

**LOWER TOWNSHIP BOARD OF EDUCATION  
AGENDA  
WORK SESSION AND REGULAR MEETING  
AUGUST 28, 2024**

Call to Order:

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

**Work Session Meeting:**

**Roll Call:**

Lindsey Selby  
Joseph Thomas  
Lauren Randle  
Jonathan Vile  
Lauren Cox  
Cynthia Baldacchini  
Patricia Smith  
Monica DiVito  
Gary Douglass

**Also in Attendance:**

Jeff Samaniego, Superintendent  
Patricia Ryan, Board Secretary  
Brett Gorman, Board Attorney

**Agenda Items:**

Board Discussion on Agenda Items

**Non-Agenda Items:**

Discussion of Board Retreat

**Other Matters:**

**Motion to enter Executive Session**

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

**All In Favor:**\_\_\_\_\_

**EXECUTIVE SESSION:**

**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:**

Lindsey Selby  
Joseph Thomas  
Lauren Randle

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Jonathan Vile  
Lauren Cox  
Cynthia Baldacchini  
Patricia Smith  
Monica DiVito  
Gary Douglass

**Also in Attendance:**

Jeff Samaniego, Superintendent  
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.

**2024-2025 Board Goals:**

Support the district's effort to enhance student achievement, staff development, and parent engagement through policy and advocacy while maintaining the fiscal integrity of the budget.

**This meeting will be conducted in accordance with:**

District Policy: #0164 Conduct of Board Meetings  
District Policy: #0167 Public Participation in Board Meetings

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**1} REPORTS:**

- A}** Board President:
- B}** Superintendent:
- C}** School Business Administrator:
- D}** Presentations:
- E}** **Committee Reports:**
  - Building and Grounds Committee:
  - Curriculum Committee:
  - Finance Committee:
  - Goals Committee:
  - Negotiations Committee:
- F}** Board Comment:

**2} APPROVAL OF MINUTES:**

July 24, 2024  
Regular Meeting & Executive Meeting

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

**Discussion:**

**Vote:**

Lindsey Selby  
Joseph Thomas  
Lauren Randle  
Jonathan Vile  
Lauren Cox  
Cynthia Baldacchini  
Patricia Smith  
Monica DiVito  
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.*

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**R. Routine Matters**

**R-1 Approval of Financial Statements:**

Secretary's and custodian's reports for **N/A**, 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). **No Report This Meeting**

**R-2 Approval of Transfers: July 24, 2024 - August 28, 2024** {Backup R-2}

**R-3 Approval of Bill List: July 24, 2024 - August 28, 2024** {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 2024-2025 school year, pending receipt of required documentation: (Backup P-1)

**SUBSTITUTES NEEDING MORE DOCUMENTATION**  
**SUBSTITUTE TEACHERS**

*Leanne Scheff, Natalee Taylor-Mastaski, Rebecca Morrow*

**SUBSTITUTE 30 CREDIT CLASSROOM AIDE**

*Taylor McCullen*

**SUBSTITUTE CLASSROOM AIDES**

*Ronald Ewing, Amber Nordaby, Shannon Donnelly, Aubry Morris*

**SUBSTITUTE SECRETARY**

*Cathy York*

**SUBSTITUTE FOOD SERVICE WORKER**

*Diane Leconey*

**SUBSTITUTE CAFETERIA AIDES**

*Diane Leconey, Aubry Morris*

**SUBSTITUTE DAYCARE AIDE**

*Christina Taylor*

**SUBSTITUTE BUS DRIVERS**

*Maureen Bingham, Glenden Blakka*

**SUBSTITUTE BUS AIDES**

*Cathy York, Aubry Morris*

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2. On the recommendation of the Superintendent, that the Lower Township Board of Education approve FMLA for Employee #5286 effective 11/4/24 to 3/13/25.
3. On the recommendation of the Superintendent, that the Lower Township Board of Education accept the resignation of Maggie Senatore, Preschool Teacher at the Carl T. Mitnick School, effective August 5, 2024. (Backup P-3)
4. On the recommendation of the Superintendent, that the Lower Township Board of Education approve Haley Riess, Kindergarten LLD Teacher at the David C. Douglass Veterans Memorial School, for placement of BA+15 on the LTEEA Teachers' Salary Guide, to reflect an increase of credits to her degree, effective September 1, 2024. (Backup P-4)
5. On the recommendation of the Superintendent, that the Lower Township Board of Education approve Natalie Distaulo as Preschool Teacher at the Carl T. Mitnick School on the 1st Step of the LTEEA Teacher's Salary Guide, effective September 1, 2024, pending documentation. (Backup P-5)
6. On the recommendation of the Superintendent, that the Lower Township Board of Education approve the following Mentor for the 2024-2025 school year:

<b><u>Staff Member</u></b>	<b><u>Position</u></b>	<b><u>Mentor</u></b>
<i>Rosie Peters</i>	<i>Kindergarten</i>	<i>Catie D'Aleo</i>
<i>Brooke Strauss</i>	<i>5th Grade</i>	<i>Kim Osmundsen</i>
<i>Lauren Ryan</i>	<i>1st Grade</i>	<i>Jennifer Ackroyd</i>
<i>Margaret Walker</i>	<i>1st Grade</i>	<i>Jessica Breuss</i>
<i>Annmarie Bada</i>	<i>PreK LLD @ Memorial</i>	<i>Lori Brion</i>
<i>Natalie DiStaulo</i>	<i>PreK @ Mitnick</i>	<i>Cathy Hoffman</i>

7. On the recommendation of the Superintendent, that the Lower Township Board of Education approve Nicholas Mantzaris as Bus Driver in the District, on the 1st Step of the LTEEA Bus Driver's Salary Guide, effective September 1, 2024. (Backup P-7)
8. On the recommendation of the Superintendent, that the Lower Township Board of Education approve Catherine Allay as Bus Driver in the District, on the 1st Step of the LTEEA Bus Driver's Salary Guide, effective September 1, 2024. (Backup P-8)
9. On the recommendation of the Superintendent, that the Lower Township Board of Education approve Riley DeCamillo as Temporary Preschool Teacher at the Carl T. Mitnick School, effective 10/9/24 to 6/9/25. (Backup P-9)
10. On the recommendation of the Superintendent, that the Lower Township Board of Education approve the Non-FMLA for Employee #5656, effective 9/3/24 to 10/25/24.

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11. On the recommendation of the Superintendent, that the Lower Township Board of Education approve Brad-Lee MacDonald as Custodian in the District, on the 1st Step of the LTEEA Custodian’s Salary Guide. (Backup P-11)

**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 Policies and Regulations: (Backup L-1)

<b><u>NUMBER</u></b>	<b><u>TYPE</u></b>	<b><u>TITLE</u></b>
0141	Policy	Board Member Number and Term
0141.1	Policy	Board member Number and Term - Sending District
0141.2	Policy	Board Member Number and Term - Receiving District
0164.6	Policy	Remote Public Board Meetings During a Declared Emergency
2200	Policy	Curriculum Content
3160	Policy/Regulation	Physical Examination
4160	Policy/Regulation	Physical Examination
5337	Policy	Service Animals
5350	Policy	Student Suicide Prevention
7231	Policy	Gifts from Vendors
8420	Policy	Emergency and Crisis Situation
8467	Policy/Regulation	Firearms and Weapons
9181	Policy	Volunteer Athletic Coaches and Co-Curricular Activity Advisors/Assistants

**E. Education:**

1. On the recommendation of the Superintendent, that the Lower Township Board of Education approve the following placement for the 2024-2025 school year: (Backup E-1)

**Case #5011-A:** Preschool student out of district placement to Cape May County Special Services School District.

2. 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 2024-2025 for fiscal impact and the District Professional Development Plan Template. (Backup E-2)
3. On the recommendation of the Supervisor of Curriculum and Instruction, that the Lower Township Board of Education adopt the revised K-6 English Language Arts curriculum guides aligned with the 2023 New Jersey Standards.

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4. On the recommendation of the Supervisor of Curriculum and Instruction, that the Lower Township Board of Education adopt the revised K-6 Math curriculum guides aligned with the 2023 New Jersey Standards.
5. On the recommendation of the Superintendent, that the Lower Township Board of Education to approve the 2024-2025 Student Parent Handbook. (Backup E-5)

**F. Finance and Insurance:**

1. On the recommendation of the Superintendent, that the Lower Township Board of Education to approve the Breakfast and Lunch rates for the 2024-25 school year as listed:

	<u>2023-2024 SY</u>	<u>2024-2025 SY</u>
Breakfast (Full)	\$0.00	\$0.00
Breakfast (Reduced)	\$0.00	\$0.00
Breakfast- Staff (student breakfast)	\$N/A	\$N/A
Breakfast- Staff (special)	\$N/A	\$N/A
Lunch (Full)	\$3.25	\$3.50
Lunch (Reduced)	\$0.00	\$0.00
Lunch- Staff (student lunch)	\$4.25	\$4.50
Lunch- Staff (special)	\$5.00	\$5.50
Milk	\$0.75	\$0.75

2. On the recommendation of the School Business Administrator that the Lower Township Board of Education approve the amendment of the NJ Accelerated Learning High Impact Tutoring competitive grant application.
3. 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, 2024:

Substitute Bus Driver (CDL Certified)	\$24.25 per hour
Substitute Bus Aide	\$15.50 per hour
Substitute Paraprofessional	\$17.25 per hour
Substitute 60-Credit Aide	\$16.55 per hour
Substitute Classroom Aide	\$15.50 per hour
Substitute Secretary/Clerk	\$16.55 per hour
Substitute Custodian	\$16.55 per hour
Substitute Cafeteria Aide	\$15.50 per hour
Substitute Food Service Worker	\$15.50 per hour
Substitute Security	\$17.25 per hour
Substitute Teacher (County Sub. Cert)	\$150.00 per diem

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Substitute Teacher (Teacher Cert)	\$175.00 per diem
Long-Term Sub. Teacher (Teacher Cert)	\$265.13 per diem
Substitute Nurse	\$175.00 per diem

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 \$50,945.75. (Backup F-4)
5. On the recommendation of the School Business Administrator, that the Lower Township Board of Education approve the following employees' salaries to be partially funded by the federally funded grants for the 2024-25 school year:

**Title IA** (Account# 20-231-100-101-00-080 (64% of Salary))  
 Holly Golden  
 Rebecca Johnson  
 Erin Lloyd  
 Erica O'Neill  
 Miken Sheets

6. On the recommendation of the School Business Administrator that the Lower Township Board of Education accept the additional state funding available to the district for the NJ Accelerated Learning High Impact Tutoring competitive grant in the amount of \$12,320.

**MOTION ON CONSENT AGENDA ON ALL MOTIONS LISTED BELOW:**

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

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

**Harassment, Intimidation & Bullying: None**

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

**Education: E-1 to E-5**

**Finance and Insurance: F-1 to F-6**

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

**Discussion:**

**Vote:**

- Lindsey Selby
- Joseph Thomas
- Lauren Randle
- Jonathan Vile
- Lauren Cox
- Cynthia Baldacchini
- Patricia Smith
- Monica DiVito
- Gary Douglass



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4} **NON-CONSENT AGENDA:**

5} **OLD/NEW BUSINESS:**

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

7} **GOOD OF THE ORDER:**

A} **Next Board Meeting:** September 25, 2024

B} **Fire Drills:** N/A

8} **ADJOURNMENT:**

**MOTION TO ADJOURN THE MEETING**

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

**Discussion:**

**All in favor:** \_\_\_\_\_

**Time:**\_\_\_\_\_

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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 \_\_\_\_ 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 28, 2024 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."** \_\_\_\_\_

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**“(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”**

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**“(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:

**“(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.