

**LOWER TOWNSHIP BOARD OF EDUCATION
AGENDA
WORK SESSION AND REGULAR MEETING
SEPTEMBER 24, 2025**

Call to Order:

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

Work Session Meeting:

Roll Call:

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

Also in Attendance:

Van Cathcart, Superintendent
Susan Nelson, Recording Secretary
Brett Gorman, Board Attorney

Agenda Items:

Board Discussion on Agenda Items

Non-Agenda Items:

Board Norms

Other Matters:

Motion to enter Executive Session

Motion:_____ **Second:**_____

All In Favor:_____

EXECUTIVE SESSION:

Personnel: Employee #4341

Other Matters:

Motion to return to Regular Meeting:

Motion:_____ **Second:**_____

All In Favor:_____

September 24, 2025

Regular Meeting: {Starts no earlier than 6:30 pm but no later than 7:15 pm}

Roll Call:

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

Also in Attendance:

Van Cathcart, Superintendent
Susan Nelson, Recording 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.

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:
- B}** Superintendent:
- C}** School Business Administrator:
- D}** Presentations:
- E}** **Committee Reports:**

September 24, 2025

- Finance & Facilities Committee
- Personnel & Management Committee
- Curriculum & Instruction Committee

F} Board Comment:

2} APPROVAL OF MINUTES:

August 27, 2025
Regular Meeting & Executive Meeting

Motion: _____ **Second:** _____

Discussion:

Vote:

- Cynthia Baldacchini
- Lauren Cox
- Monica DiVito
- James Morris
- Lauren Randle
- Joseph Thomas
- Jonathan Vile
- Patricia Smith
- 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.*

R. Routine Matters

R-1 Approval of Financial Statements:

Secretary's and custodian's reports for **August 31, 2025** 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 27, 2025 - September 24, 2025 {Backup R-2}

R-3 Approval of Bill List: August 27, 2025 - September 24, 2025 {Backup R-3}

R-4 Approval of Cafeteria Report: September 24, 2025 {Backup R-4}

R-5 Approval of Travel: October 20-27, 2025 - NJSBA Workshop - Pat Smith, Lauren Randle, Van Cathcart

September 24, 2025

P. Personnel:

1. On the recommendation of the Superintendent, that the following substitutes be approved for the the 2025-2026 school year, pending receipt of required documentation: (Backup P-1)

SUBSTITUTES NEEDING MORE DOCUMENTATION
SUBSTITUTE TEACHERS

Terri Griffin, Melissa O'Donnell, Rebecca Morrow, Courtney McCarthy

SUBSTITUTE CLASSROOM AIDES

Courtney McCarthy, Shannon Unruh, Erin Fisher, Lynn Gillis, Biby Reyes, Deborah Lewis, Kaitlyn Dunlevy, Danelle Matthews, Grace Robles-McCarthy, John Lauricella, Grainne McKnight

SUBSTITUTE DAYCARE AIDES

Shannon Unruh, Dawnelle Matthews, Courtney McCarthy, Angela Isaacson

SUBSTITUTE FOOD SERVICE WORKERS

Shannon Unruh, Donna Perry, Lynn Gillis, Dawnelle Matthews, Courtney McCarthy

SUBSTITUTE CAFETERIA AIDES

Shannon Unruh, Donna Perry, Lynn Gillis, Dawnelle Matthews, Courtney McCarthy, Angela Isaacson

SUBSTITUTE CUSTODIANS

Shannon Unruh, Joseph Downam

SUBSTITUTE BUS AIDES

Shannon Unruh, Lynn Gillis, John Lauricella, Angela Isaacson

SUBSTITUTE SCHOOL SECURITY OFFICER

Jeffrey Brooks

2. On the recommendation of the Superintendent, that the Lower Township Board of Education approve Non-FMLA/FMLA for the following employees:

<u>Employee #</u>	<u>Effective Dates</u>
#5694 - Custodian	8/21/25 - 9/30/25 - FMLA
#6023 - Food Service Worker	9/2/25 - TBD - Non-FMLA
#5587 - Bus Driver	9/10/25 - 10/22/25 - FMLA
#5943 - Classroom Aide @ Mitnick	9/16/25 - 11/17/25 - Non-FMLA

3. On the recommendation of the Superintendent, that the Lower Township Board of Education approve the following on-call substitutes as daily part-time staff:

<u>Employee</u>	<u>Position</u>	<u>Effective Date</u>
<i>Olena Mogylei</i>	<i>Classroom Aide @ Maud Abrams</i>	<i>9/2/25</i>
<i>Anthony Leonardis</i>	<i>Food Service Worker</i>	<i>9/2/25</i>
<i>Kellianne Mueller</i>	<i>Food Service Worker</i>	<i>9/2/25</i>
<i>Rachel Stone</i>	<i>Bus Aide</i>	<i>9/2/25</i>
<i>Rosemary Graham</i>	<i>Bus Aide</i>	<i>9/2/25</i>

September 24, 2025

<i>Taylor McCullen</i>	<i>Bus Aide</i>	<i>9/2/25</i>
<i>Marlee Greco</i>	<i>Classroom Aide @ Maud Abrams</i>	<i>9/8/25</i>
<i>Amy Laub</i>	<i>Daycare Aide @ Mitnick</i>	<i>9/8/25</i>
<i>Rebecca Morrow</i>	<i>60 Credit Aide @ Sandman</i>	<i>9/17/25</i>
<i>Lisa Cardillo</i>	<i>Clerk @ Mitnick</i>	<i>9/18/25</i>
<i>Biby Reyes</i>	<i>Classroom Aide @ Memorial</i>	<i>TBD</i>
<i>Deborah Lewis</i>	<i>Classroom Aide @ Memorial</i>	<i>TBD</i>
<i>Grace Robles-McCarty</i>	<i>Classroom Aide @ Mitnick</i>	<i>TBD</i>

4. On the recommendation of the Superintendent, that the Lower Township Board of Education, that the Lower Township Board of Education accept, with regret, the resignation of Jennifer Giorgio-Blum, Case Manager/School Psychologist at the Sandman Consolidated School, effective October 26, 2025. (Backup P-4)
5. On the recommendation of the Superintendent, that the Lower Township Board of Education accept, with regret, the resignation of Bruce Townsend, Daily Part-Time Custodian, effective September 5, 2025. (Backup P-5)
6. On the recommendation of the Superintendent, that the Lower Township Board of Education accept, with regret, the retirement of LaTrice Abrams, Lead Food Service Worker, effective January 1, 2026. (Backup P-6)
7. On the recommendation of the Superintendent, that the Lower Township Board of Education approve Lauren Magnavita transferring from 3rd Grade Resource Center (Special Ed.) to Learning Disabilities Teacher/Consultant (LDTC), on a lateral move at the same salary. (Backup P-7)
8. On the recommendation of the Superintendent, that the Lower Township Board of Education accept the resignation of Joseph Thomas, Board Member, effective September 19, 2025.

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 L1)

<u>NUMBER</u>	<u>TYPE</u>	<u>TITLE</u>
<i>0173</i>	<i>Policy</i>	<i>Duties of Public School Accountant</i>
<i>0174</i>	<i>Policy</i>	<i>Legal Services</i>
<i>0177</i>	<i>Policy</i>	<i>Professional Services</i>
<i>1570</i>	<i>Policy/Regulation</i>	<i>Internal Controls</i>
<i>1620</i>	<i>Policy</i>	<i>Administrative Employment Contracts</i>
<i>6111</i>	<i>Policy/Regulation</i>	<i>Special Education Medicaid Initiative (SEMI) Program</i>
<i>6220</i>	<i>Policy</i>	<i>Budget Preparation</i>
<i>6220</i>	<i>Regulation</i>	<i>Budget Preparation</i>
<i>0143</i>	<i>Policy</i>	<i>Board Member Election and Appointment</i>
<i>1636.01</i>	<i>Policy</i>	<i>Notification of Promotion, New Job, and</i>

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1648.15	Policy	<i>Transfer Opportunities</i>
2422	Policy	<i>Recordkeeping for Healthcare Settings in School Buildings-Covid-19</i>
5117	Policy/Regulation	<i>Statutory Curricular Requirements</i>
5339.01	Policy	<i>Interdistrict Public School Choice</i>
		<i>Student Sun Protection</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 Regulations: (Backup L-2)

<u>NUMBER</u>	<u>TYPE</u>	<u>TITLE</u>
3233	Policy/Regulation	<i>Political Activities Regulation</i>
4233	Policy/Regulation	<i>Political Activities Regulation</i>

3. On the recommendation of the Superintendent, that the Lower Township Board of Education approve the School Security Officers/Substitute School Security Officers, as listed below, to carry firearms while on duty on school grounds, in accordance with N.J. Statute and Code, for 2025-2026:

Darrin Hickok – Supervisor of Security	Christopher Winters - Floating Security
Jack Flanagan - Maud Abrams School	Jim Dietterich - Sub. Security
Albert Flitcroft - Sandman School	Doug Whitten - Sub. Security
Marlin Hedum - Mitnick School	James Knox - Sub. Security
Kevin Boyle - Memorial School	Jeffrey Brooks - Sub. Security

4. On the recommendation of Superintendent, that the Lower Township Board of Education approve the following District Goals:

District Goal – Improving Student Attendance

The Lower Township Elementary School District will reduce chronic absenteeism across all four schools by a minimum of **3 percentage points** by June 2026.

District Goal - eduCLIMBER Onboarding and Implementation

By June 2026, the district will complete the onboarding process with eduCLIMBER, with full implementation beginning in the 2026–2027 school year.

5. On the recommendation of the Superintendent, that the Lower Township Board of Education approve the following Board Goals:

Develop an understanding of the proper implementation of Board SMART goals through the stages of adoption, progress monitoring and achievement.

Establish Board norms as well as protocols of the roles and responsibilities of the Board and the Superintendent as standards of behavior expected of all Board members in their interactions with each other, the Superintendent, district staff and the community.

Develop a comprehensive understanding of district assessments used to measure student achievement, resulting in a better understanding of data and to better equip the

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Board in supporting district educational priorities.

- 6. On the recommendation of the Lower Township Board of Education, that the Board recommends the approval of the New Jersey School Boards Association Chief School Administrator Evaluation Tool for us in the evaluation of Superintendent performance, with adaptations permitted as necessary.

E. Education:

- 1. On the recommendation of the Superintendent, that the Lower Township Board of Education approve the following programs and educational services offered in grades Preschool through Grade 6, for the 2025-2026 school year: (Backup E-1)

Programs

- | | |
|---|--|
| Visual and Performing Arts (Arts and Music) | Special Education - Resource Program |
| Basic Skills Instruction | Special Education - Self Contained |
| Comprehensive Health and Physical Education | Special Education - Preschool Disabled |
| | Technology/STEM |
| Advanced Skills | Social Studies |
| Handwriting | World Language/Spanish |
| Instrumental Music/Strings | |
| Language Arts Literacy | |
| Reading | |
| Writing | |
| Library/Media | |
| Mathematics | |
| Science | |

Services

- Child Study Team
- English as a Second Language
- Guidance/Counseling
- School Nursing
- Speech

- 2. On the recommendation of the Superintendent, that the Lower Township Board of Education approves the submission of the district’s preschool enrollment projections for the 2026-2027 school year to the Department of Education. (Backup E-2)

F. Finance and Insurance:

- 1. On the recommendation of the School Business Administrator, that the Lower Township Board of Education approve the Transportation Jointures, with the below listed school districts, to transport students attending Lower Township Elementary School’s Choice Program for the 2025-2026 school year, at the state mandated maximum per-pupil rate of \$1,177.

<u>District</u>	<u># Students</u>	<u>Total Cost</u>
Cape May City School District	4	\$ 4,708.00
Dennis Township School District	2	\$ 2,354.00
Middle Township School District	55	\$64,735.00
Wildwood Crest School District	2	\$ 2,354.00
Wildwood School District	5	\$ 5,885.00
TOTAL		\$80,036.00

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- 3. On the recommendation of the Interim Business Administrator, that the Lower Township Board of Education approve Change Order #1 to contract with CM3 Building Solutions for the 2025 fire alarm replacements at Maud Abrams, Carl T. Mitnick and Sandman Consolidated Schools: (Backup F-3)

Original Contract	\$1,600,474.98
Change Order #1	< 25,070.23 >
New Contract	\$1,575,404.75

Certifications of Substantial Completion: August 22, 2025

- 4. On the recommendation of the Interim Business Administrator, that the Lower Township Board of Education approve Change Order #1 to the contract with Marino General Contractor for the PreK Expansion Project at Memorial School: (Backup F-4)

Original Contract	\$1,518,000.00
Change Order #1	\$ 13,080.21
New Contract	\$1,531,080.21

- 5. On the recommendation of the Interim Business Administrator, that the Lower Township Board of Education issue a Purchase Order Contract to Falasca Mechanical in accordance with terms and conditions for ESCNJ#23/24-23 New Jersey State approved COOP #65MCECCPS to replace (1) Daikin Unit Ventilator at Sandman Consolidated School in the amount of \$18,965 using 2022 Bond Referendum Funds (HVAC replacement). (Backup F-5)

- 6. On the recommendation of the Interim School Business Administrator, that the Lower Township Board of Education issue a Professional Services Contract to Pennoni for the design and bid specifications for the installation of bollards at Sandman Consolidated School in the amount of \$9,400 to be charged to 2016 bond referendum funds. (Backup F-6)

- 7. On the recommendation of the Interim Business Administrator, that the Lower Township Board of Education approve the Joint Transportation Agreement between the Lower Township Board of Education and the Lower Cape May Regional Board of Education to transport one (1) student from Cape May County Special Services School to home.

MOTION ON CONSENT AGENDA ON ALL MOTIONS LISTED BELOW:

Routine Matters: R-1 to R-5

Personnel: P-1 to P-7

Harassment, Intimidation & Bullying: None

Legislative and Internal Policies: L-1 to L-6

Education: E-1 & E-2

Finance and Insurance: F-1 to F-7

Motion: _____ Second: _____

Discussion:

Vote:

Cynthia Baldacchini

Lauren Cox

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Monica DiVito
James Morris
Lauren Randle
Joseph Thomas
Jonathan Vile
Patricia Smith
Gary Douglass

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: October 22, 2025

B} Fire Drills: 9/10/25 - Sandman School; 9/11/25 - Maud Abrams School, Mitnick School, Memorial School

Monthly Emergency Drill: 9/18/25 - Evacuation Drill

8} ADJOURNMENT:

MOTION TO ADJOURN THE MEETING

Motion: _____ **Second:** _____

Discussion:

All in favor: _____

Time: _____

F.Y.I

1. Attendance/Enrollment
 2. Sandman School Reports
 3. Maud Abrams School Reports
 4. Mitnick School Reports
 5. Memorial School Reports.
 6. Supervisor of Special Services Report
 7. Supervisor of Buildings and Grounds Reports
 8. Supervisor of Transportation Reports
 9. Food Service Profit & Loss Report
 10. Supervisor of Curriculum and Instruction Report
 11. Supervisor of Academic Achievement Report
 12. Day Care Reports
- October Calendar

**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 September 24, 2025 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" _____

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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: Employee #4341

“(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

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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.