

DOWNE TOWNSHIP BOARD OF EDUCATION

*Board of Education Meeting
Tuesday, June 17, 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

None

V. 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.*

VI. CORRESPONDENCE

None

VII. MINUTES

Approve the regular session minutes of the May 6, 2025 meeting of the Downe Township Board of Education.

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VIII. BUDGET/FINANCE

A. Resolutions:

1. Approve the bills paid in May 2025 and the bills presented for payment in June 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 Services Agreement between the Downe Township Board of Education and Cape May County SSSD Board of Education, effective July 1, 2025 through June 30, 2026. Services will be utilized on an as needed basis at the rates listed in the contract.
3. Approve the contract between the Downe Township Board of Education and Yvonne Burgess/Burgess Psychiatric Services, LLC, effective July 1, 2025 through June 30, 2026 for the 2025-2026 school year. Mrs. Burgess will provide Psychiatric evaluations and reports on an as needed basis at the rate of \$550 per case.
4. Approve Change Order #3 from Gaudelli Bros. Inc Mechanical Contractors for Labor and Materials related to backhoe rental to repair the underground leak.
5. Approve the 2025-2026 Agreement for Mechanic between the Downe Township Board of Education and the Pittsgrove Township Board of Education, effective July 1, 2025 through June 30, 2026. Mechanic services will be utilized on an as needed basis at the rate of \$65 per hour plus any supplies or materials, if needed.
6. Approve the Student Transportation Contract Renewal #13 between the Downe Township Board of Education and Sheppard Bus Service, Inc., effective September 1, 2025 through June 30, 2026. The total annual cost of the contract is \$153,230.40 and is for DT1,DT2, DT3, and DT4 at the per diem rate of \$212.82 each which was only increased over the 2024-2025 cost by CPI.
7. Approve the Student Transportation Contract Renewal #1 between the Downe Township Board of Education and Sheppard Bus Service, Inc., effective September 1, 2025 through June 30, 2026. The total annual cost of the contract is \$35,080.20 and is for DT5 Route at the per diem rate of \$199.89 which was only increased over the 2024-2025 cost by CPI.
8. Approve the final Fund 20 Grant Salary allocations for the 2024-2025 school year.
9. Authorize the Business Administrator to complete the appropriate year-end transactions in order to properly close the 2024-2025 school year, including the depositing of funds into reserves if the budget allows as of June 30, 2025 and all necessary transfers, adjustments and payments for the 2024-2025 school year
10. Approve the Public Donor Agreement between Community Health Care, Inc. and the Downe Township Board of Education effective July 1, 2025 through June 30, 2026.

IX. BOARD SECRETARY/BUSINESS ADMINISTRATOR'S REPORT

A. Budget Summary

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

B. Revenue Summary

A Revenue Summary for the months of April and May 2025, are 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 May 2025, and the transfers of funds for the months of April and May 2025.

D. Board Secretary's Report

Pursuant to N.J.A.C. 6A:23A-16.10(c)3, I certify that as of April 30, 2025 and May 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

June 17, 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 June 17, 2025, and after review of the Secretary's Monthly Financial Report and the Treasurer's Monthly Financial Reports for April and May 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.

X. CURRICULUM

None

XI. POLICY

None

XII. PERSONNEL

A. Resolutions:

1. Approve the appointment of the following summer maintenance workers:

<u>Worker</u>	<u>Rate</u>	<u>Hours/Time Period</u>
Nicholas Weber	\$15.85/hr.	NTE 20 hr/week–Number of weeks to be determined
Ethel Adamini	\$15.85/hr.	NTE 20 hr/week–Number of weeks to be determined

2. Approve to appoint the following district employees for the extended school year program:

<u>LPN Nurse</u>	<u>Rate</u>	<u>Route/Time Period</u>
Sharon Cresci	\$32.68/hr	To be determined

<u>On-Call RN</u>	<u>Rate</u>	<u>Route/Time Period</u>
Giulia Sacco	\$200.00 Stipend	To be determined

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3. Approve to appoint the following for the district extended school year program to be held July 8, 2025 – August 7, 2025.

<u>Classroom Aides</u>	<u>Rate</u>	<u>Time Period</u>
Emily Peters	\$18.00/hr.	9 hours/week for 5 weeks
Cameron Silvers	\$18.00/hr.	9 hours/week for 5 weeks
<u>Substitute Aides</u>	<u>Rate</u>	<u>Time Period (up to 9 hours/week for 5 weeks)</u>
Maryann Maccari	\$18.00/hr.	Substitute – as needed
Kelli Torres*	\$18.00/hr.	Substitute – as needed
Kylie Keen	\$18.00/hr.	Substitute – as needed
Brittany Coggins*	\$18.00/hr.	Substitute – as needed
Amanda Poplardo	\$18.00/hr.	Substitute – as needed
Emily Hudson	\$18.00/hr.	Substitute – as needed
<i>*May be used as a substitute teacher. Summer teaching substitutes will be paid at the rate of \$20.00 per hour</i>		
<u>Teachers</u>	<u>Rate</u>	<u>Time Period</u>
Jillian DeMore	\$40.00/hr.	10 hours/week for 5 weeks
Madelynne Leyman	\$40.00/hr.	10 hours/week for 5 weeks
Nicole Gilson	\$40.00/hr.	Substitute – as needed
Holly Ruscica	\$40.00/hr.	Substitute – as needed
Emily Hudson	\$40.00/hr.	Substitute – as needed
<u>Nurse</u>	<u>Rate</u>	<u>Time Period</u>
Giulia Sacco	\$40.00/hr.	10 hours/week for 5 weeks

XIII. BUILDING & GROUNDS / TRANSPORTATION

A. Resolutions:

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

Fire Drill	5/12/2025, 6/5/2025
Front of Building Evacuation	5/21/25
Bomb Evacuation	6/10/25

XIV. 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.

XV. RESUMPTION OF PUBLIC PORTION OF THE MEETING

Time: _____

XVI. SUPERINTENDENT/PRINCIPAL REPORT

A. Resolutions:

1. Approve the Emergency Virtual or Remote Instruction Plan for 2025-2026.

XVII. BOARD OF EDUCATION BUSINESS

A. Old Business

Board Self-Evaluation Tally

B. New Business

Acknowledge the completion of the 2024-2025 Superintendent Evaluation for Sherri Miller, which was completed by June 30, 2025.

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C. HIB

Resolutions:

1. Affirm the action taken and review the June 2025 and approve the April and May 2025 HIB Reports.
2. Review and acknowledge the official report of the District's 2023-2024 HIB Grade of 77. Copies of this report were made available to the public and the report will be posted to the district website in accordance with the Anti-Bullying Bill of Rights (P.L. 2021, c122).

XVIII. OTHER DISTRICT REPORTS

- Nurse's Report
- Enrollment

XIX. FOR YOUR INFORMATION

- There is no July Board of Education meeting. The next meeting will be Tuesday, August 19, 2025.

XX. PUBLIC PARTICIPATION

XXI. ADJOURNMENT

Regular Board Meeting Adjournment Time _____

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