Lower Township Board of Education and Patricia A. Ryan, School Business Administrator/Board Secretary, as approved by the Executive County Superintendent. (Backup P-13)

- 14. On the recommendation of the Superintendent, that the Lower Township Board of Education approve Susan Roselli as Temporary ESL Teacher at the Carl T. Mitnick School, effective September 3, 2024 to December 23, 2024. (Backup P-14)

- 15. On the recommendation of the Superintendent, that the Lower Township Board of Education accept the resignation of Meaghan Shedlock, Preschool Instructional Coach at the David C. Douglass Veterans Memorial School, effective June 30, 2024. (Backup P-15)

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16. On the recommendation of the Superintendent, that the Lower Township Board of Education to approve Donna Hill as the Attendance Officer/Supervisor's Secretary (Part-time) at an annual salary of \$20,000, effective July 1, 2024. (Backup P-16)

H. Harassment, Intimidation & Bullying:

1. The Board affirms the actions taken by the Superintendent and the School Safety Teams, for H.I.B. Maud Abrams #6 2023-2024; H.I.B. Maud Abrams #7 2023-2024; and H.I.B. Sandman School #4 2023-2024. (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)

<u>NUMBER</u>	<u>TYPE</u>	<u>TITLE</u>
1140	Policy	Educational Equity Policies/Affirmative Action
1523	Policy	Comprehensive Equity Plan
1530	Policy	Equal Employment Opportunities
1530	Regulation	Equal Employment Opportunity Complaint Procedures
1550	Policy	Equal Employment/Anti-Discrimination Practices
2200	Regulation	Curriculum Content
2411	Policy	Guidance Counseling
3211	Policy	Code of Ethics
5570	Policy	Sportsmanship
5750	Policy	Equitable Educational Opportunity
5755	Policy	Equity in Educational Programs and Services
5841	Policy	Secret Societies
5842	Policy	Equal Access of Student Organizations
7610	Policy/Regulation	Vandalism
9323	Policy	Notification of Juvenile Offender Case Disposition
2423	Policy/Regulation	Bilingual Education
2431.1	Policy/Regulation	Prevention and Treatment of Sports-Related Concussions and Head Injuries

2. On the recommendation of the Superintendent, that the Lower Township Board of Education approves the 2023-2024 Security Drill Statement of Assurances. (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 2023-2024. (Backup L-3)
4. On the recommendation of the Superintendent, that the Lower Township Board of Education approves the 2023-2024 Statement of Assurances for Testing and Reporting of Lead in School Drinking Water. (Backup L-4)

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5. 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 2024-2025 school year. (Backup L-5)
6. 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 Rubric as the School District's Teacher Evaluation Instrument for the 2024-2025 school year.
7. On the recommendation of the Superintendent, that the Lower Township Board of Education approves the QSAC District Improvement Plan for the 2023-2024 school year. (Backup L-7)
8. On the recommendation of the School Business Administrator, that the Lower Township Board of Education approves the School Safety policy for the district's School Safety Committee. (Backup L-8)

E. Education:

1. On the recommendation of the Superintendent, that the Lower Township Board of Education approves the following placement for the 2024-2025 school year: (Backup E-1)

Case #5105-A: 1st grade student out of district placement to Cape May County Special Services School District.

Case #5011-A: Kindergarten student out of district placement to Cape May County Special Services School District.

F. Finance and Insurance:

1. On the recommendation of the School Business Administrator, that the Lower Township Board of Education accepts the Stabilized School Budget Aid Grant Program funding of \$61,245 for the 2024-25 SY.

WHEREAS, P.L.2024, c.13: Stabilized School Budget Aid Grant Program and Increased Tax Levy Cap for Certain Districts, and;

WHEREAS, Under the Stabilized School Budget Aid Grant Program, a school district subject to a State school aid reduction in the 2024-2025 school year is eligible for an aid grant equal to 45% of the amount of the school district's State school aid reduction, and;

WHEREAS, Districts were provided notice of the amounts eligible on or about May 15, 2024, and;

WHEREAS, Districts must appropriate these funds no later than July 5, 2024, and;

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BE IT RESOLVED, that the Lower Township Board of Education appropriates the additional funds received in the amount of \$ 61,245.00 in the following budgetary line item:

Budget line	Amount	Description
11-120-100-101-00-XXX	\$ 61,245.00	Additional teaching staff

NOW, THEREFORE, BE IT RESOLVED that the Lower Township Board of Education hereby adopts the following final budget for SY 2024-2025:

	<u>Budget</u>	<u>Local Tax Levy</u>
General Fund	\$ 26,522,065	\$ 19,831,002
Special Revenues (Grants & Entitlements)	\$ 5,023,343	
<u>Debt Service Fund</u>	<u>\$ 1,510,480</u>	<u>\$ 688,208</u>
TOTAL BUDGET	\$ 33,055,888	\$ 20,519,210

BE IT FURTHER RESOLVED, to acknowledge that the 2024-2025 school budget, as described, results in a General Fund Tax Levy of **\$19,831,002.**

BE IT FURTHER RESOLVED, that the district establish a maximum of \$17,000 in the 2024-2025 school year for travel related expenditures.

BE IT FURTHER RESOLVED, that the district approves the withdrawal of \$325,000 from Maintenance Reserve per NJAC 6A:23A-14.2 (d).

2. 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, 2024 and will be reported at the next meeting. (Annual-Year End)
3. 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, 2024 through June 30, 2025, as listed. (Backup F-3)

Professional Contract listed was Awarded on a Fair And Open Process

Bond Counsel- Parker McCay

4. On the recommendation of the School Business Administrator, that the Lower Township Board of Education accepts the NJ High Impact Tutoring Grant funding for the 2024-25 SY, which totals \$154,000. (Backup F-4)

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- 5. 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

- 6. 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.

- 7. On the recommendation of the School Business Administrator, that the Lower Township Board of Education authorizes the submittal of the FY-2025 IDEA=B Grant Application as follows: (Backup F-7)

IDEA – Basic	\$TBD
IDEA – PreK	\$TBD

- 8. On the recommendation of the School Business Administrator, that the Lower Township Board of Education accepts and authorizes the submittal of the FY 2025 ESEA Grant Application as follows: (Backup F-8)

Title IA	\$ 493,965
Title IIA	\$ 46,344
Title III	\$ 16,214
Title IV	\$ 36,497

- 9. 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 2024-2025 school year. (Backup F-9)

- 10. 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 LPN Services Agreement for the 2024-2025 school year. (Backup F-10)

- 11. On the recommendation of the School Business Administrator, that the Lower Township Board of Education approves the following Appointments and Resolutions, effective July 1, 2024:

- a. **Board Secretary & Records Custodian** – Patricia Ryan

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- b. Public Agency Compliance Officer (P.A.C.O.)** – Patricia Ryan
- c. Chief Equity/Affirmative Action Officer/Title IX Coordinator** – Patricia Ryan

- 12.** On the recommendation of the School Business Administrator, that the Lower Township Board of Education approves the renewal of the accounting, payroll and personnel License and Support Agreement with Systems 3000 for the 2024-2025 school year. (Backup F-12)
- 13.** On the recommendation of the Superintendent, that the Lower Township Board of Education authorizes the receipt of donated existing Playground Equipment from the Township of Lower located at the Lower Township Recreation Department.(Backup F-13)
- 14.** On the recommendation of the School Business Administrator, that the Lower Township Board of Education approve the tuition contract for student #18757 with Pinelands Learning Center, with costs including tuition of \$71,400 and Extraordinary Services of \$42,000 effective July 2, 2024 through June 30, 2025. (Backup F-14)

MOTION ON CONSENT AGENDA ON ALL MOTIONS LISTED BELOW:

Routine Matters: R-1 to R-5

Personnel: P-1 to P-16

Harassment, Intimidation & Bullying: H-1

Legislative and Internal Policies: L-1 to L-8

Education: E-1

Finance and Insurance: F-1 to F-14

Motion: _____ **Second:** _____

Discussion:

Vote:

- Lindsey Selby
- Joseph Thomas
- Lauren Randle
- Jonathan Vile
- Lauren Cox
- Cynthia Baldacchini
- Patricia Smith
- Monica DiVito
- Gary Douglass

4} NON-CONSENT AGENDA:

5} OLD/NEW BUSINESS:

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

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7} GOOD OF THE ORDER:

A} Next Board Meeting: July 24, 2024

B} Fire Drills: 5/1/24 - Maud Abrams School; 5/23/24 - Memorial; 6/11/24- Sandman School; 6/12/24 - Mitnick School

Emergency Drill: May 30, 2024 - 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."

“(4) Any collective bargaining agreement, or the terms and conditions of which are proposed for inclusion in any collective bargaining agreement, including the negotiation of terms and conditions with employees or representatives of employees of the public body”

“(5) Any matter involving the purchase lease or acquisition of real property with public funds, the setting of bank rates or investment of public funds where it could adversely affect the public interest if discussion of such matters were disclosed.” The nature of the matter, described as specifically as possible without undermining the need for confidentiality is Personnel matters

“(6) Any tactics and techniques utilized in protecting the safety and property of the public provided that their disclosure could impair such protection. Any investigations of violations or possible violations of the law.” The nature of the matter, described as specifically as possible without undermining the need for confidentiality is _____;

“(7) Any pending or anticipated litigation or contract negotiation in which the public body is or may become a party. Any matters falling within the attorney-client privilege, to the extent that confidentiality is required in order for the attorney to exercise his ethical duties as a lawyer.” The parties to and docket numbers of each item of litigation and/or the parties to each contract discussed are and nature of the discussion, described as specifically as possible without undermining the need for confidentiality is: _____

“(8) Any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of the performance, promotion or disciplining of any specific prospective public officer or employee or current public officer or employee 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 #5284; #5356; #6062; #4694; #5659; #4413; #5282; #5345; #4046; #4155; #5813; #5477; #5648

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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.