

# DOWNE TOWNSHIP BOARD OF EDUCATION

*Board of Education Meeting  
Tuesday, August 19, 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 June 17, 2025 meeting of the Downe Township Board of Education.

**VIII. BUDGET/FINANCE**

A. Resolutions - It is recommended that the Board of Education:

- Approve the additional bills paid in June 2025, the bills paid in July 2025 and the bills presented for payment in August 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 2025-2026 school year. Any additional bills paid, and transfers made will be presented at the next Board of Education meeting.

**IX. BOARD SECRETARY/BUSINESS ADMINISTRATOR'S REPORT**

A. Budget Summary

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

B. Revenue Summary

A Revenue Summary for the month of June 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 June 2025, and the transfers of funds for the month of June 2025 for the 204-2025 school year and the Transfer Status Report through July 2025 and the transfers for the month of July 2025 for the 2025-2026 school year.

D. Board Secretary's Report

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

August 19, 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 June 2025 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 August 19, 2025, and after review of the Secretary's Monthly Financial Report and the Treasurer's Monthly Financial Reports for June 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

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## XI. POLICY

### A. Resolutions:

1. Review and readopt the following policies:

#### Annually Reviewed Policies

5131	Conduct/Discipline & Student Code of Conduct
5131.1	Harassment, Intimidation & Bullying
5144	Discipline/Consequences

#### Revisions

3220/3230	State/Federal Funds
5141.21	Administering Medication
9200	Orientation and Training of Board Members

## XII. PERSONNEL

### A. Resolutions:

1. Accept the resignation of Stephanie Brown, part-time paraprofessional, effective July 22, 2025.
2. Accept the resignation of Cameron Silvers, part-time paraprofessional, effective August 7, 2025.
3. 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>James Maccari</i>	<i>Substitute Teacher</i>
<i>Candace Robertson</i>	<i>Substitute Nurse</i>

4. Approve the attached Professional Day Requests.
5. Approve to appoint the following individuals to the position of part-time paraprofessional, effective September 1, 2025 through June 30, 2026 for the 2025-2026 school year. Initial salary is based on the currently negotiated agreement. Upon ratification of a new contract and guides, individuals will be moved to the step that most closely corresponds with this initial salary.

<i>Marissa Holstead</i>	<i>Current Step 4 AA</i>	<i>\$21,122 (prorated to FTE 80%)</i>
<i>Meagan Charlton</i>	<i>Current Step 4 HS+30</i>	<i>\$20,431 (prorated to FTE 80%)</i>

6. Approve the FTE and corresponding salary adjustment for part-time paraprofessional Sarah Byers from FTE 88% to FTE 80%, effective September 1, 2025 through June 30, 2026 to reflect a change to a four day work week.
7. Approve all staff evaluation forms/rubrics.
8. Approve to appoint the following staff as attendance officers for the 2025-2026 school year:

<i>Judy Williams</i>	<i>School Register/Student Database</i>
<i>Alysia Thomson</i>	<i>Truancy and Enforcement Officer</i>

## XIII. BUILDING & GROUNDS / TRANSPORTATION

### A. Resolutions:

1. Approve to submit to the county office a waiver request for the Preschool-4 classroom (Room 127), the Kindergarten classroom (Room 128), and the MD classroom (Room 141) for the 2025-2026 school year for alternate method of compliance in accordance with NJAC 6A:26-6.3(h)4ii by providing toilet rooms adjacent to the classroom instead of within the classroom. A classroom aide will be provided to assist with toilet room supervision.

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2. Approve to submit to the county office a renewal application for Temporary Instructional Space for use of the modular building to provide student counselling for the 2025-2026 school year.
3. Approve to submit to the county office an Application for Dual Use of Educational Space for the 2025-2026 school year.
4. Approve the following additions to the facilities requests/fund raisers calendar for the 2025-2026 school year:

<u>Organization</u>	<u>Activity/Fund Raiser</u>	<u>Date/Time</u>
PTO	Membership Drive and Bake Sale	09/11/2025
Afterglow Committee	Back to School Dance	09/19/2025
Afterglow/Green Team/Downe Srs.	Downe Home Day and Car Show	10/04/2025
PTO	Trunk-or-Treat	10/17/2025

### XIV. 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.

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

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

### XVI. SUPERINTENDENT/PRINCIPAL REPORT

A. Resolutions – It is recommended that the Board of Education:

1. Approve the McKinney-Vento Education for Homeless Children and Youth Program LEA General Intent to Collaborate for the 2025-2026 school year.
2. Approve the district's Professional Development Plan and Mentoring Plan for the 2025-2026 school year and the submission of the Statement of Assurances to the Department of Education.
3. Per NJSA 18A:36-5.1 and NJAC 6A:16-5.2) and Week of Respect (ABBR Act P.L. 2010, c.122), approve to designate October "Safety Month" to include the week of October 6-10, 2025 as the district's School Week of Respect and the week of October 20-24, 2025 as the district's School Violence Awareness Week.
4. Approve the following non-resident tuition students for the 2025-2026 school year:

<u>Grade</u>	
Pre-K 3	Tuition
Pre-K 3	Tuition
Pre-K 3	Tuition
Pre-K 4	Tuition
Pre-K 4	Continuing Staff Member Child
Pre-K 4	Continuing Staff Member Child

### XVII. BOARD OF EDUCATION BUSINESS

A. Old Business

None

B. New Business

With the recommendation of the district's NJQSAC Committee and after the Board's review of the 2024-2025 Placement Scores and the proposed District Improvement Plan, it is recommended that the Board of Education approve submitting the District Improvement Plan to the Department of Education.

**C. HIB**

**Resolutions:**

1. Approve the June 2025 HIB Report.

**XVIII. OTHER DISTRICT REPORTS**

- Nurse's Report
- Enrollment

**XIX. FOR YOUR INFORMATION**

- The next meeting will be Tuesday, September 16, 2025.

**XX. PUBLIC PARTICIPATION**

**XXI. ADJOURNMENT**

Regular Board Meeting Adjournment

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