

LOWER TOWNSHIP ELEMENTARY SCHOOL DISTRICT
AGENDA
WORK SESSION AND REGULAR MEETING
September 28, 2021

Call to Order:

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

Work Session Meeting:

Roll Call:

Board Members:

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

Also in Attendance:

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

Agenda Items: Board Discussion on Agenda Items:
District Policies: DP 9270: Home schooling and Equivalent Education
DP 9130: Public Complaint and Grievances

EXECUTIVE SESSION: Personnel Matter
Employee #5180

Motion: _____ **Second:** _____ **Discussion:**

Vote:

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

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

Roll Call:

Board Members:

- ___ Monica DiVito
- ___ Nichole Koch
- ___ Steve Lewis
- ___ Michael Mader
- ___ Joseph Thomas
- ___ Charles Utsch
- ___ Sally Yerk
- ___ Patricia Smith
- ___ Gary Douglass

Also in Attendance:

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

Salute to the Flag

Statement:

Notice of this meeting of the Lower Township Board of Education, listing the Agenda as known, was duly sent to the Cape May County Herald - Times Newspaper, posted at the Municipal Building, and a copy thereof delivered to the Township Clerk; in accordance with the Open Public Meetings Act.

District Mission Statement:

"Dedicated to academic excellence, Lower Township Elementary Schools will nurture and challenge all students in a safe and innovative learning community. By encouraging respect and responsibility, students become self-directed, passionate, lifelong learners who will reach their potential. We are dedicated to supporting all students in exceeding the New Jersey Student Learning Standards."

Vision Statement:

Every Student, Every Day, Learning, Teaching, Exploring, Succeeding.

2019-2021 Board Goal:

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

2019-2022 Board Goal:

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

2019-2021 District Goal:

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

2021 District Goal:

"To implement the Units of Study in Reading (K-6), Writing (K-6) and Phonics (K-2) Workshop. Teachers will work with a Teachers College staff developer to learn best practices in workshop instruction, how to utilize their assessment of student understanding to inform instruction and help children move forward along the progressions of learning."

This meeting will be conducted in accordance with:
District Policy: #0164 Conduct of Board Meetings
District Policy: #0167 Public Participation in Board Meetings

- 1} APPROVAL OF MINUTES:**
August 24, 2021
Regular Meeting & Executive Meeting

Motion: _____ **Second:** _____

Discussion:

Vote:

- ___ Monica DiVito
- ___ Nichole Koch
- ___ Steve Lewis
- ___ Michael Mader
- ___ Joseph Thomas
- ___ Charles Utsch
- ___ Sally Yerik
- ___ Patricia Smith
- ___ Gary Douglass

- 2} REPORTS:**
 - A}** Board President:
 - B}** Superintendent:
 - C}** School Business Administrator:

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.*

R. Routine Matters

R-1 Approval of Financial Statements:

Secretary's and custodian's reports for **August 31, 2021**, 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 24, 2021-September 28, 2021{Backup R-2}

R-3 Approval of Bill List: August 24, 2021-September 28, 2021{Backup R-3}

R-4 Approval of Cafeteria Report: August, 2021 {Backup R-4}

R-5 Approval of Travel: None.

P. Personnel:

1. On the recommendation of the Superintendent, that the following substitute be approved for the 2021-2022 school year, pending receipt of required documentation: (Backup P-1)

SUBSTITUTES AVAILABLE TO WORK

SUBSTITUTE PARAPROFESSIONAL

Chelsea Vanaman

SUBSTITUTE CLASSROOM AIDE

Mattie Newby, Jennifer Watson

SUBSTITUTES NEEDING MORE DOCUMENTATION

SUBSTITUTE TEACHER

Heather Hedley

SUBSTITUTE CLASSROOM AIDE

Hailey Lund

SUBSTITUTE CAFETERIA AIDE FOOD SERVICE WORKER

Karen Baggett

SUBSTITUTE BUS AIDES

Tasha Taylor, Kira Saunders

2. On the recommendation of the Superintendent, that the Lower Township Board of Education approve a Medical Leave of Absence for the following:

<u>Employee</u>	<u>POSITION</u>	<u>EFFECTIVE DATES</u>
#4829	Teacher	9/24/21 – 10/9/21
#5517	Teacher	11/29/21 - 3/2022

3. On the recommendation of the Superintendent, that the Lower Township Board of Education appoint the following as Bus Drivers in the district, effective October 1, 2021, pending receipt of required documentation: (Backup P-3)

Ronald Wenger Anna Lafferty

4. On the recommendation of the Superintendent, that the Lower Township Board of Education accept, with regret, the retirement of Debra Falck, Principal's Secretary at the Sandman Consolidated School, effective June 30, 2022. (Backup P-4)

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 Regulation: (Backup L-1)

NUMBER	TYPE	TITLE
<i>1684.11</i>	<i>Policy</i>	<i>The Road Forward Covid-19 Health and Safety</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)

NUMBER	TYPE	TITLE
<i>Appendices A, B, C, D, E, F, G, H, I</i>	<i>Appendices</i>	<i>Restart and Recovery Plan</i>

- 3.** On the recommendation of the Superintendent and School Business Administrator, that the Lower Township Board of Education approve the creation of a Safety Committee, in conjunction with JIF guidelines, for the Lower Township School District.
- 4.** 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 2021-2022:

Darrin Hickok – Supervisor	Jim Dietterich – Sub. Security
John Herman – Sandman School	Christopher Winters – Sub. Security
Albert Flitcroft – Maud Abrams School	Thomas Connelly – Sub. Security
Marlin Hedum – Mitnick School	Michael Hickman – Sub. Security
Kevin Boyle – Memorial School	Eric Lashley – Sub. Security

- 5.** On the recommendation of the Superintendent, that the Lower Township Board of Education approve the LTES Remote Learning Plan for the 2021-2022 school year. (Backup L-5)

E. Education:

- 1.** On the recommendation of the Superintendent, that the Lower Township Board of Education approve the following placements for the 2021-2022 school year: (Backup E-1)

Case #4904-A – 6.1 year old, 1st grade special education student awaiting placement at Cape May County Special Services School District, Ocean Academy.

Case #4644-A – 6.4 year old, 1st grade special education student awaiting placement at Cape May County Special Services School District, Ocean Academy.

- 2.** On the recommendation of the School Business Administrator, Supervisor of Curriculum and Instruction and Supervisor of Academic Achievement, that the Lower Township Board of Education approves/adopts the following ELA Curriculum Overview Guides: (Backup E-2)

6th Gr. ELA Units of Study
5th Gr. ELA Units of Study
1st Gr. ELA Units of Study
Gr. 2 ELA Curriculum

3rd Gr. ELA Units of Study
Kindergarten ELA Units of Study
Gr. 4 ELA Curriculum

- 3.** 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 2021-2022 school year, as listed below: (Backup E-3)

Programs

Art Education
Basic Skills Instruction
Comprehensive Health and Physical Education

Advanced Skills
Handwriting
Instrumental Music/Strings
Language Arts Literacy

Reading
Writing

Library/Media
Mathematics
Science

Special Education-Resource Program
Special Education-Self Contained
Special Education-Preschool Disabled
Technology/STEM
Vocal Music
Social Studies

Services

Child Study Team
Guidance/Counseling
School Nursing
Speech

4. On the recommendation of the Superintendent, that the Lower Township Board of Education approve the five-year curriculum evaluation schedule for all content areas at all grade levels. (Backup E-4)
5. On the recommendation of the Superintendent, that the Lower Township Board of Education approve the Tenured/Non-Tenured Observation/Evaluation Schedule for the 2021-2022 school year. (Backup E-5)

**F. Finance and Insurance:
Regular Business:**

1. On the recommendation of the School Business Administrator, that the Lower Township Board of Education authorizes a purchase order contract to Advanta for the administration of the Wellness Program for the school year 2021-2022, under the direct supervision of Kurt Himstedt, Food Service Director and John Hansen, School Business Administrator/Board Secretary. (Backup F-1)
2. On the recommendation of the Superintendent and the School Business Administrator, that the Lower Township Board of Education authorizes the Superintendent to make an application for Stabilization Aide in the amount of \$6,676,026 (\$1,389,714 budgetary operations and \$5,286,312 HVAC and Capital Improvement) to offset the state aide reductions in the current 2021-2022 school year. The Lower Township Board of Education has experienced reductions in state aid and will confront a structural budgetary imbalance associated with the continuation of state aide reductions in fiscal years 2023-2025.
3. On the recommendation of the School Business Administrator, that the Lower Township Board of Education approve the Contract between Lower Township Elementary School and Lehigh Valley Dairy for milk bids for the 2021-2022 school year. (Backup F-3)
4. On the recommendation of the School Business Administrator, that the Lower Township Board of Education authorize a Tuition Contract between the Lower Township Board of Education and the Upper Township Board of Education for student #17553 in the amount of, TBD between districts, contingent on student's enrollment.
5. On the recommendation of the School Business Administrator, that the Lower Township Board of Education authorize a Pass-Through Contract between the Lower Township Board of Education and Middle Township Board of Education for student #17262 in the amount of, TBD between districts, contingent on student's enrollment and residency determination.

6. On the recommendation of the School Business Administrator, that the Lower Township Board of Education authorizes a Tuition Contract between the Lower Township Board of Education and the Middle Township Board of Education for the tuition costs of student #18757 in the amount of, TBD between districts, contingent on student's enrollment and residency determination.
7. On the recommendation of the School Business Administrator, that the Lower Township Board of Education authorizes a Pass-Through Contract between the Lower Township Board of Education and Middle Township Board of Education for student #18758 in the amount of, TBD, between districts, contingent on student's enrollment and residency determination.
8. On the recommendation of the School Business Administrator, that the Lower Township Board of Education authorizes a Tuition Contract between the Lower Township Board of Education (Sending) and the Middle Township Board of Education (Receiving) for the tuition costs of student #17934 in the amount of, TBD, between districts.
9. On the recommendation of the Superintendent and the School Business Administrator, that the Lower Township Board of Education authorizes the withdrawal of \$10,000 from AELCF @ ACCASBO JIF to join with the South Jersey Costal HIF grant, approximately \$9,800 for the Employee Wellness Program.
10. On the recommendation of the School Business Administrator, that the Lower Township Board of Education accepts the American Rescue Plan Elementary and Secondary Schools Emergency Relief (ARP ESSER) Funds Additional Allocations in the amount of \$3,539,722.00. (Backup F-10)
11. On the recommendation of the School Business Administrator and the Supervisor of Curriculum & Instruction, that the Lower Township Board of Education authorize a purchase order (approximate) to Frontline as follows:

2021-2022	Subscription	\$6,898.45
	Training & Set Up	<u>\$6,322.50</u>
		\$13,220.95

2022-2023	Subscription	\$9,223.00
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12. On the recommendation of the Superintendent and the School Business Administrator, that the Lower Township Board of Education approve the contract with Inspire Diagnostics as the testing partner for Lower Township Board of Education. In partnership with Inspire Diagnostics, the district will develop and implement a COVID-19 Screening Testing Plan for our schools, based on the New Jersey Department of Health

Public Health recommendations (updated 9/30/21) and to meet or exceed all mandate/recommended testing and reporting requirements. This will be funded through the NJDOH as announced on September 1, 2021 and conditioned on submitting and receiving appropriate paperwork approvals. The testing program will begin on October 18, 2021, and be for a period of six months. (Backup F-12)

13. On the recommendation of the School Business Administrator, that the Lower Township Board of Education approves the sale of chrome books and other office furniture on GovDeals.
14. On the recommendation of the School Business Administrator, that the Lower Township Board of Education authorize a purchase order to purchase a used utility vehicle to replace maintenance vehicle for approximately \$23,000, previously approved.

MOTION ON CONSENT AGENDA:

Routine Matters: R-1 to R-5

Personnel: P-1 to P-4

Harassment, Intimidation & Bullying: None

Legislative and Internal Policies: L-1 to L-5

Education: E-1 to E-5

Finance and Insurance: F-1 to F-14

Motion: _____ Second: _____

Discussion:

Vote:

- ___ Monica DiVito
- ___ Nichole Koch
- ___ Steve Lewis
- ___ Michael Mader
- ___ Joseph Thomas
- ___ Charles Utsch
- ___ Sally Yerk
- ___ Patricia Smith
- ___ Gary Douglass

4} NON-CONSENT AGENDA:

5} COMMITTEE REPORTS:

Curriculum Committee
Building & Grounds Committee:
Finance Committee - No report

6} EXECUTIVE SESSION:

Motion: _____ **Second:** _____

Discussion:

Vote:

- ___ Monica DiVito
- ___ Nichole Koch
- ___ Steve Lewis
- ___ Michael Mader
- ___ Joseph Thomas
- ___ Charles Utsch
- ___ Sally Yerk
- ___ Patricia Smith
- ___ Gary Douglass

7} OLD/NEW BUSINESS:

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

9} GOOD OF THE ORDER:

- A}** Next Board Meeting: October 26, 2021
- B}** Fire Drills: 9/15/21 – Maud Abrams School and Memorial School; 9/16/21 – Sandman School; TBD – Mitnick School
Monthly Emergency Drill – 2/21/21 – Evacuation Drill All Schools

10} ADJOURNMENT:

MOTION TO ADJOURN THE MEETING

Motion: _____ **Second:** _____

Discussion:

All in favor: _____

Time: _____

**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 X 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 28, 2021 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



“(9) Any deliberation of a public body occurring after a public hearing that may result in the imposition of a specific civil penalty upon the responding party or the suspension or loss of a license or permit belonging to the responding party as a result of an act of omission for which the responding party bears responsibility.” The nature of the matter, described as specifically as possible without undermining the need for confidentiality is

WHEREAS, the length of the Executive Session is estimated to be ____ minutes after which the public meeting of the Board shall reconvene and proceed with business.

NOW, THEREFORE, BE IT RESOLVED that the Lower Township Board of Education will go into Executive Session for **only** the above stated reasons;

BE IT FURTHER RESOLVED that the Board hereby declares that its discussion of the aforementioned subject(s) will be made public at a time when the public’s interest in disclosure is greater than any privacy or governmental interest being protected from disclosure. For each of the above items, the estimated date by which such disclosure can be made and/or the occurrence that needs to take place before disclosure can be made are listed below (attach separate sheet if necessary)

BE IT FURTHER RESOLVED that the Board Secretary, at the present public meeting, shall read aloud enough of this resolution so that members of the public in attendance can understand, as precisely as possible, the nature of the matters that will privately be discussed.

BE IT FURTHER RESOLVED that the Board Secretary, on the next business day following this meeting, shall furnish a copy of this resolution to any member of the public who requests one at the fees allowed by N.J.S.A. 47:1A-1 et seq.