

**LOWER TOWNSHIP ELEMENTARY SCHOOL DISTRICT**  
**AGENDA**  
**WORK SESSION AND REGULAR MEETING**  
**AUGUST 24, 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:

**EXECUTIVE SESSION:** Personnel Matter

**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 then 6:30 pm but no later then 7:15 pm}

**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

**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.*

**District Policy:**

**0164- CONDUCT OF BOARD MEETING**

Parliamentary Authority

Roberts' Rules of Order, Newly Revised, shall govern the Board of Education in its deliberations and acts in all cases in which it is not inconsistent with statutes of the State of New Jersey, rules of the State Board of Education, or these bylaws.

Presiding Officer

The President shall preside at all meetings of the Board. In the absence, disability, or disqualification of the President, the Vice President shall act in his/her place; if neither person is present, any member shall be designated by a plurality of those present to preside. The act of any person so designated shall be legal and binding.

Announcement of Adequate Notice

The person presiding shall commence each meeting with an announcement of the notice given for the meeting or a statement regarding the lack of adequate notice, in accordance with law.

## Agenda

The Superintendent and the Board President shall prepare an agenda of items of business to come before the Board at each meeting. The agenda shall be delivered to each Board member typically no later than two days before the meeting and shall include such reports and supplementary materials as are appropriate and available.

The order of business shall be as follows:

- Call to order
- Roll call
- Announcement of notice
- Flag Salute
- Public comment regarding agenda items
- Superintendent's Report
- Open Meeting to the Public
- Adjournment

## **District Policy:**

### **0167- PUBLIC PARTICIPATION IN BOARD MEETINGS**

The Board of Education recognizes the value of public comment on educational issues and the importance of allowing members of the public to express themselves on school matters of community interest.

In order to permit the fair and orderly expression of such comment, the Board shall set aside a portion of every Board meeting, the length of the portion to be determined by the Board, for public comment on any school or school district issue that a member of the public feels may be of concern to the residents of the school district.

Public participation shall be governed by the following rules:

1. A participant must be recognized by the presiding officer and must preface comments by an announcement of his/her name, municipality of residence, and group affiliation, if applicable;
2. Each statement made by a participant shall be limited to four minutes' duration.
3. No participant may speak more than once on the same topic until all others who wish to speak on that topic have been heard;
4. All statements, questions, or inquiries shall be directed to the presiding officer and any questions or inquiries directed by a participant to another Board member

shall be redirected to the presiding officer who shall determine if such statement, question, or inquiry shall be addressed by the presiding officer on behalf of the Board or by the individual Board member;

- 5. The presiding officer may:
  - a. Interrupt, warn, and/or terminate a participant's statement, question, or inquiry when it is too lengthy;
  - b. Interrupt and/or warn a participant when the statement, question, or inquiry is abusive, obscene, or may be defamatory;
  - c. Request any person to leave the meeting when that person does not observe reasonable decorum;
  - d. Request the assistance of law enforcement officers in the removal of a disorderly person when that person prevents or disrupts a meeting with an act that obstructs or interferes with a meeting;
  - e. Call for a recess or an adjournment to another time when the lack of public decorum interferes with the orderly conduct of the meeting; and
  - f. Waive these rules when necessary for the protection of privacy or to maintain an orderly operation of the Board meeting.

**1} APPROVAL OF MINUTES:**

July 27, 2021  
Regular Meeting & Executive Meeting

**Motion:** \_\_\_\_\_ **Second:** \_\_\_\_\_

**Discussion:**

**Vote:**

- \_\_\_ Monica DiVito
- \_\_\_ Nichole Koch
- \_\_\_ Steve Lewis
- \_\_\_ Michael Mader
- \_\_\_ Joseph Thomas
- \_\_\_ Charles Utsch
- \_\_\_ Sally Yerk
- \_\_\_ Patricia Smith
- \_\_\_ Gary Douglass

- 2} **REPORTS:**
  - A} Board President:
  - B} Superintendent:
  - C} School Business Administrator:

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 **July 31, 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: July 27, 2021-August 24, 2021**{Backup R-2}

**R-3 Approval of Bill List: July 27, 2021-August 24, 2021**{Backup R-3}

**R-4 Approval of Cafeteria Report: July, 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)

**SUBSTITUTES AVAILABLE TO WORK**

**SUBSTITUTE TEACHERS**

*Nicole Keefe*

**SUBSTITUTE CLASSROOM AIDE/FOOD SERVICE/CAFETERIA/DAY CARE**

*Kelly Korasko, Janet Albert*

**SUBSTITUTES NEEDING MORE DOCUMENTATION**

**SUBSTITUTE TEACHERS**

*Natalie DeFelice, Patty McDevitt*

**SUBSTITUTE CLASSROOM AIDES**

*Christi Higgs, Madasyn McCloskey, Riley DeCamillo, April Locklear, April Haibach, Linda Dorner*

**SUBSTITUTE 60 CREDIT/PARA-PROFESSIONAL**

*Casey Small, Sheilla Sevilla-Small, Samantha O'Neal, Victoria Weinert,  
Vienna DelConte-Pfetscher*

**CAFETERIA/SUBSTITUTE BUS AIDE**

*April Locklear, Linda Dorner*

**SUBSTITUTE BUS DRIVER**

*Catherine Allay*

**SUBSTITUTE FOOD SERVICE WORKER**

*Cecilia Kirkwood*

2. On the recommendation of the Superintendent, that the Lower Township Board of Education accept, with regret, the resignation of Tanner Lafferty, Bus Driver, effective June 30, 2021. (Backup P-2)
3. On the recommendation of the Superintendent, that the Lower Township Board of Education approve Jenna Raschiatore as Speech Language Therapist, effective September 1, 2021, pending receipt of required documentation. (Backup P-3)
4. On the recommendation of the Superintendent, that the Lower Township Board of Education approve the following Custodians, beginning September 1, 2021, pending receipt of required documentation: (Backup P-4)  
  
Diana Coulter                      Christopher Griffith                      Renata Castillo
5. On the recommendation of the Superintendent, that the Lower Township Board of Education approve Emily Gannon, LLD Teacher at the Carl T. Mitnick School, for placement of MA on the LTEEA Teachers' Salary Guide, to reflect an increase of credits to her degree, effective October 1, 2021. (Backup P-5)
6. On the recommendation of the Superintendent, that the Lower Township Board of Education approve Lindsay Davis, Special Education Teacher at the Maud Abrams School, for placement of BA+15 on the LTEEA Teachers' Salary Guide, to reflect an increase of credits to her degree, effective October 1, 2021. (Backup P-6)
7. On the recommendation of the Superintendent, that the Lower Township Board of Education approve a Family Medical Leave of Absence for Employee #5724, dates to be determined, upon receipt of the appropriate paperwork and said approval. (Backup P-7)

8. On the recommendation of the Superintendent, that the Lower Township Board of Education approve the following Mentors for the 2021-2022 school year:

<b><u>Mentor</u></b>	<b><u>Staff</u></b>	<b><u>Position</u></b>
Hannah Nelson	Lindsay Obermeier	School Nurse @ Sandman
Jen Camillo	Cheyann Shaud	Music @ Mitnick
Nicole Parkinson	Bethany Castellucci	PreK @ Memorial
Stacey Salerno	Melissa Ojasoo	PreK @ Memorial
Carolann Mastalski	Rachelle Carbonaro	PreK @ Memorial
Crystal Slaney	Shauna Hannings	PreK Spec. Ed./LLD @ Memorial
Keri Harron	Alexis Douglass	K Spec. Ed./LLD @ Memorial
Bonnie Barcas	Maggie Senatore	4 <sup>th</sup> Gr. Spec. Ed. @ Maud
Molly Baldwin	Allison Morey	2 <sup>nd</sup> Gr. @ Mitnick
Amber Johnston	Bethanie Kaplan	3 <sup>rd</sup> Gr. @ Maud
Anna Thompson	Emily Champion	3 <sup>rd</sup> Gr. @ Maud
Robert Ackroyd	Theresa Guido	3 <sup>rd</sup> Gr. @ Maud
Shannon Rivers	Veronica Abel	4 <sup>th</sup> Gr. Intervention @ Maud
Anissa Holden	Lilly Swan	5 <sup>th</sup> Gr. Intervention @ Sandman
AnnMarissa Ambacher	Jeanne Cappelletti	6 <sup>th</sup> Gr. Intervention @ Sandman
Jenn Blum	Jenna Raschiatore	Speech Language Specialist

9. On the recommendation of the Superintendent, that the Lower Township Board of Education approve the following transfer for the 2021-2022 school year:

<b><u>Employee</u></b>	<b><u>Current Position</u></b>	<b><u>Transfer To:</u></b>
Tammy Bonino	Speech Language @ Memorial	Speech Language @ Sandman/Mitnick

10. 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 18, 2021 from approximately 9:15 a.m. to 9:50 a.m. (Backup P-10)

11. On the recommendation of the Superintendent and School Business Administrator, that the Lower Township Board of Education approve the following daily or hourly rates for substitutes (***not regularly scheduled positions***) for the 2021-2022 school year:

**(On-Call "AESOP" Substitute Rates 2021-22 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)

**\$12.65 per hour {Increase to \$13.00/hour- EFFECTIVE 1/1/2022}**

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

**\$14.00 per hour**

Substitute Clerk

Substitute Secretary

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

**SUBSTITUTE DAYCARE WORKERS**

\$13.40 per hour\*\*

\*\*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 both 60 Credits & Pass Score

\$15.70 per hour

**SUBSTITUTE BUS DRIVER**

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



**H. Harassment, Intimidation & Bullying:**

- 1.** The Board affirms the actions taken by the Superintendent and the School Safety Teams for H.I.B. Sandman #4 (2020-2021) and H.I.B. Sandman #5 (2020-2021). (Backup H-1)

**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)

<b><i>NUMBER</i></b>	<b><i>TYPE</i></b>	<b><i>TITLE</i></b>
<i>2200</i>	<i>Policy &amp; Regulation</i>	<i>Curriculum Content</i>
<i>2210</i>	<i>Policy &amp; Regulation</i>	<i>Curriculum Development</i>
<i>2220</i>	<i>Policy &amp; Regulation</i>	<i>Adoption of Courses</i>
<i>2230</i>	<i>Policy &amp; Regulation</i>	<i>Curriculum Guides</i>
<i>2240</i>	<i>Policy &amp; Regulation</i>	<i>Controversial Issues</i>
<i>2510</i>	<i>Policy &amp; Regulation</i>	<i>Adoption of Textbooks</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 Regulation: (Backup L-2)

<b><i>NUMBER</i></b>	<b><i>TYPE</i></b>	<b><i>TITLE</i></b>
<i>1684.11</i>	<i>Policy</i>	<i>The Road Forward Covid-19 Health and Safety</i>

- 3.** On the recommendation of the Superintendent, that the Lower Township Board of Education approve to abolish the following Policies and Regulations on second reading:

<b><i>NUMBER</i></b>	<b><i>TYPE</i></b>	<b><i>TITLE</i></b>
<i>1648</i>	<i>Policy</i>	<i>Restart and Recovery Plan</i>
<i>1648.02</i>	<i>Policy</i>	<i>Remote Learning Options for Families</i>
<i>1648.03</i>	<i>Policy</i>	<i>Restart and Recovery Plan – Full Time Remote Instruction</i>

**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 2021-2022 for fiscal impact and the District Professional Development Plan Template. (Backup E-1)

**F. Finance and Insurance:**

**Regular Business:**

1. On the recommendation of the School Business Administrator, that the Lower Township Board of Education confirm a consulting Agreement that the School Business Administrator entered into with E-Rate Consulting to assist in the various E-Rate applications known at Category 1 Funding, Category 2 Funding and EDF Funding.
2. On the recommendation of the School Business Administrator, that the Lower Township Board of Education approve a Transportation Jointure with Wildwood Board of Education to provide transportation to Wildwood students attending Lower Township Elementary School's Choice Program for the 2021-2022 school year. (Backup F-2)
3. On the recommendation of the School Business Administrator, that the Lower Township Board of Education approve a Transportation Jointure with Middle Township Board of Education to provide transportation to Middle students attending Lower Township Elementary School's Choice Program for the 2021-2022 school year. (Backup F-3)
4. On the recommendation of the School Business Administrator, that the Lower Township Board of Education authorizes the amendment to the 2021-2022 school budget including the approval of the July 1, 2020 - June 30, 2022 School Security Grant in the amount of \$57,213. (Backup F-4)
5. On the recommendation of the School Business Administrator, that the Lower Township Board of Education approve the issuance of a purchase order contract to BSAFE SECURITY for the installation of a security access door system at Charles W. Sandman School, known as Proposal 19707566. Equipment and Labor \$11,928 and Services \$214.70 monthly. (Backup F-5)

**MOTION ON CONSENT AGENDA:**

**Routine Matters: R-1 to R-5**

**Personnel: P-1 to P-11**

**Harassment, Intimidation & Bullying: H-1**

**Legislative and Internal Policies: L-1 to L-3**

**Education: E-1**

**Finance and Insurance: F-1 to F-5**

**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} COMMITTEE REPORTS:**

- Curriculum Committee
- Building & Grounds Committee
- Finance Committee-No report

**6} EXECUTIVE SESSION:**

**Motion:** \_\_\_\_\_ **Second:** \_\_\_\_\_

**Discussion:**

**Vote:**

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

**7} OLD/NEW BUSINESS:**

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

9} **GOOD OF THE ORDER:**

A} Next Board Meeting: September 28, 2021

10} **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 1 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 24, 2021 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:

**“(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

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**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.