

**LOWER TOWNSHIP BOARD OF EDUCATION
WORK SESSION AND REGULAR MEETING
MINUTES
SEPTEMBER 22, 2020**

Call to Order: Mr. Douglass called the meeting to order at 6:00 pm. He announced that the Regular Meeting convenes immediately after the work session but not earlier than 6:45 p.m. in the Carl T. Mitnick School Cafeteria , 905 Seashore Road, Cape May, NJ 08204.

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

Work Session Meeting:

Roll Call:

Board Members:

Monica DiVito
Nichole Koch
Steve Lewis
Michael Mader
Charles Utsch
Jonathan Vile
Sally Yerk
Patricia Smith
Gary Douglass

Also in Attendance:

Jeff Samaniego, Superintendent
John Hansen, Board Secretary
Brett Gorman, Board Attorney

Agenda Items: The Board asked the Administration about agenda items, and each question was answered.

Mr. Samaniego discussed moving to phase IIa of the reopening plan.

EXECUTIVE SESSION: To discuss matters of labor relations

Commenced at 6:37 pm.

Motion: Douglass Second: Vile Discussion: None

Voting Yes:

Monica DiVito
Nichole Koch
Steve Lewis
Michael Mader
Charles Utsch
Jonathan Vile
Sally Yerk
Patricia Smith
Gary Douglass

Other Items: Mr. Douglass lead a discussion with the Administration on communications relative to new hires and transfers.

Regular Meeting: {Starts at 6:45 pm}

Roll Call:**Board Members:**

Monica DiVito
Nichole Koch
Steve Lewis
Michael Mader
Charles Utsch
Jonathan Vile
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.

2019-2021 Board Goal:

"To continue the progression to become a highly functioning school board."

2019-2022 Board Goal:

"Expand the knowledge and understanding of Board of Education Policies and its relationships to the effective management of this school district."

2019-2021 District Goal:

"To maximize student achievement in our current challenging financial situation."

2019-2020 District Goal:

"To decrease the percentage of Below Grade Level students in Reading by 10% annually over the next two years."

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.*

1} APPROVAL OF MINUTES:

August 25, 2020
Regular Meeting
Executive Session

Motion: Vile Second: Divito Discussion: None

Voting Yes:

Monica DiVito
Nichole Koch
Steve Lewis
Michael Mader
Charles Utsch
Jonathan Vile
Sally Yerck
Patricia Smith
Gary Douglass

2} REPORTS:

B} Superintendent: Discussed the first two weeks of school as well as the recommendation to proceed to reopening Phase IIa on October 13, 2020.

3} CONSENT AGENDA:

Mr. Douglass read the following:

PUBLIC COMMENT ON AGENDA ITEMS: *Each speaker shall identify him/herself by giving their name and address and identify the agenda item that they are speaking on Routine Matters, Personnel, Harassment Intimidation & Bullying, Legislative and Internal Policies, Education, and Financial matters 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 within the block.*

R. Routine Matters

R-1 Approval of Financial Statements:

Secretary's and custodian's reports for **August 31, 2020**, 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: August 25, 2020 - September 22, 2020 {Backup R-2}

- R-3 Approval of Bill List: August 25, 2020 - September 22, 2020 {Backup R-3}**
R-4 Approval of Cafeteria Report: March 31, 2020 - June 30, 2020 {Backup R-4}
R-5 Approval of Travel: None

P. Personnel:

- 1.** On the recommendation of the Superintendent, that the following substitutes be approved for the 2020-2021 school year, pending receipt of required documentation:
 (Backup P-1)

SUBSTITUTES NEEDING MORE DOCUMENTATION

SUBSTITUTE CLASSROOM AIDES

Danielle Amenhauser, Kathleen Teti, Jeanne Strunk

SUBSTITUTE CAFETERIA/FOOD SERVICE AIDES

Kathleen Teti, Jeanne Strunk

SUBSTITUTE BUS AIDE/DAY CARE AIDE/SECRETARY/CLERK

Jeanne Strunk

- 2.** On the recommendation of the Superintendent, that the following Leaves of Absences are approved:

FMLA

<u>Employee #</u>	<u>Position</u>	<u>Effective Dates</u>
5229	Teacher	9/21/20 – 10/2/20

FAMILIES FIRST CORONA VIRUS RESPONSE ACT {part of FMLA}

<u>Employee #</u>	<u>Position</u>	<u>Reason</u>	<u>Effective Dates</u>
<u>Current:</u>			
5355	Library Clerk	Care for Children	9/10/20 - tbd
5736	Paraprofessional	Care for Children	9/10/20 - tbd
4134	Teacher	Care for Children (Intermittent)	10/21/20 - 10/22/20 11/18/20 - 11/19/20
5740	Classroom Aide	Care for Children	9/8/20 - tbd
4122	Teacher	Self Quarantine	9/8/20 - 9/11/20
5281	Food Service	Self Quarantine	9/8/20 – 9/21/20
4681	Teacher	Care for Children (Intermittent)	9/17/20 - tbd
<u>Concluded:</u>			
4624	Secretary	Self Quarantine	
4124	Secretary	Self Quarantine	

5105	Clerk	Self Quarantine
4276	Secretary	Self Quarantine
4704	Custodian	Self Quarantine

- On the recommendation of the Superintendent, that the Lower Township Board of Education accept, with regret, the retirement of Virginia Gowen, Nurse at the Maud Abrams School, effective September 30, 2020. (Backup P-3)
- On the recommendation of the Superintendent, that the Lower Township Board of Education approve the following temporary positions, pending receipt of required documentation. (Backup P-4)

<u>New Staff</u>	<u>Position</u>	<u>Effective</u>	<u>Replacing</u>
Kaitlyn Jaber	BSIP @ Memorial	9/8/20 – 12/7/20	L. Scheff
Hailey Wunder	3 rd Gr. @ Maud	9/8/20 – TBD	T. Morris

- On the recommendation of the Superintendent, that the Lower Township Board of Education approve Sara Schlitzer, 1st Grade Self-Contained Teacher at the Carl T. Mitnick School, for placement of MA+15 on the LTEEA Teachers' Salary Guide, to reflect an increase of credits to her degree, effective March 1, 2020. (Backup P-5)
- On the recommendation of the Superintendent, that the Lower Township Board of Education approve Meaghan Shedlock, Preschool Teacher at the David C. Douglass Veterans Memorial School, for a Maternity Leave of Absence effective December 21, 2020 to March 22, 2021. (Backup P-6)
- On the recommendation of the Superintendent, that the Lower Township Board of Education approve that the continuation of employment for the 2020-2021 school year, be issued to the following non-certificated personnel **obtaining tenure** per LTEEA Contract as listed:

<u>Custodians</u>	<u>Date Hired</u>	<u>Tenure Date</u>
Gioulis, Hannah	7/17	7/20
Muller, Warner	7/17	7/20
Cooper, Robert	7/17	7/21

<u>Transportation</u>	<u>Date Hired</u>	<u>Tenure Date</u>
Lafferty, Tanner	9/17	9/20
Layton, Sherry	9/17	9/20

8. On the recommendation of the Superintendent, that the Lower Township Board of Education accept, with regret, the resignation of Shannon Basco, Day Care Supervisor/Director in the District, effective November 7, 2020. (Backup P-8)
9. On the recommendation of the Superintendent, that the Lower Township Board of Education approve Haley Reiss as Kindergarten Special Education Teacher at the David C. Douglass Veterans Memorial School for the 2020-2021 school year, effective September 23, 2020, pending receipt of required documentation. (Backup P-9)
10. On the recommendation of the Superintendent, that the Lower Township Board of Education approve Heather Lanzalotti, as Nurse at the Maud Abrams School, effective date to be determined, pending receipt of required documentation. (Backup to be supplied)
11. On the recommendation of the Superintendent, that the Lower Township Board of Education approve Veronica Abel, as 3rd Grade Teacher at the Maud Abrams School for the 2020-2021 school year, pending receipt of required documentation. (Backup to be supplied)
12. On the recommendation of the Superintendent, that the Lower Township Board of Education approve the following Mentors for the 2020-2021 school year:

<u>Mentor</u>	<u>Teacher</u>	<u>Position</u>
Alyssa Gannon	Sarah Jackson	STEM @ Memorial
Christina Lunde	Kaitlyn Jaber	Temp. BSIP @ Memorial
Anna Thompson	Hailey Wunder	Temp. 3 rd Gr. @ Maud Abrams
Sandra Flanney	Haley Reiss	K-Spec. Ed. @ Memorial
Beverly Righter	Heather Lanzalotti	Nurse @ Maud Abrams
Eileen Gianakopoulos	Veronica Abel	3 rd Gr. @ Maud Abrams

H. Harassment, Intimidation & Bullying:

1. The Board affirms the actions taken by the Superintendent and the School Safety Teams, for Sandman H.I.B. #5 – (2019-2020). (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)

NUMBER	TYPE	TITLE
<i>1648 1648.03</i>	<i>Policy</i>	<i>Restart and Recovery Plan</i>

- 2.** On the recommendation of the Superintendent, that the Lower Township Board of Education amend and approve the second reading for the following revisions to existing or new Policies and Regulations: (Backup L-2)

NUMBER	TYPE	TITLE
<i>1648.02 1648</i>	<i>Policy – (Virtual) Appendix – (Screening)</i>	<i>Restart and Recover Plan</i>

Addendum

- 3.** 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:

NUMBER	TYPE	TITLE
<i>2464</i>	<i>Policy</i>	<i>Gifted and Talented Students</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 District's Mentoring Plan for 2020-21; One Year Operational Plan, be reviewed for fiscal impact. (Backup E-1)
- 2.** On the recommendation of the Superintendent, that the Lower Township Board of Education approve the curricula for the following programs and educational services offered in grades Preschool through Grade 6, for the 2020-2021 school year, as listed below: (Backup E-2)

Programs

Art Education
Basic Skills Instruction
Comprehensive Health and Physical Education

Advanced Skills
Handwriting
Instrumental Music/Strings
Language Arts Literacy
Library/Media
Mathematics
Science

Special Education-Resource Program
Special Education-Self Contained
Special Education-Preschool Disabled
Technology/STEM
Vocal Music
World Languages/Spanish
Social Studies
21st Century Life & Career Skills

Services

Child Study Team
Guidance/Counseling
School Nursing
Speech

3. On the recommendation of the Superintendent, that the Lower Township Board of Education approve the five year curriculum evaluation schedule for all content areas at all grade levels. (Backup E-3)

F. Finance:

1. On the recommendation of the School Business Administrator, that the Lower Township Board of Education authorizes the Superintendent to re-execute documents to transfer ownership of a portion of property located at 905 Seashore Road, Block 735.01, Lot 4.01, in Lower Township. (Backup F-1)
2. On the recommendation of the School Business Administrator, that the Lower Township Board of Education approve the following, awarded as Professional Services Contract, for the fiscal year July 1, 2020 through June 30, 2021, as listed: (Backup F-2)

Psychologist Terrence E. Tracey, Ph.D. N.C.S.P.

MOTION ON CONSENT AGENDA:

Routine Matters: R-1 to R-5

Personnel: P-1 to P-12

Legislative and Internal Policies: L-1 & L-2 & addendum L-3

Education: E-1 to E-3

Financial: F-1 & F-2

Motion: Vile Second: Lewis Discussion:

Voting Yes:

Monica DiVito

Nichole Koch
Steve Lewis
Michael Mader
Charles Utsch
Jonathan Vile
Sally Yerk
Patricia Smith
Gary Douglass

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

5} **EXECUTIVE SESSION: None**

6} **OLD/NEW BUSINESS:** The board thanked the administration, teachers, and all of the staff for the reopening of the school.

7} **OPEN MEETING TO THE PUBLIC:** Patti O'Shea, Teacher, Resident and Vice President of the Association addressed the board about the efforts that the teachers, and the entire staff on the reopening of the schools and addressed if the contract could be resolved.

8} **GOOD OF THE ORDER:**

A} Next Board Meeting: Regular Meeting – October 27, 2020

B} Fire Drills: 9/15/20 – All Schools; 9/17/20 – All Schools
Emergency Drill: 9/22/20 – All Schools

9} **ADJOURNMENT:**

MOTION TO ADJOURN THE MEETING

Motion: Smith Second: Lewis

All voted in favor:

Time: at 7:10 pm

Respectfully submitted,

John J. Hansen

**John J. Hansen
School Business Administrator/Board Secretary**

F.Y.I.

1. Enrollment

2. Sandman School Reports
3. Maud Abrams School Reports
4. Mitnick School Reports
5. Memorial School Reports
6. Supervisor of Special Services Reports
7. Supervisor of Buildings & Grounds Reports
8. Supervisor of Transportation Reports
9. Supervisor of Food Service Reports
10. Board Secretary Report
11. Supervisor of Curriculum & Instruction Report
12. Supervisor of Academic Achievement Report
13. Supervisor of Day Care Report

**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 September 22, 2020 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.”

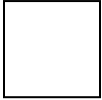
“(4) Any collective bargaining agreement, or the terms and conditions of which are proposed for inclusion in any collective bargaining agreement, including the negotiation of terms and conditions with employees or representatives of employees of the public body” Labor Relations

“(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

“(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 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.

**LOWER TOWNSHIP BOARD OF EDUCATION
CLOSE SESSION MEETING
MINUTES
SEPTEMBER 22, 2020**

Call to Order: Mr. Douglass called the meeting to order at 6:37 pm.

Close Session Meeting:

Roll Call:

Board Members:

Monica DiVito
Nichole Koch
Steve Lewis
Michael Mader
Charles Utsch
Jonathan Vile
Sally Yerik
Patricia Smith
Gary Douglass

Also in Attendance:

Jeff Samaniego, Superintendent
John Hansen, Board Secretary
Brett Gorman, Board Attorney

Item #1: Informed the Board of the dates on the on-going tenure issue.

Item #2: informed the Board that an unfair labor practice had been filed against the district.

Respectfully submitted,

John J. Hansen

**John J. Hansen
School Business Administrator/Board Secretary**

**LOWER TOWNSHIP BOARD OF EDUCATION
RESOLUTION
AUTHORIZING EXECUTIVE SESSION**

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at 6:37 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.

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“(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” Labor Relations

“(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

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