

**DOWNE TOWNSHIP BOARD OF EDUCATION
WORK SESSION MEETING &
REGULAR BOARD OF EDUCATION MEETING – 6:30 P.M.
FEBRUARY 16, 2021
DOWNE TOWNSHIP ELEMENTARY SCHOOL**



- I. The meeting was called to order at 6:30 P.M. by Board President, Stultz Taylor.
- 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 Office And Swearing In of New Board Members:
Brent Daly, Stanley Kershaw
- V. Roll Call was taken.
Members present:

Marie Blizzard	Dyron Corley	Marylou Henderson
Albert Casper	Brent Daly	Stultz Taylor
John Cerrito	Stanley Kershaw	

Members absent:
Board Vacancy
Public:

Sherri Miller, Superintendent/Principal
Lisa DiNovi, School Business Administrator/Board Secretary
Public: Lesa Robbins
- VI. Work Session - Committee Reports were given.
- VII. Commencement of Regular Meeting
- IIIX. Approval of Minutes – Motion: Dyron Corley Second: John Cerrito – to approve the work session and regular meeting minutes of January 5, 2021. Voting affirmatively: Albert Casper, Marie Blizzard, Marylou Henderson, John Cerrito, Dyron Corley, Stultz Taylor. Voting no: None. Abstentions: Stanley Kershaw, Brent Daly. Motion carried: 6-0-2.
- IX. Letters Of Correspondence – a Thank You card from Pam Schumacher was read.
- X. Financial Reports
Motion: Albert Casper Second: Marie Blizzard – to approve the following financial reports. Voting affirmatively: Albert Casper, Marie Blizzard, Marylou Henderson, John Cerrito, Dyron Corley, Stultz Taylor. Voting no: None. Abstentions: Stanley Kershaw, Brent Daly. Motion carried: 6-0-2.
- A. **REVISED BOARD SECRETARY AND TREASURERS REPORTS**
Motion: Albert Casper Second: Marie Blizzard – to approve the Revised Board Secretary Report and Revised Treasurer Reports as presented for the months of **September and October 2020**. Voting affirmatively: Albert Casper, Marie Blizzard, Marylou Henderson, John Cerrito, Dyron Corley, Stultz Taylor. Voting no: None.

Abstentions: Stanley Kershaw, Brent Daly. Motion carried: 6-0-2.

B. BUDGET/FINANCE

1. Payroll for the month of **November and December 2020**, the processing of Electronic Funds Transfers for **November and December 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 **January and February 2021**. 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 2020-2021 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 **November and December 2020**.
1. Voided Checks
To acknowledge that outdated General Fund Checks #5521 and #5746 were voided.

C. BOARD SECRETARY/BUSINESS ADMINISTRATOR'S REPORTS

1. Revenue Summary
A Revenue Summary for the month of **November and December 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 **November and December 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

February 16, 2021

Date

3. Treasurer's Report
In accordance with 18A:22-8.1 and 18A:22-8.2 for the month of **November and December 2020**, the preliminary Report of the Treasurer of School Funds for the 2020-2021 school year are in agreement with the **November and December 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 **February 16, 2021** and after review of the Secretary's Monthly Financial Report and the Treasurer's Monthly Financial Report for **November and December 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. Old Business

1. **Selection of board member representative to the Executive Committee of the Cumberland County Associated Boards of Education** – Motion: Dyron Corley Second: Marie Blizzard – to appoint John Cerrito as the board member representative to the Executive Committee of the Cumberland County Associated Boards of Education with Albert Casper as the alternate representative. Approved unanimously by those members present. Motion carried 8-0-0.
2. **Selection of board member as voting delegate to the New Jersey School Boards Association** – Motion: Dyron Corley Second: Marie Blizzard – to appoint Stanley Kershaw as the voting delegate to the New Jersey School Boards Association with Marylou Henderson as the alternate representative. Approved unanimously by those members present. Motion carried 8-0-0.
3. **Appointment of Committees** - Motion: Albert Casper Second: Stanley Kershaw – to approve the appointment of Board Committees as attached, adding Brent Daly to the Technology Committee and Albert Casper to the Administrative Efficiency and Safety Committee. Approved unanimously by those members present. Motion carried 8-0-0.

XIII. School Business Administrator's Action Items

1. **School Audit** – Motion: Marie Blizzard Second: Dyron Corley - to read, discuss, and accept the Comprehensive Annual Financial Report for the Fiscal Year Ended June 30, 2020 and the Auditor's Management Report on Administrative Findings, Financial, Compliance, and Performance for the Fiscal Year Ended June 30, 2020 as presented by the School Business Administrator, Lisa DiNovi. Voting affirmatively: Albert Casper, Marie Blizzard, Marylou Henderson, John Cerrito, Dyron Corley, Brent Daly, and Stultz Taylor. Voting no: None. Abstentions: Stanley Kershaw. Motion carried: 7-0-1.
2. **Audit Findings/Corrective Action Plan** – Motion: Marie Blizzard Second: Dyron Corley – to read, discuss, and accept the Corrective Action Plan to address audit findings. Voting affirmatively: Albert Casper, Marie Blizzard, Marylou Henderson, John Cerrito, Dyron Corley, Brent Daly, and Stultz Taylor. Voting no: None. Abstentions: Stanley Kershaw. Motion carried: 7-0-1.

FINANCIAL PLANNING, ACCOUNTING AND REPORTING

Recommendation 2020-01:

The District should pursue the processing of an additional report of open orders, as part of the year-end closeout process, in order to provide the necessary breakout between encumbrances and accounts payable.

Corrective Action Approved by the Board

A report detailing all open orders will become part of the year-end closeout process and made available to the auditor for review.

Method of Implementation

The Business Administrator will ensure that a report detailing all open orders will become part of the year-end closeout process and made available to the auditor for review

Recommendation 2020-02:

The Board should implement a correction action to review and revise the Fixed Asset records, in order to provide the proper classification of each asset between the general and Food Service Funds for inclusion of information in the Comprehensive Annual Financial Report

Corrective Action Approved by the Board

The Business Administrator will review and revise the Fixed Asset records, in order to provide the proper classification of each asset between the general and Food Service Funds for inclusion of information in the Comprehensive Annual Financial Report.

Method of Implementation

The Business Administrator will implement a corrective action plan of the Fixed Asset records, to provide the proper classification of each asset between the general and Food Service Funds for inclusion of information in the Comprehensive Annual Financial Report.

Person Responsible for Implementation: Business Administrator

Completion Date of Implementation: June 30, 2021

3. **Long Range Facilities Plan 2021** – Motion: Brent Daly Second: Dyron Corley – to approve submission of the 2021 Long Range Facilities Plan Major Amendment to the New Jersey Department of Education. Approved unanimously by those members present. Motion carried: 8-0-0.

XIV. Superintendent's Action Items

1. **HIB (Harassment, Intimidation & Bullying)** – Motion: Albert Casper Second: John Cerrito – to affirm the action taken and approve the January 2021 HIB Report. Approved unanimously by those members present. Motion carried: 8-0-0.
2. **Violence and Vandalism and Harassment, Intimidation or Bullying- Investigations, Trainings and Programs (SSDS) 2020-2021 Period 1** – Motion: Marie Blizzard Second: Brent Daly – In accordance to Public School Safety Law (N.J.S.A. 18A:17-46), a public hearing will be specifically conducted to fulfill the district's legal obligation to report all acts of violence, vandalism, intimidation and bullying (HIB), substance and weapons offenses and HIB incidents and trainings and programs to the public. The following information will be presented by the Superintendent:

Category	Description	Data Collection Date	Certify to DOE
Violence, Vandalism , Weapons, Substance Abuse & HIB	(0) HIB Incidents	September 1, 2020 to December 31, 2020	January 26, 2021
Suspension of Students with Disabilities	(0) Short-Term Suspensions	September 1, 2020 to December 31, 2020	January 26, 2021
HIB Investigations	(1) Investigations	September 1, 2020 to December 31, 2020	January 26, 2021
HIB Incidents – Confirmed	(0) Confirmed Incidents	September 1, 2020 to December 31, 2020	January 26, 2021
HIB Programs	(1) Program	July 1, 2020 to December 31, 2020	January 26, 2021
HIB Training	(2) Trainings	July 1, 2020 to December 31, 2020	January 26, 2021

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 will be opened for public participation.

Public Participation – No comments

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

3. **Commencement of Negotiations** – Motion: Marie Blizzard Second: Dyron Corley – to approve to select the following individuals to be members of the Negotiating Committee of the Board: Stultz Taylor, Albert Casper, Dyron Corley. The Board authorizes this Committee to enter into discussions with DTEA/CAREs concerning a successor contract for the 2021-2024 school years. The Negotiating Committee is directed to act in good faith on all matters relating to a successor contract. The Board reserves to itself the final and ultimate authority concerning any agreement to a successor contract. The Board's position in this matter is based upon its understanding of its public obligation and its obligations under Chapter 123, Public Laws of 1974. Approved unanimously by those members present. Motion carried 8-0-0.

4. **Appointment of Substitutes** – Motion: Albert Casper Second: John Cerrito - with the recommendation of the Superintendent, to approve the following substitutes:
- | | |
|-----------------|---|
| Candy Stratton | Substitute Secretary |
| Ida Blizzard | Substitute Aide and Substitute Custodian |
| Nicholas Webber | Substitute Custodian and Cafeteria Worker |
| Misty Fiske | Substitute Teacher |
| Morgan Grotti | Substitute Teacher |
- Approved unanimously by those members present. Motion carried 8-0-0.
5. **Board Vacancy** - Motion: Albert Casper Second: John Cerrito – to authorize the Business Administrator to advertise for the board vacancy. Approved unanimously by those members present. Motion carried: 8-0-0.
6. **Facilities Request/Fund Raisers** - Motion: Albert Casper Second: John Cerrito – 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> |
|---------------------|-----------------------------|---------------------|
| a. Afterglow | Gertrude Hawk Easter Sale | January-April 2020 |
| b. Afterglow | Business Donations | 2020-21 School Year |
- Approved unanimously by those members present. Motion carried 8-0-0.
7. **Resignation** – Motion: Brent Daly Second: Dyron Corley – with the recommendation of the Superintendent, to accept with regrets the resignation of Erin Lam, 5th grade teacher. The resignation was received on February 10, 2021 and requested early release from her contract, contingent on finding a replacement. Approved unanimously by those members present. Motion carried 8-0-0.
8. **For Your Information**
- a. Board Technology Survey Results
9. **Other District Reports**
- a. Nurse's Report December
- b. Enrollment
- c. Security/Safety Drills
- (1) Fire Drill 1/21/2021
- (2) Bomb Evacuation 1/29/2021
- XV. New Business
- Lisa DiNovi- discussed DTEA/CARES letter about concerns regarding returning to hybrid instruction/reopening on February 16, 2021.
- Substitute coverage concerns. Brent Daly asked about hiring floating substitutes to be in the building daily. John Cerrito asked in any aides met the requirements to be able to substitute teach.
- Mandated training for Board Members – Lisa DiNovi stated that board members would be registered when the training became available.

XVI. Public Participation – None

XVII. Adjournment – Motion: Marie Blizzard Second Albert Casper – to adjourn the meeting at 7:43 P.M. Approved unanimously by those members present. Motion carried: 8-0-0.

Respectfully submitted by,

A handwritten signature in cursive script, appearing to read "Lisa DiNovi".

Lisa DiNovi
School Business Administrator/
Board Secretary