

**LOWER TOWNSHIP BOARD OF EDUCATION
MINUTES
EXECUTIVE SESSION
JULY 24, 2024**

Meeting was called to order at 6:40 p.m.

Roll Call:

Present

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

Motion to enter Executive Session

Motion: Vile Second: Baldacchini

All Voted In Favor

EXECUTIVE SESSION:

Personnel Matters: Employee #4810; #4993; #5284; #5356

- Mr. Samaniego discussed the details concerning the Legal Tort Claim to the district, received by Employee#4993, which involved actions by Employee#4810.
- The Board discussed evaluation and retirement of Employee#5284.
- The Board discussed the responsibilities of Employee#5356 during future negotiation process.

Other Matters: None

Motion to return to Regular Meeting:

Motion: Thomas Second: Baldacchini

All Voted in Favor

**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 **3** 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 July 24, 2024 at **6:40** 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 #4810; #4993; #5284; #5356



“(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.

**LOWER TOWNSHIP BOARD OF EDUCATION
MINUTES
WORK SESSION AND REGULAR MEETING
JULY 24, 2024**

Call to Order:

Work Session: Started at 6:02 p.m.

Roll Call:

Present

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

Michelle Kennedy – NJSBA Presentation on School Board Self-Assessment

Board Discussion on Agenda Items:

- Mrs. Smith requested to table Policy #5200 – (Attendance Policy) to add parent accountability to better student attendance. Board agreed to table this policy.
- Mrs. Randle suggested to discuss in next goals committee meeting.
- Mrs. DiVito had questions about the CIPA (Children’s Internet Protection Act) and the E-rate program. Mrs. Ryan explained this further to the Board.
- Mrs. Baldacchini inquired about the ELL reports. Mr. Samaniego stated that Mrs. Granero will have a presentation in the public session.
- Mrs. Cox had a “remote learning plan” questions. Mr. Samaniego will confirm with County.

Non-Agenda Items:

Mrs. Randle suggested possible exit interviews for resigning employees by the Administrators.

Other Matters: None

Motion to enter into Executive Session

Motion: Vile Second: Baldacchini

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EXECUTIVE SESSION:

Personnel Matters: Employee #4810; #4993; #5284; #5356
Discussion of Legal Claim

Motion to return to Regular Meeting:

Motion: Thomas **Second:** Baldacchini

All Voted In Favor:

Regular Meeting: Regular meeting started at 7:17 p.m.

Roll Call:

Present

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

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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.

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: None

B} Superintendent:

- Mr. Samaniego stated that the Summer Tutoring at Mitnick went extremely well this year and thanked Mrs. Bowman for organizing the program and all the staff for their great work.
- Mr. Samaniego informed the Board that the High Impact Virtual Tutoring program had started off a little slow with low attendance, but thanked Mrs. Granero for her hard and the numbers increased to 75%.
- The Mitnick library has received some renovation including new floor/ceiling tiles, newly painted walls and new wooden shelving donated to us by OC school. Mr. Samaniego thanked Mrs. Sekela and her team of volunteers, Mr. O’Shea and his team and Ocean City school for this wonderful makeover.
- The Lower Township Elementary Schools, LCMR, West Cape May, and Cape May will be combining at the LCMR PAC center on August 28th to see motivational speaker, Gregory Offner.

C} School Business Administrator: None

D} Presentations: Christina Granero, Supervisor of Academic Achievement - ACCESS for ELL students score report.

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E} Committee Reports:

Building and Grounds Committee: None

Curriculum Committee: Mrs. DiVito stated the committee met last on July 10th and a core curriculum review was completed.

Finance Committee: Mr. Vile stated that the committee last met on July 22nd where they discussed future projects for budgeting concerns and budget concerns for the 25-26 school year.

Goals Committee: Mrs. Randle stated that the committee last met on July 23 and they will meet again in August.

Negotiations Committee: Mrs. Smith informed the Board that the LTAA MOA had been signed and the LTAA Employment contract was to be approved at this meeting.

F} Board Comment:

- Mrs. Selby thanked Mrs. Bowman all her involvement and hard work with the High Impact Tutoring Program.
- Mrs. Cox had stated that she loved how the administration and staff referred to everyone as being a "team" and she thanked Mr. Samaniego for all the years he has given to the district.
- Mr. Vile thanked the custodians for all their time and hard work in getting the buildings ready for the school year. He also thanked Mrs. Smith for all her research and work within the LTAA Negotiations.
- Mr. Samaniego congratulated Kathy Freese for her new position as Head Night Custodian. In addition, Mr. Samaniego congratulated the newly hired teachers Lauren Ryan, Margaret Walker, Brooke Strauss, and Rosie Peters.

2} APPROVAL OF MINUTES:

June 26, 2024

Regular Meeting & Executive Meeting

Motion: Vile Second: Smith

Discussion: None

Voted Yes:

Lindsey Selby
Joseph Thomas
Lauren Randle
Jonathan Vile
Lauren Cox

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Patricia Smith
Monica DiVito
Gary Douglass
Abstained
Cynthia Baldacchini

3} CONSENT AGENDA

OPEN MEETING TO THE PUBLIC TO SPEAK ON CONSENT ITEMS ONLY: None

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.

-No Public Comments

R. Routine Matters

1 Approval of Financial Statements:

Secretary's and custodian's reports for **June 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: June 26, 2024 - July 24, 2024 {Backup R-2}

R-3 Approval of Bill List: June 26, 2024 - July 24, 2024 {Backup R-3}

R-4 Approval of Cafeteria Report: None.

R-5 Approval of Travel: None

P. Personnel:

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

SUBSTITUTES NEEDING MORE DOCUMENTATION

SUBSTITUTE TEACHER

Margaret Strolle

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SUBSTITUTE CLASSROOM AIDES

Mariame Fofana, Samantha O'Mara, Kristin Zaccagni, Patricia McDonough

SUBSTITUTE SECRETARY

Samantha O'Mara

SUBSTITUTE FOOD SERVICE WORKERS

Mariame Fofana, Kristin Zaccagni

SUBSTITUTE CAFETERIA AIDE

Kristin Zaccagni

SUBSTITUTE CUSTODIAN

Mariame Fofana, Deano Demento

SUBSTITUTE DAYCARE AIDES

Mariame Fofana, Samantha O'Mara, Patricia McDonough

SUBSTITUTE BUS AIDES

Mariame Fofana, Nancy Danielson, Kristin Zaccagni, Patricia McDonough

2. On the recommendation of the Superintendent, that the Lower Township Board of Education approves the on-call daily substitutes being rehired for the 2024-2025 school year. (Backup P-2)
3. On the recommendation of the Superintendent, that the Lower Township Board of Education approve the extension of FMLA for Employee #5975 from 6/20/24 to 9/3/24.
4. On the recommendation of the Superintendent, that the Lower Township Board of Education approve Margaret Walker as 1st Grade Teacher at the Carl T. Mitnick School on the 1st Step of the LTEEA Teacher's Salary Guide, effective September 1, 2024, pending documentation. (Backup P-4)
5. On the recommendation of the Superintendent, that the Lower Township Board of Education approve Brooke Strauss 5th Grade Teacher at the Sandman Consolidated School on the 1st Step of the LTEEA Teacher's Salary Guide, effective September 1, 2024, pending documentation. (Backup P-5)

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6. On the recommendation of the Superintendent, that the Lower Township Board of Education approve Rosie Peters as Kindergarten Teacher at the David C. Douglass Veterans Memorial School on the 1st Step of the LTEEA Teacher's Salary Guide, effective September 1, 2024, pending documentation. (Backup P-6)
7. On the recommendation of the Superintendent, that the Lower Township Board of Education approve Kathryn Freese as Lead Night Custodian, effective September 1, 2024. (Backup P-7)
8. On the recommendation of the Superintendent, that the Lower Township Board of Education approve Gina Farreny, 6th Grade LLD Teacher at the Sandman School, for placement of MA+15 on the LTEEA Teachers' Salary Guide, to reflect an increase of credits to her degree, effective September 1, 2024. (Backup P-8)

H. Harassment, Intimidation & Bullying: None.

L. Legislative and Internal Policies:

1. On the recommendation of the Superintendent, that the Lower Township Board of Education approve the second reading for the following revisions to existing or new Policies 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

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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 approve the first reading for the following revisions to existing or new Policies and Regulations: (Backup L-2)

<u>NUMBER</u>	<u>TYPE</u>	<u>TITLE</u>
0141	Policy	Board Member Number and Term
0141.1	Policy	Board member Number and Term - Sending District
0141.2	Policy	Board Member Number and Term - Receiving District
0164.6	Policy	Remote Public Board Meetings During a Declared Emergency
2200	Policy	Curriculum Content
3160	Policy/Regulation	Physical Examination
4160	Policy/Regulation	Physical Examination
5337	Policy	Service Animals
5350	Policy	Student Suicide Prevention
7231	Policy	Gifts from Vendors
8420	Policy	Emergency and Crisis Situation
8467	Policy/Regulation	Firearms and Weapons
9181	Policy	Volunteer Athletic Coaches and Co-Curricular Activity Advisors/Assistants
*5200	Regulation	Attendance (Tabled)

3. On the recommendation of the Superintendent, that the Lower Township Board of Education approves the annual review and adoption of all district policies and regulations. (Backup L-3)

E. Education:

1. On the recommendation of the Superintendent, the Lower Township Board of Education approved a District Waiver Request based on the grouping age ranges and ELP of consecutive grade span of our English Language Learners. The district currently has 11 MLs in Kindergarten, 13 MLs in 1st Grade, 15 MLs in 2nd Grade, 12 MLs in 3rd Grade, 4 MLs in 4th Grade, 5 MLs in 5th Grade and 3 MLs in 6th Grade. ELP levels range from entering to bridging. Implementing a full-time bilingual education program would cause our district group students of multiple age ranges into a class and would inhibit developmentally appropriate instruction. (Backup E-1)

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2. On the recommendation of the Superintendent, that the Lower Township Board of Education confirms that the WIDA Access Test Student Score Reports were mailed via USPS on July 17, 2024 to the parents of all Multilingual Learners. (Backup E-2)
3. On the recommendation of the Superintendent, that the Lower Township Board of Education approve the LTES Remote Learning Plan for the 2024-2025 School Year. (Backup E-3)
4. On the recommendation of the Superintendent, that the Lower Township Board of Education approve the Preschool Waiver Application for the 2024-2025 school year. (Backup E-4)
5. On the recommendation of the Superintendent, that the Lower Township Board of Education approve the 3-Year English Language Learners Plan (ELL).

F. Finance and Insurance:

1. On the recommendation of the Superintendent, 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, 2024 and will be reported at the next meeting. (Annual-Year End)
2. On the recommendation of the Superintendent, that the Lower Township Board of Education approve that the district is in compliance with the Children’s Internet Safety Protection Act (CIPA), as per the district’s Internet Safety Policy (Policy# 2361), which enables eligibility in the E-Rate program. (Backup F-2)
3. On the recommendation of the Superintendent, that the Lower Township Board of Education approve the three (3) year employment agreement between the Lower Township Administrators’ Association and the Lower Township Board of Education effective July 1, 2024 to June 30, 2027. (Backup F-3)

MOTION ON CONSENT AGENDA ON ALL MOTIONS LISTED BELOW:

Routine Matters: R-1 to R-5

Personnel: P-1 to P-8

Harassment, Intimidation & Bullying: None

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

Education: E-1 to E-5

Finance and Insurance: F-1 to F-3

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Motion: Thomas Second: Baldacchini

Discussion: None

Voted Yes:

Lindsey Selby

Joseph Thomas

Lauren Randle

Jonathan Vile

Lauren Cox

Cynthia Baldacchini

Patricia Smith

Monica DiVito

Gary Douglass (Abstained Motion F-3)

4} ADDENDUM

- 1.** On the recommendation of the Superintendent, that the Lower Township Board of Education approve Lauren Ryan as First Grade Teacher at the Carl T. Mitnick School on the 1st Step of the LTEEA Teacher's Salary Guide, effective September 1, 2024, pending documentation. (Backup P-6)

Motion: Vile Second: Selby

Discussion: None

Voted Yes:

Lindsey Selby

Joseph Thomas

Lauren Randle

Jonathan Vile

Lauren Cox

Cynthia Baldacchini

Patricia Smith

Monica DiVito

Gary Douglass

5} NON-CONSENT AGENDA: None

6} OLD/NEW BUSINESS: None

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

-No Public Comments

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8} GOOD OF THE ORDER:

A} Next Board Meeting: August 28, 2024

B} Fire Drills: Summer School July 2, 2024

9} ADJOURNMENT:

MOTION TO ADJOURN THE MEETING

Motion: Thomas Second: Selby

Discussion: None

All Voted in Favor

Time: 7:50 p.m.

Respectfully submitted,



Patricia A. Ryan

School Business Administrator/Board Secretary