

**DOWNE TOWNSHIP BOARD OF EDUCATION  
WORK SESSION MEETING &  
REGULAR BOARD OF EDUCATION MEETING - 6:30 P.M.  
AUGUST 20, 2019  
DOWNE TOWNSHIP ELEMENTARY SCHOOL**

- I. The meeting was called to order at 6:30 P.M. by Board President, Stultz Taylor.
- II. Roll call was taken.  
Members present:  
Marie Blizzard                      Dyron Corley                      Darla Saulin  
Jesse Briggs                      Marylou Henderson                      Stultz Taylor  
Albert Casper  
Members absent:  
John Cerrito                      Vicki Issertell  
Others present:  
Sherri Miller, Superintendent/Principal  
Georgiana Scharnagl, Substitute Board Secretary  
Public
- III. Substitute Board Secretary, Georgiana Scharnagl, read the following - The New Jersey Open Public Meeting Law was enacted to ensure the rights of the public to have advance notice of and to attend the meetings of public bodies at which any business affecting their interests is discussed or acted upon. In accordance with the provisions of the Act, public notice of the meeting has been given by the Board Secretary in the following manner: Posting written notice to the "The South Jersey Times," "The Press of Atlantic City," and at the Elementary School, Newport, NJ.
- IV. Pledge of Allegiance
- V. Work Session - Committee Reports were given.
- VI. Commencement of Regular Meeting
- VII. Approval of Minutes — Motion: Albert Casper Second: Dyron Corley - to approve the work session and regular meeting minutes of June 18, 2019. Approved unanimously by those members present. Motion carried: 7-0-0.  
  
Motion: Darla Saulin Second: Marie Blizzard - to approve executive session meeting minutes of June 18, 2019. Approved unanimously by those members present. Motion carried: 7-0-0.
- VIII. Letters of Correspondence
- IX. Financial Reports  
Motion: Darla Saulin Second: Jesse Briggs – to approve the following financial reports. Approved unanimously by those members present. Motion carried: 7-0-0.
- A. BUDGET/FINANCE
  - I. Payroll for the month of **April, May, & June 2019**, the processing of Electronic Funds Transfers for **May & June 2019** to account for state mandated deductions from State Aid which is automatically forwarded to Special Services Districts for tuition paid, and bills paid by the Business Administrator in **July & August 2019**. 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 2018-2019 and 2019-2020 school years. A list of any bills paid and transfers made will be presented at the next Board of Education meeting.

2. Transfer of Funds  
To approve the Transfer of Funds for the month of **May & June 2019**.
3. Voided Check  
To acknowledge that general fund check #6972 was voided due to printer error.

**B. BOARD SECRETARY/BUSINESS ADMINISTRATOR'S REPORTS**

1. Revenue Summary  
A Revenue Summary for the months of **May & June 2019** are presented for approval. The Board Secretary, in accordance with N.J.A.C. 6A:23-2.12(c) 2, certifies that there are no changes in anticipated revenue amounts or revenue sources and sufficient funds are available to end the fiscal year.
2. Board Secretary's Report  
Pursuant to N.J.A.C. 6A:23A-16.10(c) 3, I certify that as of **August 2019** 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. 18A:22-8.1 and N.J.S.A. 18A:22-8.2 and no budgetary line item account has been over-expended in violation of N.J.A.C. 6:23-16.10(a)1.

  
Lisa M. DiNovi, Board Secretary

August 20, 2019  
Date

3. Treasurer's Report  
In accordance with 18A:22-8.1 and 18A:22-8.2 for the month of **May & June 2019**, the preliminary Report of the Treasurer of School Funds for the 2018-2019 school year are in agreement with the **May & June 2019** Reports of the Board Secretary, pending audit adjustments.
4. Board Certification  
Pursuant to N.J.A.C. 6A:23A-16.10(c) 4, the Downe Township Board of Education certifies that as of **August 20, 2019** and after review of the Secretary's Monthly Financial Report and the Treasurer's Monthly Financial Report for **May & June 2019**, and upon consultation with the appropriate district officials, to the best of the Boards' 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 are available to meet the district's financial obligations for the remainder of the 2018-2019 fiscal year.

- XI. Public Participation -None
- XII. Old Business - None
- XIV. School Business Administrator's Action Items - None
- XIII. Executive Session

Motion: Dyron Corley Second: Marie Blizzard – to enter into executive session at 6:37 PM to discuss student and personnel matters. Approved unanimously by those members present. Motion carried: 7-0-0.

Motion: Dyron Corley Second: Marie Blizzard - to return to regular session at 7:03 PM. Approved unanimously by those members present. Motion carried: 7-0-0.

XIV. Superintendent's Action Items

**HIB (Harassment, Intimidation & Bullying)** – Motion: Darla Saulin Second: Albert Casper – to affirm the action taken and approve the June 2019 HIB Report. Approved unanimously by those members present. Motion carried: 7-0-0.

**HIB Grade** – Motion: Marie Blizzard Second: Albert Casper - to review and acknowledge the official report of the district's 2017-2018 HIB Grade of 68. Copies of this report were available to the public and the report has posted on the district's website in accordance with the Anti-Bullying Bills of Rights Act (P.L. 2010, c122). Approved unanimously by those members present. Motion carried: 7-0-0.

**Appointment of Special Education Teacher** – Motion: Albert Casper Second: Marie Blizzard – with the recommendation of the Superintendent, to approve the appointment of Megan Sheppard to the position of Special Education Teacher effective September 1, 2019 at Step MA-1 of the salary guide. Roll call vote was taken. Approved unanimously by those members present. Motion carried: 7-0-0.

**Appointment of Part-time Secretary** – Motion: Albert Casper Second: Dyron Corley – with the recommendation of the Superintendent, to approve the appointment of Sandra Lore to the position of part-time, 10-month Secretary effective September 1, 2019 at the salary of \$18,000. Roll call vote was taken. Approved unanimously by those members present. Motion carried: 7-0-0.

**Leave of Absence Request** – Motion: Marie Blizzard Second: Darla Saulin – with the recommendation of the Superintendent, to approve the leave of absence request from Megan Jones with the return date of December 2, 2019. Approved unanimously by those members present. Motion carried: 7-0-0.

**Leave of Absence Request** – Motion: Albert Casper Second: Marie Blizzard – with the recommendation of the Superintendent, to approve the leave of absence request from Ashley Sanza with the return date of December 4, 2019. Approved unanimously by those members present. Motion carried: 7-0-0.

**Leave of Absence Request Extension** – Motion: Albert Casper Second: Marie Blizzard – with the recommendation of the Superintendent, to approve the request to extend unpaid leave from Ashley Sanza with the return date of January 2, 2020. Extending this leave would provide a better continuity of education services for students. Approved unanimously by those members present. Motion carried: 7-0-0.

**Rescind appointment of Long-Term Elementary Teacher** – Motion: Albert Casper Second: Jesse Briggs – with the recommendation of the Superintendent, to rescind the appointment of Patricia Battersby as the long-term substitute Elementary Teacher to cover the leave of absence since she has accepted a full-time position in another district. Approved unanimously by those members present. Motion carried: 7-0-0.

**Appointment of Long-Term Elementary Teacher** – Motion: Albert Casper Second: Marie Blizzard – with the recommendation of the Superintendent, to approve the appointment of the long-term substitute Elementary Teacher to cover the leave of absences in the district:

Cori Mead Grade 1

Approved unanimously by those members present. Motion carried: 7-0-0.

**Salary/Workday Adjustment** – Motion: Albert Casper Second: Dyron Corley - with the recommendation of the Superintendent, to approve a salary/workday adjustment for Amanda Sedeyn. Current salary 88% New salary 80% (6.75 hrs. day x 4 days). Roll call vote was taken. Approved unanimously by those members present. Motion carried: 7-0-0.

**Resignation** – Motion: Darla Saulin Second: Albert Casper – to accept with regrets the resignation of Rebecca Wilford, Bus Driver, effective the date her request was received August 13, 2019. Approved unanimously by those members present. Motion carried: 7-0-0.

**Appointment of Substitutes** – Motion: Albert Casper Second: Marie Blizzard – with the recommendation of the Superintendent, to approve the following substitutes:

Megan Cooper	Substitute cafeteria & aide
Briana Pugsley	Substitute teacher

Approved unanimously by those members present. Motion carried: 7-0-0.

**Summer Transportation Runs** – Motion: Albert Casper Second: Marie Blizzard – with the recommendation of the Superintendent, to appoint the following district employee for the summer transportation runs:

<u>Van Aide</u>	<u>Rate</u>	<u>Route/Time Period</u>
Ethel Adamini	\$19.69/hr.	To be determined

Approved unanimously by those members present. Motion carried: 7-0-0.

**Instructional Assignments** – Motion: Dyron Corley Second: Darla Saulin – with the recommendation of the Superintendent, it is recommended to review and approve the instructional assignments for the 2019-2020 school year. Approved unanimously by those members present. Motion carried: 7-0-0.

**Staff Evaluation Forms/Rubrics** – Motion: Marie Blizzard Second: Dyron Corley – with the recommendation of the Superintendent, to approve all staff evaluation forms/rubrics. Approved unanimously by those members present. Motion carried: 7-0-0.

**Appointment of Right to Know** – Motion: Albert Casper Second: Marie Blizzard – with the recommendation of the Superintendent, to appoint Ralph Gale, Head Custodian as Right to Know Officer for the 2019-2020 school year. Voting affirmatively: Albert Casper, Marie Blizzard, Marylou Henderson, Dyron Corley, Jesse Briggs, Darla Saulin. Voting no: None. Abstention: Stultz Taylor. Motion carried: 6-0-1.

**Special Education Out-of-District Extended Year Placement 2019-2020** – Motion: Albert Casper Second: Dyron Corley – to approve the following out-of-district extended year placement at the Salem County Special Services School District for the 2019-2020 school year:

<u># Students</u>	<u>Site</u>	<u>Extended School Year</u>	<u>Itinerant Services</u>
1	Cumberland Campus	\$4,800	According to IEP

Approved unanimously by those members present. Motion carried: 7-0-0.

**Cumberland County Technical Education Center Tuition Contract** – Motion: Darla Saulin Second: Dyron Corley – to approve the extended school year tuition contract with Cumberland County Technical Education Center for the following student sent for the 2019-2020 school year:

<u>Program</u>	<u># Of Students</u>	<u>Tuition Cost</u>
STRIVE ESY	1	\$ 2,240.00

Approved unanimously by those members present. Motion carried: 7-0-0.

**Commission of the Blind – Request to Provide Services** – Motion: Albert Casper Second: Jesse Briggs – to approve a Request to Provide Services for a district student who is eligible to receive education services provided by the New Jersey Commission for the Blind and Visually Impaired. Costs \$1,900. Approved unanimously by those members present. Motion carried: 7-0-0.

**Non-Resident Tuition Students** – Motion: Marie Blizzard Second: Albert Casper – to accept the following non-resident tuition students for the 2019-2020 school year:

<u>Student</u>	<u>Grade</u>	<u>Type of Enrollment</u>
#1	PreK-4	Continuing – Staff member child
#2	PreK-3	New
#3	PreK-4	New
#4	PreK-4	New

Approved unanimously by those members present. Motion carried: 7-0-0.

**District Professional Development Plan and Mentoring Plan** – Motion: Albert Casper Second: Darla Saulin - to approve the district's Professional Development Plan and Mentoring Plan for 2019-2020 school year and to submit the Statement of Assurances to the Department of Education. Approved unanimously by those members present. Motion carried: 7-0-0.

**Professional Day Requests** – Motion: Dyron Corley Second: Darla Saulin – to approve the Professional Day requests as attached. Approved unanimously by those members present. Motion carried: 7-0-0.

**Facilities Request/Fund Raisers** – Motion: Albert Casper Second: Marie Blizzard – to approve the following additions to the facilities requests/fund raisers calendar for the 2019-2020 school year:

<u>Organization</u>	<u>Activity/Fund Raiser</u>	<u>Date/Time</u>
a. Afterglow	Coupon Book Sale	Sept. 3 – Sept. 30
b. Afterglow	Back-to-School Dance	9/13/19
c. P.T.O.	Bake Sale (Back-to-School Night)	9/19/19
d. P.T.O.	Skate Night	9/28/19
e. P.T.O.	T-Shirt Sale	Sept. – Nov.
f. Garden Club	Field Trip	TBD

Approved unanimously by those members present. Motion carried: 7-0-0.

**Field Trips** – Motion: Albert Casper Second: Dyron Corley – to approve the attached field trips for the 2019-2020 school year. Approved unanimously by those members present. Motion carried: 7-0-0.

**Resignation** – Motion: Marie Blizzard Second: Albert Casper – to accept with regrets the resignation of Deanna Chiari, classroom aide, effective the date her request was received August 14, 2019. Approved unanimously by those members present. Motion carried: 7-0-0.

**Other District Reports**

- a. Nurse's Report – June
- n. Security/Safety Drills
  - (1) Fire Drill 6/17/19
  - (2) Back of Building Evacuation 6/17/19

XV. New Business – Jesse Briggs–Explore alternative to using “Round Up”. Suggest reaching out to vendor for other options. Stultz Taylor-Concerned Township is discussing school issues. If public asked questions, Township should direct them to the board or administration. May be necessary to attend a Township meeting.

XVI. Public Participation – Ashley Sanza – Requested board members to attend school functions to see activities and staff. Judy Williams – Welcomed Megan Sheppard and Cori Mead. Wished Rebecca Wilford well wishes.

XVII. Adjournment – Motion: Dyron Corley Second: Albert Casper - to adjourn the meeting at 7:25 P.M. Approved unanimously by those members present. Motion carried: 7-0-0.

Respectfully submitted by,



Georgiana Scharnagl  
Substitute Board Secretary