

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

Call to Order:

Executive Session: Started at 6:00 pm.

Roll Call:

Present:

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

Absent:

Charles Utsch
Lauren Randle

Also in Attendance:

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

(Mr. Douglass and Mr. Samaniego were conflicted and not present during meeting with Board Consultant)

EXECUTIVE SESSION:

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

Motion to return to Regular Meeting:

Motion: Vile Second: Thomas

All Voted In Favor

Work Session: Started at 6:37 pm.

August 23, 2023

Work Session Meeting:

Roll Call:

Present:

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

Absent:

Charles Utsch
Lauren Randle

Also in Attendance:

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

Agenda Items:

- Mrs. Cox inquired about the definition of "family member" in the new sick leave law.
- Mr. Thomas inquired about the new hourly rates of the district's substitutes. Mrs. Ryan replied that these rates are for on-call substitutes only.
- Mrs. DiVito asked if motion E-2 is for all of the school buildings. Mr. Samaniego replied that he would look into this for her.
- Mr. Mader asked what Systems 3000 (Motion F-1) was used for in the district. Mrs. Ryan replied that it is for processing payroll, accounting, and personnel.
- Mr. Mader inquired about the open positions listed in motions P-6 and P-8.

Non-Agenda Items:

- Mrs. Cox stated that school supplies are tax exempt from 8/26 to 9/4 and asked to add to the district Facebook page.
- Mr. Samaniego suggested that the 5k race, for staff Wellness Program, be conducted on October 22 and he has spoken with Mr. Himstedt about planning and requesting volunteers for this event.
- Mr. Samaniego also mentioned the fundraiser at the Exit Zero Ferry Park "Back to School Bash", where a portion of the proceeds will benefit the PTA.
- Mr. Samaniego informed the board members of the current status and issues concerning the HVAC project.

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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

1} REPORTS:

A} Board President: None

B} Superintendent:

-Mr. Samaniego discussed the HVAC project and the delays and the district is working hard to have all schools ready for opening day.

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-Mr. Samaniego mentioned the PreK and K visitations are scheduled next week and 1st through 6th grade mailings will be mailed today (8/24/23.)

-Mr. Samaniego informed the board of a Tennis Club for students in 3rd through 6th grades, which included help from Ms. Dillon and Mrs. Nelson, where each student that participated received backpacks with school supplies and a new tennis racquet.

-Mr. Samaniego thanked Sturdy Savings Bank for donations for the Maud Abrams playground and refreshments for our district-wide in-service.

C} School Business Administrator: None

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: None

Curriculum Committee: None

Finance Committee: None

Goals Committee

F} Board Comment: Mr. Samaniego and all board members wished Mrs. Muller the best in her upcoming retirement and would also like to wish the district staff the best for the 2023-24 school year.

2} **APPROVAL OF MINUTES:**

July 26, 2023

Regular Meeting & Executive Meeting

Motion: Douglass Second: Thomas

Discussion: None

Voting Yes

Monica DiVito

Lindsey Selby

Joseph Thomas

Jonathan Vile

Lauren Cox

Michael Mader

Gary Douglass

Absent:

Charles Utsch

Lauren Randle

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3} CONSENT AGENDA: No Public Comments

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:

Secretary's and custodian's reports for **June 30, 2023 and 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 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

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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:

<u>Staff Member</u>	<u>Position</u>	<u>Mentor</u>
Frances Grace	Media Specialist	Heather Sekela
Alexis Girard	4th Grade	Bonnie Barcas

- 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 School 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 School Business Administrator, that the Lower Township Board of Education authorize Jeff Samaniego, Superintendent, to hire a

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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)

<u>NUMBER</u>	<u>TYPE</u>	<u>TITLE</u>
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.

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)

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- 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

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: Vile Second: Cox

Discussion: None

Voting Yes:

Monica DiVito

Lindsey Selby

Joseph Thomas

Jonathan Vile

Lauren Cox

Michael Mader

Gary Douglass

Absent:

Charles Utsch

Lauren Randle

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4} **NON-CONSENT AGENDA: None**

5} **OLD/NEW BUSINESS: None**

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

-Ms. Salerno thanked Mr. O'Shea and all the custodians for doing such an amazing job in preparation to open the buildings for the new school year.

7} **GOOD OF THE ORDER:**

A} **Next Board Meeting:** September 27, 2023

8} **ADJOURNMENT:**

MOTION TO ADJOURN THE MEETING

Motion: Selby Second: Cox

Discussion: None

All Voted in Favor

Time: 7:20 pm

Respectfully submitted:



Patricia A. Ryan
School Business Administrator/Board Secretary

**LOWER TOWNSHIP BOARD OF EDUCATION
MINUTES
EXECUTIVE SESSION
AUGUST 23, 2023**

Meeting was called to order at 6:00 pm.

Members Present

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

Absent:

Charles Utsch
Lauren Randle

Also in Attendance:

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

(Mr. Douglass and Mr. Samaniego were conflicted and not present during meeting with Board Consultant)

EXECUTIVE SESSION:

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

- The board members had a discussion with Mr. Anderson concerning Employee# 5284. Mr. Anderson recommended a monthly committee meet with the principals.
- Mr. Samaniego informed the Board that Employee# 4051 has used new all sick days on July 1, 2023 and that with Mr. Gorman's recommendation he would like to start a personal action plan and last chance agreement.
- Mr. Samaniego informed the Board that former Employee# 5530 has filed a civil rights claim against the district and that attorney interviews were conducted concerning this matter.

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Motion: Vile Second: Thomas
Discussion: None
All Voted In Favor:

The session concluded at 6:36 p.m.

Respectfully submitted:

A handwritten signature in black ink that reads "Patricia A. Ryan". The signature is written in a cursive style with a large, looping initial "P".

Patricia A. Ryan
School Business Administrator/Board Secretary

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**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 August 23, 2023 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." _____

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"(4) Any collective bargaining agreement, or the terms and conditions of which 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 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 **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 described as specifically as possible without undermining the need for confidentiality: Authority: 124 N.J. 478, the employee(s) and nature of the discussion, specifically as possible without undermining the need for confidentiality: Personnel Matters: Employee #5284; #4051

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“(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.