

# DOWNE TOWNSHIP BOARD OF EDUCATION

*Board of Education Meeting  
Tuesday, February 18, 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. PRESENTATIONS**

- Student Attendance and Academic Recognition (Presented by Superintendent/Principal Sherri Miller and Supervisor of ACIS Alysia Thomson.
- FY24 Audit Presentation – Mrs. Lisa DiNovi, School Business Administrator, will provide an overview of the FY24 Annual Audit.

Accept and approve the Annual Audit for Fiscal Year Ended June 30, 2024, the Synopsis of Audit for Fiscal Year Ended June 30, 2024, and the Corrective Action Plan submitted by the Business Administrator.

### **V. PUBLIC HEARING ON VIOLENCE & VANDALISM AND HARRASSMENT, INTIMIDATION OR BULLYING–INVESTIGATIONS, TRAININGS AND PROGRAM (SSDS) 2024-2025 Period 1**

#### **▪ OPEN THE PUBLIC**

Open the Public Hearing.

#### **▪ PRESENTATION**

Superintendent, Sherri Miller, will present information on Violence and Vandalism and Harassment, Intimidation or Bullying- Investigations, Trainings and Program (SSDS) 2024-2025 Period 1

#### **▪ AUDIENCE PARTICIPATION**

When addressing the Board of Education, please respect the following procedure:

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).*

#### **▪ CLOSE THE PUBLIC HEARING**

Close the Public Hearing.

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### ▪ RESOLUTION

Approve the reports below as presented by the Superintendent. In accordance to Public School Safety Law (N.J.S.A. 18A:17-46), a public hearing is 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.

Category	Description	Data Collection Date	Certify to DOE
Violence, Vandalism , Weapons, Substance Abuse & HIB Confirmed	(0) HIB Incidents	September 1, 2024 to December 31, 2024	January 29, 2025
Other Incidents Leading to Removal	(0) Incident Leading to Removal	September 1, 2024 to December 31, 2024	January 29, 2025
HIB Alleged	(1) Alleged	September 1, 2024 to December 31, 2024	January 29, 2025
HIB Incidents – Confirmed	(0) Confirmed Incidents	September 1, 2024 to December 31, 2024	January 29, 2025
Reports of Restraint/Seclusion	(0) Reports	September 1, 2024 to December 31, 2024	January 29, 2025
HIB Programs	(3) Program	July 1, 2024 to December 31, 2024	January 29, 2025
HIB Training	(4) Trainings	July 1, 2024 to December 31, 2024	January 29, 2025

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.

### VI. 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, 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.*

### VII. CORRESPONDENCE

None

### VIII. MINUTES

Approve the regular minutes of the January 7, 2025 meeting of the Downe Township Board of Education.

### IX. BUDGET/FINANCE

#### A. Resolutions:

1. Approve the additional bills paid in December 2024 and January 2025 and the bills presented for payment in February 2025. 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 the School Contract Academic Year 2024-2025 between the Downe Township Board of Education and State of NJ-Commission For The Blind & Visually Impaired, effective September 1, 2024 through June 30, 2025 for one (1) resident student (SID# 4569617780) at a cost of \$2,420 per year.

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### X. BOARD SECRETARY/BUSINESS ADMINISTRATOR'S REPORT

#### A. Budget Summary

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

#### B. Revenue Summary

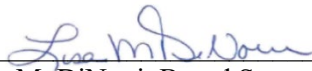
A Revenue Summary for the month of December 2024, is presented for approval. The Board Secretary, in accordance with N.J.A.C. 6A23-2.12(c)2, certifies that there were no changes in anticipated revenue amounts or revenue sources.

#### C. Transfers of Funds

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

#### D. Board Secretary's Report

Pursuant to N.J.A.C. 6A:23A-16.10(c)3, I certify that as of December 31, 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

February 18, 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 December 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 February 18, 2025, and after review of the Secretary's Monthly Financial Report and the Treasurer's Monthly Financial Report for December 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.

### XI. CURRICULUM

#### A. Resolutions:

Approve the following additions and changes to the field trips for 2025-2026:

<i>Grade</i>	<i>Destination</i>	<i>Date</i>
4	Bayshore Center at Bivalve	3/19/2025

### XII. POLICY

None

### XIII. PERSONNEL

#### A. Resolutions:

1. 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.

Glenn Scheyhing      Substitute Teacher (Non-Certified)

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2. Approve to appoint Emily Peters to the position of part-time Instructional Aide, effective March 1, 2025 through June 30, 2025 for the 2024-2025 school year at a salary of \$20,431 (Current) Step 4 HS+30 (prorated to .80 FTE). Upon ratification of a new contract and guides, staff member will be moved to the step that most closely corresponds with this initial salary.
3. Approve the payment between the following CE/CEAS Provisional Teacher and Mentor for the 2024-2025 school year. Mr. Hunter will complete 24 weeks of mentoring.

<u>CE/CEAS Teacher</u>	<u>Mentor</u>	<u>Payment</u>
Thomas Hunter	Brooke Morvay	\$440 (\$18.333/wk. for 24 weeks)

### XIV. BUILDING & GROUNDS / TRANSPORTATION

#### A. Resolutions:

1. Approve the Fire, Safety and Security Drill Report for December 2024 and January 2025, as follows:  
Fire Drills: 12/18/2024, 1/31/2025  
Outside Lockdown: 12/12/2024  
Lockdown: 1/29/2025

1. 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>
Student Council	Lollipop Sale	Ongoing
Kids' Center	Honor Roll Pizza Party	2/13/2025
Afterglow	Basket Raffle	3/6/2025, 5-9 pm
PTO	Pi Day Assembly/Fundraiser	3/14/2025
Kids' Center	Mothers Day Flower Sale	3/27/25-5/4/25
Kids' Center	Family Bingo Night	4/10/25, 6-8 pm
PTO	Bake Sale	4/15-17/25
Kids' Center	Honor Roll Sundae Party	4/17/2025
Kids' Center	Muffins with Moms	5/8/25, 8:30 am
Kids' Center	Butterfly Project Event	5/13/25 (Tentatively)
Kids' Center	Honor Roll Barbecue	June TBD
Kids' Center	Donuts with Dads	6/12/25, 8:30 am

### XV. 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.

### XVI. RESUMPTION OF PUBLIC PORTION OF THE MEETING

### XVII. SUPERINTENDENT/PRINCIPAL REPORT

### XVIII. BOARD OF EDUCATION BUSINESS

#### A. Old Business

Approve the appointment of Board Committees.

#### B. New Business

##### Resolutions:

1. Approve the Revised 2024-2025 school calendar.
2. Approve the 2025-2026 school calendar. This calendar has been shared with staff.

## **DOWNE TOWNSHIP BOARD OF EDUCATION – February 18, 2025**

### **C. HIB**

#### **Resolutions:**

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

### **XIX. OTHER DISTRICT REPORTS**

- Nurse's Report
- Enrollment

### **XX. FOR YOUR INFORMATION**

- Mandated Training Memo
- Annual Board Meeting Schedule
- The Authority Recycling and Tonnage Figures
- Please complete Personal and Financial Disclosures

### **XXI. PUBLIC PARTICIPATION**

### **XXII. ADJOURNMENT**