

**DOWNE TOWNSHIP BOARD OF EDUCATION
REORGANIZATION &
REGULAR BOARD OF EDUCATION MEETING - 6:30 P.M.
JANUARY 5, 2021
DOWNE TOWNSHIP ELEMENTARY SCHOOL**

- I. The meeting was called to order at 6:33 P.M. by School Business Administrator, Lisa DiNovi.
- II. 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.
- III. Pledge of Allegiance
- IV. Signing of Oath of Allegiance and Swearing in of newly re-elected Board Members:
Dyron Corley and John Cerrito.
- V. Roll call was taken.
Members present:
Marie Blizzard Dyron Corley
Albert Casper Marylou Henderson
John Cerrito Stultz Taylor
Members absent:
 Board Vacancy (3)
Others present:
 Sherri Miller, Superintendent/Principal
 Lisa DiNovi, School Business Administrator/Board Secretary
 Public: Brent Daly, Julie Daly, Stanley Kershaw
- VI. Reorganization
 1. **Nomination of President and Election of President** - The Board Secretary opens the floor to nominations for the Office of President of the Downe Township Board of Education. Motion: Marylou Henderson Second: John Cerrito – to open nominations for the position of President.

Motion: Marylou Henderson Second: John Cerrito – to nominate Stultz Taylor to serve as President of the Downe Township Board of Education.

Motion: Dyron Corley Second: Albert Casper – to close nominations for the position of Board President.

The Board Secretary calls for a roll call vote on the election of Stultz Taylor as President of the Board of Education for a term of one year, commencing January 5, 2021 and until his/her successor is elected and shall qualify. Stultz Taylor accepts the nomination.

Roll call vote was taken. Voting affirmatively: Albert Casper, Marie Blizzard, Marylou Henderson, Dyron Corley, John Cerrito. Voting no: None Abstentions: Stultz Taylor. Stultz Taylor Motion carried: 5-0-1.

The Board Secretary then declares Stultz Taylor elected to the Office of President and yields the chair to the President.

2. **Nomination of Vice President and Election of Vice President** - The President opens the floor to nominations for the Office of Vice President of the Downe Township Board of Education.

Motion: Marie Blizzard Second: John Cerrito – to open nomination for the position of Vice President.

Motion: Marie Blizzard Second: John Cerrito – to nominate Marylou Henderson to serve as Vice President.

The Board Secretary calls for a roll call vote on the election of Marylou Henderson as Vice President of the Board of Education for a term of one year, commencing January 5, 2021 and until his/her successor is elected and shall qualify. Marylou Henderson accepts the nomination.

Roll call vote was taken. Voting affirmatively: Albert Casper, Marie Blizzard, Dyron Corley, John Cerrito, Stultz Taylor. Voting no: None Abstentions: Marylou Henderson Motion carried: 5-0-1.

3. **Code of Ethics** - Motion: Albert Casper Second: Dyron Corley – to acknowledge that the Board reviewed and discussed the Code of Ethics for Schools Board Members at the board meeting and after discussion, that each board member signed an “Acknowledgment of Receipt” with a copy kept on file in the board office. Approved unanimously by those members present. Motion carried: 6-0-0.
4. **Adoption of Policies & Regulations** -Motion: Marie Blizzard Second: Dyron Corley - to readopt all current board policies and regulations. Approved unanimously by those members present. Motion carried: 6-0-0.
5. **Adoption of School District Curriculum Guide, Textbooks, & Five-Year Curriculum Plan and to reapprove district curriculum in all subject areas** - Motion: Marie Blizzard Second: Dyron Corley – to adopt the school district curriculum guide, textbooks, and five-year curriculum plan and to reapproved district curriculum in all subject areas. Approved unanimously by those members present. Motion carried: 6-0-0.
6. **Selection of Official Newspapers** - Motion: Marie Blizzard Second: Dyron Corley - to maintain the “The South Jersey Times” and “The Press of Atlantic City” as official newspapers. Approved unanimously by those members present. Motion carried: 6-0-0.
7. **Selection of Board Representative to Executive Committee of Cumberland County Associated Boards of Education** – Tabled

8. **Selection of Voting Delegate to the New Jersey School Boards Association** - Tabled
9. **Appointment of Committee Members** - Tabled
10. **Establishment of Work Sessions & Regular Board Meetings** – Motion: Albert Casper Second: John Cerrito – to establish the Work Session and Regular Board Meeting be held the 3rd Tuesday of each month (except when listed below) at 6:30 P.M.in the Library:

	<u>Notes:</u>
February 16, 2021	HIB & SSDS Hearing
March 16, 2021	
April	(No meeting held)
May 4, 2021	(First Tuesday to Rehire Staff & Budget Public Hearing)
June 15, 2021	
July	(No meeting held)
August 17, 2021	
September 21, 2021	
October 19, 2021	HIB & SSDS Hearing
November 16, 2021	
December	(No meeting held)
TBD	Reorganization & Regular

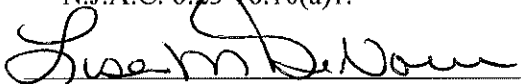
Approved unanimously by those members present. Motion carried: 6-0-0.

- VII. Work Session
School Business Administrator Lisa DiNovi to meet with Merighi on 1/6/2021 to review the geo-thermal system.
- VIII. Commencement of Regular Meeting
- IX. Approval of Minutes – Motion: Marie Blizzard Second: Albert Casper - to approve the work session and regular meeting minutes of November 17, 2020. Approved unanimously by those members present. Motion carried: 6-0-0.
- X. Letters of Correspondence – None
- XI. **Financial Reports**
Motion: Marie Blizzard Second: John Cerrito – to approve the following financial reports. Approved unanimously by those members present. Motion carried: 6-0-0.
- A. **BUDGET/FINANCE**
 1. Payroll for the month of **October 2020**, the processing of Electronic Funds Transfers for **October 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 **November and December 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 **October 2020**.

B. BOARD SECRETARY/BUSINESS ADMINISTRATOR'S REPORTS

1. Revenue Summary
A Revenue Summary for the month of **October 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 **October 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

January 5, 2021

Date

3. Treasurer's Report
In accordance with 18A:22-8.1 and 18A:22-8.2 for the month of **October 2020**, the preliminary Report of the Treasurer of School Funds for the 2018-2019 school year are in agreement with the **October 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 **January 5, 2021** and after review of the Secretary's Monthly Financial Report and the Treasurer's Monthly Financial Report for **October 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 2020-2021 fiscal year.

- XII. Public Participation
Mrs. DiNovi discussed the positivity of the teachers and staff during in-school and virtual instruction.

- XIII. Old Business – None

XIV. School Business Administrator's Action Items

1. **Election Results** – Motion: Albert Casper Second: Marie Blizzard – to acknowledge the official election results including attached write-ins from the School Election held November 2020. Approved unanimously by those members present. Motion carried: 6-0-0.

<u>CATEGORY</u>	<u>CANDIDATES</u>	<u>VOTE</u>
3 Members (3-Year Term)	Dyron Corley	537
	Brent Daly	499
	Stanley Kershaw	495
Unexpired (1 Year Term)	John Cerrito	11 (Write-ins)

2. **School Choice Transportation to Cumberland Regional** - Motion: Albert Casper Second: Marie Blizzard – to approve transportation costs in the amount of \$21,000 for district students attending Cumberland Regional High School for the 2020-2021 school year. Approved unanimously by those members present. Motion carried: 6-0-0.

XV. Superintendent's Action Items

1. **HIB (Harassment, Intimidation & Bullying)** – Motion: Albert Casper Second John Cerrito – to affirm the action taken and approve the November 2020 and December 2020 HIB Reports. Approved unanimously by those members present. Motion carried 6-0-0.
2. **Agreement between the Board of Education and Administrative Confidential Secretary** – Motion: Albert Casper Second John Cerrito – to approve the Agreement between the Board of Education and the Administrative Confidential Secretary, effective July 1, 2020 – June 30, 2021, which includes the duties of Substitute Caller. Approved unanimously by those members present. Motion carried 6-0-0.
3. **Agreement between the Board of Education and Head Custodian/Maintenance Supervisor** – Motion: Albert Casper Second John Cerrito – to approve the Agreement between the Board of Education and the Head Custodian/Maintenance Supervisor effective July 1, 2020 – June 30, 2021. Voting Yes: Albert Casper, Marie Blizzard, Marylou Henderson, Dyron Corley, John Cerrito. Voting No: None Abstentions: Stultz Taylor. Motion Carried: 5-0-1.
4. **Agreement between the Board of Education and Supervisor of Curriculum/Instruction** – Motion: Albert Casper Second John Cerrito – to approve the Agreement between the Board of Education and the Supervisor of Curriculum and Instruction effective July 1, 2020 – June 30, 2021. Approved unanimously by those members present. Motion carried 6-0-0.
5. **Co-Curricular Activities** – Motion: Albert Casper Second John Cerrito – approve the co-curricular advisors for the 2020-2021 school year.

8 th Grade Class Advisor	\$ 1,092	Lesia Robbins
Yearbook Club:	\$ 728	Carli Beckett

Approved unanimously by those members present. Motion carried 6-0-0.

January 5, 2021

6. **Intent to Retire** – Motion: Dyron Corley Second: Albert Casper –to accept with regrets the intent to retire from Gail D’Emilio effective July 1, 2021. Approved unanimously by those members present. Motion carried: 6-0-0.
7. **Appointment of Long-Term Elementary Teacher** – Motion: Dyron Corley Second: Albert Casper – with the recommendation of the Superintendent, to approve the appointment of Gabrielle Garavento as the long-term substitute Elementary Teacher to cover grade 3 tentatively effective on the leave request date of January 19, 2021 through April 21, 2021. Approved unanimously by those members present. Motion carried: 6-0-0.
8. **Salary Guide Adjustment** – Motion: Dyron Corley Second: Albert Casper – to approve a salary guide adjustment for the following staff member:
Lesa Robbins – from BA15 to MA
Approved unanimously by those members present. Motion carried: 6-0-0.
9. **Facilities Requests/Fund Raisers** – Motion: Dyron Corley Second: Albert Casper – to approve the following additions to the facilities requests/fund raisers calendar for the 2020-2021 school year:

<u>Organization</u>	<u>Activity/Fund Raiser</u>	<u>Date/Time</u>
Girl Scouts Troop 51001	Outdoor Cookie Booth Drive Thru	10:00 am – 2:00 pm
		1/16,17, 30, 31
		2/20,2/21
		3/13, 14

Approved unanimously by those members present. Motion carried: 6-0-0.
10. **Age Range Waiver** – Motion: Dyron Corley Second: Albert Casper – to approve the motion to apply for an Age Range Waiver for a student in the self-contained LLD class. Approved unanimously by those members present. Motion carried: 6-0-0.
11. **Other District Reports**
 - a. Nurse’s Report November
 - b. Enrollment
 - c. Security/Safety Drills
 - (1) Fire Drill 11/10/20, 11/13/20, 12/8/20, 12/17/20
 - (2) Shelter in Place 12/7/20, 12/10/20
 - (3) Notification Drill 11/18/2020
12. **For Your Information:**
 - a. Department of Education – Sending/Receiving Representation Letter

XVI. New Business - None

XVII. Public Participation

Mr. Corley suggested that the Board utilize Microsoft Teams or Google Meet for meetings and become more streamlined, using less paper and more digital documents.

Mr. Daly and Mr. Kershaw – Stated that they were frustrated with the timeline of the election results and getting the appointment for fingerprinting. They felt they should have been able to participate in the January meeting.

Mrs. DiNovi and Mr. Taylor explained the delay in getting certified election results, the mandated requirements for fingerprinting, and the timeline of the Reorganization meeting.

Geo-thermal systems were discussed. Mrs. DiNovi stated she will know more about the costs and testing of the system after the meeting with the architect.

Mr. Corley – Asked about mandated training for new Board Members. Information will be provided as it becomes available. The training must be completed within the 2021 calendar year.

Mr. Taylor – Discussed various committees of the Board and asked to contact Mr. Daly and Mr. Kershaw to inquire about their strengths and to find the appropriate committee.

XVII. Adjournment – Motion: Marie Blizzard Second: Albert Casper - to adjourn the meeting at 7:09 P.M.
Approved unanimously by those members present. Motion carried: 6-0-0.

Respectfully submitted by,

A handwritten signature in black ink, appearing to read "Lisa DiNovi". The signature is fluid and cursive, with the first name "Lisa" being more prominent.

Lisa DiNovi
School Business Administrator/
Board Secretary