

**DOWNE TOWNSHIP BOARD OF EDUCATION
REMOTE WORK SESSION MEETING &
REGULAR BOARD OF EDUCATION MEETING - 6:30 P.M.
June 16, 2020
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:
Kim Beardsworth John Cerrito Stultz Taylor
Marie Blizzard Dyron Corley
Albert Casper Marylou Henderson
Members Absent:
Darla Saulin Board Vacancy
Others present:
Sherri Miller, Superintendent/Principal
Lisa DiNovi, School Business Administrator/Board Secretary
No Public Present
- 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. Work Session – None
- VI. Commencement of Regular Meeting
- VII. Approval of Minutes – Motion: Albert Casper Second: John Cerrito – to approve the work session and regular meeting minutes of May 5, 2020. Voting affirmatively: Albert Casper, Marie Blizzard, Marylou Henderson, Kim Beardsworth, John Cerrito, Stultz Taylor. Voting no: None. Abstentions: Dyron Corley. Motion Carried: 6-0-1.
- VIII. Letters of Correspondence: None
- IX. Financial Reports
Motion – Marie Blizzard Second – John Cerrito – to approve the following reports. Approved unanimously by those members present. Motion carried: 7-0-0
- A. BUDGET/FINANCE
1. Payroll for the month of **March, April, and May 2020**, the processing of Electronic Funds Transfers for **April and May 2020** 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 **May 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 **March, April and May 2020**.

B. BOARD SECRETARY/BUSINESS ADMINISTRATOR'S REPORTS

1. Revenue Summary

A Revenue Summary for the months of **March, April and May 2020** 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 **March, April and May 2020** 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

June 16, 2020

Date

3. Treasurer's Report

In accordance with 18A:22-8.1 and 18A:22-8.2 for the month of **March, April and May 2020**, the preliminary Report of the Treasurer of School Funds for the 2019-2020 school year are in agreement with the **March, April and May 2020** 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 **June 16, 2020** and after review of the Secretary's Monthly Financial Report and the Treasurer's Monthly Financial Report for **March, April and May 2020**, 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.

X. Public Participation - None

XI. Old Business - None

XII. School Business Administrator's Action Items

Nonpublic/School Choice Transportation – Motion: Albert Casper Second – Marie Blizzard – to approve paying the aid-in-lieu of transportation amount of \$1,000.00 to eligible nonpublic/school choice students for the 2020-2021 school year. Approved unanimously by those members present. Motion carried: 7-0-0.

Audit Corrective Action Plan – Certificate of Implementation – Motion: Albert Casper Second – Marie Blizzard – to approve submission of the Certification of Implementation for the Audit Corrective Action Plan for the Fiscal Year ended 6/30/2019. Approved unanimously by those members present. Motion carried: 7-0-0.

Prescription and Dental Insurance Renewal – Motion: Albert Casper Second – Marie Blizzard – to approve the renewal of the Prescription Insurance through Benecard effective 7/1/2020 through 6/30/2022 and the Dental Insurance through Horizon Healthcare Dental Services Group effective 7/1/2020 through 6/30/2021. Renewal Rates: Benecard - 0% increase, Dental Choice K - 0% increase and PPO Access Plan - 0 % increase. Approved unanimously by those members present. Motion carried: 7-0-0.

Medical Insurance Renewal – Motion: Marie Blizzard Second: John Cerrito – to approve the Renewal of Medical Insurance through Southern Coastal Regional Employee Benefits Fund administered by Allen Associates effective August 1, 2020. The medical plan benefits will be provided by Aetna and will match the current benefits. Approved unanimously by those members present. Motion carried: 7-0-0.

2019-2020 Extraordinary Aid – Motion: Marie Blizzard Second: John Cerrito – to approve submitting to the Department of Education the 2019-2020 Extraordinary Aid Application for the district's classified student(s) who had certain expenses over a set threshold. Approved unanimously by those members present. Motion carried: 7-0-0.

Tax Levy Payment from Township – Motion: Marie Blizzard Second: John Cerrito – to approve the invoice sent to the Township showing the breakdown of the tax levy for the 2020-2021 school year. Approved unanimously by those members present. Motion carried: 7-0-0.

ESEA/NCLB – FY-2021 – Motion: Marie Blizzard Second: John Cerrito – to authorize submission of the ESEA/NCLB Application for Fiscal Year 2021 and accept the grant award of the following funds:

Title I Part A	\$ 67,493
Title II Part A	5,179
Title IV	<u>10,000</u>
	\$ 82,672

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

I.D.E.A. FY-2021 – Motion: Dyron Corley Second: Albert Casper – to authorize submission of the I.D.E.A. application for Fiscal Year 2021 and accept the grant award of the following funds:

Basic	\$60,540
Preschool	\$ 845
	\$61,385

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

Vended Meals Contract – Motion: Dyron Corley Second: Albert Casper – to approve the Vending Agreement with Lawrence Township BOE for Lawrence to provide lunches to Downe for the 2020-2021 school year and an Agreement for LEA Consolidating School Meal Programs with Downe. Approved unanimously by those members present. Motion carried: 7-0-0.

Modified Transportation Services Agreement between the Board of Education and Sheppard Bus – Motion: Dyron Corley Second: Albert Casper – to approve the Transportation Services Modification Agreement with Sheppard Bus for 70% of the payments of transportation routes affected by COVID-19 for March (unpaid portion), April, May, and June 2020. This agreement will apply to all renewed contracts if school fails to open in 2020-2021. Approved unanimously by those members present. Motion carried: 7-0-0.

School Alliance Insurance Fund Exposure Report – Motion – Dyron Corley Second: Albert Casper – to approve the Exposure Report from the School Alliance Insurance Fund dated March 2, 2020. Approved unanimously by those members present. Motion carried: 7-0-0.

XIII. Superintendent's Action Items

HIB (Harassment, Intimidation & Bullying) – Motion: Albert Casper Second Marie Blizzard – to affirm the action taken and approve the May 2020 HIB Reports. Approved unanimously by those members present. Motion carried: 7-0-0.

HIB Grade – Motion: Albert Casper Second Marie Blizzard – to review and acknowledge the official report of the district's 2018-2019 HIB grade of 74. Copies of this report were made available to the public and the report has been posted on the district's website in accordance with the Anti-Bullying Rights Act (P.L. 2010, c122). Approved unanimously by those members present. Motion carried: 7-0-0.

Agreement between the Board of Education and Administrative Office Manager – Motion: Albert Casper Second Marie Blizzard – with the recommendation of the superintendent, to appoint Sandra Lore to the position of Administrative Office Manager and to approve the Agreement between the Board of Education and the Administrative Office Manager, effective July 1, 2020 through June 30, 2021. Roll call vote was taken. Approved unanimously by those members present. Motion carried: 7-0-0.

Salary Guide Adjustment – Motion: Albert Casper Second Marie Blizzard – to approve a salary guide adjustment for the following staff members effective September 1, 2020:

Lesa Robbins – from BA to BA15

Rachel Howgate – from BA to BA15

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

Tutor/Teacher – Motion: Albert Casper Second Marie Blizzard – to appoint the following staff to provide tutor instruction for district students between the period of July 1, 2020 through August 30, 2020. Compensation - \$40/hr. as per contract.

<u>Teacher</u>	<u>Student</u>
Joseph Henault	7 th Grade Student – (10) hours
Marybeth McFadden	Preschool Student – (10) hours
Laura Buonadonna	Preschool Student – (10) hours

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

School Physician – Memorandum of Agreement – Motion: Marie Blizzard Second: Albert Casper – to approve the Memorandum of Agreement between CompleteCare Health Network and the Downe Township Board of Education for school physician services effective July 1, 2020 through June 30, 2021. Cost - \$3,200. Approved unanimously by those members present. Motion carried: 7-0-0.

Board Solicitor's Professional Services Agreement – Motion: Marie Blizzard Second: Albert Casper – to approve the Professional Service Agreement between the Board of Education and Board Solicitor, Frank DiDomenico, Esq. effective July 1, 2020 through June 30, 2021. Compensation - \$140.00/hr. for all routine services. Voting affirmatively: Albert Casper, Marie Blizzard, Marylou Henderson, Kim Beardsworth, Dyron Corley, John Cerrito. Voting no: None. Abstentions: Stultz Taylor. Motion carried: 6-0-1.

Architect of Record – Standard Form of Agreement – Motion: Marie Blizzard Second: Albert Casper – to approve the Standard Form of Agreement between the Board of Education and Architect of Record, Manders Merighi Portadin Farrell Architects, LLC effective July 1, 2020 through June 30, 2021. Approved unanimously by those members present. Motion carried: 7-0-0.

Nursing Services (LPN) with Wright Choice – Motion: Marie Blizzard Second: Albert Casper – to approve contracting LPN nursing services with Wright Choice For Home Health Care, LLC, for a resident student attending Bridgeton High School for the 2020-2021 school year. Approved unanimously by those members present. Motion carried: 7-0-0.

Special Education Out-of-District Placement 2020-2021 – Motion: Albert Casper Second: Dyron Corley – to approve the out-of-district placement at Cape May County Special Services for the following students for the 2020-2021 school year:

<u>Student</u>	<u>Program</u>	<u>Regular School Year</u>	<u>Extended School Year</u>	<u>One-to-One Aide</u>	<u>Itinerant Services</u>
1	Multiple Disabilities	\$48,750	\$2,725	N/A	OT/PT/SP

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

Lunch and Breakfast Prices – Motion: Albert Casper Second: Dyron Corley – to approve the following lunch and breakfast prices for students for the 2020-2021 school year:

	<u>Full Price</u>	<u>Reduced Price</u>
Lunch	\$2.75 (was \$2.65)	\$.40
Breakfast	\$1.80 (was \$1.70)	\$.30

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

Kid's Center Summer Program – Motion: Albert Casper Second: Dyron Corley – to approve the Kids Center Summer Program for 2020. Any trips using Downe Township buses will be driven by district drivers and all transportation and driver costs will be borne by Kids' Center, Approved unanimously by those members present. Motion carried: 7-0-0.

Itinerant Shared Services Agreement Summer 2020 – Motion: Albert Casper Second: Dyron Corley – to approve Itinerant Shared Services Agreement between the Downe Township Board of Education and the Lawrence Township Board of Education effective July 1, 2020 through August 30, 2020. Service fees are as follows:

Certified Teacher \$29/hour

Speech/Language Therapist \$29/hour

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

Other District Reports

- a. Nurse's Report – March, April, May
- b. Enrollment – May

For Your Information

- a. Reminder: Please submit the Superintendent and Board Self-Evaluation as soon as possible.
- b. NJSBA Convention will now be a virtual conference held on October 20-22, 2020.

XIV. New Business- None

XV. Public Participation

Sherri Miller stated Downe Township had a smooth closing of school and that the staff went on buses and waved to the town on the last day of school.

XVI. Adjournment – Motion: Marie Blizzard Second: John Cerrito – to adjourn the meeting at 7:00 P.M. Roll call vote was taken. Approved unanimously by those members present. Motion carried: 7-0-0.

Respectfully submitted by,



Lisa DiNovi
School Business Administrator/
Board Secretary