

August 18, 2020

**DOWNE TOWNSHIP BOARD OF EDUCATION
REMOTE WORK SESSION MEETING &
REGULAR BOARD OF EDUCATION MEETING – 6:30 P.M.
August 18, 2020
DOWNE TOWNSHIP ELEMENTARY SCHOOL**



- I. CALL TO ORDER (Board President)**
- II. ROLL CALL (Board Secretary)**
- III. NEW JERSEY OPEN PUBLIC MEETING LAW** - The New Jersey Open Public Meeting Law was enacted to ensure the rights of the public to have advance notice of and to attend the meetings of public bodies at which any business affecting their interests is discussed or acted upon. In accordance with the provisions of the Act, public notice of the meeting has been given by the Board Secretary in the following manner: Posting written notice to the "The South Jersey Times," "The Press of Atlantic City," and at the Elementary School, Newport, NJ.
- IV. PLEDGE OF ALLEGIANCE**
- V. WORK SESSION - COMMITTEE REPORTS**
- VI. COMMENCEMENT OF REGULAR MEETING**
- VII. APPROVAL OF MINUTES:**
 1. Work Session and Regular Meeting Minutes of June 16, 2020
- VIII. LETTERS OF CORRESPONDENCE**
- IX. FINANCIAL REPORTS**
- X. PUBLIC PARTICIPATION**
- XI. OLD BUSINESS**
- XII. SCHOOL BUSINESS ADMINISTRATOR'S ACTION ITEMS**
 1. Digital Divide Grant
Approve and accept the Digital Divide Grant in the amount of \$11,508. Monies have been allocated for Hot Spots and Chromebooks to meet the 1:1 devices for remote learning.

2. Cape May County Special Services Itinerant Agreement
Approve the Cape May County Special Services Itinerant Agreement for the 2020-2021 School Year.
3. Southern Coastal Regional Employee Benefits Fund Agreements
Approve the Indemnity and Trust Agreement and Resolution to Join for Southern Coastal Regional Employee Benefits Fund effective August 1, 2020.
4. Amendment to Purchasing Agent Appointment
Amend the May 5, 2020 motion to reappoint Lisa Di Novi as Purchasing Agent to make the following update:
Must go out to bid anything over \$44,000 (Previously \$40,000)
5. Regular Transportation Contracts 2020-2021
Approve the regular transportation contracts with Sheppard Bus Services for the 2020-2021 school year as follows:

<u>Route #</u>	<u>Destination</u>	<u>2019-2020 Per Diem</u>	<u>NJSA Extension</u>	<u>2020-2021 Per Diem</u>	<u>2020-2021 Yearly Cost</u>
DT#1	Downe Elementary	\$174.06	\$2.96	\$177.02	\$ 31,863.60
DT#2	Downe Elementary	\$174.06	\$2.96	\$177.02	\$ 31,863.60
DT#3	Downe Elementary	\$174.06	\$2.96	\$177.02	\$ 31,863.60
DT#3A	Downe Elementary	\$174.06	\$2.96	\$177.02	<u>\$ 31,863.60</u>
					\$127,454.40

XIV. SUPERINTENDENT'S ACTION ITEMS

1. Acknowledge Board Vacancy
Acknowledge the board vacancy as a result of the passing of board member Darla Saulin.
2. HIB (Harassment, Intimidation & Bullying)
Affirm the action taken and approve the June 2020 HIB Reports.
3. Appointment of Special Education Teacher
With the recommendation of the Superintendent, approve the appointment of Holly Ruscica to the position of Special Education Teacher effective September 1, 2020 at Step MA-1 of the salary guide.
4. Leave of Absence Request
With the recommendation of the Superintendent, approve the leave of absence request from Megan Jones effective 9/3/2020-11/25/2020, contingent on the district moving to full-remote learning.
5. Leave of Absence Request
With the recommendation of the Superintendent, approve the leave of absence requests from Jennifer Langley:
 - a. 8/31/2020-9/17/2020
 - b. 9/18/2020-11/20/2020 contingent on the district moving to full-remote learning
6. Appointment of Long-Term Substitute Elementary Teacher
With the recommendation of the Superintendent, approve the appointment of the long-term substitute Elementary Teacher to cover the leave of absences in the district, contingent on the district moving to full-remote learning:
Cori Mead Grade 2
7. Resignation
With the recommendation of the Superintendent, accept with regrets the resignation of Mary Blizzard, Classroom Aide, effective August 31, 2020.
8. Appointment of Substitute
With the recommendation of the Superintendent, approve the following substitute:
Jillian DeMore Substitute Aide

9. Reopening Plan
Approve the district Reopening Plan as a fluid document that is subject to change based on guidance from the Department of Education and the Governor's executive orders. The plan will be available digitally on www.downschool.org. A hard copy will be furnished upon request.
10. Personal Nurse Agreement
Approve the Personal Nurse Agreement between Cape May County Special Services School District and the Downe Township Board of Education for a LPN nurse required for a district student attending the 2020-2021 school year.
11. Instructional Assignments
With the recommendation of the Superintendent, review and approve the instructional assignments for the 2020-2021 school year.
12. Staff Evaluation Forms/Rubrics
With the recommendation of the Superintendent, approve all staff evaluation forms/rubrics.
13. Commission of the Blind – Request to Provide Services
Approve a Request to Provide Services for a district student who is eligible to receive education services provided by the New Jersey Commission for the Blind and Visually Impaired. Costs \$2100.00.
14. Non-Resident Tuition Students
Accept the following non-resident tuition students for the 2020-2021 school year:

<u>Student</u>	<u>Grade</u>	<u>Type of Enrollment</u>
#1	PreK-3	New
#2	1	Continuing – Staff Member Child
#3	5	Continuing – Staff Member Child
#4	7	Continuing – Staff Member Chil
15. District Professional Plan and Mentoring Plan
Approve the district's Professional Development Plan and Mentoring Plan for 2020-2021 school year and to submit the Statement of Assurances to the Department of Education.
16. Participation in SRI & ETTC
Approve participation for SRI & ETTC hours through Stockton College for the 2020-2021 school year at the cost of \$565.00 (174 Students at \$3.25).
17. Policy
 - A. Adopt the following policies:

<u>Annually Reviewed Policies</u>	
5131	Conduct/Discipline & Student Code of Conduct
5131.1	Harassment, Intimidation & Bullying
5144	Discipline/Consequences

<u>Policy Updates</u>	
1250	Visitors
3510	Operation and Maintenance of Plant
3541.33	Transportation Safety
5113	Attendance, Absences, and Excuses
5132.1	Student Standard of Dress
5141.2	Illness
5141.3	Health Examinations & Immunizations

- B. First Reading - The following policies are being presented as the first reading at this meeting. The second reading will be presented at the next meeting for adoption:

New Adoptions

2111.6	Re-Opening School Following a Pandemic
2111.65	Contact Tracing & Screening – Pandemic
6173.1	Remote Learning

18. School Calendar – Revision

Review and approve the revised 2020-2021 school calendar as attached. The first day for students will now be Thursday, September 3, 2020. A Staff Workshop day was moved from Friday, February 12 to Wednesday, September 2.

19. 2019-2020 Superintendent's Evaluation

Acknowledge the completion of the 2020-2021 Superintendent Evaluation for Sherri Miller that was completed by July 31, 2020.

20. Waiver for Dual Use of Educational Space

Submit to the county office a waiver request for Dual Use of Educational Space for the 2020-2021 school year for the following room:

Room #140 Small Group Instruction/OT/PT Services

21. Waiver for Toilet Room Facilities

Submit to the county office a waiver request for the Kindergarten (Room 127) classroom for the 2020-2021 school year for alternate method of compliance in accordance with NJAC 6A:26-6.3(h)4ii by providing toilet rooms adjacent to the classroom instead of within the classroom. A classroom aide will be assigned toilet room supervision.

22. Renewal Application for Temporary Instructional Space

Submit to the county office a renewal application for Temporary Instructional Space for use of the modular building to provide student counselling for the 2020-2021 school year.

23. NJSAC Interim Review Placement Scores

Acknowledge the NJSAC Interim Review Placement Score of 79 for Instruction and Program and to approve continuation of the district's Improvement Plan for this area. The executive county superintendent will conduct the next interim review in December 2020.

24. Professional Day Requests

Approve the Professional Day requests as presented by staff.

25. Other District Reports

a. Enrollment

26. For Your Information

a. Board Self Evaluation Tally

b. NJSBA – Virtual Workshop 2020 held October 20-22, 2020 – Cost: Group- \$900 Individuals-\$199

XV. NEW BUSINESS

XVI. PUBLIC PARTICIPATION

XVII. ADJOURNMENT