

**LOWER TOWNSHIP BOARD OF EDUCATION  
MINUTES  
EXECUTIVE SESSION  
SEPTEMBER 25, 2024**

Meeting was called to order at 6:15 p.m.

**Roll Call:**

**Present:**

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

**Absent:**

Lindsey Selby

**Also in Attendance:**

Patricia Ryan, Board Secretary/School Business Administrator  
Brett Gorman, Board Attorney

**Absent:**

Jeff Samaniego, Superintendent

**Motion to enter Executive Session:**

**Motion: Vile Second: Baldacchini**

**All Voted In Favor**

**EXECUTIVE SESSION:**

**Personnel Matters:** Employees: #4403; #4347; #5936

- Mr. Douglass discussed the salary increase request by Employee #4403 with the Board. The Board determined that there needs to be more discussion among the district superintendents.
- Mr. Gorman stated that the district will need more specific medical backup from Employee #4347 for further clarification.
- Mrs. Ryan explained the active stipend that Employee #5936 is receiving and additional stipend for cashier responsibilities. The Board agreed to pay all food service cashiers the appropriate stipend, including Employee #5936.

**Other Matters:** None

**Motion to return to Regular Session**

**Motion: Vile Second: Baldacchini**

**Discussion: None**

**All Voted In Favor**

This session concluded at 7:01 p.m.

Respectfully submitted:



Patricia Ryan  
School Business Administrator/ Board Secretary

**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   3   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 25, 2024 at   6:15   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

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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 \_\_\_\_\_;

**“(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: Employees: #4403; #4347; #5936

**“(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 36 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  
MINUTES  
WORK SESSION AND REGULAR MEETING  
SEPTEMBER 25, 2024**

Call to Order:

**Work Session:** Started at 6:00 p.m.

**Work Session Meeting:**

**Roll Call:**

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

**Absent:**

Lindsey Selby

**Also in Attendance:**

Patricia Ryan, Board Secretary  
Brett Gorman, Board Attorney

**Absent:**

Jeff Samaniego, Superintendent

**Agenda Items:**

- Mrs. DiVito inquired on why Dennis Township is not charged for Choice Transportation costs. Mrs. Ryan replied that she would research this and will email the Board the response.
- Mrs. Smith questioned Motion F-1. Mrs. Ryan replied that this a normal annual motion for emergency payments only.
- Mrs. Smith expressed her concerns about the solar panels. Mr. Douglass informed the Board that he will email QE Solar in an attempt to acquire more information.

**Non-Agenda Items:** None

**Other Matters:**

**Health Coverage (Network Physicians)**

- Mr. Douglass informed the Board about the issues in physicians not accepting AmeriHealth Administrators in Cape May County. Mrs. Ryan explained that some physicians in Cape May County, specifically Oral Surgeons, are not accepting AmeriHealth Administrators and that our district broker is following up and keeping us informed of the resolution to this issue.

**Motion to enter Executive Session**

**Motion:** Vile **Second:** Baldacchini

**All Voted In Favor**

September 25, 2024

**EXECUTIVE SESSION:**

**Personnel Matters:** Employees: #4403; #4347; #5936

**Motion to return to Regular Meeting:**

**Motion:** Vile      **Second:** Baldacchini

**All Voted In Favor**

**Regular Meeting:** Started at 6:51 p.m.

**Roll Call:**

Joseph Thomas

Lauren Randle

Jonathan Vile

Lauren Cox

Cynthia Baldacchini

Patricia Smith

Monica DiVito

Gary Douglass

**Absent:**

Lindsey Selby

**Also in Attendance:**

Patricia Ryan, Board Secretary Brett

Gorman, Board Attorney

**Absent:**

Jeff Samaniego, Superintendent

**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

**1} REPORTS:**

**A} Board President: None**

**B} Superintendent: None**

**C} School Business Administrator:**

- Mrs. Ryan mentioning that the fencing has been installed at the Memorial School and that the preliminary steps for the Preschool Facilities Expansion Project has also started.
- Mrs. Ryan reminded everyone of the 'Run for the Fallen' ceremony will be tomorrow in front of the Sandman School.
- Mrs. Ryan updated the Board on some of the concerns with the new HVAC units.
- Mrs. Ryan stated that at the June Safety Committee meeting, the members discussed improving the safety of the staff during arrival and departure from each school building. The district purchased bright yellow safety vests for staff to wear during traffic control.
- The Safety Committee also expressed their concerns for the speed of vehicles on Maud Abrams entry road and will be installing speed bumps.

**D} Presentations: None**

**E} Committee Reports:**

**Building and Grounds Committee: None**

**Curriculum Committee:**

- Mrs. DiVito explained that the committee met last week and discussed NJSLA dates, academic achievement and EduClimber program.

**Finance Committee:**

- Mr. Vile informed the Board of the next Finance Committee meeting which will be scheduled in October.

**Goals Committee: None**

**F} Board Comment:**

- Mrs. Smith made a special thank you to Mr. Cathcart and Mr. King for assisting the Cape May Tennis Club in the student participation in their program.
- Mrs. Randle expressed her appreciation for a great Back to School night and that she also thought it was great that Sandman had a special Back to School night for the Special Area classes as well.
- Mrs. DiVito was very impressed with the Back to School nights and mentioned how excited she was for the Fun Run this year.
- Mr. Vile announced the passing of Russ Hewitt, former Supervisor of Maintenance and that he will be missed.
- Mrs. Cox thanked everyone for a great start to a new school year.
- Mr. Thomas thanked all the work done by the Curriculum Department in helping to better our students' academic achievement
- Ms. Baldacchini thanked all for a great Back to School Night and opening of schools.

**2} APPROVAL OF MINUTES:**  
August 28, 2024  
Regular Meeting & Executive Meeting

**Motion:** Smith      **Second:** Randle

**Discussion:** None

**Voted Yes:**

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

**Absent:**

Lindsey Selby

**3} CONSENT AGENDA:**

**OPEN MEETING TO THE PUBLIC TO SPEAK ON CONSENT ITEMS ONLY:**

**PLEASENOTE:** 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 **July 31, 2024 and August 31, 2024** 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 28, 2024 - September 25, 2024** {Backup R-2}

**R-3 Approval of Bill List: August 28, 2024 - September 25, 2024** {Backup R-3} **R-4 Approval of Cafeteria Report: September 25, 2024** {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 2024-2025 school year, pending receipt of required documentation:  
(Backup P-1)

**SUBSTITUTES NEEDING MORE DOCUMENTATION**

**SUBSTITUTE TEACHERS**

Bernadette Brogna, Emma Karch

**SUBSTITUTE CLASSROOM AIDES**

Emma Karch, Gina DeQuattro, Joan Hunt, Marissa Lamanteer, Eva Rodriguez

**SUBSTITUTE DAYCARE AIDES**

Emma Karch, Gina DeQuattro, Joan Hunt, Joshua Ongos, Marissa Lamanteer,  
Jazmine Williams, Ava Connor

**SUBSTITUTE FOOD SERVICE WORKERS**

Joan Hunt, Joshua Ongos, Eva Rodriguez Velez, Tammy Delquadro, Robert Boggess,Jr., Richard Davis,II  
Nicole Crawley

**SUBSTITUTE CAFETERIA AIDES**

Joan Hunt, Tammy Delquadro, Richard Davis,II,  
Nicole Crawley

**SUBSTITUTE CUSTODIANS**

Robert Boggess,Jr., Richard Davis,II

**SUBSTITUTE BUS AIDES**

Robert Boggess,Jr., Richard Davis,II, Joshua Ongos, Marissa Lamanteer

**SUBSTITUTE SECRETARIES**

Eva Rodriguez Velez, Marissa Lamanteer, Nicole Crawley

2. 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>
Riley DeCamillo	Preschool@Mitnick	Jessica Bryan

3. On the recommendation of the Superintendent, that the Lower Township Board of Education approve Employee #4710, for medical leave of absence effective 9/26/24 to 10/16/24.

4. On the recommendation of the Superintendent, that the Lower Township Board of Education approve the FMLA for Employee #5105, effective 1/15/25 to 4/30/25.

**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 first reading for the following revisions to existing or new Policies and Regulations: (Backup L1)

<b><u>NUMBER</u></b>	<b><u>TYPE</u></b>	<b><u>TITLE</u></b>
5200	Regulation	Attendance

2. 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 2024-2025:

Darrin Hickok – Supervisor of Security	Christopher Winters - Floating Security
Thomas Connelly - Sandman School	Jim Dietterich - Sub. Security

Albert Flitcroft - Maud Abrams School  
 Marlin Hedum - Mitnick School  
 Kevin Boyle - Memorial School

Doug Whitten - Sub. Security

James Knox - Sub. Security

**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 2024-2025 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
Advanced Skills	Social Studies
Handwriting	Technology/STEM
Instrumental Music/Strings	World Language/Spanish

**Services**

Language Arts Literacy	Child Study Team
Reading /Writing	English as a Second Language
Library/Media	Guidance/Counseling
Mathematics	School Nursing
Science	Speech

2. On the recommendation of the Superintendent, that the Lower Township Board of Education approve the five-year curriculum schedule for all content areas at all grade levels. (Backup E-2)
3. On the recommendation of the Supervisor of Curriculum & Instruction, that the Lower Township Board of Education acknowledges the mailing of the NJSLA Individual Score Reports via USPS on 9/19/24, to the parents of all 3rd through 6th grade students. (Backup E-3)

**F. Finance and Insurance:**

1. On the recommendation of the School Business Administrator, that the Lower Township Board of Education approve the issuance of check payments between board meetings, when necessary.
2. 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 2024-2025 school year, at the state mandated maximum per-pupil rate of \$1,177. (Backup F-2)

<b><u>District</u></b>	<b><u># Students</u></b>	<b><u>Total Cost</u></b>
Cape May City School District	5	\$ 5,885.00
Dennis Township School District	1	\$ 1,177.00
Middle Township School District	54	\$63,558.00
North Wildwood School District	1	\$ 1,177.00
Wildwood Crest School District	1	\$ 1,177.00
<u>Wildwood School District</u>	<u>5</u>	<u>\$ 5,885.00</u>
<b>TOTAL</b>		<b>\$78,859.00</b>

3. On the recommendation of the School Business Administrator, that the Lower Township Board of Education authorize the acceptance of the state funding to be received from the Preschool Facilities Expansion Grant (Grant# 23E00490) in the amount of \$600,000, to rehabilitate preschool classrooms at the Douglass C. Memorial School. (Backup F-3)

4. On the recommendation of the School Business Administrator, that the Lower Township Board of Education approve the district Cybersecurity Incident Response Plan (CIRP). (Backup- F-4)
5. On the recommendation of the School Business Administrator that the Lower Township Board of Education approve the Three (3) Year subscription with Renaissance eduCLIMBER MTSS data tracking system, effective 9/1/2024 through 6/30/2027 totaling \$42,647.15. (Back-up F-5)
6. On the recommendation of the School Business Administrator that the Lower Township Board of Education authorize the sale of a 2007 Dayton air compressor at a list price of \$700.00 through GovDeals. (Backup F-6)
7. On the recommendation of the School Business Administrator that the Lower Township Board of Education authorize the amendments of the Title I, Title II, and Title III grant funding allocations.

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

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

**Personnel: P-1 to P-3**

**Harassment, Intimidation & Bullying: None**

**Legislative and Internal Policies: L-1 & L-2**

**Education: E-1 to E-3**

**Finance and Insurance: F-1 to F-7**

**Motion: Vile      Second: Baldacchini**

**Discussion: None**

**Voted Yes:**

Joseph Thomas

Lauren Randle

Jonathan Vile

Lauren Cox

Cynthia Baldacchini

Patricia Smith

Monica DiVito

Gary Douglass

**Absent:**

Lindsey Selby

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

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

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

***- No Public Comments***

7} **GOOD OF THE ORDER:**

A} **Next Board Meeting:** October 23, 2024

B} **Fire Drills:** 9/12/24 Memorial School and Sandman School;

9/16/24 – Mitnick School and Maud Abrams School

**Monthly Emergency Drill:** 09/19/24 - Evacuation Drill

September 25, 2024

**8} ADJOURNMENT:**

**MOTION TO ADJOURN THE MEETING**

**Motion: Douglass                      Second: Thomas**  
**Discussion: None**  
**All Voted In Favor:**

**This meeting concluded at 7:01 p.m.**

Respectfully submitted,



Patricia Ryan  
School Business Administrator/Board Secretary