

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

Call to Order: Meeting was called to order at 6:00 pm.

Work Session:

Work Session Meeting:

Roll Call:

Present:

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

Absent:

Patricia Smith

Also in Attendance:

Frank Onorato, Interim School Business Administrator
Patricia Ryan, Assistant School Business Administrator/Board Secretary
Jeff Catalano, Board Attorney

Absent:

Jeff Samaniego, Superintendent

Agenda Items:

Board Discussion on Agenda Items:

Mrs. Ryan clarified for Mr. Mader the allowable uses and date of when the district must utilize the Maintenance of Equity State Aid received. Unspent funds in the 2022-23 school year, will become surplus in 2023-2024 SY must be budgeted.

Mr. Mader responded to question by Mr. Thomas concerning the route for Cape May Running Company.

8/23/2022

Personnel:

Mrs. Ryan informed the board of the status of the job description of the Technology Coordinator position. A preliminary job description has been developed by Mr. Samaniego. Further discussion will take place next week to finalize this document.

EXECUTIVE SESSION:

Other Matters:

Presentation- Curriculum and Instruction- Health and Physical Education Standards

Personnel Matters:

Discussion of Employees Working Second Job Position with District and FLSA back pay
Special Education/Reading Intervention position

-Conflicted members exited room (Douglass, Onorato) prior to discussion of Employee #5284

Motion: Thomas Second: Selby

Discussion:

All Voted In Favor:

Motion to return to Regular Meeting:

Motion: Douglass Second: Thomas

All Voted In Favor: {meeting commenced at 7:14 pm}

Regular Meeting:

Roll Call:

Present:

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

Absent:

- Patricia Smith

Also in Attendance:

Frank Onorato, Interim School Business Administrator

8/23/2022

Patricia Ryan, Assistant School Business Administrator/Board Secretary

Jeff Catalano, Board Attorney

Absent:

Jeff Samaniego, Superintendent

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 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

8/23/2022

Presentation: Curriculum and Instruction-Health/PE Standards being conducted by Mrs. Muller and Mrs. Bowman

1} REPORTS:

A} Board President: None

B} Superintendent: (Read by Mr. Mader due to Mr. Samaniego's absence)

Thanked staff for preparation involved in opening schools for new school year

New Mitnick sign completed

Progression of Memorial roof projects

New Covid regulations before school opens

C} Interim School Business Administrator: None

D} Curriculum and Instruction - None

2} APPROVAL OF MINUTES:

July 26, 2022

Regular Meeting & Executive Meeting

Motion: Yerk **Second:** Mader

Discussion: None

Voting Yes:

Monica DiVito

Nichole Koch

Sally Yerk

Lindsey Selby

Charles Utsch

Joseph Thomas

Michael Mader (Abstained from Motion P-9)

Gary Douglass (Abstained- Approval July 26, 2022 Board Minutes)

Voting No:

Charles Utsch (Motion E-2 only)

Joseph Thomas (Voted No to Motion P-9 and Motion L-1 Policy # 0142.1- Nepotism only)

Absent

Patricia Smith

3} CONSENT AGENDA:

8/23/2022

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: None

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 Mazzafrò, Bridget Reggi, Anne O'Connor, Samantha Hanson

SUBSTITUTE CAFETERIA AIDES

Susan Brigandi, Michele Venuto, Joan Mazzafrò, 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 Mazzafrò, Irena Murray, Gloria Dodd, Kimberly Quigley, Kaityn Olsen

8/23/2022

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 Brigandj, 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

With County Sub Cert or Teacher's Certification \$125 per day

8/23/2022

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)

Substitute Clerk

Substitute Secretary

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

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 Para-Pro Test Score \$15.70 per hour

SUBSTITUTE BUS DRIVER

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

8/23/2022

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 |
| Sara Schlitzer | RC/BSIP @ Memorial | Reading Intervention @ Maud |

(MOTION TABLED)

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)

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)

8/23/2022

| <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)

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

8/23/2022

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

Personnel: P-1 to P-10

Harassment, Intimidation & Bullying: None

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

8/23/2022

Education: E-1 & E-2

Finance and Insurance: F-1 to F-8

Motion: Yerk Second: Mader

Discussion: None

Voting Yes:

Monica DiVito

Nichole Koch

Sally Yerk

Lindsey Selby

Charles Utsch

Joseph Thomas

Michael Mader

Gary Douglass

Absent:

Patricia Smith

Addendum: Each motion was read in full by the Board President:

1. On the recommendation of the Superintendent, that the Lower Township Board of Education authorize the Superintendent to have approval to offer employment contracts for a Physical Education/Health Teacher, Music Teacher, Special Education/Reading Intervention Teacher, and Temporary Teacher- 1st Grade Basic Skills for FMLA, with Board confirmation at the next scheduled Board Meeting, pending receipt of required documentation.
2. On the recommendation of the Superintendent, that the Lower Township Board of Education accept, with regret, the resignation of Debra Pruitt, Music Teacher at the Maud Abrams School, effective November 1, 2022 or sooner. (Backup P-12)

MOTION ON ADDENDUM A-1-A-2

Motion: Divito Second: Mader

Discussion: None

Voting Yes:

Monica DiVito

Nichole Koch

Sally Yerk

Lindsey Selby

Charles Utsch

8/23/2022

Joseph Thomas

Michael Mader

Gary Douglass

Absent:

Patricia Smith

4} NON-CONSENT AGENDA: None

5} COMMITTEE REPORTS:

Building and Grounds Committee: **None**

Curriculum Committee: **None**

Finance Committee: **None**

6} EXECUTIVE SESSION: None

7} OLD/NEW BUSINESS:

**8} OPEN MEETING TO THE PUBLIC: (public comment rules as read above apply):
No public comments**

9} GOOD OF THE ORDER:

A} Next Board Meeting: September 27, 2022

10} ADJOURNMENT:

MOTION TO ADJOURN THE MEETING

Motion: Utsch Second: Thomas

Discussion: None

All Voted in Favor:

Time: 7:39 pm

Respectfully submitted:



Patricia A. Ryan

Assistant School Business Administrator/Board Secretary

LOWER TOWNSHIP BOARD OF EDUCATION
EXECUTIVE SESSION MINUTES
AUGUST 23, 2022

Call to Order at 6:10

Members Present:

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

Absent:

Patricia Smith

Also in Attendance:

Frank Onorato, Interim Business Administrator
Patricia Ryan, Assistant School Business Administrator/Board Secretary
Jeff Catalano, Board Attorney

Absent:

Jeff Samaniego, Superintendent

EXECUTIVE SESSION:

1. There was detailed discussion concerning the Physical Education/Health standards and curriculum presentation to be given by Mrs. Muller to the board. Mrs. Muller explained in detail what will be covered in the presentation.
 2. Mrs. Ryan discussed the compensation for the 2020-21 SY for those district employees who held a second job, as per FLSA requirements. The district will comply in paying the overtime for these employees.
 3. Superintendent's Evaluation Process: Employee #5284
Mr. Mader began this discussion of a mentoring program or professional development through a professional service contract. Suggestion of NJPSA guidance for a mentor. (Mr. Douglass, Mr. Onorato and Mrs. Yerk, as conflicted members, left the room prior to discussion).
 4. Discussion of Motion P-8 concerning Special Education/Reading Intervention position. The board agreed this position needs to be posted for outside interest rather than a transfer.
-

