

**LOWER TOWNSHIP BOARD OF EDUCATION
AGENDA
WORK SESSION AND REGULAR MEETING
AUGUST 23, 2022**

Call to Order:

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

Work Session Meeting:

Roll Call:

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

Also in Attendance:

Jeff Samaniego, Superintendent
Frank Onorato, Interim School Business Administrator
Patricia Ryan, Board Secretary
Brett Gorman, Board Attorney

Agenda Items: Board Discussion on Agenda Items
Personnel: Board Discussion of Technology Coordinator Job Description

EXECUTIVE SESSION:

Personnel Matters: Discussion of Employees Working Second Job Position with District Employee #5284

Motion: _____ **Second:** _____

Discussion:
All in Favor: _____

Motion to return to Regular Meeting:

Motion: _____ **Second:** _____

All In Favor:

8/23/2022

Regular Meeting: {Starts no earlier than 6:30 pm but no later than 7:15 pm}

Roll Call:

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

Also in Attendance:

Jeff Samaniego, Superintendent
Frank Onorato, Interim School Business Administrator
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.

2021-2023 Board Goal:

The Lower Township Board of Education is committed to ensuring that we are providing a safe and supportive environment for our students as well as staff members. We recognize that a

8/23/2022

healthy workplace environment can have a positive impact on school district programs, ultimately having a positive impact on student achievement.

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} Interim School Business Administrator:

1.) Discuss Treasurer's/Board Secretary Reports and Monthly Reconciliations.

2.) Utilization of Maintenance of Equity State Aide Funds.

D} Presentation: Curriculum and Instruction - Health/PE Standards

2} APPROVAL OF MINUTES:

July 26, 2022

Regular Meeting & Executive Meeting

Motion: _____ **Second:** _____

Discussion:

Vote:

Monica DiVito

Nichole Koch

Sally Yerk

Lindsey Selby

Patricia Smith

Charles Utsch

Joseph Thomas

Michael Mader

Gary Douglass

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.

8/23/2022

R. Routine Matters

R-1 Approval of Financial Statements:

Secretary's and custodian's reports for **July 31, 2022**, 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: July 26, 2022 - August 23, 2022 {Backup R-2}

R-3 Approval of Bill List: July 26, 2022 - August 23, 2022 {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 substitute be approved for the 2022-2023 school year, pending receipt of required documentation: (Backup P-1)

SUBSTITUTE AVAILABLE TO WORK

SUBSTITUTE TEACHER

Diane Lee

SUBSTITUTES NEEDING MORE DOCUMENTATION

SUBSTITUTE TEACHERS

Joan Mazzafro, Bridget Reggi, Anne O'Connor, Samantha Hanson

SUBSTITUTE CAFETERIA AIDES

Susan Brigandi, Michele Venuto, Joan Mazzafro, Irena Murray, Jennifer Bolton

SUBSTITUTE CLASSROOM AIDES

Susan Brigandi, Michele Venuto, Ashlee Frederick, Carli Babore, Pamela Torres, Lyndi DeGrandis, Tina Bencivengo, Brianna Bedell, Anne O'Connor, Joan Mazzafro, Irena Murray, Gloria Dodd, Kimberly Quigley, Kaitlyn Olsen

SUBSTITUTE PARAPROFESSIONALS

Kimberly Quigley, Paige Golden, Ashlee Frederick, Erica Barfield, Tina Bencivengo, Anne O'Connor, Julia Tait, Kaitlyn Olsen

SUBSTITUTE FOOD SERVICE WORKERS

Tasha Taylor, Michele Venuto, Susan Brigandi, Geraldine Douglass, Kaitlyn Hoff

SUBSTITUTE SECRETARIES

Carli Babore, Kaitlyn Olsen

SUBSTITUTE DAY CARE AIDES

Kaitlyn Olsen, Stephanie Damico, Pamela Beane Fox, Kaitlyn Hoff

SUBSTITUTE BUS AIDES
Irena Murray, Brittaney Boucher

2. On the recommendation of the Superintendent, that the Lower Township Board of Education approve the following MLOA:

<u>EMPLOYEE #</u>	<u>POSITION</u>	<u>EFFECTIVE DATES</u>
5514	Teacher	9/6/2022 - 11/4/2022
5669	Teacher	11/14/2022 - 2/13/2023
5746	Teacher	2/1/2023 - 4/21/2023

3. On the recommendation of the Superintendent, that the Lower Township Board of Education, approve the salary placement amendment for Stephanie Abrams, Kindergarten Teacher at the David C. Douglass Veterans Memorial School, to BA+30 on the LTEEA Teacher’s Salary Guide, to reflect an increase of credits to her degree, effective September 1, 2022.
4. On the recommendation of the Superintendent and Assistant Business Administrator, that the Lower Township Board of Education approve the following daily or hourly rates for on-call substitutes (not regularly scheduled positions) for the 2022-2023 school year:

(ON-CALL “AESOP” SUBSTITUTE RATES 2022-23 SY)

SUBSTITUTE TEACHER

w/ County Sub Cert or Teacher’s Certification \$125 per day

LONG TERM SUBSTITUTE TEACHER

\$175 per day for the first 60 days, then increase to BA Step 1 of teacher’s salary guide

SUBSTITUTE NURSE \$175 per day

SUBSTITUTE SECURITY OFFICER \$125.00 per 8-hour day

*(if works a partial day = \$15.65 per hour)

SUBSTITUTES AT \$13.00 PER HOUR

(Increase to \$14.00/hour- EFFECTIVE 1/1/2023-NJ Minimum Wage)

Substitute Bus Aide – per hour worked (normally 5 ½ hours/day)

Substitute Cafeteria Aide-per hour worked

Substitute Food Service Worker-per hour worked

Substitute Classroom Aide- without 60 credits & without County Sub. Cert

SUBSTITUTES AT \$14.00 PER HOUR

(Increase to \$15.00/hour- EFFECTIVE 1/1/2023-NJ Minimum Wage)

Substitute Clerk

Substitute Secretary

60-Credit Aide with both 60 credits & with County Sub. Cert.

8/23/2022

SUBSTITUTE DAYCARE WORKERS

\$13.40 per hour**

(Increase to \$14.00/hour- EFFECTIVE 1/1/2023-NJ Minimum Wage)

**if has County Substitute Teaching Cert, add \$.70 per hour

**if has Teacher Certification, add \$2.10 per hour

SUBSTITUTE CUSTODIAN

\$15.00 per hour

SUBSTITUTE PARAPROFESSIONAL

with 60 Credits or Passing ParaPro Test Score \$15.70 per hour

SUBSTITUTE BUS DRIVER

(CDL Certified- work up to 5 ½ hrs/day) \$22.00 per hour

- 5. On the recommendation of the Superintendent, that the Lower Township Board of Education approve Allyson O’Shea as Assistant Principal for the Maud Abrams and Sandman Consolidated schools, effective September 1, 2022 through June 30, 2023, and will be funded by CRRSA-ESSER II grant. (Backup P-5)
- 6. On the recommendation of the Superintendent, that the Lower Township Board of Education accept, with regret, the resignation of Matthew Danze, Health & Physical Education Teacher at the Sandman Consolidated School, effective October 7, 2022 or sooner. (Backup P-6)
- 7. On the recommendation of the Superintendent, that the Lower Township Board of Education approve Casandra Small as Temporary Preschool LLD Teacher for FMLA maternity leave at the Carl T. Mitnick School, effective September 6, 2022 to December 22, 2022. (Backup P-7)
- 8. On the recommendation of the Superintendent, that the Lower Township Board of Education approve the transfer of the following for the 2022-2023 school year:

<u>Employee</u>	<u>CURRENT POSITION</u>	<u>TRANSFERRED TO</u>
Alexis Girard	Temp. BSIP 1st Gr.	Spanish Teacher @ Mitnick/Memorial (Temporary 9/1/2022 - 6/30/2023)
Sara Schlitzer	RC/BSIP @ Memorial	Reading Intervention @ Maud

- 9. On the recommendation of the Superintendent, that the Lower Township Board of Education approve the Facilities Use Form allowing Cape May Running Co. to have access to Carl T. Mitnick parking lot on September 17, 2022 from approximately 9:15 a.m. to 9:50 a.m. (Backup P-9)

8/23/2022

10. On the recommendation of the Superintendent, that the Lower Township Board of Education approve Patricia Carter as Food Service Clerk (10 month position), effective date to be determined, pending receipt of required documentation. (Backup P-10)

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 Policy: (Backup L-1)

<u>NUMBER</u>	<u>TYPE</u>	<u>TITLE</u>
0142.1	Policy	Nepotism
1614	Policy	Employees Working A Second Separate Position

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 Policy: (Backup L-2)

<u>NUMBER</u>	<u>TYPE</u>	<u>TITLE</u>
1648.11	Policy	The Road Forward COVID 19 Health & Safety

3. On the recommendation of the Superintendent, that the Lower Township Board of Education approve the amendment of the Assistant Principal job description. (Backup L-3)
4. On the recommendation of the Superintendent, that the Lower Township Board of Education approve the Job Description for Administrative Assistant to Daycare. (Backup L-4)

E. Education:

1. On the recommendation of the Supervisor of Curriculum and Instruction, the Supervisor of Academic Achievement, and the Interim School Business Administrator, that the Lower Township Board of Education approve the District's Mentoring Plan Statement of Assurance for 2022-2023 for fiscal impact and the District Professional Development Plan Template. (Backup E-1)
2. On the recommendation of the Superintendent and Supervisor of Curriculum and Instruction, that the Lower Township Board of Education approve the adoption of the Comprehensive Health and Physical Education Curriculum, aligned to the New Jersey Student Learning Standards. Effective September 1, 2022. (Backup E-2)

8/23/2022

F. Finance and Insurance:

1. On the recommendation of the Assistant School Business Administrator, that the Lower Township Board of Education approve the renewal of software license agreement (Agreement# 446S-M3-B0029) with Systems3000: (Backup F-1)
2. On the recommendation of the Interim School Business Administrator, that the Lower Township Board of Education accept Maintenance of Equity State Aid funds received in the amount of \$1,076,166, as additional surplus, to be utilized during the 2023-2024 SY. (Backup F-2)
3. On the recommendation of the Assistant School Business Administrator, that the Lower Township Board of Education approve the ACCASBO JIF to apply the district's total dividend into the Aggregate Excess Loss Contingency Fund (A.E.L.C.F.) for any future financial needs- Resolution #2022-2. (Backup F-3)
4. On the recommendation of the Assistant School Business Administrator, that the Lower Township Board of Education approve the transportation agreement (Route #CS2273) with Vineland Board of Education to transport student N.A. to DCF Regional School in Cherry Hill effective August 9, 2022 through August 31, 2022 (17 days) at a rate of \$364.95 (includes aide \$30.00 per diem). (Backup F-4)
5. On the recommendation of the Interim School Business Administrator, that the Lower Township Board of Education, approve the Assistant School Business Administrator, Patricia Ryan, to the following appointments effective July 1, 2022 through January 3, 2023 (until Reorganization Meeting 2023):
 - a.) Chief Equity/Affirmative Action Officer/ Title IX Coordinator
 - b.) Public Agency Compliance Officer (P.A.C.O.)
6. On the recommendation of the Assistant School Business Administrator, that the Lower Township Board of Education approve Colonial Life Insurance Company to offer optional accident and disability insurance to district staff.
7. On the recommendation of the Assistant School Business Administrator, that the Lower Township Board of Education approve the Resolution to appoint the Assistant Business Administrator, Patricia Ryan, as the Fund Commissioner for the Atlantic & Cape May Counties Business Officials Joint Insurance Fund (ACCASBO JIF) effective July 1, 2022. (Backup F-7)
8. The recommendation of the Interim Business Administrator, that the Lower Township Board of Education approve the consulting agreement with E-rate Consulting to assist in the various E-Rate applications known as Category 1 Funding, Category 2 Funding and EDF Funding (Backup F-8).

MOTION ON CONSENT AGENDA ON ALL MOTIONS LISTED BELOW:

Routine Matters: R-1 to R-5

8/23/2022

Personnel: P-1 to P-10

Harassment, Intimidation & Bullying: None

Legislative and Internal Policies: L-1 - L-4

Education: E-1 & E-2

Finance and Insurance: F-1 to F-8

Motion: _____ Second: _____

Discussion:

Vote:

Monica DiVito

Nichole Koch

Sally Yerk

Lindsey Selby

Patricia Smith

Charles Utsch

Joseph Thomas

Michael Mader

Gary Douglass

4} NON-CONSENT AGENDA:

5} COMMITTEE REPORTS:

Building and Grounds Committee:

Curriculum Committee:

Finance Committee:

6} EXECUTIVE SESSION:

Motion: _____ Second: _____

Discussion:

Vote:

Monica DiVito

Nichole Koch

Sally Yerk

Lindsey Selby

Patricia Smith

Charles Utsch

Joseph Thomas

Michael Mader

Gary Douglass

7} OLD/NEW BUSINESS:

8/23/2022

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

9} GOOD OF THE ORDER:

A} Next Board Meeting: September 27, 2022

10} ADJOURNMENT:

MOTION TO ADJOURN THE MEETING

Motion: _____ **Second:** _____

Discussion:

All in favor: _____

Time:_____

F.Y.I.

September Calendar

**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 August 23, 2022 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

8/23/2022

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: Discussion of Employees Working Second Job Position with District; and Employee #5284

"(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

8/23/2022

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.