

**DOWNE TOWNSHIP BOARD OF EDUCATION
WORK SESSION MEETING &
REGULAR BOARD OF EDUCATION MEETING - 6:30 P.M.
OCTOBER 15, 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 Marylou Henderson Stultz Taylor
Albert Casper Darla Saulin
Members absent:
Jesse Briggs Dyron Corley Board Vacancy
John Cerrito
Others present:
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 September 17, 2019. Approved unanimously by those members present. Motion carried: 5-0-0.
- 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: 5-0-0.
- A. **BUDGET/FINANCE**
1. Payroll for the month of **August 2019**, the processing of Electronic Funds Transfers for **August 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 **October 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 - Tabled
- B. **BOARD SECRETARY/BUSINESS ADMINISTRATOR'S REPORTS** - Tabled
- XI. Public Participation - Lesa Robbins – Asked about insurance rates.

XII. Old Business - None

XIV. School Business Administrator's Action Items

Comprehensive Maintenance Plan and M-1 – FY 2020-2021 – Motion: Albert Casper Second: Darla Saulin – to submission of the district's schedule M-1 and the Comprehensive Maintenance Plan FY- 2020-2021 in accordance with N.J.A.C. 6A:26A-1, N.J.S.A. 18A:7G-9(b)3, and 18A:33-1. These reports include all activities and expenditures as required maintenance reasonable to ensure the school is kept open and safe for use or in its original condition and maintain the validity of warranties. Approved unanimously by those members present. Motion carried: 5-0-0.

Health & Safety Evaluation – Motion: Albert Casper Second: Darla Saulin – to approve the district's Health & Safety Evaluation of School Buildings which is required for the NJQSAC. Approved unanimously by those members present. Motion carried: 5-0-0.

Budget Calendar – Motion: Darla Saulin Second: Albert Casper – to approve the tentative 2020-2021 Budget Calendar. Approved unanimously by those members present. Motion carried: 5-0-0.

School Choice Transportation to Cumberland Regional – Motion: Marie Blizzard Second: Albert Casper – to approve transportation costs in the amount of \$28,000 for district students attending Cumberland Regional High School's School Choice program for the 2019-2020 school year. Approved unanimously by those members present. Motion carried: 5-0-0.

Bank Signature Cards – Motion: Darla Saulin Second: Albert Casper – to approve bank signatures for the following persons:

- a. Lisa DiNovi, Business Administrator
- b. Melissa Conover, Treasurer
- c. Stultz Taylor, President
- d. Marylou Henderson, Vice President

Approved unanimously by those members present. Motion carried: 5-0-0.

XIII. Executive Session – None

XIV. Superintendent's Action Items

Violence and Vandalism and Harassment, Intimidation or Bullying- Investigations, Trainings and Program (SSDS) 2018-2019 Period 2 – Motion: Albert Casper Second: Darla Saulin – in accordance the Anti-Bullying Bill of Rights Act (P.L. 2010,c.122), a public hearing was specifically conducted to fulfill the district's legal obligation to report incidents of school violence, vandalism, substance and weapons offenses and HIB incidents and trainings and programs to the public. The following information was presented:

Category	Description	Data Collection Date	Submitted to NJDOE
Violence, Vandalism , Weapons, Substance Abuse & HIB	(1) Vandalism (1) HIB Incident	January 1, 2019 to June 30, 2019	July 9, 2019
Suspension of Students with Disabilities	(2) Short-Term Suspensions	January 1, 2019 to June 30, 2019	July 9, 2019
HIB Investigations	(2) Investigations	January 1, 2019 to June 30, 2019	July 9, 2019
HIB Incidents – Confirmed	(1) Confirmed Incident	January 1, 2019 to June 30, 2019	July 9, 2019
HIB Programs	(2) Programs	January 1, 2019 to June 30, 2019	July 9, 2019
HIB Training	(3) Trainings	January 1, 2019 to June 30, 2019	July 9, 2019

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. No questions. Approved unanimously by those member present. Motion carried: 5-0-0.

HIB (Harassment, Intimidation & Bullying) – Motion: Albert Casper Second: Marie Blizzard – to affirm the action taken and approve the September 2019 HIB Report. Approved unanimously by those member present. Motion carried: 5-0-0.

School Self-Assessment for Determining Grades – Motion: Albert Casper Second: Marie Blizzard – in accordance the Anti-Bullying Bill of Rights Act (P.L. 2010,c.122), a public hearing was specifically conducted to fulfill the district's legal obligation to report the results of district's 2018-2019 School Self-Assessment for Determining Grades and to obtain public comment, if any. After the public comment opportunity, a motion to approve to formally submit the ratings to the NJDOE. Approved unanimously by those member present. Motion carried: 5-0-0.

Appointment of Long-Term Elementary Teacher - Motion: Marie Blizzard Second: Albert Casper - with the recommendation of the Superintendent, to approve the appointment of Matthew Clark as the long-term substitute Elementary Teacher to cover Grade 2. Roll call vote was taken. Approved unanimously by those member present. Motion carried: 5-0-0.

Appointment of Substitutes – Motion: Albert Casper Second: Marie Blizzard – with the recommendation of the Superintendent, to approve the following substitutes:

Paul Merritt	Substitute custodian
Karen Creamer	Substitute custodian
Richard Leswing	Substitute custodian

Approved unanimously by those member present. Motion carried: 5-0-0.

Nursing Service Plan and Standing Orders 2019-2020 – Motion: Albert Casper Second: Marie Blizzard – to approve the Nursing Service Plan and Standing Orders for the 2019-2020 school year. Approved unanimously by those member present. Motion carried: 5-0-0.

Special Education Out-of-District Placement 2019-2020 – Motion: Albert Casper Second: Marie Blizzard – to approve the following out-of-district placement at the Salem County Special Services School District – Cumberland Campus for the 2019-2020 school year:

# Students	Program	Regular School Year	Extended School Year	Itinerant Services
1	Autism	\$43,000	\$4,800 (Approved 8/20/19)	According to IEP

Approved unanimously by those member present. Motion carried: 5-0-0.

Special Education Out-of-District Placement 2019-2020 – Motion: Albert Casper Second: Darla Saulin – to approve the following out-of-district placement at the Creative Achievement Academy, LLC for the 2019-2020 school year:

# Students	Regular School Year
1	\$53,100

Approved unanimously by those member present. Motion carried: 5-0-0.

Special Education Out-of-District Placement 2019-2020 – Motion: Albert Casper Second: Marie Blizzard – to approve the following out-of-district placement at the Commercial Township School District for the 2019-2020 school year:

# Students	Program	Regular School Year	Extended School Year	Itinerant Services
1	MD	\$21,000		According to IEP

Approved unanimously by those member present. Motion carried: 5-0-0.

Homeless Students Out-of-District Placement 2019-2020 – Motion: Albert Casper Second: Darla Saulin – to approve the following homeless out-of-district placement at the Hopewell Township School District for the 2019-2020 school year:

<u># Students</u>	<u>Program</u>	<u>Regular School Year</u>
1	Grade 7	\$13,382
1	Grade 3	\$13,119

Approved unanimously by those member present. Motion carried: 5-0-0.

Professional Day Requests – Motion: Marie Blizzard Second: Darla Saulin – to approve the Professional Day requests as attached. Approved unanimously by those member present. Motion carried: 5-0-0.

Field Trips – Motion: Albert Casper Second: Marie Blizzard – to approve the field trips for the 2019-2020 school year. Approved unanimously by those member present. Motion carried: 5-0-0.

Facilities Request/Fund Raisers – Motion: Albert Casper Second: Marie Blizzard – 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. Student Council	Candy Gram Sales	12/9/19-12/13/19, Play Night, and 2/3/20-2/7/20
b. PTO	Selling Pies – Terrigno's	Oct-Nov.

Approved unanimously by those member present. Motion carried: 5-0-0.

Facilities Request – Kids' Center – Motion: Marie Blizzard Second: Albert Casper – to approve the following facilities requests for Kids' Center for the 2019-2020 school year:

<u>Organization</u>	<u>Activity/Fund Raiser</u>	<u>Date/Time</u>
a. Kids' Center	Food Drive	9/28/19 – 11/15/19
b. Kids' Center	Falling for Dads Event	10/22/19
c. Kids' Center	Shoot Some Hoops	10/30/19
d. Kids' Center	Dinner Club Pizza Night	11/14/19
e. Kids' Center	Poinsettia Sale	11/18/19 – 12/13/19

Approved unanimously by those member present. Motion carried: 5-0-0.

Other District Reports

- a. Nurse's Report
- b. Enrollment
- c. Security/Safety Drills
 - (1) Fire Drill 9/11/19
 - (2) Inside Lockdown 9/12/19

XV. New Business – None

XVI. Public Participation – None

XVII. Adjournment – Motion: Albert Casper Second: Marie Blizzard - to adjourn the meeting at 6:52 P.M. Approved unanimously by those members present. Motion carried: 5-0-0.

Respectfully submitted by,



Lisa DiNovi
School Business Administrator/
Board Secretary