

**DOWNE TOWNSHIP BOARD OF EDUCATION  
REORGANIZATION &  
REGULAR BOARD OF EDUCATION MEETING - 6:30 P.M.  
JANURY 7, 2020  
DOWNE TOWNSHIP ELEMENTARY SCHOOL**

- I. The meeting was called to order at 6:30 P.M. by School Business Administrator, Lisa DiNovi.
- II. 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.
- III. Pledge of Allegiance
- IV. Signing of Oath of Allegiance and Swearing in of newly re-elected Board Members: Marie Blizzard, Darla Saulin, and Stultz Taylor.
- V. Roll call was taken.  
Members present:  

Marie Blizzard	John Cerrito	Darla Saulin
Jesse Briggs	Dyron Corley	Stultz Taylor
Albert Casper	Marylou Henderson	

  
Members absent:  
Board Vacancy  
Others present:  
Sherri Miller, Superintendent/Principal  
Lisa DiNovi, School Business Administrator/Board Secretary  
Public
- VI. Reorganization
  1. **Nomination of President and Election of President** - The Board Secretary opens the floor to nominations for the Office of President of the Downe Township Board of Education.  
  
Motion: Dyron Corley Second: Darla Saulin – to open nominations for the position of President.  
  
Motion: Darla Saulin Second: John Cerrito – to nominate Stultz Taylor to serve as President of the Downe Township Board of Education.  
  
The Board Secretary calls for a roll call vote on the election of Stultz Taylor as President of the Board of Education for a term of one year, commencing January 7, 2020 and until his/her successor is elected and shall qualify.  
  
Roll call vote was taken. Voting affirmatively: Albert Casper, Marie Blizzard, Marylou Henderson, Dyron Corley, Jesse Briggs, John Cerrito, Darla Saulin. Voting no: None Abstentions: Stultz Taylor Motion carried: 7-0-1.  
  
The Board Secretary then declares Stultz Taylor elected to the Office of President and yields the chair to the President.

2. **Nomination of Vice President and Election of Vice President** - The President opens the floor to nominations for the Office of Vice President of the Downe Township Board of Education.

Motion: Darla Saulin Second: Marie Blizzard – to open nomination for the position of Vice President.

Motion: Darla Saulin Second: Marie Blizzard – to nominate Marylou Henderson to serve as Vice President.

The Board Secretary calls for a roll call vote on the election of Marylou Henderson as Vice President of the Board of Education for a term of one year, commencing January 7, 2020 and until his/her successor is elected and shall qualify.

Roll call vote was taken. Voting affirmatively: Albert Casper, Marie Blizzard, Dyron Corley, Jesse Briggs, John Cerrito, Darla Saulin, Stultz Taylor. Voting no: None Abstentions: Marylou Henderson Motion carried: 7-0-1.

3. **Code of Ethics** - Motion: Dyron Corley Second: Albert Casper – to acknowledge that the Board reviewed and discussed the Code of Ethics for Schools Board Members at the board meeting and after discussion, that each board member signed an “Acknowledgment of Receipt” with a copy kept on file in the board office. Approved unanimously by those members present. Motion carried: 8-0-0.
4. **Adoption of Policies & Regulations** -Motion: Albert Casper Second: Marie Blizzard - to readopt all current board policies and regulations. Approved unanimously by those members present. Motion carried: 8-0-0.
5. **Adoption of School District Curriculum Guide, Textbooks, & Five-Year Curriculum Plan and to reapprove district curriculum in all subject areas** - Motion: Albert Casper Second: Dyron Corley – to adopt the school district curriculum guide, textbooks, and five-year curriculum plan and to reapproved district curriculum in all subject areas. Approved unanimously by those members present. Motion carried: 8-0-0.
6. **Selection of Official Newspapers** - Motion: Marie Blizzard Second: Darla Saulin - to maintain the “The South Jersey Times” and “The Press of Atlantic City” as official newspapers. Approved unanimously by those members present. Motion carried: 8-0-0.
7. **Selection of Board Representative to Executive Committee of Cumberland County Associated Boards of Education** - Motion: Marie Blizzard Second: Albert Casper - to select Darla Saulin as representative to the Executive Committee of the Cumberland County Associated Boards of Education. The alternate will be appointed at a later time. Approved unanimously by those members present. Motion carried: 8-0-0.
8. **Selection of Voting Delegate to the New Jersey School Boards Association** - Motion: John Cerrito Second: Marie Blizzard - to select Stultz Taylor as voting delegate to the New Jersey School Boards Association with Marylou Henderson as alternate. Voting affirmatively: Albert Casper, Marie Blizzard, Dyron Corley, Jesse Briggs, John Cerrito, Darla Saulin. Voting no: None Abstentions: Marylou Henderson, Stultz Taylor Motion carried: 6-0-2.
9. **Appointment of Committee Members** - Tabled

10. **Establishment of Work Sessions & Regular Board Meetings** – Motion: Marie Blizzard Second: Albert Casper – to establish the Work Session and Regular Board Meeting be held the 3rd Tuesday of each month (except when listed below) at 6:30 P.M.in the Library:

	<u>Notes:</u>
February 18, 2020	HIB & SSDS Hearing
March 17, 2020	
April	(No meeting held)
May 5, 2020	(First Tuesday to Rehire Staff & Budget Public Hearing)
June 16, 2020	
July	(No meeting held)
August 18, 2020	
September 15, 2020	
October 20, 2020	HIB & SSDS Hearing
November 17, 2020	
December	(No meeting held)
TBD	Reorganization & Regular

VII. Work Session - Committee Reports were given.

VIII. Commencement of Regular Meeting

IX. Interview for Board Vacancy – The Board interviewed the following candidates: Brent Daly and Kimberly Beardsworth. Stanley Kershaw was unable to attend.

X. Approval of Minutes – Motion: Albert Casper Second: Marie Blizzard - to approve the work session and regular meeting minutes of November 19, 2019. Approved unanimously by those members present. Motion carried: 8-0-0.

Motion: Albert Casper Second: Marie Blizzard – to approve the executive meeting minutes of November 19, 2019. Approved unanimously by those members present. Motion carried: 8-0-0.

XI. Letters of Correspondence

XII. **Financial Reports**

Motion: Darla Saulin Second: Jesse Briggs – to approve the following financial reports. Approved unanimously by those members present. Motion carried: 8-0-0.

A. **BUDGET/FINANCE**

1. Payroll for the month of **October & November 2019**, the processing of Electronic Funds Transfers for **October & November 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 **December 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 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 **October & November 2019**.

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

1. Revenue Summary

A Revenue Summary for the month of **October & November 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 **October & November 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

January 7, 2020

Date

3. Treasurer's Report

In accordance with 18A:22-8.1 and 18A:22-8.2 for the month of **October & November 2019**, the preliminary Report of the Treasurer of School Funds for the 2018-2019 school year are in agreement with the **October & November 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 **January 7, 2020** and after review of the Secretary's Monthly Financial Report and the Treasurer's Monthly Financial Report for **October & November 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.

XIII. Public Participation - Mike Rothman, Deputy Mayor/Township Committee – Stated that he was here if we need him and he is very open minded.

XIV. Old Business

XV. School Business Administrator's Action Items

1. School Audit

Motion: Albert Casper Second: Dyron Corley – to read, discuss, and accept the Comprehensive Annual Financial Report for the Fiscal Year Ended June 30, 2019, and the Auditor's Management Report on Administrative Findings, Financial, Compliance and Performance for the Fiscal Year Ended June 30, 2019, as presented by the School Business Administrator, Lisa DiNovi. Approved unanimously by those members present. Motion carried: 8-0-0

**Audit Findings/Corrective Action Plan**

Motion: Jesse Briggs Second: John Cerrito – to read, discuss and accept the following Correction Action Plan to address the audit findings:

District: Downe Township, Cumberland County  
Type of Audit: Annual Audit – Type II District  
Date of Board Meeting: January 7, 2020  
Contact Person: Lisa M. DiNovi Telephone Number: (856) 447-4409 x5690

**FINANCIAL PLANNING, ACCOUNTING AND REPORTING**

**Recommendation 2019-01**

The Board Secretary's and Treasurer's reports were not presented monthly to the Board and were not submitted to the executive county superintendent, as prescribed in N.J.S.A. 18A:17-9 and 18A:17-36.

**Corrective Action Approved by the Board**

More care will be taken with the Board Secretary's and Treasurer's reports are presented monthly to the Board and submitted to the executive county superintendent, as prescribed in N.J.S.A. 18A:17-9 and 18A:17-36.

**Method of Implementation**

The Business Administrator will ensure that the Board Secretary's and Treasurer's reports are presented monthly to the Board and is submitted to the executive county superintendent, as prescribed in N.J.S.A. 18A:17-9 and 18A:17-36.

**Recommendation 2019-02**

A report detailing all adjusting entries posted into the general ledger was not available for review.

**Corrective Action Approved by the Board**

A report detailing all adjusting entries posted to the general ledger will be made available to the auditor for review.

**Method of Implementation**

The Business Administrator will ensure that a report detailing all adjusting entries posted to the general ledger will be made available to the auditor for review.

Person Responsible for Implementation: Business Administrator

Completion Date of Implementation: June 30, 2020

Approved unanimously by those members present. Motion carried: 8-0-0

2. **School Food Authority-School Nutrition Program - Corrective Action Plan** – Motion: Albert Casper Second: Marie Blizzard – to approve the School Food Authority-School Nutrition Program – Corrective Action Plan for Fiscal Year 2017-2018 – Copy Attached. Approved unanimously by those members present. Motion carried: 8-0-0.

3. **Election Results** – Motion: Albert Casper Second: Dyron Corley – to acknowledge the official election results from the School Election held November 2019:

<b><u>CATEGORY</u></b>	<b><u>CANDIDATES</u></b>	<b><u>VOTE</u></b>
3 Members (3-Year Term)	Marie Blizzard	269
	Stultz Taylor	207
	Darla Saulin	197
	Brent Daly	186
		<u>859</u>

Approved unanimously by those members present. Motion carried: 8-0-0

XVI. Executive Session

Motion: Jesse Briggs Second: Marie Blizzard – to enter into executive session at 7:26 PM to discuss student and personnel matters. Approved unanimously by those members present. Motion carried: 8-0-0.

Motion: Dyron Corley Second: John Cerrito - to return to regular session at 7:50 PM. Approved unanimously by those members present. Motion carried: 8-0-0.

XIV. Superintendent's Action Items

**HIB (Harassment, Intimidation & Bullying)** – Motion: Albert Casper Second: Marie Blizzard – to affirm the action taken and approve the November & December 2019 HIB Report. Approved unanimously by those members present. Motion carried 8-0-0.

**Intent to Retire** – Motion: Marie Blizzard Second: Darla Saulin – to accept with regrets the intent to retire from Pamela Schumacher effective July 1, 2020. Roll call vote was taken. Approved unanimously by those members present. Motion carried: 8-0-0.

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

Terrilyn Whildin Substitute van driver  
Approved unanimously by those members present. Motion carried: 8-0-0.

**Home Instruction** – Motion: Albert Casper Second: Dyron Corley – with the recommendation of the Superintendent, to appoint Joseph Henault to provide home instruction for a district student starting the week of December 2, 2019. Compensation - \$40.00 per hour as per contract. Approved unanimously by those members present. Motion carried: 8-0-0.

**Commencement of Negotiations** - Tabled

**Yearbook Club Ad** – Motion: Marie Blizzard Second: Darla Saulin - to approve the Board place a full-page ad in the Class of 2020 Yearbook at the cost of \$75.00. Approved unanimously by those members present. Motion carried: 8-0-0.

**Bridgeton High School Tuition Contracts** – Motion: Albert Casper Second: Marie Blizzard – to approve the following tuition contracts with Bridgeton High School for high school students sent for the 2019-2020 school year:

<u>Students</u>	<u>Cost Per Pupil</u>
(3) Regular Education Students	\$14,463
(2) Special Education Students – LLD	\$18,424

Approved unanimously by those members present. Motion carried: 8-0-0.

**Cumberland County Technical Education Center Tuition Contracts** – Motion: Darla Saulin Second: Albert Casper – to approve the revised tuition contracts with Cumberland County Technical Education Center for the following students sent for the 2019-2020 school year:

	<u># Of Students</u>	<u>Cost Per Pupil</u>
Full-time STRIVE Program	1	\$14,500.00
Full-time Regular Education	15	\$ 6,282.00
Full-time Special Education	1	\$ 7,219.00

Approved unanimously by those members present. Motion carried: 8-0-0.

**Donation** – Motion: Marie Blizzard Second: Darla Saulin - to approve the donation from Kathryn Ryan in the amount of \$1,000.00 to be utilized for the district's music program. Approved unanimously by those members present. Motion carried: 8-0-0.

**Other District Reports**

- a. Nurse's Report November
- b. Enrollment
- c. Security/Safety Drills
  - (1) Fire Drill 11/5/19 & 12/18/19
  - (2) Lockdown 11/22/19 & Outside Active Shooter 12/10/19

**For Your Information:**

- a. Board Photo for Yearbook – Plan for photo to be taken at this meeting
- b. Department of Education – Sending/Receiving Representation Letter

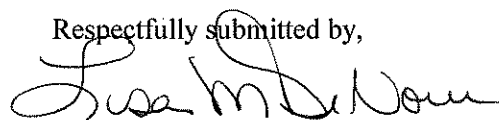
XV. New Business

**Board Member Appointment** – Motion: Darla Saulin Second: Marie Blizzard – to appoint Kimberly Beardsworth to the vacancy on the Board pending criminal history clearance. Approved unanimously by those members present. Motion carried: 8-0-0.

- XVI. Public Participation – Ashley Sanza – Questioned “hauling fee” for Check#7170. Asked about the heating system for the coming winter.  
Kimberly Beardsworth – Thanked the Board of Education for the opportunity to serve on the Board.

- XVII. Adjournment – Motion: Marie Blizzard Second: Jesse Briggs - to adjourn the meeting at 8:10 P.M. Approved unanimously by those members present. Motion carried: 8-0-0.

Respectfully submitted by,



Lisa DiNovi  
School Business Administrator/  
Board Secretary