

**DOWNE TOWNSHIP BOARD OF EDUCATION
WORK SESSION MEETING &
REGULAR BOARD OF EDUCATION MEETING - 6:30 P.M.
NOVEMBER 19, 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 John Cerrito Stultz Taylor
Jesse Briggs Marylou Henderson
Albert Casper Darla Saulin
Members absent:
Dyron Corley 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. Work Session - Committee Reports were given.
- VI. Commencement of Regular Meeting
- VII. Approval of Minutes – Motion: Albert Casper Second: Marie Blizzard - to approve the work session and regular meeting minutes of October 15, 2019. Approved unanimously by those members present. Motion carried: 7-0-0.
- VIII. Letters of Correspondence
- IX. Financial Reports
Motion: Albert Casper Second: Marie Blizzard – 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 **September 2019**, the processing of Electronic Funds Transfers for **September 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 **November 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 **July, August, & September 2019**.

3. Voided Check

To acknowledge the general fund check#7113 for \$3,116.15 was voided.

B. BOARD SECRETARY/BUSINESS ADMINISTRATOR'S REPORTS

1. Revenue Summary

A Revenue Summary for the month of **July, August, & September 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 **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

November 19, 2019

Date

3. Treasurer's Report

In accordance with 18A:22-8.1 and 18A:22-8.2 for the month of **July, August, & September 2019**, the preliminary Report of the Treasurer of School Funds for the 2018-2019 school year are in agreement with the **July, August, & September 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 **November 19, 2019** and after review of the Secretary's Monthly Financial Report and the Treasurer's Monthly Financial Report for **July, August, & September 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.

X. Public Participation - None

XI. Old Business – Follow up on use of Roundup

XII. School Business Administrator's Action Items

ESEA FY-2019 Final Report & FY-2020 Amendment – Motion: Albert Casper Second: Jesse Briggs – to approve the ESEA FY-2019 Final Report and the FY-2020 Amendment #1 to include the carryover monies from ESEA FY-2019.

	<u>Title IA</u>	<u>Title IIA</u>	<u>Title IV</u>
Allocation FY-2020	\$67,121	\$ 8,671	\$10,000
Carryover FY-2019		2,891	
Amended Allocation FY 2020	\$67,121	\$11,562	\$10,000

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

School Bus Emergency Evacuation Drills – Motion: Darla Saulin Second: Jesse Briggs – to acknowledge the following School Bus Emergency Evacuation Drill was performed.

<u>Date of Drill</u>	<u>Time</u>	<u>Location of Drill</u>	<u>Route Numbers</u>	<u>Name of Staff Conducting Drill</u>
10/29/19	8:50 a.m.	Downe Elementary	DT#1, 2, 3, 3a (Sheppard)	Sherri Miller and Wallace Maines
		Front of School Bldg.	DT#8 (Downe) Lt Rte. 20-107	

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

Participation in ACES Energy Services – Motion: Albert Casper Second: Jesse Briggs – to approve participation in ACES Energy Services for electrical services for the district. The participation will become effective upon passage and shall be valid until May, 2023. Approved unanimously by those members present. Motion carried 7-0-0.

XIII. Executive Session

Motion: Marie Blizzard Second: John Cerrito – 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: Marie Blizzard Second: Jesse Briggs - to return to regular session at 7:07 PM. Approved unanimously by those members present. Motion carried: 7-0-0.

*Dyron Corley arrived at the meeting at 7:07 p.m.

XIV. Superintendent's Action Items

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

Intent to Retire – Motion: Marie Blizzard Second: Dyron Corley – to accept with regrets the intent to retire from Candy Stratton effective July 31, 2020. Roll call vote was taken. Approved unanimously by those members present. Motion carried: 8-0-0.

ESEA Salaries – Motion: Albert Casper Second: Darla Saulin – to approve the following breakdown of the ESEA salaries for the 2019-2020 school year.

	TOTAL	ALLOCATION	ESEA-TITLE I	BASIC SKILLS
TEACHER	SALARY	%	ALLOCATION	ALLOCATION
G. D'Emilio	\$78,763	63%	\$49,700	\$29,063

Roll call vote was taken. Approved unanimously by those members present. Motion carried: 8-0-0.

Co-Curricular Activities – Motion: Dyron Corley Second: Albert Casper – to approve the revised co-curricular coaches and advisors for the 2019-2020 school year. Roll call vote was taken. Approved unanimously by those members present. Motion carried: 8-0-0.

Reorganization and Regular January Board Meeting – Motion: Marie Blizzard Second: Darla Saulin – to approve holding the Reorganization & Regular January meeting on Tuesday, January 7, 2020 at 6:30 P.M. Approved unanimously by those members present. Motion carried: 8-0-0.

Kids' Center Donor Agreement – Motion: Albert Casper Second: Dyron Corley – to authorize the acceptance and signing of the Public Donor Agreement between the Community Health Care, Inc. (Kids' Center) and the Downe Township Board of Education with new effective dates of 1/1/20 through 12/31/20. Approved unanimously by those members present. Motion carried: 8-0-0.

Nursing Services (LPN) with Wright Choice – Motion: Jesse Briggs Second: Darla Saulin – to approve contracting LPN nursing services with Wright Choice For Home Health Care, LLC, for a resident student attending Bridgeton High School for the 2019-2020 school year. Approved unanimously by those members present. Motion carried: 8-0-0.

District/Board Goals and Objectives – Motion: Jesse Briggs Second: Dyron Corley – to approve the District/Board Goals and Objectives with Action Plan for the 2019-2020 school year. Approved unanimously by those members present. Motion carried: 8-0-0.

Memorandum of Agreement Between Downe Township and Law Enforcement Officials – Motion: Albert Casper Second: John Cerrito – to approve the Uniform Memorandum of Agreement between the Downe Township Board of Education and the Law Enforcement Officials to include an updated contact list for 2019-2020 school year. Approved unanimously by those members present. Motion carried: 8-0-0.

Donations for Graduation & Afterglow – Motion: Jesse Briggs Second: Marie Blizzard -- to accept the donation of \$1,000 from US Silica for the eighth grade graduation and afterglow. Approved unanimously by those members present. Motion carried: 8-0-0.

Professional Day Requests – Motion: Marie Blizzard Second: Darla Saulin – to approve the Professional Day requests as attached. Approved unanimously by those members present. Motion carried: 8-0-0.

Facilities Request/Fund Raisers – Motion: Albert Casper Second: Jesse Briggs – 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	Breakfast with Santa	12/7/19
b. Kids' Center	Holiday Baking	12/18/19
c. Kids' Center	Spaghetti Dinner & Game Night	1/16/20
d. Kids' Center	March Madness Basketball Night	3/18/20
e. Kids' Center	Flower Sale	4/21/20 – 5/6/20
f. Kids' Center	Garden Club Basto Trip	TBD

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

For Your Information

- a. Report on District's Test Results

Other District Reports

- a. Nurse's Report
- b. Enrollment
- c. Security/Safety Drills
 - (1) Fire Drill 10/23/19
 - (2) Inside Lockdown 10/17/19

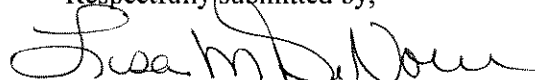
XV. New Business

Board Vacancy – Motion: Marie Blizzard Second: Darla Saulin – to authorize the Business Administrator to advertise for the board vacancy. Approved unanimously by those members present. Motion carried: 8-0-0.

XVI. Public Participation – Stan Kershaw – Questioned the scores of the PARCC test and stated that there is an issue with the new Math and how it is being taught.

XVII. Adjournment – Motion: Dyron Corley Second: Jesse Briggs - to adjourn the meeting at 8:18 P.M. Approved unanimously by those members present. Motion carried: 8-0-0.

Respectfully submitted by,



Lisa DiNovi
School Business Administrator/
Board Secretary