

**DOWNE TOWNSHIP BOARD OF EDUCATION
BUDGET PUBLIC HEARING, WORK SESSION MEETING &
REGULAR BOARD OF EDUCATION MEETING – 6:30 P.M.
May 4, 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	Brent Daly	Stultz Taylor
John Cerrito	Marylou Henderson	
Dyron Corley	Stanley Kershaw	

Members absent:

Albert Casper	Board Vacancy
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Others present:

Sherri Miller, Superintendent/Principal
Judy Williams, Substitute Board Secretary
Public

III. Substitute Board Secretary, Judy Williams, 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. **PUBLIC HEARING – 2021-2022 SCHOOL BUDGET**

▪ **OPEN PUBLIC HEARING**

The Public Hearing on the 2021-2022 proposed budget was opened.

▪ **PRESENTATION**

Stultz Taylor, Board President, presented an overview of the proposed budget for the 2021-2022 school year.

▪ **AUDIENCE PARTICIPATION**

The meeting was opened to the public:

Bob Campbell – Questioned why the Business Administrator was not at the meeting and the business services contract

Lesa Robbins – Commented that a non-shared Business Administrator would start at over \$100,000

Bob Campbell – Discussed revenue and grant applications

▪ **CLOSE PUBLIC HEARING**

The Public Hearing on the 2021-2022 proposed budget was closed.

▪ **RESOLUTION**

Motion: Marie Blizzard Second: Dyron Corley – to approve, by Resolution, the 2021-2022 School Year Budget and the Secretary to the Downe Township Board of Education is authorized to submit the budget totaling \$4,088,479. The local tax levy to be raised for current expense is \$1,520,928.

BE IT RESOLVED, to approve a school district budget for the FY 2021-2022 School Year, as follows:

	Budget	Local Tax Levy
Total General Fund	\$ 3,443,878	\$ 1,520,928
Total Special Revenue Fund	\$ 654,601	\$ n/a
Total Debt Service Fund	\$ 0	\$ 0
TOTALS:	\$ 4,088,479	\$ 1,520,928

BE IT RESOLVED, to acknowledge that the 2021-2022 school year budget as described results in a general tax fund levy of \$1,520,928, for a total levy of \$1,520,928.

Roll call vote was taken. Approved unanimously by those members present. Motion carried: 7-0-0

- VI. Work Session - None
- VII. Commencement of Regular Meeting
- VIII. Interviews for Board Vacancy – The board interviewed the following candidates: Candy Stratton and Kyle Myers
- IX. Reorganization

Motion: Dyron Corley Second: Brent Daly – to approve the following reorganization appointments for the 2021-2022 school year. Roll call vote was taken. Voting Affirmatively: Marylou Henderson, Dyron Corley, Brent Daly, John Cerrito, Stanley Kershaw. Voting No: None. Abstentions: Marie Blizzard (S.M. only), Stultz Taylor (R.G. only). Motion Carried: 5-0-2.

- A. Selection of Official Bank - to maintain OceanFirst as the official bank.
- B. Selection of School Physician – to maintain CompleteCare Health Network as the school physician.
- C. Selection of Board Solicitor - to maintain Frank DiDomenico, Esq. as board solicitor for a one-year term.
- D. Selection of Auditing Firm –to maintain Nightlinger, Colavita & Volpa as the official auditor for the district.
- E. Selection of Architect of Record – to maintain Manders Merighi Portadin Farrell Architects, LLC as architect of record.
- F. Selection of Insurance Broker/EUS – to maintain Conner Strong & Buckelew Companies, Inc. as insurance broker/EUS.
- G. Appointment of Affirmative Action Officer - to reappoint Wallace Maines as Affirmative Action Officer.
- H. Appointment of Section 504 Compliance Officer - to reappoint Sherri Miller as Section 504 Compliance Officer.

- I. Appointment of Title IX Coordinator - to reappoint Sherri Miller as Title IX Coordinator.
 - J. Appointment of ADA Coordinator - to reappoint Sherri Miller as ADA Coordinator.
 - K. Appointment of Public Agency Compliance Officer - to reappoint Lisa DiNovi, School Business Administrator as Public Agency Compliance Office.
 - L. Appointment of Purchasing Agent - to reappoint Lisa DiNovi, School Business Administrator as Purchasing Agent and to implement the following limits for bids and quotes:

Must go out to bid anything over	\$43,000
Must get three quotes anything over	\$ 6,450
 - M. Appointment of Right to Know Officer – to reappoint Ralph Gale, Head Custodian, as Right to Know Officer.
 - N. Appointment of Integrated Pest Management Coordinator - to reappoint Ralph Gale, Head Custodian, as Integrated Pest Management Coordinator.
 - O. Appointment of Custodian of Records – to reappoint Sherri Miller as Custodian of Records with Sandi Lore, Administrative Office Manager, as alternate.
- X. Approval of Minutes – Motion: John Cerrito Second: Dyron Corley – to approve the work session and regular meeting minutes of March 16, 2021. Approved unanimously by those members present. Motion carried 7-0-0.
- XI. Letters of Correspondence
- XII. Financial Reports
Motion: Marie Blizzard Second: Brent Daly – 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 **February 2021**, the processing of Electronic Funds Transfers for **February 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 **March and April 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 **February 2021**.
- B. BOARD SECRETARY/BUSINESS ADMINISTRATOR'S REPORTS
1. Revenue Summary
A Revenue Summary for the month of **February 2021** 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.

May 4, 2021

2. Board Secretary's Report

Pursuant to N.J.A.C. 6A:23A-16.10(c) 3, I certify that as of **February 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

May 4, 2021

Date

3. Treasurer's Report

In accordance with 18A:22-8.1 and 18A:22-8.2 for the month of **February 2021**, the preliminary Report of the Treasurer of School Funds for the 2018-2019 school year are in agreement with the **February 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 **May 4, 2021** and after review of the Secretary's Monthly Financial Report and the Treasurer's Monthly Financial Report for **February 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.

XIII. Public Participation – None

XIV. Old Business - None

XV. School Business Administrator's Action Items

NJSIG 2021 Safety Grant – Motion: John Cerrito Second: Marie Blizzard – to approve to accept the NJSIG Safety Grant for 2021 in the amount of \$2,000. Approved unanimously by those members present. Motion carried: 7-0-0.

Petty Cash – Motion: Brent Daly Second: Dyron Corley – to approve closing the petty cash fund for the 2020-2021 school year and establishing the petty cash fund of \$250 for the 2021-2022 school year. Approved unanimously by those members present. Motion carried: 7-0-0.

Year-End Transactions – Motion: Brent Daly Second: John Cerrito – to authorize the Business Administrator and Superintendent to complete the appropriate year-end transactions in order to properly close the financials for the 2020-2021 school year. This includes making appropriate transfers, adjustments, and payments. Every transaction will be presented to the Board for review at a future meeting. Approved unanimously by those members present. Motion carried 7-0-0.

Report of Awarded Contracts – Motion: Marie Blizzard Second: Brent Daly – to approve the list of all contracts that the Board has awarded and included in the official board minutes during the past 12 months, ending June 30, 2021. This includes contract awards pursuant to New Jersey's procurement laws; i.e. bids for goods and services, transportation, as well as awards pursuant to board resolution for professional and extraordinary services. Voting affirmatively: Marie Blizzard, Marylou Henderson, Dyon Corley, Brent Daly, John Cerrito, Stultz Taylor. Voting no: None. Abstentions: Stanley Kershaw. Motion carried 6-0-1.

Regular Transportation Contracts – Motion: Marie Blizzard Second: Dyon Corley – to approve the regular transportation contracts with Sheppard Bus Services for the 2021-2022 school year as follows:

<u>Route #</u>	<u>Destination</u>	2020-2021 <u>Per Diem</u>	NJSA <u>Extension</u>	2021-2022 <u>Per Diem</u>	2021-2022 <u>Yearly Cost</u>
DT-1	Downe Township	\$177.02	\$2.99	\$180.01	\$32,401.80
DT-2	Downe Township	\$177.02	\$2.99	\$180.01	\$32,401.80
DT-3	Downe Township	\$177.02	\$2.99	\$180.01	\$32,401.80
DT-3A	Downe Township	\$177.02	\$2.99	\$180.01	<u>\$32,401.80</u>
					\$129,607.20

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

ESSER 2021-2023 – Motion: Dyon Corley Second: Stanley Kershaw – to authorize submission of the Elementary and Secondary School Emergency Relief Fund Grant for the 2021-2023 school years and accept the grant award of the following funds:

ESSER II	\$221,223
Learning Acceleration	\$ 25,000
Mental Health	\$ 45,000

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

Establishment of 2021-2022 Chart of Accounts – Motion: John Cerrito Second: Marie Blizzard – to approve the establishment of the chart of accounts for the 2021-2022 school year. Approved unanimously by those members present. Motion carried 7-0-0.

Alyssa's Law Security Grant – Motion: John Cerrito Second: Brent Daly – to authorize submission of the Alyssa's Law Security Grant and accept the grant award of \$20,000. Monies are to reimburse the cost of silent alarms with the remainder used for surveillance cameras. Approved unanimously by those members present. Motion carried: 7-0-0.

XVI. Executive Session

Motion: Brent Daly Second: Stanley Kershaw – to enter into executive session at 7:55 pm to discuss student and personnel matters. Approved unanimously by those members present. Motion carried: 7-0-0.

Motion: Dyon Corley Second: John Cerrito – to return to regular session at 8:42 pm. Approved unanimously by those members present. Motion carried: 7-0-0.

XVII. Superintendent's Action Items

HIB (Harassment, Intimidation & Bullying) – Motion: Dyon Corley Second: Marie Blizzard – to affirm the action taken and approve the March 2021 HIB Reports. Approved unanimously by those members present. Motion carried 7-0-0.

Appointment of Part-Time Bus Aide – Temporary Position - Tabled

Resignation - Motion: Marie Blizzard Second: John Cerrito - with the recommendation of the Superintendent, to accept with regrets the resignation of Megan Jones, 2nd grade teacher, effective June 30, 2021. Approved unanimously by those members present. Motion carried 7-0-0.

Salary Adjustment – Support Staff – Motion: Marie Blizzard Second: Dyron Corley - with the recommendation of the Superintendent, approve a salary adjustment for the following support staff to reflect actual hours being worked. These salary adjustment(s) will be prorated effective May 15, 2021. Roll call vote was taken. Approved unanimously by those members present. Motion carried 7-0-0.

Employee	Position	Current Hours	Adjusted Hours	Difference in Time
Sharon Cresci	LPN Nurse	7.75 hours	8.0 hours	+0.25 hours/day

Reappointment of Substitutes – Motion: Stanley Kershaw Second: Brent Daly - with the recommendation of the Superintendent, reappoint all substitutes and a letter of intent be sent to each. Approved unanimously by those members present. Motion carried: 7-0-0.

Approve Employee Profile for 2021-2022 – Motion: Marie Blizzard Second: Stanley Kershaw - with the recommendation of the Superintendent, approve the Employee Profile for the 2021-2022 school year. Roll call vote was taken. Voting affirmatively: Marylou Henderson, Dyron Corley, Brent Daly, John Cerrito, Stanley Kershaw. Voting no: None. Abstentions: Marie Blizzard (S.M. only), Stultz Taylor (R.G. only). Motion carried: 5-0-2.

Salary Guide Adjustment Motion: Marie Blizzard Second: Dyron Corley – to approve a salary guide adjustment for the following staff member effective September 1, 2021:

Rachel Howgate – from BA30 to MA

Roll call vote was taken. Approved unanimously by those members present. Motion carried: 7-0-0.

Policy – Motion: Dyron Corley Second: Brent Daly – The following policy is being presented as the first reading at this meeting. The second reading will be presented at the next meeting for adoption:

New Adoptions

5516 Remotely Activating Communication Devices – Pagers & Cellular Telephones
Approved unanimously by those members present. Motion carried 7-0-0.

CompleteCare – Smile Smart Dental Program 2020-2021 and 2021-2022 – Motion: Marie Blizzard Second: Stanley Kershaw – to approve participation in the CompleteCare's Smile Smart Dental Program effective September 1, 2020 through June 30, 2021 and September 1, 2021-June 30, 2022. This will be a free program for our students. When necessary, transportation will be provided by district or Kids' Center staff. Voting affirmatively: Marie Blizzard, Marylou Henderson, Dyron Corley, Brent Daly, John Cerrito, Stanley Kershaw. Voting no: None. Abstentions: Stultz Taylor. Motion carried 6-0-1.

Special Education Out-of-District Placement 2021-2022 – Motion: Dyron Corley Second: John Cerrito – to approve the out-of-district placement at Cape May County Special Services for the following students for the 2021-2022 school year:

Student	Program	Regular School Year	Extended School Year	One-to-One Aide	Itinerant Services
1	Multiple Disabilities	\$48,750	\$2,900	N/A	According to IEP
1	Multiple Disabilities	\$48,750	\$2,900	N/A	According to IEP
1	Preschool Disabled	\$48,750	\$2,900	\$27,325	According to IEP

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

Stop the Violence Memorandum of Understanding – Motion: Stanley Kershaw Second: Marie Blizzard – to approve the Memorandum of Understanding between the Cumberland County Prosecutor's Office and the Downe Township School District which will remain in force until September 30, 2023. The agreement is part of the Preventing School Violence Initiative and will allow for mapping of the school. Approved unanimously by those members present. Motion carried: 7-0-0.

Business Services – Subcontracting Agreement – Motion: Marie Blizzard Second: Dyron Corley – to approve the Subcontracting Agreement between the Lawrence Township Board of Education and the Downe Township Board of Education to provide business services for the district effective July 1, 2021 through June 30, 2022. Cost: \$76,500. Voting Affirmatively: Marie Blizzard, Marylou Henderson, Dyron Corley, Brent Daly, John Cerrito, Stultz Taylor. Voting no: None. Abstentions: Stanley Kershaw. Motion carried: 6-0-1.

Child Study Team Services – Subcontracting Agreement – Motion: Marie Blizzard Second: Dyron Corley – to approve the Subcontracting Agreement between the Lawrence Township Board of Education and the Downe Township Board of Education to provide child study team services for the district effective July 1, 2021 through June 30, 2022. Cost: \$103,356. Approved unanimously by those members present. Motion carried: 7-0-0.

Computer Services Agreement with Lawrence Township – Motion: Brent Daly Second: Dyron Corley – to approve the Computer Services Agreement for Technology Services between Lawrence Township Board of Education and the Downe Township Board of Education effective July 1, 2021 through June 30, 2022. Cost: \$8,000. Approved unanimously by those members present. Motion carried: 7-0-0.

School Calendar – Motion: Marie Blizzard Second: Stanley Kershaw – to approve the 2021-2022 School Calendar. This proposed calendar has already been shared with the staff. Approved unanimously by those members present. Motion carried: 7-0-0.

Facilities Request/Fund Raisers Motion: Dyron Corley Second: Stan Kershaw – to approve the following additions to the facilities request/fund raisers calendar for the 2020-2021 school year:

<u>Organization</u>	<u>Activity/Fund Raiser</u>	<u>Date/Time</u>
Kids' Center	Mother's Day Flower Sale	3/25/2021-5/6/2021
Afterglow	Wildwood beach and boardwalk	6/13/2021

For Your Information

a. Performance Reports

Other District Reports

- a. Nurse's Report
- b. Enrollment
- c. Security/Safety Drills
 - (1) Fire Drill 3/26/2021
 - (2) Shelter in Place 3/31/2021

XVIII. New Business

Board Member Appointment – Motion: Stultz Taylor Second: Marylou Henderson – to appoint Candy Stratton to the vacancy on the Board pending criminal history clearance. Voting affirmatively: Marie Blizzard, Marylou Henderson, Dyron Corley, Stanley Kershaw, John Cerrito, Stultz Taylor. Voting no: Brent Daly. Abstentions: None. Motion carried 6-1-0.

Dyron Corley – discussed the hiring process and a greater push to hire people of color.

XIX. Public Participation – None

XX. Adjournment – Motion: Stanley Kershaw Second: Marie Blizzard – to adjourn the meeting at 9:27 pm.
Approved unanimously by those members present. Motion carried: 7-0-0.

Respectfully submitted by,

A handwritten signature in cursive script that reads "Judy Williams". The signature is written in dark ink and is positioned above the printed name and title.

Judy Williams
Substitute Board Secretary