

**DOWNE TOWNSHIP BOARD OF EDUCATION
BUDGET PUBLIC HEARING, WORK SESSION MEETING &
REGULAR BOARD OF EDUCATION MEETING - 6:30 P.M.
MAY 5, 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	Marylou Henderson
Marie Blizzard	Darla Saulin
John Cerrito	Stultz Taylor

Members absent:

Albert Casper	Dyron Corley	Board Vacancy
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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

* Albert Casper arrived at the meeting at 6:42 p.m.

V. **PUBLIC HEARING – 2020-2021 SCHOOL BUDGET**

▪ **OPEN PUBLIC HEARING**

The Public Hearing on the 2020-2021 proposed budget was opened.

▪ **PRESENTATION**

The Business Administrator, Lisa DiNovi, presented an overview of the proposed budget for the 2020-2021 school year.

▪ **AUDIENCE PARTICIPATION**

The meeting was opened to the public.

Lesa Robbins – Asked about having the heater replaced instead of the windows

John Cerrito – Questioned the transportation contracts being paid

Expressed concern with the three-cent increase when many are unemployed

Megan Jones - Asked the amount allowed for teacher supplies for 2020-2021 school year

▪ **CLOSE PUBLIC HEARING**

The Public Hearing on the 2020-2021 proposed budget was closed.

■ **RESOLUTION**

Motion: Darla Saulin Second: Albert Casper – to approve, by Resolution, the 2020-2021 school budget totaling \$4,079,139. The local tax levy to be raised for general fund is \$1,520,928 and a debt service tax levy of \$0 for a total tax levy of \$1,520,928.

Current Expense	\$	3,403,313
Capital Outlay	\$	302,734
Total General Fund	\$	3,706,047
Special Revenue	\$	685,583
Debt Service	\$	0
TOTAL BUDGET	\$	4,391,630

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

VI. Work Session - None

VII. Commencement of Regular Meeting

VIII. Reorganization for 2020-2021 School Year

Motion: Darla Saulin Second: John Cerrito – to approve the following reorganization appointments for the 2020-2021 school year. Roll call vote was taken. Voting affirmatively: Albert Casper, Marylou Henderson, Kim Beardsworth, John Cerrito, Darla Saulin. Voting no: None Abstentions: Marie Blizzard (S.M. only), Stultz Taylor (R.G. only). Motion carried: 5-0-2.

- A. Selection of Official Bank - to maintain OceanFirst as the official bank.
- B. Selection of School Physician – to maintain CompleteCare Health Network as the school physician.
Rate: (Not available yet – currently \$3,200)
- C. Selection of Board Solicitor - to maintain Frank DiDomenico, Esq. as board solicitor for a one-year term. Rate: \$140/hr.
- D. Selection of Auditing Firm – after review of the board auditor bids opened on February 27, 2020, to appoint Nightlinger, Colavita & Volpa as the official auditor for the district. Net fee: \$16,900.
- E. Selection of Architect of Record – to maintain Manders Merighi Portadin Farrell Architects, LLC as architect of record. Rates are attached.
- F. Selection of Insurance Broker/EUS – to maintain Conner Strong & Buckelew Companies, Inc. as insurance broker/EUS.
- G. Appointment of Affirmative Action Officer - to reappoint Wallace Maines as Affirmative Action Officer.
- H. Appointment of Section 504 Compliance Officer - to reappoint Sherri Miller as Section 504 Compliance Officer. (Marie Blizzard abstained on this item).
- I. Appointment of Title IX Coordinator - to reappoint Sherri Miller as Title IX Coordinator. (Marie Blizzard abstained on this item).
- J. Appointment of ADA Coordinator - to reappoint Sherri Miller as ADA Coordinator. (Marie Blizzard abstained on this item).

- K. Appointment of Public Agency Compliance Officer - to reappoint Lisa DiNovi, School Business Administrator as Public Agency Compliance Office.
- L. Appointment of Purchasing Agent - to reappoint Lisa DiNovi, School Business Administrator as Purchasing Agent and to implement the following limits for bids and quotes:
 - Must go out to bid anything over \$40,000
 - Must get three quotes anything over \$ 6,000
- M. Appointment of Right to Know Officer – to reappoint Ralph Gale, Head Custodian, as Right to Know Officer. (Stultz Taylor abstained on this item).
- N. Appointment of Integrated Pest Management Coordinator - to reappoint Ralph Gale, Head Custodian, as Integrated Pest Management Coordinator. (Stultz Taylor abstained on this item).
- O. Appointment of Custodian of Records – to reappoint Sherri Miller as Custodian of Records with Sandi Lore, Administrative Office Manager, as alternate as of July 1, 2020. (Marie Blizzard abstained on this item).

- IX. Approval of Minutes – Motion: Marie Blizzard Second: Albert Casper – to approve the work session and regular meeting minutes of February 18, 2020. Roll call vote was taken. Approved unanimously by those members present. Motion carried: 7-0-0.

Motion: Marie Blizzard Second: Albert Casper – to approve the work session and regular meeting minutes of March 17, 2020. Roll call vote was taken. Approved unanimously by those members present. Motion carried: 7-0-0.

Motion: Marie Blizzard Second: Albert Casper – to approve executive session meeting minutes of March 17, 2020 Roll call vote was taken. Approve unanimously by those members present. Motion carried: 7-0-0.

- X. Letters of Correspondence – None

XI. Financial Reports

Motion: John Cerrito Second: Darla Saulin – to approve the following financial reports. Approved unanimously by those members present. Motion carried: 7-0-0.

A. BUDGET/FINANCE

1. Payroll for the month of **January and February 2020**, the processing of Electronic Funds Transfers for **January, February and March 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 **February, March and April 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 **January and February 2020**.
3. Voided Checks
To acknowledge that general fund check #7302 was voided.
To acknowledge that payroll account check #5247 was voided.

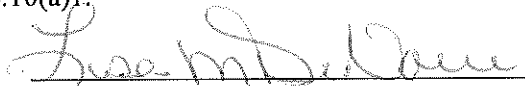
May 5, 2020

B. BOARD SECRETARY/BUSINESS ADMINISTRATOR'S REPORTS**1. Revenue Summary**

A Revenue Summary for the month of **January and February 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 **January and February 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

May 5, 2020

Date

3. Treasurer's Report

In accordance with 18A:22-8.1 and 18A:22-8.2 for the month of **January and February 2020**, the preliminary Report of the Treasurer of School Funds for the 2019-2020 school year are in agreement with the **January and February 2020** 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 **May 5, 2020** and after review of the Secretary's Monthly Financial Report and the Treasurer's Monthly Financial Report for **January and February 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.

XII. Public Participation – Ashely Sanza – Asked about ordering for the 2020-2021 year and the possibility of ordering from sites like Teachers Pay Teachers

XIII. Old Business - None

XIV. School Business Administrator's Action Items

Establishment of 2020-2021 Chart of Accounts – Motion: Marie Blizzard Second: Albert Casper – to approve the establishment of the chart of accounts for the 2020-2021 school year. Roll call vote was taken. Approved unanimously by those members present. Motion carried: 7-0-0.

Petty Cash – Motion: Marie Blizzard Second: Albert Casper – to approve closing the petty cash fund for the 2019-2020 school year and establishing the petty cash fund of \$250 for the 2020-2021 school year. Roll call vote was taken. Approved unanimously by those members present. Motion carried: 7-0-0.

Year-End Transactions – Motion: Marie Blizzard Second: Albert Casper – to authorize the Business Administrator and Superintendent to complete the appropriate year-end transactions in order to properly close the financials for the 2019-2020 school year. This includes making appropriate transfers, adjustments, and payments. Every transaction will be presented to the Board for review at a future meeting. Roll call vote was taken. Approved unanimously by those members present. Motion carried: 7-0-0.

Transportation Jointure Agreement – Motion: Albert Casper Second: John Cerrito – to approve the 2019-2020 Transportation Jointure Agreement between Downe Township BOE and the Maurice River Township BOE for the following route:

<u>Route</u>	<u>Destination</u>	<u>Districts</u>	<u>Dates</u>	<u>#of Students</u>	<u>Jointure Cost</u>
DT#14	Creative Achievement	Maurice River/Downe	09/05/19-06/17/20	2	\$143.35 (per diem)

Roll call vote was taken. Voting affirmatively: Albert Casper, Marie Blizzard, Marylou Henderson, John Cerrito, Darla Saulin, and Stultz Taylor. Voting no: None Abstentions: Kim Beardsworth. Motion carried: 6-0-1.

Report of Awarded Contracts – Motion: Albert Casper Second: John Cerrito – to approve the list of all contracts that the Board has awarded and included in the official board minutes during the past 12 months, ending June 30, 2020. This includes contract awards pursuant to New Jersey's procurement laws; i.e. bids for goods and services, transportation, as well as awards pursuant to board resolution for professional and extraordinary services. Roll call vote was taken. Voting affirmatively: Albert Casper, Marie Blizzard, Marylou Henderson, John Cerrito, Darla Saulin, and Stultz Taylor. Voting no: None Abstentions: Kim Beardsworth. Motion carried: 6-0-1.

Memorandum of Understanding with the State Office of Emergency Management – Motion: Albert Casper Second: John Cerrito – to approve the Memorandum of Understanding with the New Jersey State Office of Emergency Management. Roll call vote was taken. Approved unanimously by those members present. Motion carried: 7-0-0.

Resolution to Oppose Bill to Delay Property Tax Payment – Motion: Albert Casper Second: John Cerrito – to adopt the attached resolution to oppose Assembly Bill 3902 to delay property tax payment to school districts. Roll call vote was taken. Approved unanimously by those members present. Motion carried: 7-0-0.

NJSIG 2020 Safety Grant – Motion: Albert Casper Second: John Cerrito – to approve submission of the NJSIG 2020 Safety Grant application in the amount of \$2000.00. Roll call vote was taken. Approved unanimously by those members present. Motion carried 7-0-0.

XV. Executive Session – None

XVI. Superintendent's Action Items

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

Appointment of Part-Time Bus Aide – Temporary Position – Motion: Marie Blizzard Second: Darla Saulin – with the recommendation of the Superintendent, it is recommended that the Board of Education appoint the following staff member as a part-time bus aide (temporary position) at the hourly rate of \$17.19:

a. Abigail Sedeyn

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

Reappointment of Substitutes – Motion: John Cerrito Second: Marylou Henderson – with the recommendation of the Superintendent, it is recommended that the Board of Education reappoint all substitutes as attached and a letter of intent be sent to each. Approved unanimously by those members present. Motion carried: 7-0-0.

Approve Employee Profile for 2020-2021 – Motion: John Cerrito Second: Albert Casper – with the recommendation of the Superintendent, it is recommended that the Board approve the attached Employee Profile for the 2020-2021 school year. Roll call vote was taken. Voting affirmatively: Albert Casper, Marylou Henderson, Kim Beardsworth, John Cerrito, Darla Saulin. Voting no: None. Abstentions: Marie Blizzard (S.M. only), Stultz Taylor (R.G. only). Motion carried: 5-0-2.

Substitute Rates for 2020-2021 – Motion: Marie Blizzard Second: Darla Saulin – with the recommendation of the Superintendent, to approve the attached substitute rates for the 2020-2021 school year. Approved unanimously by those members present. Motion carried: 7-0-0.

Preschool Program Plan 2020-2021 – Motion: John Cerrito Second: Marie Blizzard – to approve submission of the district's revised Budget Planning Workbook for 2020-2021. Approved unanimously by those members present. Motion carried: 7-0-0.

Non-Resident Tuition Rate – Motion: Darla Saulin Second: Marie Blizzard – to establish the non-resident tuition rate for Preschool programs for the 2020-2021 school year:

\$3,000 for 1st child

\$2,000 for 2nd child and other children

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

Student Matter – Release and Settlement Agreement – Motion: John Cerrito Second: Darla Saulin – to approve the Release and Settlement Agreement for placement for a district student. Roll call vote was taken. Voting affirmatively: Albert Casper, Marie Blizzard, Marylou Henderson, John Cerrito, Darla Saulin, Stultz Taylor. Voting no: None. Abstentions: Kim Beardsworth. Motion carried: 6-0-1.

Business Services – Subcontracting Agreement – Motion: Marie Blizzard Second: Albert Casper – to approve the Subcontracting Agreement between the Lawrence Township Board of Education and the Downe Township Board of Education to provide business services for the district effective July 1, 2020 through June 30, 2021. Cost: \$75,000 (no increase). Approved unanimously by those members present. Motion carried 7-0-0.

Child Study Team Services – Subcontracting Agreement – Motion: Marie Blizzard Second: Darla Saulin – to approve the Subcontracting Agreement between the Lawrence Township Board of Education and the Downe Township Board of Education to provide child study team services for the district effective July 1, 2020 through June 30, 2021. Cost: \$100,344 (increase of \$23,784). Approved unanimously by those members present. Motion carried: 7-0-0.

Computer Services Agreement with Lawrence Township – Motion: John Cerrito Second: Albert Casper – to approve the Computer Services Agreement for Technology Services between Lawrence Township Board of Education and the Downe Township Board of Education effective 7/1/20 through 6/30/21. Cost: \$8,000 (no increase). Approved unanimously by those members present. Motion carried: 7-0-0.

Blackboard – Voice Broadcasting – Motion: Albert Casper Second: Marie Blizzard – to approve the Renewal Notice with Blackboard for voice broadcasting services for the 2020-2021 school year at a cost of \$346.00 = 173 students @ \$2.00. Approved unanimously by those members present. Motion carried: 7-0-0.

School Calendar – Motion: Albert Casper Second: Marie Blizzard – to approve the 2020-2021 School Calendar. This proposed calendar has already been shared with the staff. Approved unanimously by those members present. Motion carried: 7-0-0.

Professional Day Requests – Motion: John Cerrito Second: Darla Saulin – to approve the Professional Day requests as attached. Roll call vote was taken. Approved unanimously by those members present. Motion carried: 7-0-0.

School Closure Plan – Motion: Darla Saulin Second: Marie Blizzard – to approve the School Closure Plan as an ever-changing document that may need to be updated at any time. Approved unanimously by those members present. Motion carried: 7-0-0.

Other District Reports

- a. Nurse's Report (February)
- b. Enrollment (February and March)
- c. Security/Safety Drills
 - (1) Fire Drill 2/3/2020
 - (2) Bomb Evacuation 2/19/2020
 - (3) Front of Building Evacuation 3/10/2020

XII. New Business

- XVIII. Public Participation –** Lesa Robbins – Asked about the increase in the Child Study Team Contract.
Stultz Taylor – Asked about honoring graduates in some capacity.
Ashley Sanza – Asked if the minutes from the meeting will be made available.
Megan Jones – Asked about increase to substitute rates.

- XIX. Adjournment –** Motion: John Cerrito Second: Marie Blizzard - to adjourn the meeting at 7:31 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