

**LOWER TOWNSHIP BOARD OF EDUCATION
AGENDA
WORK SESSION AND REGULAR MEETING
SEPTEMBER 27, 2023**

Call to Order:

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

Work Session Meeting:

Roll Call:

Monica DiVito
Lindsey Selby
Joseph Thomas
Charles Utsch
Lauren Randle
Jonathan Vile
Lauren Cox
Michael Mader
Gary Douglass

Also in Attendance:

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

Agenda Items:

Board Discussion on Agenda Items

Non-Agenda Items:

Board Election
HVAC Project Update
Wellness Fun Run Event

EXECUTIVE SESSION:

Personnel Matters: Employee #6396; Employee #4051, Employee #4403
Former Employee #5530

Other Matters: Drafted Preliminary Sidebar Agreement
Miscellaneous Payroll Matters

Motion: _____ **Second:** _____

Discussion:

All in Favor: _____

Motion to return to Regular Meeting:

Motion: _____ **Second:** _____

All In Favor:

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

Roll Call:

Monica DiVito
Lindsey Selby
Joseph Thomas
Charles Utsch
Lauren Randle
Jonathan Vile
Lauren Cox
Michael Mader
Gary Douglass

Also in Attendance:

Jeff Samaniego, Superintendent
Patricia Ryan, Board Secretary/School Business Administrator
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.

2022-2024 Board Goal:

Establish a system with district leadership to ensure that board policies are consistently being implemented and enforced.

2021-2023 Board Goal:

The Lower Township Board of Education is committed to ensuring that we are providing a safe and supportive environment for our students as well as staff members. We recognize that a healthy workplace environment can have a positive impact on school district programs, ultimately having a positive impact on student achievement.

September 27, 2023

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:
 - Building and Grounds Committee
 - Curriculum Committee
 - Finance Committee
 - Goals Committee
- F}** Board Comment

2} APPROVAL OF MINUTES:

August 23, 2023

Regular Meeting & Executive Meeting

Motion: _____ **Second:** _____

Discussion:

Vote:

Monica DiVito
Lindsey Selby
Joseph Thomas
Charles Utsch
Lauren Randle
Jonathan Vile
Lauren Cox
Michael Mader
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.

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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: None.

R-2 Approval of Transfers: August 23, 2023 - September 27, 2023 {Backup R-2}

R-3 Approval of Bill List: August 23, 2023 - September 27, 2023 {Backup R-3}

R-4 Approval of Cafeteria Report: September 2023 {Backup R-4}

R-5 Approval of Travel: August 2023

P. Personnel:

1. On the recommendation of the Superintendent, that the following substitutes be approved for the the 2023-2024 school year, pending receipt of required documentation: (Backup P-1)

SUBSTITUTES NEEDING MORE DOCUMENTATION

SUBSTITUTE TEACHERS

Emmalee Poserina, Kiera Gemmi, Kacie Reilly, Caitlin Nanos, Colleen Spirito, Kristen Johns, Theresa Brecker

SUBSTITUTE PARAPROFESSIONAL/60 CREDIT AIDES

Lyndsy DeHainaut, Heather Bailey

SUBSTITUTE SECRETARIES/CLERKS

Patricia Miracle, Michelle Valenti, Heather Bailey

SUBSTITUTE FOOD SERVICE WORKERS

Erika Cunha, Stephanie Hunter, Lynda Kuswendra, Barbara Caldwell, Marianne Schmidt, Patricia Miracle, Patricia Rybicki, Natalya Schultz, Michelle Valenti, Jacqueline Fisher, Lisa Dougherty

SUBSTITUTE CAFETERIA AIDE

Rachael Stone, Aerianna Godwin, Jacqueline Fisher

SUBSTITUTE CUSTODIANS

*Dennis Fox, Stephanie Hunter, Krystle Leszczynski
Jacqueline Fisher*

SUBSTITUTE DAY CARE AIDES

Gavin Coughlin, Rachael Stone, Stephanie Hunter, Madison Eveler, Michelle Valenti, Theresa Brecker, Heather Bailey, Sabrina Miller

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SUBSTITUTE BUS AIDES

Dennis Fox, Rachael Stone, Stephanie Hunter, Madison Eveler, Patricia Miracle, Krystle Leszczynski, Patricia Rybicki, Aerianna Godwin, Jacqueline Fisher, Lyndsy DeHainaut, Sabrina Miller

SUBSTITUTE BUS DRIVERS

Patricia Rybicki, Cesar Gonzalez

SUBSTITUTE CLASSROOM AIDES

Gavin Coughlin, Patricia Miracle, Krystle Leszczynski, Michelle Valenti, Lilia Zaleski, Aerianna Godwin, Theresa Brecker, Lisa Dougherty, Sabrina Miller

2. On the recommendation of the Superintendent, that the Lower Township Board of Education accept, with regret, the retirement of Maureen Bingham, Bus Driver in Transportation, effective January 1, 2024. (Backup P-2)
3. On the recommendation of the Superintendent, that the Lower Township Board of Education accept, with regret, the retirement of Kevin Coombs, as Special Education Teacher at the Sandman Consolidated School, effective January 17, 2024. (Backup P-3)
4. On the recommendation of the Superintendent, that the Lower Township Board of Education accept, with regret, the retirement of Christine Halbruner, Food Service Worker, in the District, effective January 1, 2024. (Backup P-4)
5. On the recommendation of the Superintendent, that the Lower Township Board of Education approve the appointment of Kelly Barone as Temporary 5th Grade Teacher at the Sandman Consolidated School, effective 9/5/23 to 11/3/23. (Backup P-5)
6. On the recommendation of the Superintendent, that the Lower Township Board of Education approve the appointment of Alexandra Lihou, as Social Worker, in the District, on Step 1 Masters of the LTEEA Salary Guide, effective September 13, 2023. (Backup P-6)
7. On the recommendation of the Superintendent, that the Lower Township Board of Education approve the appointment of Thomas Ridgway as Custodian, in the District, on Step 1 of the LTEEA Salary Guide, effective September 1, 2023. (Backup P-7)
8. On the recommendation of the Superintendent, that the Lower Township Board of Education approve the following placements on the LTEEA Teachers' Salary Guide to reflect an increase of credits to their degree, pending review of documentation, effective October 1, 2023: (Backup P-8)

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<u>STAFF</u>	<u>POSITION</u>	<u>PLACEMENT</u>
Theresa Guido	4th Gr. Teacher	BA+30
Natalie DeFelice	6th Gr. Teacher	MA+45
Maggie Senatore	PreK Teacher	BA+15
Jessica Caruso	Spec. Ed. Teacher	MA
Lindsay Dowe	School Nurse	BA+15
Kaitlyn Jaber	PreK Teacher	BA+15
Julia Mills	Art Teacher	MA
Rachelle Carbonaro	PreK Teacher	BA+15

9. On the recommendation of the Superintendent, that the Lower Township Board of Education approve Alison Paras as Mentor for Alexandra Lihou, Social Worker, for the 2023-2024 school year.

H. Harassment, Intimidation & Bullying: None.

L. Legislative and Internal Policies:

1. On the recommendation of the Superintendent, that the Lower Township Board of Education approve the second reading for the following revisions to existing or new Policies and Regulations: (Backup L-1)

<u>NUMBER</u>	<u>TYPE</u>	<u>TITLE</u>
2419	Policy & Regulation	School Threat Assessment Teams
1642.01	Policy & Regulation	Sick Leave

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>
8454	Policy	Management of Pediculosis

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 2023-2024:

Darrin Hickok – Supervisor of Security	Christopher Winters - Floating Security
Thomas Connelly - Sandman School	Jim Dietterich - Sub. Security
Albert Flitcroft - Maud Abrams School	Doug Whitten - Sub. Security
Marlin Hedum - Mitnick School	
Kevin Boyle - Memorial School	

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E. Education:

1. On the recommendation of the Superintendent, that the Lower Township Board of Education approve the following placement for the 2023-2024 school year: (Backup E-1)

Case #4933-A: Kindergarten special education student to be placed at the Cape May County Special Services School District.

2. On the recommendation of the Supervisor of Curriculum and Instruction, the Supervisor of Academic Achievement and the School Business Administrator, that the Lower Township Board of Education approve the submittal of the application for the High Impact Tutoring Grant.
3. 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 2023-2024 school year:

Programs

Visual and Performance 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

4. 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-4)
5. On the recommendation of the Superintendent, that the Lower Township Board of Education acknowledges the Notification of Placement in an ESL Program Annual Notification was mailed via USPS on September 6, 2023. (Backup E-5)

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6. On the recommendation of the Superintendent, that the Lower Township Board of Education approve Julia Sangillo and her certified Therapy Dog, Daisy, to provide dog therapy at the David C. Douglass Veterans Memorial School for the 2023-2024 school year, on an as needed basis. (Backup E-6)

F. Finance and Insurance:

1. On the recommendation of the School Business Administrator, that the Lower Township Board of Education authorizes a Transportation Jointure with the Wildwood Board of Education to provide transportation to Wildwood students attending Lower Township Elementary School's Choice Program for the 2023-24 school year. (Backup F-1)
2. On the recommendation of the School Business Administrator, that the Lower Township Board of Education authorizes a Transportation Jointure with the Middle Township Board of Education to provide transportation to Middle students attending Lower Township Elementary School's Choice Program for the 2023-24 school year. (Backup F-2)
3. On the recommendation of the School Business Administrator, that the Lower Township Board of Education authorizes a Transportation Jointure with the Cape May City Board of Education to provide transportation to Cape May City students attending Lower Township Elementary School's Choice Program for the 2023-24 school year. (Backup F-3)
4. On the recommendation of the School Business Administrator, that the Lower Township Board of Education authorizes a Transportation Jointure with the North Wildwood Board of Education to provide transportation to North Wildwood students attending Lower Township Elementary School's Choice Program for the 2023-24 school year. (Backup F-4)
5. On the recommendation of the School Business Administrator, that the Lower Township Board of Education authorizes a Transportation Jointure with the Wildwood Crest Board of Education to provide transportation to Wildwood Crest students attending Lower Township Elementary School's Choice Program for the 2023-24 school year. (Backup F-5)
6. On the recommendation of the School Business Administrator, that the Lower Township Board of Education approve the following Transportation Jointure hosted by CMCSSSD to transport (Route# PINECA) student JD to Pinelands Learning Center for the 2023-24

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school year, effective 9/5/2023 to 6/14/2024, for the revised cost of \$315.42/diem totaling \$56,775.60. (Backup F-6)

7. On the recommendation of the School Business Administrator, that the Lower Township Board of Education approve the tuition contract with Galloway Township Board of Education for DCP&P placed student TN, effective 9/5/2023 to 6/30/2024, for the cost of \$89.82/diem totaling \$16,167.60. (Backup F-7)
8. On the recommendation of the School Business Administrator, that the Lower Township Board of Education authorize the amendment of the 2023-24 Title IA and Title III grant fund allocations.
9. On the recommendation of the School Business Administrator, that the Lower Township Board of Education authorize Acenda, Inc. to provide mental health services and support to district students and their families. (Backup F-9)
10. On the recommendation of the School Business Administrator, that the Lower Township Board of Education approve the following tuition contract with Pinelands Learning Center for student JD effective 7/5/2023 to 6/30/2024, at #326.56/diem totaling \$68,577.60 and additional Extraordinary Services at \$200.00/diem totaling \$42,000. (Backup F-10)

MOTION ON CONSENT AGENDA ON ALL MOTIONS LISTED BELOW:

Routine Matters: R-1 to R-5

Personnel: P-1 to P-9

Harassment, Intimidation & Bullying: None

Legislative and Internal Policies: L-1 to L-3

Education: E-1 to E-6

Finance and Insurance: F-1 to F-10

Motion: _____ Second: _____

Discussion:

Vote:

Monica DiVito
Lindsey Selby
Joseph Thomas
Charles Utsch
Lauren Randle
Jonathan Vile
Lauren Cox
Michael Mader
Gary Douglass

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4} NON-CONSENT AGENDA:

5} EXECUTIVE SESSION:

Motion: _____ **Second:** _____

Discussion:

Vote:

Monica DiVito
Lindsey Selby
Joseph Thomas
Charles Utsch
Lauren Randle
Jonathan Vile
Lauren Cox
Michael Mader
Gary Douglass

6} OLD/NEW BUSINESS:

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

8} GOOD OF THE ORDER:

A} Next Board Meeting: October 25, 2023

B} Fire Drills: 9/12/23 - Sandman School; 9/14/23 - Maud Abrams School & Mitnick School; 9/15/23 - Memorial School

C} Monthly Emergency Drill: 9/20/23 - Evacuation Drill

9} ADJOURNMENT:

MOTION TO ADJOURN THE MEETING

Motion: _____ **Second:** _____

Discussion:

All in favor: _____

Time:_____

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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 27, 2023 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”

“(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:

“(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:
Personnel Matters: Employees #6396; #4051; #4403

“(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)

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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.