

**LOWER TOWNSHIP ELEMENTARY SCHOOL DISTRICT
AGENDA
WORK SESSION AND REGULAR MEETING
JULY 27, 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:
Committee Reports:
Curriculum-----Revisions to DP: 2200/2210/2220/2230/2240/2510
Discussion on building projects

EXECUTIVE SESSION: H.I.B Sandman #4 – 2020-2021 and H.I.B. Sandman #5 – 2020-2021
Personnel Matters

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 6:30 pm but no later than 7:15 pm}

Roll Call:

Board Members:

- Monica DiVito
- Nichole Koch
- Steve Lewis
- Michael Mader
- Joseph Thomas
- Charles Utsch
- Sally Yerck
- 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:
June 22, 2021
Regular Meeting & Executive Meeting

Motion: _____ **Second:** _____

Discussion:

Vote:

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

2} REPORTS:

- A}** Board President:
- B}** Superintendent:
- C}** School Business Administrator:
- D}** Committee:
- E}** Presentations:

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 **June 30, 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: June 22, 2021-July 27, 2021{Backup R-2}

R-3 Approval of Bill List: June 22, 2021-July 27, 2021{Backup R-3}

R-4 Approval of Cafeteria Report: June, 2021 {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 2021-2022 school year, pending receipt of required documentation: (Backup P-1)

SUBSTITUTE NEEDING MORE DOCUMENTATION

BUS AIDE

Tierney Carter

2. On the recommendation of the Superintendent, that the Lower Township Board of Education approve the attached list of on-call daily substitutes being rehired for the 2021-2022 school year: (Backup P-2)
3. On the recommendation of the Superintendent, that the Lower Township Board of Education approve Lilly Swan as 5th Grade Intervention Teacher at the Sandman Consolidated School for the 2021-2022 school year, pending receipt of required documentation. (Backup P-3)
4. On the recommendation of the Superintendent and the School Business Administrator, that the Lower Township Board of Education approve the job description for the unaffiliated position of Administrative Secretary to the Buildings and Grounds Supervisor. (Backup P-4)
5. On the recommendation of the Superintendent, that the Lower Township Board of Education approve a promotion for Carla Paluch, to Administrative Secretary to the Buildings and Grounds Supervisor.
6. On the recommendation of the Superintendent and School Business Administrator, that the Lower Township Board of Education approve a stipend to the Administrative Secretary to the Buildings and Grounds Supervisor in the amount of \$5,000.00.
7. On the recommendation of the Superintendent, that the Lower Township Board of Education approve the transfer for the following:

STAFF

CURRENT POSITION

TRANSFER TO

Theresa Guido

3rd Grade Intervention

Temp. 3rd Gr. Teacher
9/7/21 to 1/22/22

Theresa Guido

Temp. 3rd Gr. Teacher

3rd Grade Intervention
1/24/22 – 6/16/22

Jennifer Boyle

Preschool Teacher

Spec. Ed. Preschool Teacher

8. On the recommendation of the Superintendent, that the Lower Township Board of Education approve Hailey Wunder, as Temporary 3rd Grade Intervention at the Maud Abrams School, effective September 7, 2021 to January 21, 2022, pending receipt of required documentation. (Backup P-8)
9. On the recommendation of the Superintendent, that the Lower Township Board of Education approve Lori Sockriter, as School Secretary at the Maud Abrams School, effective August 25, 2021, pending receipt of required documentation. (Backup P-9)
10. On the recommendation of the Superintendent, that the Lower Township Board of Education approve Rachele Carbonaro, as Preschool Teacher at the David C. Douglass Veterans Memorial School for the 2021-2022 school year, pending receipt of required documentation. (Backup P-10)
11. On the recommendation of the Superintendent, that the Lower Township Board of Education accept, with regret, the resignation of Susan Temple, Speech Language Specialist, effective October 1, 2021. (Backup P-11)
12. On the recommendation of the Superintendent, that the Lower Township Board of Education accept, with regret, the resignation of Kathleen Warner, Paraprofessional at the Carl T. Mitnick School, effective September 1, 2021. (Backup P-12)

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)

| NUMBER | TYPE | TITLE |
|---------------|---------------------|--|
| 0131 | Policy | <i>Bylaws, Policies and Regulations</i> |
| 1521 | Policy | <i>Educational Improvement Plans (Abolished)</i> |
| 1649 | Policy | <i>Federal Families First Coronavirus (COVID-19) Response Act (Abolished)</i> |
| 3134 | Policy | <i>Assignment of Extra Duties</i> |
| 3142 | Policy & Regulation | <i>Nonrenewal of Nontenured Teaching Staff Member</i> |
| 3221 | Policy & Regulation | <i>Evaluation of Teachers</i> |
| 3222 | Policy & Regulation | <i>Evaluation of Teaching Staff Members, Excluding Teachers and Administrators</i> |
| 3223 | Policy & | <i>Evaluation of Administrators, Excluding Principals,</i> |

| | | |
|------|--------------------------------|---|
| | <i>Regulation</i> | <i>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 first reading for the following revisions to existing or new Policies and Regulations: (Backup L-2)

| NUMBER | TYPE | TITLE |
|---------------|--------------------------------|-------------------------------|
| 2200 | <i>Policy & Regulation</i> | <i>Curriculum Content</i> |
| 2210 | <i>Policy & Regulation</i> | <i>Curriculum Development</i> |
| 2220 | <i>Policy & Regulation</i> | <i>Adoption of Courses</i> |
| 2230 | <i>Policy & Regulation</i> | <i>Curriculum Guides</i> |
| 2240 | <i>Policy & Regulation</i> | <i>Controversial Issues</i> |
| 2510 | <i>Policy & Regulation</i> | <i>Adoption of Textbooks</i> |

3. On the recommendation of the Superintendent, that the Lower Township Board of Education approve the submittal of the Application for Dual Use of Educational Space 2021-2022 School Year {not required in 21-22 school year}/Toilet Room Facilities {required for the 2021-2022 school year} for Early Intervention, Pre-Kindergarten and Kindergarten Classrooms for 2021-2022 School Year. (Backup L-3)

E. **Education:** None

F. **Finance and Insurance:**
Regular Business:

1. On the recommendation of the Superintendent and the School Business Administrator, that the Lower Township Board of Education approves the Shared Services Agreement between Lower Township Elementary School District and Lower Cape May Regional. (Backup F-1)

2. On the recommendation of the Superintendent and the School Business Administrator, that the Lower Township Board of Education approve a stipend in the amount of \$12,000 to the contract of Kurt Himstedt, Food Service Director for Management Services provided as a result of the Shared Services Agreement with Lower Cape May Regional

3. On the recommendation of the School Business Administrator, that the Lower Township Board of Education authorize a Tuition Contract between the Lower Township Board of Education and the Woods Service, Inc., in the amount of \$131,331.46. (Backup F-3)

4. On the recommendation of the Superintendent, that the Lower Township Board of Education approve Karen Wadding of Alliance of Therapy Dogs (ATD), to provide volunteer visitation services with her three therapy dogs for the 2021-2022 school year. (Backup F-4)

MOTION ON CONSENT AGENDA:

Routine Matters: R-1 to R-5

Personnel: P-1 to P-12

Harassment, Intimidation & Bullying: None

Legislative and Internal Policies: L-1 & L-2

Education: None

Finance and Insurance: F-1 to F-4

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: August 24, 2021
- B}** Fire Drills Summer School: Mitnick School – 7/20/21; Memorial School – 7/22/21

9} ADJOURNMENT:

MOTION TO ADJOURN THE MEETING

Motion: _____ **Second:** _____

Discussion:

All in favor: _____

Time: _____

**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 2 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 27, 2021 at 6:00 P.M. and

WHEREAS, the nine (9) exceptions to public meetings set forth in N.J.S.A. 10:4-12(b) are listed below, and next to each exception is a box within which **the number** of issues to be privately discussed that fall within that exception shall be written, and after each exception is a space where additional information that will disclose as much information about the discussion as possible without undermining the purpose of the exception shall be written.

"(1) Any matter which, by express provision of Federal law, State statute or rule of court shall be rendered confidential or excluded from public discussion."

The nature of the matter, described as specifically as possible without undermining the need for confidentiality is _____

"(2) Any matter in which the release of information would impair a right to receive funds from the federal government." The nature of the matter, described as specifically as possible without undermining the need for confidentiality is

_____;

"(3) Any material the disclosure of which constitutes an unwarranted invasion of individual privacy such as any records, data, reports, recommendations, or other personal material of any educational, training, social service, medical, health, custodial, child protection, rehabilitation, legal defense, welfare, housing, relocation, insurance and similar program or institution operated by a public body pertaining to any specific individual admitted to or served by such institution or program, including but not limited to information relative to the individual's personal and family circumstances, and any material pertaining to admission, discharge, treatment, progress or condition of any individual, unless the individual concerned (or, in the case of a minor or incompetent, his guardian) shall request in writing that the same be disclosed publicly." H.I.B. Sandman #4 2020-21 & H.I.B. Sandman #5 2020-21

"(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: Personnel Matters

“(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.