

**DOWNE TOWNSHIP BOARD OF EDUCATION  
WORK SESSION MEETING &  
REGULAR BOARD OF EDUCATION MEETING - 6:30 P.M.  
SEPTEMBER 17, 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                      Darla Saulin  
Jesse Briggs                      Marylou Henderson                      Stultz Taylor  
Albert Casper  
Members absent:  
Dyron Corley                      Vicki Issertell  
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  
  
Board President, Stultz Taylor, updated the board on the NJSBA's meeting that he and Jesse Briggs attended. The topic discussed was School District Regionalization.  
  
Dyron Corley arrived at the meeting at 6:37 p.m.  
  
Stultz Taylor also updated the board on the letter the board solicitor sent to the Township regarding the Township's authority in and discussion of school issues.
- VII. Approval of Minutes – Motion: Marie Blizzard Second: Albert Casper - to approve the work session and regular meeting minutes of August 20, 2019. Voting affirmatively: Albert Casper, Marie Blizzard, Marylou Henderson, Dyron Corley, Jesse Briggs, Darla Saulin, Stultz Taylor Voting no: None Abstention: John Cerrito Motion carried: 7-0-1.  
  
Motion: Albert Casper Second: Dyron Corley - to approve executive session meeting minutes of August 20, 2019. Voting affirmatively: Albert Casper, Marie Blizzard, Marylou Henderson, Dyron Corley, Jesse Briggs, Darla Saulin, Stultz Taylor Voting no: None Abstention: John Cerrito Motion carried: 7-0-1.
- VIII. Letters of Correspondence

IX. Financial Reports

Motion: Albert Casper Second: Jesse Briggs – 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 **July 2019**, the processing of Electronic Funds Transfers for **July 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 **September 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 2019**.

B. BOARD SECRETARY/BUSINESS ADMINISTRATOR'S REPORTS - Tabled

XI. Public Participation - Lesa Robbins – Asked about health coverage and bidding it out.

XII. Old Business - None

XIV. School Business Administrator's Action Items - None

Prescription Agreement – Motion: Marie Blizzard Second: John Cerrito – to approve the 2019 Management Services Agreement between the Downe Township Board of Education and Benecard for prescription coverage effective July 1, 2019 thru June 30, 2020. Approved unanimously by those members present. Motion carried: 7-0-0.

XIII. Executive Session – None

XIV. Superintendent's Action Items

Co-Curricular Activities – Motion: Jesse Briggs Second: Albert Casper – to approve the co-curricular coaches and advisors for the 2019-2020 school year (copy attached). Roll call vote was taken. Approved unanimously by those members present. Motion carried: 7-0-0.

Agreement between the Board of Education and Part-Time Administrative Confidential Secretary – Motion: Marie Blizzard Second: Jesse Briggs – to approve the Agreement between the Board of Education and the Part-time Administrative Confidential Secretary, effective September 1, 2019 through June 30, 2020. Roll call vote was taken. Approved unanimously by those members present. Motion carried: 7-0-0.

Appointment of Long-Term Elementary Teacher - Tabled

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

Kelsey Robertson	Substitute cafeteria & aide
Lawrence McCarthy	Substitute custodian.
Madison Lamb	Substitute aide

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

**Intent to Retire** – Motion: Albert Casper Second: John Cerrito – to accept with regrets the intent to retire from Ida Blizzard effective June 30, 2020. Approved unanimously by those members present. Motion carried: 7-0-0.

**School Violence Awareness Week (NJSA 18A:36-5.1 and NJAC 6A:16-5.2) and Week of Respect (Anti-Bullying Bills of Rights Act P.L. 2010, c.122)** – Motion: Dyron Corley Second: Jesse Briggs – to designate October – “Safety Month” to include the week of October 21-25, 2019 as the district’s School Violence Awareness Week and the week of October 1-4, 2019 as the district’s Week of Respect. Approved unanimously by those members present. Motion carried: 7-0-0.

**Safety and Health Operational Plans** – Motion: Albert Casper Second: Dyron Corley – to approve the following updated district safety and health operational plans:

- a) School Safety & Security Plan
- b) School Integrated Pest Management Plan
- c) Written Hazard Communication Program
- d) Foodservice Biosecurity Management Plan
- e) HACCP-Based Standard Operating Procedures
- f) Emergency Office Management Plan
- g) Exposure Control Plan
- h) Downe Indoor Air Quality

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

**Policy** – Motion: Albert Casper Second: Marie Blizzard – to adopt the following policies.

**Annually Reviewed Policies**

- 5131 Conduct/Discipline & Student Code of Conduct
- 5131.1 Harassment, Intimidation and Bullying
- 5144 Discipline/Consequences

**Policy Updates**

- 5141.21 Administering Medication
- 5141.4 Missing Abused and Neglected Children

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

**Facilities Request/Fund Raisers** – Motion: Albert Casper Second: Dyron Corley – 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	Basket Raffles (Seasonal)	Sept. – June
b. Afterglow	Business Donations	Sept. – June
c. Afterglow	Easter Candy	Feb.
d. Afterglow	Dance	3/27/20
e. Afterglow	Car Show, Vendor & Yard Sale	4/04/20
f. Afterglow	Car Wash – Tractor Supply-Vineland	5/02/20
g. P.T.O.	Dress Down Days	Monthly
h. P.T.O.	PTO Meetings	Monthly
i. P.T.O.	Bookfair	10/16/19-10/18/19
j. P.T.O.	Chick-fil-a Night	11/13/19
k. P.T.O.	Ornament Night	12/6/19
l. P.T.O.	Santa Shop	12/12/19-12/13/19
m. P.T.O.	Downe’s Got Talent	2/07/20
n. DTEA/CAREs	Union Meeting	9/11/19
o. Performing Arts Club	Concessions at Christmas Concert	12/3/19
p. Performing Arts Club	Concessions at Spring Play	5/28/20
q. Yearbook	Ad Sales & Book Sales	Jan – May
r. PTO	Chick-fil-a Night	1/29/20
s. Grades 5 & 6	Pajama Dance	12/13/19
t. District/Seniors	Alzheimer’s Activities (Walk-a-thon, Coin Collection, Pay to Dress Down)	Sept-Oct.

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

**Resignation of Board Member** – Motion: Marie Blizzard Second: Dyron Corley – to accept with regrets the resignation of Board Member, Vicki Issertell and approve the Board Secretary to advertise to fill this vacancy. Approved unanimously by those members present. Motion carried: 7-0-0.

XV. New Business – None

XVI. Public Participation – Lesa Robbins - Concerned about articulation with high schools in relation to graduation and curriculum.  
Ashley Sanza – Asked about on-line information for Parent/Teacher Conferences.

XVII. Adjournment – Motion: Dyron Corley Second: Jesse Briggs - to adjourn the meeting at 6:52 P.M. Approved unanimously by those members present. Motion carried: 7-0-0.

Respectfully submitted by,

A handwritten signature in black ink, appearing to read "Lisa DiNovi", written in a cursive style.

Lisa DiNovi  
School Business Administrator/  
Board Secretary