

**DOWNE TOWNSHIP BOARD OF EDUCATION
WORK SESSION MEETING &
REGULAR BOARD OF EDUCATION MEETING – 6:30 P.M.
FEBRUARY 16, 2021
DOWNE TOWNSHIP ELEMENTARY SCHOOL**



I. CALL TO ORDER

- II. 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.

III. PLEDGE OF ALLEGIANCE

IV. SIGNING OF OATH OF OFFICE AND SWEARING IN OF NEW BOARD MEMBERS

Brent Daly, Stanley Kershaw

V. ROLL CALL

VI. WORK SESSION - COMMITTEE REPORTS

VII. COMMENCEMENT OF REGULAR MEETING

IIIX. APPROVAL OF MINUTES:

Work Session and Regular Meeting Minutes of January 5, 2021

IX. LETTERS OF CORRESPONDENCE

Thank you card from Pam Schumacher

X. FINANCIAL REPORTS

A. REVISED BOARD SECRETARY AND TREASURERS REPORTS

Approve the Revised Board Secretary Report and Revised Treasurer Reports as presented for the months of **September and October 2020.**

B. BUDGET/FINANCE

C. BOARD SECRETARY/BUSINESS ADMINISTRATOR’S REPORTS

XI. PUBLIC PARTICIPATION

XII. OLD BUSINESS

- 1. Selection of board member representative to the Executive Committee of the Cumberland County Associated Boards of Education.**
- 2. Selection of board member as voting delegate to the New Jersey School Boards Association.**
- 3. Appointment of Committees**

XIII. SCHOOL BUSINESS ADMINISTRATOR'S ACTION ITEMS

- 1. School Audit** – to read, discuss, and accept the Comprehensive Annual Financial Report for the Fiscal Year Ended June 30, 2020 and the Auditor's Management Report on Administrative Findings, Financial, Compliance, and Performance for the Fiscal Year Ended June 30, 2020 as presented by the School Business Administrator, Lisa DiNovi.
- 2. Audit Findings/Corrective Action Plan** – to read, discuss, and accept the Corrective Action Plan to address audit findings.

FINANCIAL PLANNING, ACCOUNTING AND REPORTING

Recommendation 2020-01:

The District should pursue the processing of an additional report of open orders, as part of the year-end closeout process, in order to provide the necessary breakout between encumbrances and accounts payable.

Corrective Action Approved by the Board

A report detailing all open orders will become part of the year-end closeout process and made available to the auditor for review.

Method of Implementation

The Business Administrator will ensure that a report detailing all open orders will become part of the year-end closeout process and made available to the auditor for review.

Recommendation 2020-02:

The Board should implement a correction action to review and revise the Fixed Asset records, in order to provide the proper classification of each asset between the general and Food Service Funds for inclusion of information in the Comprehensive Annual Financial Report

Corrective Action Approved by the Board

The Business Administrator will review and revise the Fixed Asset records, in order to provide the proper classification of each asset between the general and Food Service Funds for inclusion of information in the Comprehensive Annual Financial Report.

Method of Implementation

The Business Administrator will implement a corrective action plan of the Fixed Asset records, to provide the proper classification of each asset between the general and Food Service Funds for inclusion of information in the Comprehensive Annual Financial Report.

Person Responsible for Implementation: Business Administrator

Completion Date of Implementation: June 30, 2021

XIV. SUPERINTENDENT'S ACTION ITEMS**1. HIB (Harassment, Intimidation & Bullying)**

Affirm the action taken and approve the January 2021 HIB Report.

2. Violence and Vandalism and Harassment, Intimidation or Bullying- Investigations, Trainings and Program (SSDS) 2020-2021 Period 1

In accordance to Public School Safety Law (N.J.S.A. 18A:17-46), a public hearing will be specifically conducted to fulfill the district's legal obligation to report all acts of violence, vandalism, intimidation and bullying (HIB), substance and weapons offenses and HIB incidents and trainings and programs to the public. The following information will be presented by the Superintendent:

Category	Description	Data Collection Date	Certify to DOE
Violence, Vandalism , Weapons, Substance Abuse & HIB	(0) HIB Incidents	September 1, 2020 to December 31, 2020	January 26, 2021
Suspension of Students with Disabilities	(0) Short-Term Suspensions	September 1, 2020 to December 31, 2020	January 26, 2021
HIB Investigations	(1) Investigations	September 1, 2020 to December 31, 2020	January 26, 2021
HIB Incidents – Confirmed	(0) Confirmed Incidents	September 1, 2020 to December 31, 2020	January 26, 2021
HIB Programs	(1) Program	July 1, 2020 to December 31, 2020	January 26, 2021
HIB Training	(2) Trainings	July 1, 2020 to December 31, 2020	January 26, 2021

Copies of these reports will be attached to the minutes, posted on the district's website, and will be kept on file in the Board office. After the presentation, the meeting will be opened for public participation.

3. Commencement of Negotiations

Approve to select the following individuals to be members of the Negotiating Committee of the Board: Stultz Taylor, Albert Casper, Dyron Corley. The Board authorizes this Committee to enter into discussions with DTEA/CAREs concerning a successor contract for the 2021-2024 school years. The Negotiating Committee is directed to act in good faith on all matters relating to a successor contract. The Board reserves to itself the final and ultimate authority concerning any agreement to a successor contract. The Board's position in this matter is based upon its understanding of its public obligation and its obligations under Chapter 123, Public Laws of 1974.

4. Appointment of Substitutes

With the recommendation of the Superintendent, approve the following substitutes:

Candy Stratton	Substitute Secretary
Ida Blizzard	Substitute Aide and Substitute Custodian
Nicholas Webber	Substitute Custodian and Cafeteria Worker
Misty Fiske	Substitute Teacher

5. Board Vacancy

Authorize the Business Administrator to advertise for the board vacancy.

6. Facilities Request/Fund Raisers

Approve the following additions to the facilities requests/fund raisers calendar for the 2020-2021 school year:

Organization	Activity/Fund Raisher	Date/Time
a. Afterglow	Gertrude Hawk Easter Sale	January-April 2020
b. Afterglow	Business Donations	2020-21 School Year

6. For Your Information

a. Board Technology Survey Results

- 7. Other District Reports**
- a. Nurse's Report December
 - b. Enrollment
 - c. Security/Safety Drills
 - (1) Fire Drill 1/21/2021
 - (2) Bomb Evacuation 1/39/2021

XV. NEW BUSINESS

XVI. PUBLIC PARTICIPATION

XVII. ADJOURNMENT