

**LOWER TOWNSHIP BOARD OF EDUCATION
AGENDA
WORK SESSION AND REGULAR MEETING
AUGUST 23, 2023**

Call to Order:

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

Work Session Meeting:

Roll Call:

Monica DiVito
Lindsey Selby
Joseph Thomas
Charles Utsch
Lauren Randle
Jonathan Vile
Lauren Cox
Michael Mader
Gary Douglass

Also in Attendance:

Jeff Samaniego, Superintendent
Patricia Ryan, Board Secretary/School Business Administrator
Brett Gorman, Board Attorney

Agenda Items:

Board Discussion on Agenda Items

Non-Agenda Items:

Wellness 5K Run/Walk

EXECUTIVE SESSION:

Personnel Matters: Employee #5284; Employee #4051; Former Employee #5530
Meet with Board Consultant

Motion: _____ **Second:** _____

Discussion:

All in Favor: _____

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:

Monica DiVito
Lindsey Selby
Joseph Thomas
Charles Utsch

August 23, 2023

Lauren Randle
Jonathan Vile
Lauren Cox
Michael Mader
Gary Douglass

Also in Attendance:

Jeff Samaniego, Superintendent
Patricia Ryan, Board Secretary/School Business Administrator
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 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

August 23, 2023

1} REPORTS:

- A}** Board President:
- B}** Superintendent:
- C}** School Business Administrator:
- D}** Presentations: Sarah Bowman, Supervisor of Academic Achievement and Christina Granero, Principal at Carl T. Mitnick School - ACCESS Test Scores
- E}** Committee Reports:
 - Building and Grounds Committee
 - Curriculum Committee
 - Finance Committee
 - Goals Committee
- F}** Board Comment

2} APPROVAL OF MINUTES:

July 26, 2023
Regular Meeting & Executive Meeting

Motion: _____ **Second:** _____

Discussion:

Vote:

Monica DiVito
Lindsey Selby
Joseph Thomas
Charles Utsch
Lauren Randle
Jonathan Vile
Lauren Cox
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.

August 23, 2023

R. Routine Matters

R-1 Approval of Financial Statements:

Secretary's and custodian's reports for **July 31, 2023**, which are in agreement as certified by the Board Secretary, that no budgetary account has been over-expanded, in violation of NJAC 6:20-2.12 (a), (d). (To be supplied)

R-2 Approval of Transfers: July 26, 2023 - August 23, 2023 {Backup R-2}

R-3 Approval of Bill List: July 26, 2023 - August 23, 2023 {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 the 2023-2024 school year, pending receipt of required documentation: (Backup P-1)

SUBSTITUTES NEEDING MORE DOCUMENTATION

SUBSTITUTE TEACHERS

Robert Sangillo, Christopher Wood, Makayla Kresefski

SUBSTITUTE FOOD SERVICE WORKERS

Terri Cox, Ryan Hanahan, Jasmine Mallek

SUBSTITUTE CUSTODIAN

James Day

SUBSTITUTE DAY CARE AIDES

Bianca Potter, Sharon Conley, Ryan Hanahan

SUBSTITUTE CAFETERIA AIDES

Sharon Conley, Jasmine Mallek

SUBSTITUTE CLASSROOM AIDES

Amanda Felsing, Gianna Diluzio, Sharon Conley, Ryan Hanahan, Jasmine Mallek

2. On the recommendation of the Superintendent, that the Lower Township Board of Education accept, with regret, the retirement of Joseph Sovani, Custodian, effective December 31, 2023. (Backup P-2)
3. On the recommendation of the Superintendent, that the Lower Township Board of Education approve the following Mentor for the 2023-2024 school year:

Staff Member

Frances Grace
Alexis Girard

Position

Media Specialist
4th Grade

Mentor

Heather Sekela
Bonnie Barcas

August 23, 2023

4. On the recommendation of the Superintendent, that the Lower Township Board of Education accepts the resignation of Jamie Grimes, School Social Worker, effective date to be determined. (Backup P-4)
5. On the recommendation of the Superintendent, that the Lower Township Board of Education approve the amended FMLA for Employee #5308, effective 9/5/23 to 11/3/23.
6. On the recommendation of the Assistant Business Administrator, that the Lower Township Board of Education authorize Jeff Samaniego, Superintendent, to hire a temporary 5th Grade Teacher, effective 9/5/23 to 11/3/23, prior to the next board meeting, pending receipt of required documentation.
7. On the recommendation of the Superintendent, that the Lower Township Board of Education approve the FMLA for Employee #4051, effective 8/14/23 to 9/18/23.
8. On the recommendation of the Assistant Business Administrator, that the Lower Township Board of Education authorize Jeff Samaniego, Superintendent, to hire a School Social Worker, prior to the next board meeting, pending receipt of required documentation.

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 first reading for the following revisions to existing or new Policies and Regulations: (Backup L-1)

<i>NUMBER</i>	<i>TYPE</i>	<i>TITLE</i>
2419	Policy & Regulation	School Threat Assessment Teams
1642.01	Policy & Regulation	Sick Leave

E. Education:

1. On the recommendation of the Supervisor of Curriculum and Instruction, the Supervisor of Academic Achievement and the School Business Administrator, that the Lower Township Board of Education approve the District's Mentoring Plan Statement of Assurance for 2023-2024 for fiscal impact and the District Professional Development Plan Template. (Backup E-1)
2. On the recommendation of the Supervisor of Curriculum and Instruction, the Supervisor of Academic Achievement and School Business Administrator, that the Lower Township Board of Education approve the application for the NJ Accelerated Learning High Impact Tutoring competitive grant in the amount of \$154,000.

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F. Finance and Insurance:

1. On the recommendation of the School Business Administrator, that the Lower Township Board of Education approve the annual renewal of the software license agreement (Contract #: 446S-M3-B0029) with Systems 3000, at a total cost of \$38,039.20. (Backup F-1)
2. On the recommendation of the Superintendent, that the Lower Township Board of Education approve the School Business Administrator, Patricia Ryan, to the following appointments effective July 1, 2023 through January 3, 2024 (until Reorganization Meeting 2024).
 - a.) Public Agency Compliance Officer (P.A.C.O)
3. On the recommendation of the School Business Administrator, that the Lower Township Board of Education approve the following Allowance Orders for the district HVAC Project. (Backup F-3)

Allowance Order #1	(Fire rated patching)	\$20,000.00
Allowance Order #2	(Fire rated patching)	\$39,804.37
Allowance Order #3	(Clean electric-ceiling/ ventilator pads)	\$14,609.46
Change Order	(Credit for damaged books-Sandman)	(\$ 313.35)

4. On the recommendation of the School Business Administrator, that the Lower Township Board of Education approve the annual program renewal with Frontline Education for the Absence & Substitute Management System, Applicant Tracking, IEP Direct and Program Management, at a total cost of \$47,836.39. (Backup F-4)
5. On the recommendation of the School Business Administrator, that the Lower Township Board of Education approve the Agreement for Students Internships with Rowan University for a term of two (2) years, effective August 1, 2023 through July 31, 2025. (Backup F-5)
6. On the recommendation of the School Business Administrator, that the Lower Township Board of Education approve the hourly rates for the following on-call district substitutes effective September 1, 2023: (Backup F-6)

Substitute Bus Driver (CDL Certified)	\$23.65 per hour
Substitute Bus Aide	\$15.13 per hour
Substitute Paraprofessional	\$16.85 per hour
Substitute 60-Credit Aide	\$16.15 per hour
Substitute Classroom Aide	\$15.13 per hour
Substitute Secretary/Clerk	\$16.15 per hour
Substitute Custodian	\$16.15 per hour
Substitute Cafeteria Aide	\$15.13 per hour
Substitute Food Service Worker	\$15.13 per hour
Substitute Security	\$16.85 per hour
Substitute Daycare Worker	\$15.13 per hour

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7. On the recommendation of the School Business Administrator, that the Lower Township Board of Education approve the following employees' salaries to be funded by the Federally Funded Grants for the 2023-24 school year:

Title IA

(Acct# 20-231-100-101-00-080)

Amanda Cardaci
Rebecca Johnson
Erin Lloyd
Erica O'Neill
Miken Sheets

ARP ESSER

(Acct# 20-487-100-101-00-000)

Emily Champion
Bethany Kaplan
Allison Morey
Ashley Nelson
Veronica Abel
Lisa Borchardt

8. On the recommendation of the School Business Administrator, that the Lower Township Board of Education approve the following Transportation Jointures hosted by CMCSSTD to transport (Route# PINECA) student JD to Pinelands Learning Center for the 2023-24 SY, effective 9/5/2023 to 6/14/2024, for the cost \$266.56/diem totaling \$47,980.80. (Backup F-8)

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

Education: E-1 & E-2

Finance and Insurance: F-1 to F-8

Motion: _____ Second: _____

Discussion:

Vote:

Monica DiVito
Lindsey Selby
Joseph Thomas
Charles Utsch
Lauren Randle
Jonathan Vile
Lauren Cox
Michael Mader
Gary Douglass

4} NON-CONSENT AGENDA:

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5} EXECUTIVE SESSION:

Motion: _____ **Second:** _____

Discussion:

Vote:

Monica DiVito
Lindsey Selby
Joseph Thomas
Charles Utsch
Lauren Randle
Jonathan Vile
Lauren Cox
Michael Mader
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: September 27, 2023

9} ADJOURNMENT:

MOTION TO ADJOURN THE MEETING

Motion: _____ **Second:** _____

Discussion:

All in favor: _____

Time: _____

F.Y.I.
Food Service Profit & Loss Reports
September Calendar

August 23, 2023

**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, 2023 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: Former Employee #5530

“(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: Employee #5284; #4051

“(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

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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.