

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

- I. The meeting was called to order at 6:30 PM by Board President, Stultz Taylor.
- II. Roll Call was taken.
Members Present:
Marie Blizzard Dyron Corley Stanley Kershaw
Albert Casper Brent Daly
John Cerrito Marylou Henderson
Members Absent:
Stultz Taylor
Others Present:
Sherri Miller, Superintendent/Principal
Lisa DiNovi, School Business Administrator/Board Secretary
- 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

*Stultz Taylor arrived to the meeting at 6:38 p.m.
- 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 February 16, 2021. Approved unanimously by those members present. Motion carried: 8-0-0.
- VIII. Letters Of Correspondence - None
- IX. Financial Reports – Motion: Albert Casper Second: John Cerrito – to approve the following financial reports. Approved unanimously by those members present. Motion carried: 8-0-0.
- A. **BUDGET/FINANCE**
 1. Payroll for the month of **January 2021**, the processing of Electronic Funds Transfers for **January 2021** 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 **February (2nd bill list) and March 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 **January 2021**.
3. Voided Checks
To acknowledge the following voided checks:
Check #7657 to Industrial Appraisal in the amount of \$600.00
Check #7689 to Cumberland Regional in the amount of \$8,400.00

B. BOARD SECRETARY/BUSINESS ADMINISTRATOR'S REPORTS

1. Revenue Summary
A Revenue Summary for the month of **January 2021** is 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 **January 2021** 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

March 16, 2021
Date

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

*Dyron Corley left the meeting at 7:04 p.m.

X. Public Participation – None

XI. Old Business – None

XII. School Business Administrator's Action Items

2021-2022 School Budget - Motion: Marie Blizzard Second: Albert Casper – to approve the following Resolution:

BE IT RESOLVED that the tentative budget is approved for the 2021-2022 School Year and the Secretary to the Downe Township Board of Education be authorized to submit the tentative budget to the Cumberland County Office of Education for approval as follows:

Current Expense	\$	3,424,563
Capital Outlay	\$	39,734
Total General Fund	\$	3,464,297
Special Revenue	\$	654,601
Debt Service	\$	0
TOTAL BUDGET	\$	4,118,898

BE IT RESOLVED to acknowledge that the 2021-2022 school year budget as described results in a general fund tax levy of \$1,551,347 for a total tax levy of \$1,551,347; and

BE IT RESOLVED that the school business administrator/board secretary is authorized to advertise said tentative budget in the South Jersey Times with County Office approval of the budget, as directed by the Department of Education in accordance with the format required by the State Department of Education and according to law; and

BE IT RESOVLED in accordance with the N.J.A.C. 6A:23B-1.2(b), the maximum expenditure for travel for the 2021-2022 school year for all staff and board members is \$25,000; and

BE IT FURTHER RESOLVED that a public hearing will be held at the Downe Township School (or virtual) on **May 4, 2021**, at 6:30 p.m. for a Public Hearing on the budget for the 2021-2022 School Year.

NOW THEREFORE, BE IT RESOLVED by the Downe Township Board of Education to approve the tentative 2021-2022 school district budget for submission and approval by the New Jersey Department of Education along with the supporting documentation of certain itemized expenditures required under administrative regulations as follows:

2021-2022 School Year

Public relations and professional services; board policies; efficiency

(a) Each school district and county vocational school district board shall establish by policy or policies a strategy or strategies in order to minimize the cost of public relations as defined in N.J.A.C. 6A:23A-9.3(c)14, and professional services. In accordance with Board Policy 9160, to the extent practicable and cost effective, but need not be limited to, the following provisions:

1. A maximum dollar limit, established annually prior to budget preparation, for public relations, as defined in N.J.A.C. 6A:23A-9.3(c)14, and each type of professional service, with appropriate notification to the board of education if it becomes necessary to exceed the maximum. Upon such notification, the board of education may adopt a dollar increase in the maximum amount through formal board action.

<u>Service</u>	<u>Maximum Amount</u>
Architect	\$25,000 for non-bid projects, inspections, analysis and other services, 6% of bid amount and change orders for large scale building projects, \$60,000 for additional Construction Administration services
Engineer	\$25,000 for non-bid projects, inspections, analysis and other services, 6% of bid amount and change orders for large scale building projects
Auditing Services	\$30,000 for district audit and misc services
Solicitor	\$50,000 for district attorney and litigation services
Construction Litigation	\$10,000 for district construction litigation services
Negotiations & Personnel Litigation	\$20,000 for district negotiations & personnel litigation services
Medical Inspector	\$7,500 for medical inspector services
Environmental Consultant	\$10,000 for environmental consultant services
Public Relations	N/A – The district does not budget for a public relations firm

Roll call vote was taken. Voting affirmatively: Albert Casper, Marie Blizzard, Marylou Henderson, Brent Daly, Stanley Kershaw, Stultz Taylor. Voting no: John Cerrito Abstentions: None. Motion carried: 6-1-0.

SEMI Participation Waiver – Motion: Albert Casper Second: Brent Daly – to approve submission of the SEMI participation waiver to the Department of Education requesting participation and to waive budgeting the projected SEMI funds in the 2021-2022 budget. Approved unanimously by those members present. Motion carried: 7-0-0.

XIII. Superintendent's Action Items

*Marie Blizzard left the meeting at 7:45 p.m.

HIB (Harassment, Intimidation & Bullying) – Motion: Albert Casper Second: Stanley Kershaw – to affirm the action taken and approve the February 2021 HIB Report. Approved unanimously by those members present. Motion carried 6-0-0.

Appointment of Long-Term Elementary Substitute Teacher– Motion: Albert Casper Second: Stanley Kershaw – with the recommendation of the Superintendent, to approve the appointment of Melanie Hough, effective 3/29/2021 as the long-term substitute Elementary Teacher to cover Grade 5. Approved unanimously by those members present. Motion carried 6-0-0.

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

Terrilynn Whildin	Substitute Secretary
Ed Keen	Substitute Teacher
Deanna Chiari	Substitute Aide, Substitute Teacher

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

Preschool Program Plan 2021-2022– Motion: Albert Casper Second: Stanley Kershaw – to approve submission of the district's Preschool Program Plan and the Budget Planning Workbook for 2021-2022. Approved unanimously by those members present. Motion carried 6-0-0.

Substitute Rates for Spring 2021– Motion: Albert Casper Second: Stanley Kershaw – to approve the attached COVID-19 Substitute Rates effective March 16, 2021 through June 30, 2021. Approved unanimously by those members present. Motion carried 6-0-0.

Non-Resident Tuition Rate – Motion: Albert Casper Second: Stanley Kershaw – to establish the non-resident tuition rate for Preschool programs for the 2021-2022 school year:

\$3,000 for 1st child

\$2,000 for 2nd child and other children

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

*Marie Blizzard returned to the meeting at 6:48 p.m.

Facilities Request/Fund Raisers – Motion: Brent Daly Second: Albert Casper – to approve the following additions to the facilities requests/fund raisers calendar for the 2020-2021 school year:

Organization

Activity/Fund Raiser

Date/Time

a. Afterglow

Basket Raffle

2020-2021 school year

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

Other District Reports

a. Nurse's Report

b. Enrollment

c. Security/Safety Drills

(1) Fire Drill 2/22/21, 2/26/2021

(2) Back of Building Evacuation 2/22/2021, 2/26/2021

For Your Information

a. Updated Board Lists

b. Public Notice – Board Vacancy

c. CCIA Recycling Tonnage Figures

d. Mandated Training Memo

e. Reminder to Please Complete Personal and Financial Disclosures

XIV. New Business

Brent Daly – discussed HVAC issues and windows. Suggested an Engineering Company do a building assessment.

XV. Public Participation - None

XVI. Adjournment – Motion: Marie Blizzard Second: Albert Casper – to adjourn the meeting at 8:10 PM. Approved unanimously by all members present. Motion carried: 7-0-0.

Respectfully Submitted by,



Lisa DiNovi

School Business Administrator/
Board Secretary