

**LOWER TOWNSHIP BOARD OF EDUCATION  
MINUTES  
REGULAR MEETING  
SEPTEMBER 24, 2019**

**Call to Order:**

**Roll Call:**

**Roll Call – Board Members:**

Gary Douglass, President  
Patricia Smith, Vice President  
Monica DiVito  
Steve Lewis  
Michael Mader  
Joseph McKenna  
Joseph Thomas  
Charles Utsch  
Jonathan Vile

**Also in Attendance:**

Jeff Samaniego, Superintendent  
Christine Conley, Assistant 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 **L**earning, **T**eaching, **E**xploring, **S**ucceeding.*

**2018-2020 Board Goals:**

*"Engage and facilitate the district staff and community stakeholders in a strategic planning process with the intent of developing a long-term action plan focused on common goals."*

**2019-2020 Board Goals**

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

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**2018-2020 District Goals:**

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

**2018-2019 District Goals:**

*"To continue to foster effective communication and positive relationships with students, parents, staff and the community."*

**1} REPORTS:**

- A} Board President:
- B} Superintendent: Mr. Samaniego complimented everyone on a Great 1<sup>st</sup> week and well attended Back to School visitations. He also thanked Ms. Wadding for therapy dogs and updated the board on upcoming activities and fundraisers.
- C} School Business Administrator:
- D} Presentations: Sabina Muller, Supervisor of Curriculum and Instruction. Mrs. Muller reviewed summer tutoring, curriculum writing and Leadership Conference.

**PUBLIC COMMENT AGENDA ITEMS:** *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.*

**2} ROUTINE MATTERS**

**R-1 Approval of Minutes:**

- August 27, 2019
- Work Session
- Closed Session
- Regular Meeting

**R-2 Approval of Financial Statements:**

Secretary's and custodian's reports for August 31, 2019, 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-3 Approval of Transfers: August 28, 2019 – September 23, 2019 {Backup R-3}**

**R-4 Approval of Bill List: August 28, 2019 – September 23, 2019 {Backup R-4}**

**R-5 Approval of Cafeteria Report: September, 2019 {Backup R-5}**

**R-6 Approval of Travel: None**

**MOTION ON ROUTINE MATTERS R-1 TO R-6**

**Motion: Vile Second: McKenna**

**Voting Yes:**

- Monica DiVito - {abstain R1}
- Stephen Lewis
- Michael Mader
- Joseph McKenna
- Joseph Thomas
- Charles Utsch

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Jonathan Vile

Patricia Smith, Vice President

Gary Douglass, President

**3} SUGGESTED MOTIONS:**

**P. Personnel:**

*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 within the block.*

1. On the recommendation of the Superintendent, that the following substitutes be approved for the 2019-2020 school year, pending receipt of required documentation: (Backup P-1)

**SUBSTITUTES AVAILABLE TO WORK**

**SUBSTITUTE CLASSROOM AIDES**

*Brittany Miller, Jillian Leinenbach, Kaitlynn Robinson*

**SUBSTITUTE CAFETERIA AIDE**

*Kaitlynn Robinson*

**SUBSTITUTE DAY CARE AIDE**

*Kaitlynn Robinson*

**SUBSTITUTE BUS AIDES**

*Kaitlynn Robinson, Jillian Leinenbach, Alexis Willis*

**SUBSTITUTES NEEDING DOCUMENTATION**

**SUBSTITUTE FOOD SERVICE WORKERS**

*Sophia Bolton, Karen Singley*

**SUBSTITUTE TEACHER/CLASSROOM AIDE**

*Brooke Parker*

**SUBSTITUTE FOOD SERVICE WORKER**

*Candice Keating*

2. On the recommendation of the Superintendent, that the Lower Township Board of Education approve/affirm the hiring of the following regularly scheduled daily part-time employees for the 2019-2020 school year, pending receipt of required documentation: (Backup P-2)

**PARAPROFESSIONAL**

*Rachelle Carbonaro*

**SUBSTITUTE CLASSROOM AIDE**

*Rabiha King*

**BUS AIDES**  
*Alyssa Frazier, Talia Gellura*  
**DAY CARE AIDE**  
*Jillian Leinenbach*

3. On the recommendation of the Superintendent, that the Lower Township Board of Education approve Jennifer Boyle as Temporary Kindergarten Teacher at the David C. Douglass Veterans Memorial School, effective September 16, 2019 to November 27, 2019, pending receipt of required documentation (replacing Stephanie Abrams’ maternity leave of absence). (Backup P-3)
4. On the recommendation of the Superintendent, that the Lower Township Board of Education approve Leah Yost as Temporary BSIP Teacher at Sandman Consolidated School, effective October 25, 2019 to January 24, 2020, pending receipt of required documentation (replacing Jillian Harris’ maternity leave of absence). (Backup P-4)
5. On the recommendation of the Superintendent, that the Lower Township Board of Education approve Brinley Edwards as Music Education Teacher at the Carl T. Mitnick School, pending receipt of required documentation. (Backup P-5)
6. On the recommendation of the Superintendent, that the Lower Township Board of Education approve that the continuation of employment for the 2019-2020 school year, be issued to the following non-certificated personnel **obtaining tenure** per LTEEA Contract as listed:

<b><u>Clerk/Secretary:</u></b>	<b><u>Date Hired:</u></b>	<b><u>Tenure Date:</u></b>
Brooks, Kimberly	9/16	9/19
Geiger, Donna	12/16	12/19
 <b><u>Custodians:</u></b>		
Freese, Kathryn	11/16	11/19
Moralas, Andrew	1/17	1/20
Hunter, Dean	5/17	5/20
Sherel, Linda	5/17	5/20
Gioulis, Hannah	7/17	7/20
Muller, Warner	7/17	7/20
Cooper, Robert	7/18	7/21
 <b><u>Transportation:</u></b>		
Proud, Edward	9/16	9/19
Lafferty, Tanner	9/17	9/20
Layton, Sherry	9/17	9/20
 <b><u>Food Service:</u></b>		
Abrams, LaTrice	9/16	9/19

7. On the recommendation of the Superintendent, that the Lower Township Board of Education approve the Medical Leave of Absence for Teresa Morris, 3<sup>rd</sup> Grade Teacher at the Maud Abrams School, effective September 3, 2019 to October 15, 2019. (Backup P-7)

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- 8. On the recommendation of the Superintendent, that the Lower Township Board of Education approve the Medical Leave of Absence for Kathleen Brooks, Food Service Worker at the Carl T. Mitnick School, effective September 8, 2019 to approximately October 28, 2019. (Backup P-8)
- 9. On the recommendation of the Superintendent, that the Lower Township Board of Education approve the following Mentors for the 2019-2020 school year:

<b><u>New Teacher</u></b>	<b><u>Mentor</u></b>	<b><u>Position</u></b>
Erin Meehan	Carolann Mastalski	Preschool Disabled Teacher
Amanda Barry	Patty O'Shea	Preschool Teacher
Megan Downie	Patty O'Shea	Preschool Teacher
Amanda Lorenz	Mary Hickman	4 <sup>th</sup> Grade Teacher
Beverly Righter	Ginny Gowen	Memorial School Nurse
Joseph Filachek	Jennifer Blum	School Psychologist
*Brinley Edwards	Jennifer Camillo	Music Education Teacher
*Stephanie Fowler	Krista Risley	Speech Therapist
*(Pending receipt of required documentation)		

- 10. On the recommendation of the School Business Administrator, that the Lower Township Board of Education increase the long term substitute rate for certificated staff, to \$120.00 per day until the sixtieth day, at which time said employee would be placed on Step 1, BA Scale on the LTEEA Teachers Salary Guide.
- 11. On the recommendation of the Superintendent, that the Lower Township Board of Education approve Seton Hall University Graduate Student Brenda Alvarez, to do her Counseling Internship at the David C. Douglass Veterans Memorial School, under the supervision of Julia Sangillo, School Counselor, beginning January, 2020 to June, 2020, pending receipt of required documentation. (Backup P-11)

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

- 1. On the recommendation of the Superintendent, that the Board approve the H.I.B. School Self-Assessment scores for the 2018-2019 school year. (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 the existing or new Policy: (Backup L-1)

<b><i>NUMBER</i></b>	<b><i>TYPE</i></b>	<b><i>TITLE</i></b>
<i>0162</i>	<i>Policy</i>	<i>Notice of Board Meetings</i>

- 2. On the recommendation of the Superintendent, that the Lower Township Board of Education approve the Nursing Services Plan for the 2019-2020 school year. (Backup L-2)

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3. On the recommendation of the Superintendent, that the Lower Township Board of Education approve the following Goals.
- a) **District Goal** – To maximize student achievement in our current challenging financial situation.
    - 1) Third party research grant writer.
    - 2) Needs assessment to determine priorities.
  - b) **Board Goal** – To continue the progression to become a highly functioning school board.
    - 1) Board member participation at school events.
    - 2) Preparation for meetings.
    - 3) Increase knowledge and understanding of board member roles and responsibilities.

#### E. Education:

1. On the recommendation of the Superintendent, that the Lower Township Board of Education approve the following placements for the 2019-2020 school year: (Backup E-1)

**Case #4577-A:** Seven year old, 2<sup>nd</sup> grade special education student requires an alternative placement with transportation, due to medical reasons.

**Case #4341-A:** Seven year old, 2<sup>nd</sup> grade special education student transferred into the district and is awaiting placement at Cape May County Special Services School District, Ocean Academy.

**Case #4307-A:** Ten year old, 5<sup>th</sup> grade special education student requires an alternative placement with transportation, due to medical reasons.

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 2019-2020 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  
21<sup>st</sup> Century Life & Career Skills

#### **Services**

Child Study Team  
Guidance/Counseling  
School Nursing  
Speech

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3. On the recommendation of the Superintendent, that the Lower Township Board of Education approve the five-year Evaluation Schedule for all content areas at all grade levels. (Backup E-3)
4. On the recommendation of the Superintendent, that the Lower Township Board of Education approves to adopt the new Social Studies Curriculum Units being given for the 2019-2020 school year.

**MOTION: P-1 to P-11**

**Motion: DiVito Second: Vile**

**Voting Yes:**

Monica DiVito  
Stephen Lewis  
Michael Mader  
Joseph McKenna  
Joseph Thomas  
Charles Utsch  
Jonathan Vile  
Patricia Smith, Vice President  
Gary Douglass, President

**MOTION: H-1/L-1 - L-2 and L-3 Addendum/E-1 to E-4**

**Motion: McKenna Second: Vile**

**Voting Yes:**

Monica DiVito  
Stephen Lewis  
Michael Mader  
Joseph McKenna  
Joseph Thomas – No L-1  
Charles Utsch  
Jonathan Vile  
Patricia Smith, Vice President  
Gary Douglass, President

**F. Finance and Insurance:**

*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 within the block.*

**Regular Business:**

1. On the recommendation of the School Business Administrator that the Lower Township Board of Education authorize a Professional Service Contract with Cumberland Therapy Services, L.L.C. to provide an occupational therapist at \$78.00 per hour for the 2019-2020 school year. (Backup F-1)

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2. On the recommendation of the School Business Administrator, that the Lower Township Board of Education approve the Joint Transportation Agreement between Lower Township Elementary School District and Lower Cape May Regional School District, for the 2019-2020 school year. (Backup F-2)

**MOTION: Finance F-1- F-2**

**Motion: Vile Second: Smith**

**Voting Yes:**

Monica DiVito  
Stephen Lewis  
Michael Mader  
Joseph McKenna  
Joseph Thomas  
Charles Utsch  
Jonathan Vile  
Patricia Smith, Vice President  
Gary Douglass, President

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

**5} OPEN MEETING TO THE PUBLIC: None**

**6} EXECUTIVE SESSION: None**

**7} Policies Reference:**

**~~~~Including but not limited to the following policies:**

#6820 – Financial Reports  
#5120 – Assignment of Pupils

**8} Good of the Order:**

- A}** Next Board Meeting: Regular Meeting – October 29, 2019
- B}** Monthly Emergency Drill: 9/26 – Evacuation Drill @ Sandman/Maud  
Fire Drills: 9/11 – Maud Abrams, 9/13 – Memorial, 9/18 – Mitnick, TBD - Sandman

**9} ADJOURNMENT**

**MOTION TO ADJOURN THE MEETING**

**Motion: McKenna Second: Lewis**

**All in Favor**

**Time: 7:28 p.m.**



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Respectfully submitted.

*Christine Conley*

Christine Conley  
Assistant Board Secretary

**CLOSED SESSION MINUTES – 9/24/2019**

**6:42 pm**

**Roll Call – Board Members:**

Gary Douglass, President  
Patricia Smith, Vice President  
Monica DiVito  
Steve Lewis  
Michael Mader  
Joseph McKenna  
Joseph Thomas  
Charles Utsch  
Jonathan Vile

**Also in Attendance:**

Jeff Samaniego, Superintendent  
Christine Conley, Assistant Board Secretary  
Brett Gorman, Board Attorney

**Close Session: See Authorizing Executive Session 9/24/2019**

Employee #4417 – Mr. Samaniego, discussed the process for December 9, 2019 Arbitration, and/or settlement.

Employee #4238 – Mr. Samaniego, discussed update on Doctor's meetings.

Student #18270 – Mr. Samaniego, discussed student residency issue.

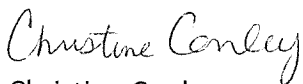
**Motion to Adjourn and proceed to Regular Meeting:**

**MOTION: Vile Second: Lewis**

**All in Favor**

**Time: 7:01 p.m.**

Respectfully submitted,



Christine Conley  
Assistant Board Secretary

**WORK SESSION MINUTES – 9/24/2019**

**6:00 pm**

**Call to Order:** Board President calls the meeting to order.

**Roll Call:** Board Secretary calls the roll.

**Roll Call – Board Members:**

Gary Douglass, President  
Patricia Smith, Vice President  
Monica DiVito  
Steve Lewis  
Michael Mader  
Joseph McKenna  
Joseph Thomas  
Charles Utsch  
Jonathan Vile

**Also in Attendance:**

Jeff Samaniego, Superintendent  
Chris Conley, Assistant Board Secretary  
Brett Gorman, Board Attorney

**1) Administration:**

- a) Mr. Samaniego: Updated the activity regarding the Sandman Basketball court. Dedication of 2<sup>nd</sup> grade playground October 2, 2019 at 1:30p.m.

**2) New Business:**

**2019-2020 DISTRICT GOALS--discussion**

- 1. *To continue to foster effective communication, positive relationships, and family involvement with students, families, school/staff, and our community.* Mrs. Smith discussed “Ultimate Goals”, Student Achievement, Funding, Technology, Family/Community involvement.
- 2. *Time of meeting-request of public at last meeting.* After discussion time will remain the same.

**3) Close Session: See Authorizing Executive Session 9/24/19**

**MOTION: Vile Second: McKenna**

**All in Favor**

**Time: 6:42 p.m.**

Employees #4417 & #4238  
Middle Township BOE v Lower Township BOE and K.P. o/b/o DR  
Student #18270

**4) Board Comment:**

1. *County Municipal Alliance.* Mr. McKenna will oversee
2. *Mr. Vile questioned Cyber Security.* Mr. Samaneigo will look into with Joe Leipet.
3. *County Meeting.* Mrs. Smith mentioned October 2, 2019 at 6:00 p.m.

**Motion to Adjourn and proceed to Regular Meeting:**

**MOTION: Vile Second: Lewis**

**All in Favor**

**Time: 7:01 p.m.**

**LOWER TOWNSHIP BOARD OF EDUCATION  
RESOLUTION  
AUTHORIZING EXECUTIVE SESSION-9/24/19**

**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   4   issue 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 24<sup>th</sup>, 2019 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

**“(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 Student #18270

**“(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

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**“(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

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1

**“(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: Middle Township BOE v Lower Township BOE and K.P. o/b/o DR

2

“(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: Employees #4417 & #4238

“(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 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.