

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

Call to Order:

Work Session: Started 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
William Morlock, Board Attorney

Agenda Items:

- Mrs. Cox inquired about a substitute's resume and prior employment history.
- Mrs. Cox also questioned the increase in lunch prices and the annual cost to parents per student.
- Mrs. Smith had concerns about the maintenance of the solar panels and also asked about administration membership costs.
- Mrs. DiVito questioned if the new ability to utilize Title I funding for paraprofessionals would be beneficial to the district. Mrs. Ryan replied that it is more beneficial to keep the funds allocated to the five Mitnick teachers.
- Mrs. Randle asked about the increase in substitute rates and wanted a list of the rates from other districts. Mrs. Ryan emailed these rates to Mrs. Randle directly.
- Mr. Thomas thanked the goal committee concerning their attention to student achievement discussion.

Non-Agenda Items:

- Mr. Douglass explained the confusion pertaining to the Board retreat to the board members. Mr. Douglass asked Mrs. DiVito to create some ideas for what topics to be discussed during the retreat.
- Mrs. Randle asked about sending a letter from the Board to acknowledge all staff. Mrs. Smith suggested sending an email to all staff. The Board Solicitor mentioned that this email usually comes from the Superintendent and not the Board.

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EXECUTIVE SESSION: None

Regular Meeting: Started at 6:50 p.m.

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
William Morlock, 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.

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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

1} REPORTS:

A} Board President: None

B} Superintendent:

- Mr. Samaniego thanked Mr. O'Shea, Mrs. Sekela, and the volunteers and staff for creating a wonderful new library at Mitnick.
- Mr. Samaniego thanked Christine Gallagher and Gary O'Shea for all their hard work (along with the maintenance staff) in getting the schools ready for the new school year.
- Mr. Samaniego appreciated Mrs. Bowman, Mrs. Granero, Mrs. Keeler, and the Administration team for preparing the curriculum and getting all the staff members ready for the 2024-25 school year.
- Mr. Samaniego informed the Board of the successful In-service today at the LCMR PAC Center. Mr. Gregory Offner was the guest speaker who was both motivational and inspirational and it was a great way to start the year.

C} School Business Administrator:

Mrs. Ryan discussed some of the district's summer improvements:

- A new bumper jack and service jack for the transportation department.
- New wall paint, floor tiles, ceiling tiles and donated bookshelves from Ocean City school district for the Mitnick Library.
- All the smartboard TV's were replaced in 5th Grade Classrooms at Sandman School.
- Pre-K playground at Memorial will acquire some new fencing.
- The transportation and custodial staff will receive new uniforms with our school logo on them.

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- A new interactive platform called EduClimber will be purchased to compile data from assessments, incidents, attendance, and other sources for our students.
- A meeting was held with Garrison Architect to discuss preliminary steps for the Preschool Facilities Expansion project at Memorial School.

D} Presentations: None

E} Committee Reports:

Building and Grounds Committee: None

Curriculum Committee: Mrs. DiVito informed the Board that they are planning a September meeting.

Finance Committee: None

Goals Committee: Mrs. Randle met with the committee on August 12th to discuss data assessments for student achievements, student absenteeism, and the possibility for a future parent engagement and curriculum night.

Negotiations Committee: None

F} Board Comment:

- Mr. Douglass thanked all staff and all administration for the great work in all of the buildings to get ready for this school year.
- Mrs. Cox thanked the Transportation, Curriculum, and Buildings & Grounds staff for the work involved in getting the schools prepared for the new school year.
- Mr. Thomas thanked Mr. Samaniego, Mrs. Ryan, and the custodial staff and hopes the students have a wonderful year.
- Mrs. Smith informed the Board of the Delegate Assembly meeting in December and the County hybrid meeting which is scheduled for October the 9th.
- Mrs. Selby stated how wonderful it was to see the Mitnick library improvements.
- Mrs. Randle mentioned how comforting it was to see the Preschool classrooms.

2} APPROVAL OF MINUTES:

July 24, 2024

Regular Meeting & Executive Meeting

August 28, 2024

Motion: Smith Second: Randle

Discussion: None

Voting Yes:

- 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.

- **No Public Comments**

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

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P. Personnel:

- 1.** On the recommendation of the Superintendent, that the following substitutes be approved for the 2024-2025 school year, pending receipt of required documentation:
(Backup P-1)

SUBSTITUTES NEEDING MORE DOCUMENTATION

SUBSTITUTE TEACHERS

Leanne Scheff, Natalee Taylor-Mastalski, Rebecca Morrow, Jeffrey Beauvais

SUBSTITUTE 30 CREDIT CLASSROOM AIDE

Taylor McCullen

SUBSTITUTE CLASSROOM AIDES

Ronald Ewing, Amber Nordaby, Shannon Donnelly, Aubry Morris, Sarah McPherson

SUBSTITUTE SECRETARY

Cathy York

SUBSTITUTE FOOD SERVICE WORKERS

Diane Leconey, Robert Boggess, Sarah McPherson

SUBSTITUTE CAFETERIA AIDES

Diane Leconey, Aubry Morris, Patricia Purcell

SUBSTITUTE DAYCARE AIDES

Christina Taylor, Sarah McPherson

SUBSTITUTE BUS DRIVERS

Maureen Bingham, Glenden Blakka, Daniel Rodriguez

SUBSTITUTE BUS AIDES

Cathy York, Aubry Morris, Robert Boggess

SUBSTITUTE CUSTODIAN

Robert Boggess

SUBSTITUTE SECURITY

James Knox

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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:

<u>Staff Member</u>	<u>Position</u>	<u>Mentor</u>
<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)

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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.
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)

<u>NUMBER</u>	<u>TYPE</u>	<u>TITLE</u>
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/Assistant

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.

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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.
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.

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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
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

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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

Addendum A-1

Motion: Douglass Second: Baldacchini

Discussion:

All Voted In Favor:

Lindsey Selby

Joseph Thomas

Lauren Randle

Jonathan Vile

Lauren Cox- (Voted "No" to Addendum A-1)

Cynthia Baldacchini

Patricia Smith

Monica DiVito

Gary Douglass

4} ADDENDUM

1. On the recommendation of the Superintendent, that the Lower Township Board of Education approve a contract with Mr. Christopher Kobik as the facilitator for a Board retreat at a cost to not exceed \$1,200.00.

5} NON-CONSENT AGENDA: None

6} OLD/NEW BUSINESS:

- Mr. Samaniego congratulated all the new hires listed on the agenda.

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

- Cape May Tennis Club presented information about the tennis club they have available to the students. The club also supplies 20% of the time to tutoring students as well.

8} GOOD OF THE ORDER:

A} Next Board Meeting: September 25, 2024

B} Fire Drills: N/A

9} ADJOURNMENT:

MOTION TO ADJOURN THE MEETING

Motion: Selby **Second:** Smith

Discussion: None

All Voted In Favor

This meeting concluded at 7:25 p.m.

Respectfully submitted,



Patricia Ryan
School Business Administrator/Board Secretary