

**LOWER TOWNSHIP BOARD OF EDUCATION
MINUTES
WORK SESSION AND REGULAR MEETING
JUNE 24, 2026**

Work Session called to order at 6:00 p.m.

Work Session Meeting:

Roll Call:

PRESENT

Cynthia Baldacchini

Lauren Cox

Monica DiVito

Ember Loefflad

James Morris

Lindsey Selby

Patricia Smith

Gary Douglass

ABSENT

Lauren Randle

Also in Attendance:

Van Cathcart, Superintendent

Katie Siciliano, Board Secretary

Brett Gorman, Board Attorney

Agenda Items:

Mrs. Smith noted that the amount of policy review on the agenda is overwhelming this month.

Mr. Cathcart is providing the board with a summarized version provided by Strauss Esmay to see if that helps save time. They may need more time for the second reading of the policies.

Non-Agenda Items:

Mrs. Selby asked if we could discuss committee reports in work session so that there is transparency and dialogue for the entire board. The board members discussed how this would work and agreed to add committee discussion to the Work Session Agenda moving forward.

Mrs. Smith discussed how having a calendar for CSA & Board Evaluations was extremely helpful to stay on track and wants to continue using it going forward.

Mrs. Smith started the discussion on developing Board & District goals for the 2026 - 2027 School Year. It was agreed that this process would happen at the July 22, 2026 date replacing the July 2026 board meeting. We would still handle some business items if needed.

Other Matters: NONE

Motion to enter Executive Session

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Motion: Selby Second: Cox
All Voted In Favor

EXECUTIVE SESSION:

Grievance will be discussed with Board
Employee #5439; #6066; #4993; #4053; #5282

Other Matters:

H.I.B Sandman #9 2025-2026 and H.I.B. Sandman #10 2025-2026

Motion to return to Regular Meeting:

Motion: Selby Second: Baldacchini
All Voted In Favor

Regular Meeting started at 6:44 p.m.

Roll Call:

PRESENT

Cynthia Baldacchini
Lauren Cox
Monica DiVito
Ember Loefflad
James Morris
Lindsey Selby
Patricia Smith
Gary Douglass

ABSENT

Lauren Randle

Also in Attendance:

Van Cathcart, Superintendent
Katie Siciliano, 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 posted on the Lower Township Elementary Schools website, sent to the Cape May Star and Wave, 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

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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.

2025-2026 District Goals:

1. The Lower Township Elementary School District will reduce chronic absenteeism across all four schools by a minimum of 3 percentage points by June 2026.
2. By June 2026, the district will complete the onboarding process with eduCLIMBER, with full implementation beginning in the 2026–2027 school year.

2025-2026 Board Goals:

1. Develop an understanding of the proper implementation of Board SMART goals through the stages of adoption, progress monitoring and achievement.
2. 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.
3. Develop a comprehensive understanding of district assessments used to measure student achievement, resulting in a better understanding of data and to better equip the Board in supporting district educational priorities.

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: Mr. Cathcart announced some of the wonderful school activities that occurred in June to end the year on a positive note for each school. He congratulated the class of 2026. Mr. Cathcart also thanked everyone involved in all of the events at the end of the year.

C} School Business Administrator: NONE

D} Presentations: NONE

E} Committee Reports:

Finance & Facilities Committee - Mr. Douglass sent minutes out to board for review

Personnel & Management Committee - Did not have an official committee meeting but met for grievance and CSA evaluation in June.

Curriculum & Instruction Committee - Curriculum committee met and recommended approving new curriculum and grants that are on agenda.

F} Board Comment:

Mrs. Smith mentioned that she enjoyed commencement and the speeches related to students being themselves. Thanks to all involved.

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2} APPROVAL OF MINUTES:

May 27, 2026 Regular Meeting & Executive Meeting

Motion: Smith Second: Cox

Discussion: None

Voted Yes

Absent

Cynthia Baldacchini

Lauren Randle

Lauren Cox

Monica DiVito

Ember Loefflad

James Morris

Lindsey Selby

Patricia Smith

Gary Douglass

3} CONSENT AGENDA:

OPEN MEETING TO THE PUBLIC TO SPEAK ON CONSENT ITEMS ONLY: NONE

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 **May 2026**, 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). To be supplied.

R-2 Approval of Transfers: May 27, 2026 {Backup R-2}

R-3 Approval of Bill List: May 27, 2026 - June 24, 2026 {Backup R-3}

R-4 Approval of Cafeteria Report: May 2026 {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 remainder of the 2025-2026 school year, pending receipt of required documentation: (Backup P-1)

SUBSTITUTE TEACHER

Sandra Lynch

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2. On the recommendation of the Superintendent, that the Lower Township Board of Education approve Annmarie Bada, 3rd Gr. Intervention Teacher at the Maud Abrams School, for placement of BA+15 on the LTEEA Teachers' Salary Guide, to reflect an increase of credits to her degree, effective September 1, 2026. (Backup P-2)
3. On the recommendation of the Superintendent, that the Lower Township Board of Education approve Jennifer Boyle, PIRS at the David C. Douglass Veterans Memorial School, for placement of MA on the LTEEA Teachers' Salary Guide, to reflect an increase of credits to her degree effective September 1, 2026. (Backup P-3)
4. On the recommendation of the Superintendent, that the Lower Township Board of Education approve the following FMLA/FLA:

<u>EMPLOYEE</u>	<u>POSITION</u>	<u>EFFECTIVE DATE</u>
#4041	Teacher	FMLA Extended to 6/18/26
#5321	Custodian	FMLA - 5/28/26 - 10/14/26
#5694	Custodian	FLA - 6/2/26 - 6/30/26
#5233	Teacher	FMLA - 9/1/26 - 2/26/27

5. On the recommendation of the Superintendent, that the Lower Township Board of Education approve Kemalynn Giles as Temporary 4th Grade RR Teacher at the Maud Abrams School at the rate of \$175.00 per diem effective May 18, 2026 to June 2, 2026 then \$269.85 per diem, June 3, 2026 to June 18, 2026.
6. On the recommendation of the Superintendent, that the Lower Township Board of Education approved Jennifer Watson as Temporary 1st Grade Teacher at the Carl T. Mitnick School at the rate of \$175.00 per diem, effective June 5, 2026 to June 18, 2026.
7. On the recommendation of the Superintendent, that the Lower Township Board of Education approve the following transfers for the 2026-2027 school year:

<u>EMPLOYEE</u>	<u>CURRENT POSITION</u>	<u>TRANSFER TO</u>
Bonnie Barcas	4th Gr. Resource Center	4th Gr. LLD
Brian Wilson	4th Gr. LLD	4th Gr. Resource Center
Bryce Yerk	4th Gr. Intervention	Sandman Intervention

8. On the recommendation of the Superintendent, that the Lower Township Board of Education approve Jessica Ayars, RN student in the RN to BSN Nursing Program at the Rutgers School of Nursing-Camden and enrolled in the Community Health Nursing Clinical course to complete her clinical requirements for the Fall 2026 Semester with Sarah Reese, School Nurse at the Carl T. Mitnick School. (Backup P-8)
9. On the recommendation of the Superintendent, that the Lower Township Board of

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Education approve the Summer Hours Side-Bar Agreement Between The Lower Township Elementary Board of Education and The Lower Township Elementary Education Association.

(Backup P-9)

- 10.** On the recommendation of the Superintendent, that the Lower Township Board of Education approves the 2026-2027 employment Contract between the Lower Township Board of Education and Katie Siciliano, School Business Administrator/Board Secretary, as approved by the Executive County Superintendent. (Backup P-10)
- 11.** On the recommendation of the Superintendent, that the Lower Township Board of Education accept, with regret, the retirement of Melissa Hansen, 3rd Grade Teacher at the Maud Abrams School, effective June 18, 2026. (Backup P-11)
- 12.** On the recommendation of the Superintendent, that the Lower Township Board of Education approve Anna Lafferty as Administrative Assistant to Daycare, 10 month position, at the salary of \$31,867, effective July 1, 2026. (Backup P-12)

H. Harassment, Intimidation & Bullying:

- 1.** The Board affirms the actions taken by the Superintendent and the School Safety Teams, for H.I.B. Sandman #8 2025-2026. (Backup H-1)

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 L-1)

<u>NUMBER</u>	<u>TYPE</u>	<u>TITLE</u>
1230	Policy	Superintendent's Duties
2200	Policy	Curriculum
2200	Regulation	Curriculum Content (Abolished)
2411	Policy	Career Education and Academic Counseling
2411	Regulation	Guidance Counseling (Abolished)
0162	Policy	Notice of Board Meetings
0162.01	Policy	Legal Notices
1643	Policy	Family Leave
2260	Policy	Equity in School and Classroom Practices
2460.30	Regulation	Additional/Compensatory Special Education and Related Services
5111.13	Policy & Regulation	Eligibility of Resident/Nonresident Students - Choice School District
5111.4	Policy	Admissions for Vocational Schools
5561	Policy	Use of Physical Restraint and Seclusion Techniques For Students with Disabilities
6112	Policy	Reimbursement of Federal and Other Grant

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		<i>Expenditures</i>
6115.01	<i>Regulation</i>	<i>Federal Awards/Funds Internal Controls - Allowability of Costs</i>
6115.02	<i>Policy</i>	<i>Federal Awards/Funds Internal Controls - Mandatory Disclosures</i>
6311	<i>Policy</i>	<i>Contracts for Goods or Services Funded by Federal Grants</i>
8561	<i>Policy</i>	<i>Procurement Procedures for School Nutrition Programs</i>

2. On the recommendation of the Superintendent, that the Lower Township Board of Education approves the 2025-2026 Security Drill Statement of Assurances. (Backup L-2)
3. On the recommendation of the Superintendent, that the Lower Township Board of Education approves the LTES Remote Learning Plan for the 2025-2026 school year. (Backup L-3)
4. On the recommendation of the Superintendent, that the Lower Township Board of Education approves the Intervention and Referral Services Final Reports for the school year 2024-2025. (Backup L-4)
5. On the recommendation of the Superintendent, that the Lower Township Board of Education approves the Multidimensional Principal Performance Rubric (MPPR) as the School District's Principal Evaluation Instrument for the 2026-2027 school year.
6. On the recommendation of the Supervisor of Curriculum and Instruction, that the Lower Township Board of Education approves the Charlotte Danielson's Framework for Teaching and the Rubric as the School District's Teacher Evaluation Instrument for the 2026-2027 school year.

E. Education: None.

F. Finance and Insurance:

1. On the recommendation of the Superintendent, that the Lower Township Board of Education authorizes the School Business Administrator to make appropriate transfers and issue checks effective for the school year ending June 30, 2026 and will be reported at the next meeting. (Annual-Year End)
2. On the recommendation of the School Business Administrator, that the Lower Township Board of Education to accept the Fund for Optimal Comp Universal Screeners (FOCUS) Grant funding for the 2026-2027 SY, totaling \$5,000. (Backup F-2)
3. On the recommendation of the School Business Administrator, that the Lower Township Board of Education to accept the Literacy Initiative for Families and Thriving Communities (LIFT) Grant funding for the 2026-2027 SY, totaling \$40,000. (Backup F-3)

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4. On the recommendation of the School Business Administrator, that the Lower Township Board of Education authorizes the Board Administrator to move up to: (Annual – year end).

\$300,000, from current operations, to Capital Reserve as of June 30, 2026

\$200,000 from current operations to Maintenance Reserve as of June 30, 2026

5. On the recommendation of the School Business Administrator, that the Lower Township Board of Education authorizes the district to maintain the district bid threshold at \$44,000 per N.J.S.A. 52:34-7.
6. On the recommendation of the School Business Administrator, that the Lower Township Board of Education authorizes the Cape May County Special Services School District Itinerant Agreement for the 2026-2027 school year. (Backup F-6)
7. On the recommendation of the Superintendent that the Lower Township Board of Education approve the following:

"BANK DEPOSITORIES and DIRECT DEPOSIT" RESOLVED, that as "Sturdy Bank", "NJARM", "The Bank of New York", "First Hope Bank" (Lease) and Sterling National Bank {ESIP} depositories for any and all monies that will be credited from time to time for any and all debt service;

AND, as the above stated bank is the paying agent for such debt service when due;

THEREFORE, BE IT RESOLVED, that an account in the name of this Board be kept with the "Sturdy Bank", "The Depository Trust Co.", "First Hope Bank" (Lease) and "Sterling National Bank {ESIP}" for the deposit in said bank to the credit of this Board from time to time, of any and all monies for said debt service;

RESOLVED, that the Cash Management Plan presented by Sturdy Bank, be approved for the Sweep Account and the Unemployment Trust Money Market Account, as provided in Board Policy #3300;

RESOLVED, that the following accounts titled, as listed below, in the name of the Board of Education, be kept with the Sturdy Bank for the deposit in said bank, to the credit of the Board from time to time, of any/all monies, checks, drafts, notes, acceptances or other evidence of indebtedness, whether belonging to the Board or otherwise, which may be or hereafter come into its possession, and that the said bank be and is hereby authorized to make payment from the funds on deposit with it open and according to the checks, drafts, notes, or acceptances of this Board signed, effective July 1, 2018; and

RESOLVED, in accordance with P.L. 2013 c. 28 that the Board of Education requires mandatory direct deposit for all employees for net pay, effective February 1, 2017, in a specific banking institution, based on information provided by the employee.

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"BANK DEPOSITORIES"

TYPE	DESCRIPTION	NUMBER	AUTHORIZE SIGNATURE/TRANSFERS
Checking Sturdy General Acct.	Lower Township Board of Education General Acct.	XXXXX0521	1. Board President or Board Vice President 2. Board Treasurer 3. Business Administrator
Checking Sturdy Pay Acct.	Lower Township Board of Education Payroll	XXXXX0548	1. Board Treasurer or Business Administrator
Checking Sturdy Agency Acct.	Lower Township Board of Education Agency Acct.	XXXXX9574	1. Board Treasurer or Business Administrator
Money Market Sturdy Trust Acct.	Lower Township Board of Education Unemployment Trust	XXXXX0080	1. Board Treasurer or Business Administrator
Checking Sturdy Cafeteria Acct.	Lower Township Board of Education Cafeteria Fund	XXXXX0556	1. Business Administrator 2. Food Service Supervisor
Checking Sturdy Student Activity Acct.	Lower Township Board of Education Student Activity Acct.	XXXXX6760	1. Board President or Board Vice President 2. Board Treasurer 3. Business Administrator
Checking Sturdy	Bond Proceeds	XXXXX2696	1. Board President or Board Vice President 2. Board Treasurer 3. Business Administrator
Checking Day Care Operations	Lower Township Board of Education Day Care Operations	XXXXX3805	1. Board President or Board Vice President 2. Board Treasurer 3. Business Administrator
Checking Sturdy	Bond Funded Acct.	XXXXX7799	1. Board President or Board Vice President 2. Board Treasurer 3. Business Administrator

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Investment Acct NJARM	Bond Proceeds	XXXXX300	1. Business Administrator
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- 8.** On the recommendation of the School Business Administrator, that the Lower Township Board of Education approve the renewal of Frontline IEP Direct, 504 Program Management, and Absence & Substitute Management software for 2026 - 2027 school year (Backup F-8)
- 9.** On the recommendation of the School Business Administrator, that the Lower Township Board of Education approve voiding the 2024 - 2025 stale checks (Backup-F-9).
- 10.** On the recommendation of the School Business Administrator, that the Lower Township Board of Education approve the Special Education Tuition Contract with Cape May City Board of Education for the 2026 - 2027 ESY Program (Backup F-10)
- 11.** On the recommendation of the Business Administrator, that the Lower Township Board of Education adopt the 2026-2027 Board of Education Meeting dates - Revised. (Backup F-11)
- 12.** On the recommendation of the School Business Administrator, that the Lower Township Board of Education approve the submittal and acceptance of the High Impact Tutoring Program: Targeted Summer Supplemental Grant for \$67,189. (Backup F-12)
- 13.** On the recommendation of the School Business Administrator, that the Lower Township Board of Education approve the purchase of a five-year option paid over three years for Open Court and StudySync curriculum materials at \$94,500.00 in the 2026 - 2027 School Year. (Backup F-13)
- 14.** On the recommendation of the School Business Administrator, that the Lower Township Board of Education approve the purchase of professional development associated with the Open Court and Study Sync Curriculum at \$14,500.00 to be paid from Title IIA Funds in 2026 - 2027 School year.
- 15.** On the recommendation of the School Business Administrator, that the Lower Township Board of Education approve the personnel and salaries for Federally paid programs for the 2025 - 2026 School Year. (Backup F-15)
- 16.** On the recommendation of the School Business Administrator, that the Lower Township Board of Education to accept the NJ High Impact Tutoring Cohort 3 Grant funding for the 2026-27 SY, totaling \$80,000. (Backup F-16)
- 17.** On the recommendation of the School Business Administrator, that the Lower Township Board of Education approve the Shared Services Agreement with Lower Cape May Regional School District for Bus Mechanic Services for the 2026 - 2027 School Year. (Backup F-17)

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- 18.** On the recommendation of the School Business Administrator, that the Lower Township Board of Education approves the following equipment, **being sold as a whole for parts only** for \$50.00 on GovDeals:

Dell Inspiron 910	Qty	4
APC battery	Qty	2
IPAD A 1893	Qty	1
IPAD cases	Qty	9

MOTION ON CONSENT AGENDA ON ALL MOTIONS LISTED BELOW:

Routine Matters: R-1 to R-5

Personnel: P-1 to P-12

Harassment, Intimidation & Bullying: H-1

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

Education: None

Finance and Insurance: F-1 to F-18

Motion: Selby Second: Smith

Discussion: None

Voted Yes:

Cynthia Baldacchini

Lauren Cox

Monica DiVito

Ember Loefflad

James Morris

Lindsey Selby

Patricia Smith

Gary Douglass

Absent:

Lauren Randle

4} NON-CONSENT AGENDA: None

5} OPEN MEETING TO THE PUBLIC: *(public comment rules as read above apply): None*

Other Matters: None

6} OLD/NEW BUSINESS:

7} GOOD TO THE ORDER:

A} Next Board Meeting: Work Session: July 22, 2026

B} Emergency Drill: June 3, 2026 - Table Top

C} Fire Drills: 6/3/26 - Memorial School; 6/9/26 - Mitnick School; 6/10/26 - Maud Abrams School; 6/16/26 - Sandman School

D} Bus Evacuation Drills: N/A

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Motion to enter Executive Session

Motion: Selby Second: Cox

All Voted In Favor

8} EXECUTIVE SESSION: The board entered Executive Session at 7:05 p.m. for the purpose of reviewing the Superintendent's annual evaluation. The Board Secretary was excused from the Executive Session due to a supervisory conflict and did not attend this portion of the meeting. See Executive Session minutes submitted by Mrs. Smith.

Motion to Adjourn Executive Session

Motion: Selby Second: Baldacchini

All Voted In Favor

9} ADJOURNMENT

MOTION TO ADJOURN THE REGULAR MEETING

Motion: Loefflad Second: Morris

All Voted in Favor

The Meeting Concluded at 7:36 p.m.

Respectfully submitted,



Board Secretary/School Business Administrator