

# DOWNE TOWNSHIP BOARD OF EDUCATION

*Board of Education Meeting  
Tuesday, January 7, 2025 – 6:30 p.m.*

## **PUBLIC AGENDA**

### **I. CALL TO ORDER**

The New Jersey Open Public Meetings Law was enacted to ensure the rights of the public to have advance notice of and to attend the meetings of the public bodies at which any business affecting their interest is discussed or acted upon. In accordance with the provisions of this Act the Downe Township Board of Education has caused notice of this meeting to be published by having the date, time, and place thereof posted in *The South Jersey Times*, *The Press of Atlantic City*, and at the Downe Township Elementary School, Newport, NJ.

### **II. PLEDGE TO THE FLAG**

I pledge allegiance to the flag of the United States of America and to the Republic for which it stands, one nation under God, indivisible with liberty and justice for all.

### **III. ROLL CALL**

Mrs. DiNovi, Business Administrator, will roll call the attendance:

Mrs. Blizzard	_____	Mr. Coleman	_____	Mr. Pignatelli	_____
Mr. Casper, Jr.	_____	Mr. Daly	_____	Mrs. Stratton	_____
Mr. Chaplin, Jr.	_____	Mr. Myers	_____		_____

### **IV. ELECTION RESULTS**

The official results of the election are as follows:

#### **Board of Education**

Totals votes cast                      745

Full three (3) year term:

Albert Casper Jr.                      555

Candy Stratton                        533

Raymond Chaplin                      516

Unexpired two (2) year term:

No Qualified Candidate

School Board Question

No    373

Yes                                        267

### **V. SWEARING IN NEWLY ELECTED BOARD OF EDUCATION MEMBER(S)**

Mrs. DiNovi will administer the oath of office to re-elected BOE members, Albert Casper, Candy Stratton and Raymond Chaplin.

### **VI. REORGANIZATION OF THE BOARD OF EDUCATION**

#### **A. Election of Officers**

1. President
2. Vice President

#### **B. NJSBA Legislative Delegate and Alternate**

Approve the appointment of a Downe Township Board of Education member as the Delegate to NJSBA. Also, the appointment of an alternate to same.

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### C. Cumberland County SBA Representative and Alternate to Executive Committee

Approve the appointment of a Downe Township Board of Education member as County Representative. Also, the appointment of alternate to same.

### D. Regular Meeting Dates

Designate the third Tuesday of each month at 6:30 p.m. at Downe Township Elementary School as the date, time, and location of the regular Board of Education meetings.

February 18, 2025 (HIB & SSDS Hearing)	June 17, 2025	October 21, 2025
March 2025 TBD	July 2025 – No Meeting	November 18, 2025
April 2025 TBD	August 19, 2025	December 2025 – No Meeting
May 6, 2025 (Public Hearing on Budget and Reappointment of Staff)	September 16, 2025	January 2026 TBD (Annual Reorganization of the Board of Education)

*Note: Except as otherwise provided by law, regulations of the State Department of Education, or by this Board of Education, meetings of the Downe Township Board of Education shall be conducted in accordance with Robert's Rules of Order, Revised. Legal Reference: NJSA 18A:11-1 General Mandatory Powers and Duties*

### E. Public Agency Compliance Officer

Approve, by Resolution, to appoint Lisa M. DiNovi, School Business Administrator, to serve as the Public Agency Compliance Officer (PACO) in accordance with N.J.A.C. 17:27-3.2. This is an annual appointment.

### F. Curriculum

Approve, by Resolution, to accept and reaffirm the current district curriculum guide in all subject areas as they are aligned with the New Jersey Student Learning Standards, textbooks, five-year curriculum plan, policies, (including Student Records Policy 5125.1) practices and procedures of the Downe Township Board of Education for the 2024-2025 and 2025-2026 school year recognizing that these items may be amended, when necessary, with Board approval.

### G. Board Policies and Regulations

Approve, by Resolution the readoption of all current board policies and regulations.

### H. Official Newspapers

Approve, by Resolution, The South Jersey Times and The Press of Atlantic City as the official newspapers of the Board of Education.

## VII. APPOINTMENTS AND DESIGNATIONS (TO BE ASSIGNED AT THE FEBRUARY MEETING)

### A. Designation of Committees (2024 Committees listed below)

Administrative Efficiency & Safety	Operations
Budget/Finance	Personnel
Liaison to High Schools	Policy
Long-Range Planning	Technology
Negotiations	

## VIII. PRESENTATIONS

Ethics Review – Mrs. DiNovi will review the NJ SBA Code of Ethics with the Board of Education. Following any discussion, each board member will sign the “Acknowledgement of Receipt” which will be kept on file in the Board Office.

## IX. PUBLIC COMMENT

Audience members attending Board of Education Meetings are permitted to voice their opinions on school related topics at specified times during the regular meeting. Members of the public are encouraged to speak during the public portion of the meeting. Complaints stated, or actions requested by the public,

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will be taken under advisement by the Board for investigation, discussion, and action or disposition at a later time/date.

The Board President will recognize those individuals in the audience who wish to comment on school-related topics. When addressing the Board of Education, please respect the following procedures:

1. *Be recognized by the Board President.*
2. *State your full name and address before commenting.*
3. *Wait to be recognized before making your comment(s).*
4. *Total time limit for public discussion – 30 minutes.*

### **X. CORRESPONDENCE**

None

### **XI. MINUTES**

Approve the regular minutes of the November 19, 2024 meeting of the Downe Township Board of Education.

### **XII. BUDGET/FINANCE**

#### **A. Resolutions:**

1. Approve the additional bills paid in November 2024 and the bills paid in December 2024. Also, authorize the Business Administrator to pay any bills due and owing before the next Board of Education meeting and make any transfers of funds necessary so that no budgetary line item is over expended for the 2024-2025 school year. Any additional bills paid, and transfers made will be presented at the next Board of Education meeting.
2. Approve to void and not reissue the following checks drawn on the Student Activities Account, effective December 31, 2024.
3. Approve the revised Request for Change Order from Gaudelli Bros. Inc. for Chamblings Electrical, Inc. in the amount of \$8,966.25. This change order is for additional electrical work required at the new mechanical unit.
4. Approve the Special Education Tuition Contract Agreement between the Downe Township Board of Education and Bridgeton Board of Education, effective September 5, 2024 through June 30, 2025 for eight (8) resident students attending grades 9-12 at Bridgeton High School at an annual cost of \$114,720. There is a 2022-2023 Tuition Adjustment lowering the total 2024-2025 cost for regular education tuition to to \$56,046.
5. Approve the Special Education Tuition Contract Agreement between the Downe Township Board of Education and Bridgeton Board of Education, effective September 5, 2024 through June 30, 2025 for one (1) resident student (SID#7382466767 ) attending the LLD program at Bridgeton High School at an annual cost of \$17,488.
6. Approve the Special Education Tuition Contract Agreement between the Downe Township Board of Education and Bridgeton Board of Education, effective September 5, 2024 through June 30, 2025 for two (2) resident students (SID# 6815951583/SID#2441846424) attending the MD program at Bridgeton High School at an annual cost of \$22,680 each, total \$45,360.

### **XIII. BOARD SECRETARY/BUSINESS ADMINISTRATOR'S REPORT**

#### **A. Budget Summary**

A Budget Summary for the month of January 2025 is presented for review.

#### **B. Revenue Summary**

A Revenue Summary for the month of November 2024, is presented for approval. The Board Secretary, in accordance with N.J.A.C. 6A23-2.12(c)2, certifies that there were no changes in anticipated revenue amounts or revenue sources.

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### C. Transfers of Funds

Approve the Transfer Status Report through December 2024, and the transfers of funds for the months of November and December 2024.

### D. Board Secretary's Report

Pursuant to N.J.A.C. 6A:23A-16.10(c)3, I certify that as of November 30, 2024 no budgetary line item account has obligations and payments (contractual orders) which in total exceed the amount appropriated by the Downe Township Board of Education pursuant to N.J.S.A. 18A22-8.1 and N.J.S.A. 18A:22-8.2, and no budgetary line item account was over-expended in violation of N.J.A.C. 6:23-16.10(a)l.

  
\_\_\_\_\_  
Lisa M. DiNovi, Board Secretary

January 7, 2025  
Date

### E. Treasurer's Report

In accordance with 18A:22-8.1 and 18A:22-8.2, the preliminary Report of the Treasurer of School Funds for the 2024-2025 school year is in agreement with the November 2024 Report of the Board Secretary, pending audit adjustments.

### F. Board Certification

Pursuant to N.J.A.C. 6A23A-16.10(c)4, the Downe Township Board of Education certifies that as of January 7, 2025, and after review of the Secretary's Monthly Financial Report and the Treasurer's Monthly Financial Report for November, 2024, and upon consultation with the appropriate district officials, to the best of the Board's knowledge, no major account or fund has been over-expended in violation of N.J.A.C. 6A:23A-16.10(a)1, and that sufficient funds were available to meet the district's financial obligations for the remainder of the 2024-2025 school year.

## XIV. CURRICULUM

None

## XV. POLICY

None

## XVI. PERSONNEL

### A. Resolutions:

1. Approve Professional Day Requests, as attached.
2. Approve to add the following individual(s) to the Master Substitute List for the 2024-2025 school year pending successful completion of all requisite paperwork including Criminal History Review.

Sandra Rivera	Substitute Aide, Office Aide
Marissa Holstead	Substitute Aide, Teacher – Non-certified
Keontray Jamison, Jr.	Substitute Aide
Aniya Peel	Substitute Aide
3. Accept with regret the resignation of part-time paraprofessional Karley Moore. effective December 21, 2024
4. Approve the lateral movement on the salary guide and corresponding salary adjustment for staff member, Stephanie Robertson. Effective January 1, 2025, Ms. Robertson will move from Step 6 HS+45 (\$21,676-prorated .80 FTE) to Step 6 AA+15 (\$22,368-Prorated .80 FTE).
5. Approve an FMLA leave for staff member, Melody Orme, effective November 15, 2024 through December 4, 2024. As required by law, an employer shall place an employee on FMLA after five (5) consecutive days absence for an FMLA qualifying circumstance.

**XVII. BUILDING & GROUNDS / TRANSPORTATION**

**A. Resolutions:**

1. Approve the Fire, Safety and Security Drill Report for November, 2024, as follows:  
Fire Drills: 11/12/2024  
Safety Drills: 11/21/2024 (Inside Lockdown)
2. Approve the following additions to the facilities requests/fund raisers calendar for the 2024-2025 school year:

<u>Organization</u>	<u>Activity/Fund Raiser</u>	<u>Date/Time</u>
Field Day	Chick Fil A Night	03/13/2025
5 <sup>th</sup> /6 <sup>th</sup> Grade Class	Gertrude Hawk Candy Sale	01/21-25-02/28/25
5 <sup>th</sup> /6 <sup>th</sup> Grade Field Trip	School Dance Fundraiser	03/28/2025

**XVIII. EXECUTIVE SESSION**

Adjourn, by Resolution, into Closed Session, from which the general public will be excluded, to discuss student placement, personnel, litigation, negotiations, or student matters appropriate for this session. The results of this session will be made public immediately after, or as soon thereafter, as a decision is reached, if permitted by law.

**XIX. RESUMPTION OF PUBLIC PORTION OF THE MEETING**

**XX. SUPERINTENDENT/PRINCIPAL REPORT**

None

**XXI. BOARD OF EDUCATION BUSINESS**

- A. Old Business
- B. New Business
- C. HIB

**Resolutions:**

1. Affirm the action taken and approve the November 2024 HIB Report, review and approve the December 2024 HIB Report, and review the January 2025 HIB Report

**XXII. OTHER DISTRICT REPORTS**

- Nurse's Report
- Enrollment
- Letter dated December 19, 2024 from the Cumberland County Office of Education regarding sending district's representation on the Bridgeton Board of Education.

**XXIII. PUBLIC PARTICIPATION**

**XXIV. ADJOURNMENT**

Regular Board Meeting Adjournment