

# DOWNE TOWNSHIP BOARD OF EDUCATION

*Board of Education Meeting  
Tuesday, May 6, 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:

### **IV. PUBLIC HEARING ON THE 2025-2026 SCHOOL BUDGET**

#### **▪ OPEN THE PUBLIC HEARING**

Open the Public Hearing on the 2025-2026 proposed budget.

#### **▪ PRESENTATION**

Business Administrator, Lisa DiNovi, will present an overview of the proposed budget for the 2025-2026 school year.

#### **▪ 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 on the 2025-2026 proposed budget.

#### **▪ RESOLUTION**

It is recommended that the Board of Education approve, by Resolution, the 2025-2026 School Year Budget totaling \$5,559,014. The local tax levy to be raised for current expense is \$2,104,779. The local tax levy to be raised for debt service is \$184,983.

**BE IT RESOLVED**, to approve a school district budget for the FY 2025-2026 School Year, as follows:

	<b>Budget</b>	<b>Local Tax Levy</b>
<b>Total General Fund</b>	\$ 4,590,775	\$ 2,104,779
<b>Total Special Revenue Fund</b>	\$ 687,964	\$ -0-
<b>Total Debt Service Fund</b>	\$ 280,275	\$ 184,983
<b>TOTALS:</b>	<b>\$ 5,559,014</b>	<b>\$ 2,289,762</b>

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**BE IT RESOLVED**, to acknowledge that the 2025-2026 school year budget as described results in a general fund tax levy of \$2,104,779 and a debt service tax levy of \$184,983 for a total tax levy of \$2,289,762

Also included in the base budget is \$326,170 in banked cap which is being used for increases in tuition and transportation.

### **V. PRESENTATIONS**

None

### **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**

- Letter dated April 15, 2025 from staff member, Carli Beckett, requesting an FMLA/NJFLA leave of absence commencing on or about September 4, 2025 and ending on or about December 1, 2025.

Approve the FMLA/NJFLA leave request submitted by staff member, Carli Beckett. Mrs. Beckett's FLMA leave shall commence on or about September 4, 2025 and continue through approximately December 1, 2025.

### **VIII. MINUTES**

Approve the regular and executive session minutes of the March 18, 2025 meeting of the Downe Township Board of Education.

### **IX. BUDGET/FINANCE**

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

1. Approve the additional bills paid in March 2025, the bills paid in April 2025 and the bills presented for payment in May 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 Itinerant and Shared Services Agreement between the Downe Township Board of Education and Salem County SSSD Board of Education, effective July 1, 2025 through June 30, 2026. Services will be utilized on an as needed basis only and rates are listed in the contract.
3. Approve the Related Services Agreement between the Downe Township Board of Education and Salem County SSSD Board of Education, effective July 1, 2025 through June 30, 2026 in the amount of \$10,593.44 per year. This rate is based on .42 days (.08FTE) of Physical Therapy Services provided to district students.

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4. Approve the following school lunch and breakfast prices for the 2025-2026 school year, which reflect a \$0.10 increase over the 2024-2025 school year prices:
  - *Student Breakfast, Full \$3.25*
  - *Student Lunch, Full \$2.30*
  - *Staff Lunch \$3.75*
5. Approve Sodexo Food Service Management Company, Inc., as FSMC effective July 1, 2025 through June 30, 2026. The total cost for the 2025-2026 school year contract is \$98,430.70. The Base Year Management Fee for the 2025-2026 school year reflects a 2.5% increase and is in an annual amount of \$10,250. Sodexo did not give a Guarantee for the 2025-2026 school year.
6. Approve the Business Services Agreement between the Lawrence Township Board of Education and the Downe Township Board of Education, effective July 1, 2025 through June 30, 2026 in the amount of \$78,795.
7. Approve the Computer Services Agreement between the Lawrence Township Board of Education and the Downe Township Board of Education, effective July 1, 2025 through June 30, 2026 in the amount of \$8,000.
8. Approve the Itinerant Shared Services Agreement–Summer 2025 between the Lawrence Township Board of Education and the Downe Township Board of Education, effective July 1, 2025 through August 30, 2025. Services will be provided on an as needed basis and billed as utilized.
9. Approve the Memorandum of Understanding for Child Study Team Services between the Lawrence Township Board of Education and the Downe Township Board of Education, effective July 1, 2025 through June 30, 2026 in the amount of \$120,000.
10. Approve, by Resolution, to renew membership in the Southern Regional Employee Benefits Benefits Fund and approve the Indemnity and Trust Agreement between the Downe Township Board of Education and the Southern Coastal Regional Employee Benefits Fund, effective July 1, 2025 through June 30, 2028.
11. Approve to establish the following Non-Resident Tuition rates for the 2025-2026 school year, which reflects no increase from the 2024-2025 rates:

First Child	\$3,000
Second Child and Other Children	\$2,000 per child

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

- A. Budget Summary  
A Budget Summary for the month of May 2025 is presented for review.
- B. Revenue Summary  
A Revenue Summary for the month of March 2025, 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 March 2025, and the transfers of funds for the months of March and April 2025.

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### D. Board Secretary's Report

Pursuant to N.J.A.C. 6A:23A-16.10(c)3, I certify that as of March 31, 2025 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

May 6, 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 March 2025 Report of the Board Secretary, pending audit adjustments.

### F. Board Certification

Pursuant to N.J.A.C. 6A:23A-16.10(c)4, the Downe Township Board of Education certifies that as of May 6, 2025, and after review of the Secretary's Monthly Financial Report and the Treasurer's Monthly Financial Reports for March 2025, 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:

1. Approve the following field trip destinations for the 2024-2025 school year:

<u>Grades</u>	<u>Location</u>	<u>Date</u>
4 <sup>th</sup>	Belleplain State Park	May 13, 2025
6 <sup>th</sup> -8 <sup>th</sup>	Jewish Federation of Cumberland Cty	TBD

## 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.  

<i>Skye Santiago</i>	<i>Substitute Aide</i>
<i>Gabrielle Rue</i>	<i>Substitute Aide</i>
2. Approve the re-appointment of administrative, certificated and non-certificated staff for the 2025-2026 school year.
3. Approve an FMLA leave for staff member, Ralph Gale, effective April 7, 2025 through April 18, 2025. As required by law, an employer shall place an employee on FMLA after five (5) consecutive days absence for an FMLA qualifying circumstance.
4. Approve a retroactive 3% salary increase and corresponding Agreement between the Board of Education and the Supervisor of Assessment, Curriculum, Instruction, and Student Services, Alysia Thomson, effective September 1, 2024 through June 30, 2025. All other terms and conditions of employment remain the same.
5. Approve a retroactive 3% salary increase and corresponding Agreement between the Board of Education and the Administrative Office Manager, Sandra Lore, effective July 1, 2024 through June 30, 2025. All other terms and conditions of employment remain the same.

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6. Approve the reappointment of substitutes for the 2025-2026 school year. Following approval, a letter of intent will be sent to each sub.

### XIV. BUILDING & GROUNDS / TRANSPORTATION

#### A. Resolutions:

1. Approve the Fire, Safety and Security Drill Report for February 2025, as follows:

Fire Drill	3/12/25, 4/2/25
Inside Lockdown	3/26/25
Outside Lockdown	4/14/25
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>
Kids' Center	Butterfly Project Open House	May 13, 2025 5:30-7:30 pm
Kids' Center	Honor Roll Barbeque	June TBA

3. Approve the following events and tentative dates for the Kids' Center 2025 Summer Program:

<u>Event</u>	<u>Date</u>
Phillies Game at Citizens Bank Park	June 30, 2025
Georgetown Pool Trip K-8	July 9 and 23, 2025
Legacy Lanes Bowling Night	July 16, 2025
Family Night at Frosty's Ice Cream	July 30, 2025

4. Approve the School Bus Emergency Evacuation Drill Report for April, 2025.

### XV. EXECUTIVE SESSION

Time: \_\_\_\_\_

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

Time: \_\_\_\_\_

### XVII. SUPERINTENDENT/PRINCIPAL REPORT

### XVIII. BOARD OF EDUCATION BUSINESS

#### A. Old Business

#### B. New Business

#### C. Financial Reorganization

- Adopt the Uniform Minimum Chart of Accounts for New Jersey Public Schools, as issued by the State of New Jersey Department of Education.

#### D. Appointments and Designations

##### 1. District Assignments

Approve the following appointment of district assignments:

Business Administrator	-	Lisa M. DiNovi
Qualified Purchasing Agent	-	Lisa M. DiNovi
Public Agency Compliance Officer	-	Lisa M. DiNovi
ADA Coordinator	-	Sherri Miller
Transportation Coordinator	-	Lisa M. DiNovi
School Safety Specialist	-	Lisa M. DiNovi

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Affirmative Action Officer	-	Alysia Thomson
504 Compliance Officer	-	Sherri Miller
Title IX Coordinator	-	Alysia Thomson
Integrated Pest Management Coordinator		Ralph Gale
Right to Know Officer	-	Ralph Gale
Asbestos Management Officer	-	Ralph Gale
Indoor Air Quality Designee	-	Ralph Gale
Health and Safety Compliance Officer	-	Lisa M. DiNovi
OPRA Appointments		
• Custodian of Government Records		Sherri Miller (Sandra Lore-Alternate)

### 2. Resolution – Awarding of Contracts

Authorize, by Resolution, the awarding of contracts for “professional services” for a one (1) year term, without competitive bidding, commencing July 1, 2025 through June 30, 2026.

#### **RESOLUTION**

***RESOLUTION AUTHORIZING THE APPOINTMENT OF INSURANCE BROKER OF RECORD, ARCHITECT OF RECORD, SCHOOL PHYSICIAN, BOARD SOLICITOR, REGULATORY/ENVIRONMENTAL SERVICES, AUDITOR, SECONDARY BOND COMPLIANCE AGENT, and BOND COUNSEL.***

***WHEREAS***, the local Public Contracts Law (N.J.S.A. 40A:11.1 et seq.) requires that the Resolution authorizing the award of contracts for "professional services" without competitive bids must be publicly advertised,

***NOW, THEREFORE, BE IT RESOLVED*** that the Board of Education of the Township of Downe, in the County of Cumberland, New Jersey, is hereby appointing the following persons to serve in the designated positions for a one (1) year term commencing July 1, 2025 through June 30, 2026:

BROKER OF RECORD-EMPLOYEE BENEFITS	CONNER STRONG & BUCKELEW
ARCHITECT OF RECORD	- MANDERS MERIGHI PORTADIN FARRELL ARCHITECTS, LLC
SCHOOL PHYSICIAN	- COMPLETE CARE HEALTH NETWORK
BOARD SOLICITOR	- WEINER LAW GROUP, LLC
REGULATORY/ENVIRONMENTAL SERVICES	- EPIC ENVIRONMENTAL
AUDITOR	- NIGHTLINGER, COLAVITA, & VOLPA PA
SECONDARY BOND MARKET COMPLIANCE AGENT	- PHOENIX ADVISORS, LLC
BOND COUNSEL	- MCMANIMON, SCOTLAND, & BAUMAN, LLC

*That these appointments and contracts are made without competitive bidding and public advertising. Pursuant to P.L. 2005, c. 271, appointments of professionals with a contract value exceeding \$36,000 may be required to complete a Political Contribution Disclosure making known their campaign contributions to the Board at least ten (10) days prior to the Board taking action on their appointment. A copy of this Resolution shall be published in the official newspapers of the Board of Education as required by law within ten (10) days of its passage.*

### 3. Official Newspapers

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

### 4. Travel Limitation

Approve a travel limitation for regular business travel up to \$1,500 and a maximum travel expense of \$25,000 for the 2025-2026 school year.

### 5. Depository of School Funds

Approve the Ocean First Bank as the depository of school funds including the authorization for wire transfers/ACH transactions.

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### 6. Wire Transfers

Authorize the Business Administrator and Treasurer of School Funds to conduct wire transfers, as necessary.

### 7. Account Signatories

Approve the following bank accounts and signatories:

Account Name/Number	Requirements/Signatories	Facsimile
General Fund Account	Business Administrator	Y
	Board President/Vice President	Y
	Treasurer of School Funds	Y
	<i>Requires three (3) signatures</i>	
Payroll Account	Business Administrator	Y
	Treasurer of School Funds	Y
	<i>Requires one (1) signature</i>	
Agency Account	Business Administrator	Y
	Treasurer of School Funds	Y
	<i>Requires one (1) signature</i>	
Flexible Spending Deposit Account	Business Administrator	Y
	Treasurer of School Funds	Y
	<i>Requires one (1) signature</i>	
Student Activities Account	Business Administrator	Y
	Treasurer of School Funds	Y
	<i>Requires one (1) signature</i>	
Unemployment Trust Account	Business Administrator	Y
	Treasurer of School Funds	Y
	<i>Requires one (1) signature</i>	
Capital Reserve Account	Business Administrator	Y
	Treasurer of School Funds	Y
	<i>Requires one (1) signature</i>	

### 8. Vendors

Approve the list of current vendors for the 2025-2026 school year.

### 9. Benefit Vendors

Approve the following tax shelter annuity companies for the 2025-2026 school year:

- AXA Equitable/GWN

### 10. FSA Vendor

Approve Colonial Life as the vendor for the district Flexible Spending Account for the 2025-2026 school year.

## E. HIB

Resolutions:

1. Affirm the action taken and approve the March 2025 HIB Report and review the April and May 2025 HIB Reports.

## XIX. OTHER DISTRICT REPORTS

- Nurse's Report
- Enrollment

## **DOWNE TOWNSHIP BOARD OF EDUCATION – May 6, 2025**

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

- 2023-2024 Performance Reports
- Please complete Mandated Training if you have not done so already
- Please submit Superintendent and Board Self Evaluations at the May Board Meeting.

### **XXI. PUBLIC PARTICIPATION**

### **XXII. ADJOURNMENT**

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