

**DOWNE TOWNSHIP BOARD OF EDUCATION  
WORK SESSION &  
REGULAR BOARD OF EDUCATION MEETING - 6:30 P.M.  
February 18, 2020  
DOWNE TOWNSHIP ELEMENTARY SCHOOL**

- I. The meeting was called to order at 6:30 P.M. by School Business Administrator, Lisa DiNovi.
- II. Roll call was taken.  
Members present:  
Marie Blizzard                      John Cerrito                      Stultz Taylor  
Albert Casper                      Marylou Henderson
- Members absent:  
Jesse Briggs                      Dyron Corley                      Darla Saulin  
Board Vacancy
- Others present:  
Sherri Miller, Superintendent/Principal  
Lisa DiNovi, School Business Administrator/Board Secretary  
Public
- III. School Business Administrator, Lisa DiNovi, 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. **Appointment of Board Member** – Motion: Marylou Henderson Second: Marie Blizzard – to appoint Kimberly Beardsworth to fill the board vacancy until the next School Election. Approved unanimously by those members present. Motion carried: 5-0-0
- VI. **Signing of Oath of Office and Swearing in of New Board Member** – Kimberly Beardsworth
- VII. Work Session - Committee Reports were given.
- VIII. Commencement of Regular Meeting
- IX. Approval of Minutes – Motion: John Cerrito Second: Albert Casper - to approve the work session and regular meeting minutes of January 7, 2020. Voting affirmatively: Albert Casper, Marie Blizzard, Marylou Henderson, John Cerrito, and Stultz Taylor. Voting no: None Abstentions: Kimberly Beardsworth Motion carried: 5-0-1.
- Motion: Albert Casper Second: Marie Blizzard – to approve the executive meeting minutes of January 7, 2020. Voting affirmatively: Albert Casper, Marie Blizzard, Marylou Henderson, John Cerrito, and Stultz Taylor. Voting no: None Abstentions: Kimberly Beardsworth Motion carried: 5-0-1.
- X. Letters of Correspondence

XI. Financial Reports

Motion: John Cerrito Second: Marie Blizzard – to approve the following financial reports. Voting affirmatively: Albert Casper, Marie Blizzard, Marylou Henderson, John Cerrito, and Stultz Taylor. Voting no: None Abstentions: Kimberly Beardsworth Motion carried: 5-0-1.

A. BUDGET/FINANCE

1. Payroll for the month of **December 2019**, the processing of Electronic Funds Transfers for **December 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 **January (2 bill lists) and February 2020**. 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 2019-2020 school year. 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 **December 2019**.

B. BOARD SECRETARY/BUSINESS ADMINISTRATOR'S REPORTS

1. Revenue Summary  
A Revenue Summary for the month of **December 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 **December 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

\_\_\_\_\_  
**February 18, 2020**

\_\_\_\_\_  
Date

3. Treasurer's Report  
In accordance with 18A:22-8.1 and 18A:22-8.2 for the month of **December 2019**, the preliminary Report of the Treasurer of School Funds for the 2018-2019 school year are in agreement with the **December 2019** Report 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 **February 18, 2020** and after review of the Secretary's Monthly Financial Report and the Treasurer's Monthly Financial Report for **December 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 2019-2020 fiscal year.

XII. Public Participation - None

XIII. Old Business

1. **Selection of alternate board member representative to the Executive Committee of the Cumberland County Associated Boards of Education** – Motion: Stultz Taylor Second: Albert Casper – to appoint John Cerrito as the alternate board member representative to the Executive Committee of the Cumberland County Associated Boards of Education. Approved unanimously by those members present. Motion carried: 6-0-0
2. **Appointment of Committees** – Motion: Albert Casper Second: Marie Blizzard – to approve the appointment of Board Committees as attached. Approved unanimously by those members present. Motion carried: 6-0-0

XIV. School Business Administrator's Action Items

1. **Award Bid for Supplying/Delivering Gasoline and Diesel Fuel** – Motion: Albert Casper Second: John Cerrito - with the recommendation of the Cumberland County Purchasing Office to award the bid for supplying/delivering fuel to Major Petroleum Industries for the contract period 12/1/19-11/30/21. Approved unanimously by those members present. Motion carried: 6-0-0.

\* Dyron Corley arrived at the meeting at 6:45 P.M.

XV. Executive Session

Motion: Albert Casper Second: Marie Blizzard – to enter into executive session at 6:45 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 7:04 PM. Approved unanimously by those members present. Motion carried: 7-0-0.

XVI. Superintendent's Action Items

1. **HIB (Harassment, Intimidation & Bullying)** – Motion: Albert Casper Second: John Cerrito – to affirm the action taken and approve the January 2020 HIB Report. Approved unanimously by those members present. Motion carried: 7-0-0.
2. **Violence and Vandalism and Harassment, Intimidation or Bullying- Investigations, Trainings and Program (SSDS) 2019-2020 Period 1** - Motion: Albert Casper Second: Marie Blizzard - In accordance to Public School Safety Law (N.J.S.A. 18A:17-46), a public hearing was 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. The following information was presented by the Superintendent:

Category	Description	Data Collection Date	Certify to DOE
Violence, Vandalism , Weapons, Substance Abuse & HIB	(0) HIB Incidents	September 1, 2019 to December 31, 2019	January 6, 2020
Suspension of Students with Disabilities	(0) Short-Term Suspensions	September 1, 2019 to December 31, 2019	January 6, 2020
HIB Investigations	(1) Investigations	September 1, 2019 to December 31, 2019	January 6, 2020
HIB Incidents – Confirmed	(0) Confirmed Incidents	September 1, 2019 to December 31, 2019	January 6, 2020
HIB Programs	(2) Programs	July 1, 2019 to December 31, 2019	January 6, 2020
HIB Training	(4) Trainings	July 1, 2019 to December 31, 2019	January 6, 2020

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. After the presentation, the meeting was opened for public participation. Approved unanimously by those members present. Motion carried: 7-0-0.

3. **Intent to Retire** - Motion: Marie Blizzard Second: Dyron Corley – to acknowledge the change in retirement date from Candy Stratton effective July 1, 2020. Approved unanimously by those members present. Motion carried: 7-0-0.
4. **Appointment of Part-Time Bus Aides – Temporary Positions** - Motion: Albert Casper Second: Marie Blizzard – with the recommendation of the Superintendent, to appoint the following staff members as part-time bus aides (temporary positions) at the hourly rate of \$17.19:
  - a. Ethel Adamini
  - b. Terrilynn WhildinRoll call vote was taken. Approved unanimously by those members present. Motion carried: 7-0-0.
5. **Camp Invention** – Motion: Marie Blizzard Second: Albert Casper - to approve a summer camp called “Camp Invention” this summer from June 22, 2020 – June 26, 2020 from 9:00 a.m. – 3:30 p.m. District staff will be paid stipends directly by Camp Invention and they will be responsible to promote the camp, to recruit student participation, attend all training sessions to prepare for the camp, and manage the day to day operations of the camp. This camp will be contingent upon a minimum of 25 students enrolling. Approved unanimously by those members present. Motion carried: 7-0-0.
6. **Commencement of Negotiations** – Motion: Dyron Corley Second: Albert Casper – to approve to select the following individuals to be members of the Negotiating Committee of the Board Stultz Taylor, Darla Saulin, & Albert Casper. The Board authorizes this Committee to enter into discussions with DTEA/CAREs concerning a successor contract for the 2020-2023 school years. The Negotiating Committee is directed to act in good faith on all matters relating to a successor contract. The Board reserves to itself the final and ultimate authority concerning any agreement to a successor contract. The Board’s position in this matter is based upon its understanding of its public obligation and its obligations under Chapter 123, Public Laws of 1974. Approved unanimously by those members present. Motion carried: 7-0-0.
7. **Grant Award – Securing Our Children’s Future Bond Act** – Motion: Marie Blizzard Second: Dyron Corley –to authorize submission of the Securing Our Children’s Future Bond Act application and to accept the grant award of \$20,000. Funds will be utilized for school security upgrades. Approved unanimously by those members present. Motion carried: 7-0-0.
8. **Preschool Program Plan 2020-2021** – Motion: Albert Casper Second: Dyron Corley – to approve submission of the district’s Preschool Program Plan for 2020-2021 and the District Budget Planning Workbook for 2020-2021. Approved unanimously by those members present. Motion carried: 7-0-0.
9. **Special Education Out-of-District Placement 2019-2020** – Motion: Albert Casper Second: Marylou Henderson – to approve the following out-of-district placement at the Creative Achievement Academy, LLC for the 2019-2020 school year:

	Regular
# Students	School Year
1	\$61,950 (Enrollment Date January 3, 2020)

Approved unanimously by those members present. Motion carried: 7-0-0.
10. **Professional Day Requests** – Motion: Albert Casper Second: Marie Blizzard – to approve the Professional Day requests as attached. Approved unanimously by those members present. Motion carried: 7-0-0.

11. **Facilities Request/Fund Raisers** – Motion: Marie Blizzard Second: Dyron Corley - 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	Paint Night	2/21/20
b. Student Council	Valentine Candy Grams	1/14/20-1/31/20
c. Student Council	Pretzel Sale	3/13/20
d. Kids' Center	Pastries with Parents	5/29/20
e. PTO	Spaghetti Dinner	3/20/20
f. PTO	Chick-Fil-A Spirit Night	3/26/20
g. PTO	BOGO Bookfair	4/22/20-4/24/20
h. PTO	Paint Party	4/26/20
i. Student Council/Afterglow	Roadside Clean Up	3/21/20

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

12. **Donations for Field Trips** – Motion: Marie Blizzard Second: Dyron Corley – to accept the following donations for the 2019-2020 field trips.

- 1) STS Sheetmetal Inc. - \$3,643.74
- 2) Downe Township PTO - \$1,000.00

Voting affirmatively: Albert Casper, Marie Blizzard, Marylou Henderson, John Cerrito, Kim Beardsworth, Dyron Corley. Voting no: None Abstentions: Stultz Taylor Motion carried: 6-0-1.

13. **Appointment of Substitute** – Motion: Albert Casper Second: Marie Blizzard - with the recommendation of the Superintendent, to approve the following substitute:

Rose Reed                      Substitute nurse

Roll Call vote was taken. Approved unanimously by those members present. Motion carried: 7-0-0.

14. **Resignation of Board Member** – Motion: Albert Casper Second: Marie Blizzard – to accept with regrets the resignation of Board Member, Jesse Briggs and approve the Board Secretary to advertise to fill this vacancy. Approved unanimously by those members present. Motion carried: 7-0-0.

15. **For Your Information**

- a. Board Photo for Yearbook – Plan for photo to be taken at this meeting
- b. Letter to Township – Recycling Tonnage Figures for 2019
- c. New Jersey Department of Community Affairs – Grant Funding to Support Shared Services

16. **Other District Reports**


- a. Nurse's Report
- b. Enrollment
- c. Security/Safety Drills
  - (1) Fire Drill 1/24/20
  - (2) Inside Lockdown 1/23/20

XVII. New Business

XVIII. Public Participation – None

XIX. Adjournment – Motion: Marie Blizzard Second: Albert Casper - to adjourn the meeting at 7:12 P.M. Approved unanimously by those members present. Motion carried: 7-0-0.

Respectfully submitted by,

Lisa DiNovi   
 School Business Administrator/  
 Board Secretary