

**DOWNE TOWNSHIP BOARD OF EDUCATION
WORK SESSION MEETING &
REGULAR BOARD OF EDUCATION MEETING – 6:30 P.M.
June 15, 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 Stultz Taylor
Members Absent
John Cerrito Marylou Henderson Board Vacancy
Others Present:
Sherri Miller, Superintendent/Principal
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
- VII. Approval of Minutes – Motion: Dyron Corley Second: Brent Daly – to approve the Work Session and Regular Meeting Minutes of May 4, 2021. Approved unanimously by those members present. Motion carried: 6-0-0.

Motion: Dyron Corley Second: Brent Daly – to approve the Executive Session Minutes of May 4, 2021. Approved unanimously by those members present. Motion carried: 6-0-0.
- VIII. Letters of Correspondence – a Thank You card from Gail D’Emilio was read.
- IX. FINANCIAL REPORTS
Motion: Marie Blizzard Second: Dyron Corley – to approve the following reports. Approved unanimously by those members present. Motion carried: 6-0-0.
- A. **BUDGET/FINANCE**
 1. Payroll for the month of **March and April 2021**, the processing of Electronic Funds Transfers for **March and April 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 **May and June 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 **March and April 2021**.

B. BOARD SECRETARY/BUSINESS ADMINISTRATOR'S REPORTS

1. Revenue Summary

A Revenue Summary for the months of **March and April 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.

2. Board Secretary's Report

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

June 15, 2021

Date

3. Treasurer's Report

In accordance with 18A:22-8.1 and 18A:22-8.2 for the month of **March and April 2021**, the preliminary Report of the Treasurer of School Funds for the **2020-2021** school year are in agreement with the **March and April 2021** Reports 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 **June 15, 2021** and after review of the Secretary's Monthly Financial Report and the Treasurer's Monthly Financial Report for **March and April 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.

X. Public Participation

School Business Administrator stated that parents/guardians cannot discuss students in public.

Lisa Jenkins- Stated that she feels Special Education needs full-time aides to help students. Jenkins requested that the Board of Education look into full-time status for aides.

XI. Old Business

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

XII. School Business Administrator's Action Items

Itinerant Shared Services Agreement – Summer 2021 – Motion: Albert Casper Second: Brent Daly – to approve the Itinerant Shared Services Agreement between the Downe Township Board of Education and the Lawrence Township Board of Education effective July 1, 2021 – August 30, 2021. Services are as follows:

Certified Teacher \$45/hour

Speech/Language Therapist \$45/hour

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

Interlocal Agreement for Joint Bus Transportation – Motion: Albert Casper Second: Brent Daly – to approve participation in the Interlocal Agreement with several Cumberland County School Districts for Joint Bus Transportation services administered through the Vineland Board of Education effective July 1, 2021 - June 30, 2024. Cost – 4% for district routes and 8% for homeless routes. Approved unanimously by those members present. Motion carried: 6-0-0.

Agreement for Mechanic – 2021-2022 – Motion: Marie Blizzard Second: Albert Casper – to approve the Agreement for Mechanic between the Pittsgrove Township Board of Education and the Downe Township Board of Education for the 2021-2022 school year. Rate: \$60/hour plus materials and supplies. Approved unanimously by those members present. Motion carried: 6-0-0.

Nonpublic/School Choice Transportation – Motion: Dyron Corley Second: Brent Daly – to approve paying the aid-in-lieu of transportation amount of \$1,000.00 to eligible nonpublic/school choice students for the 2021-2022 school year. Approved unanimously by those members present. Motion carried: 6-0-0.

Audit Corrective Action Plan – Certificate of Implementation – Motion: Marie Blizzard Second: Brent Daly – to approve submission of the Certification of Implementation for the Audit Corrective Action Plan for the Fiscal Year ended 6/30/2020. Approved unanimously by those members present. Motion carried: 6-0-0.

2020-2021 Extraordinary Aid – Motion: Albert Casper Second: Marie Blizzard – to approve submitting to the Department of Education the 2020-2021 Extraordinary Aid Application for the district's classified student(s) who had certain expenses over a set threshold. Voting affirmatively: Albert Casper, Marie Blizzard, Dyron Corley, Brent Daly, Stutz Taylor. Voting no: Stanley Kershaw. Abstentions: None. Motion carried: 5-1-0.

Tax Levy Payment from Township – Motion: Stanley Kershaw Second: Brent Daly – to approve the invoice sent to the Township showing the breakdown of the tax levy for the 2021-2022 school year. Approved unanimously by those members present. Motion carried: 6-0-0.

Vended Meals Contract – Motion: Albert Casper Second: Marie Blizzard – to approve entering into a SFA to SFA Vended Meals Agreement with Lawrence Township Board of Education for the 2021-2022 school year. Lawrence Township will provide daily meals to Downe Township and will bill monthly, at a rate of \$3.05 per lunch and \$2.50 per breakfast (milk included). Approved unanimously by those members present. Motion carried: 6-0-0.

I.D.E.A. FY 2022 – Motion: Stanley Kershaw Second: Brent Daly – to authorize submission of the I.D.E.A. application for fiscal year 2022 and accept the grant award of the following funds. Funds are used to offset the cost of child study team services.

Basic	\$58,240
Preschool	\$ 848

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

Insurance Group Resolutions – Motion: Albert Casper Second: Stanley Kershaw – to approve the attached insurance group resolutions effective July 1, 2021-July 1, 2024:

- School Alliance Insurance Fund Resolution for Renewal of Membership
- School Alliance Insurance Fund Indemnity and Trust Renewal Agreement
- NJSIG ERIC – South Indemnity and Trust Agreement: Resolution to Renew Membership

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

Renewal of 2021-2022 Insurance Policies – Motion: Albert Casper Second: Brent Daly – to approve the renewal of the attached insurance policies through Connor, Strong, and Buckelew. Approved unanimously by those members present. Motion carried: 6-0-0.

XIII. Executive Session

Motion: Dyron Corley Second: Brent Daly – to enter into executive session at 6:54 pm to discuss student and personnel matters. Approved unanimously by those members present. Motion carried: 6-0-0.

Motion: Marie Blizzard Second: Stanley Kershaw – to return to regular session at 7:26 pm. Approved unanimously by those members present. Motion carried: 6-0-0.

XIV. Superintendent's Action Items

HIB (Harassment, Intimidation & Bullying) – Motion: Albert Casper Second: Dyron Corley – to affirm the action taken and approve the April 2021 and review the May 2021 HIB Reports. Approved unanimously by those members present. Motion carried: 6-0-0.

Leave of Absence – Motion: Albert Casper Second: Stanley Kershaw – with the recommendation of the Superintendent, to approve an FMLA leave for a district employee. Approved unanimously by those members present. Motion carried: 6-0-0.

Summer Maintenance Worker – Motion: Dyron Corley Second: Albert Casper – with the recommendation of the Superintendent, to approve the appointment of the following summer maintenance workers:

<u>Worker</u>	<u>Rate</u>	<u>Hours/Time Period</u>
Nicholas Weber	\$15.00	24 hr/week – Number of weeks to be determined

Roll call vote was taken. Approved unanimously by those members present. Motion carried: 6-0-0.

Salem County Special Services Itinerant /Shared Services Agreement – Motion: Brent Daly Second: Albert Casper – to approve the Itinerant/Shared Services Agreement for the 2021-2022 school year. Approved unanimously by those members present. Motion carried: 6-0-0.

Policy – Second Reading – Motion: Albert Casper Second: Marie Blizzard – to adopt as a second reading the following policy:

5516 Remotely Activation Communication Devices – Pagers and Cellular Telephones
Approved unanimously by those members present. Motion carried: 6-0-0.

Safe Return Plan – Motion: Stanley Kershaw Second: Albert Casper – to approve the Safe Return Plan for the 2021-2022 school year. In accordance with Section 2001(i)(2) of the ARP Act public comment is sought on the Safe Return Plan. The plan will be submitted to NJDOE and posted to the district website. The meeting was opened to the public for comments. No comments were made. Approved unanimously by those members present. Motion carried: 6-0-0.

Kids' Center Donor Agreement – Motion: Brent Daly Second: Dyron Corley – to authorize the acceptance and signing of the Public Donor Agreement between Community Health Care, Inc. (Kids' Center) and the Downe Township Board of Education with an effective date through 6/30/2022. Approved unanimously by those members present. Motion carried: 6-0-0.

School Physician – Memorandum of Agreement – Motion: Albert Casper Second: Stanley Kershaw – to approve the Memorandum of Agreement between CompleteCare Health Network and the Downe Township Board of Education for school physician services effective July 1, 2021 through June 30, 2022. Cost - \$3,200. Approved unanimously by those members present. Motion carried: 6-0-0.

Board Solicitor's Professional Services Agreement – Motion: Marie Blizzard Second: Dyron Corley – to approve the Professional Service Agreement between the Board of Education and Board Solicitor, Frank DiDomenico, Esq. effective July 1, 2021 through June 30, 2022. Compensation - \$140.00/hr. for all routine services. Voting affirmatively: Marie Blizzard, Albert Casper, Dyron Corley, Brent Daly, Stanley Kershaw. Voting no: None Abstentions: Stultz Taylor Motion carried: 5-0-1.

Architect of Record – Standard Form of Agreement – Motion: Albert Casper Second: Marie Blizzard – to approve the Standard Form of Agreement between the Board of Education and Architect of Record, Manders Merighi Portadin Farrell Architects, LLC effective July 1, 2021 through June 30, 2022. Voting affirmatively: Marie Blizzard, Albert Casper, Dyron Corley, Brent Daly, Stanley Kershaw. Voting no: None Abstentions: Stultz Taylor Motion carried: 5-0-1.

NJSAC Interim Review Placement Scores – Motion: Dyron Corley Second: Albert Casper – to acknowledge the NJSAC Interim Review Placement Score of 78.5 for Instruction and Program and to approve continuation of the district's Improvement Plan for this area. The executive county superintendent will conduct the next interim review in October 2021. Approved unanimously by those members present. Motion carried: 6-0-0.

Lunch and Breakfast Prices – Motion: Marie Blizzard Second: Stanley Kershaw – to approve the following lunch and breakfast prices for students for the 2021-2022 school year:

	<u>Full Price</u>
Lunch	\$2.85 (was \$2.75)
Breakfast	\$1.90 (was \$1.80)

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

2021-2022 Auditor Contract – Motion: Brent Daly Second: Albert Casper – to approve the 2021-2022 contract with Nightlinger, Colavita, and Volpa for audit services for the 2021-2022 school year. Approved unanimously by those members present. Motion carried: 6-0-0.

Resignation – Motion: Albert Casper Second: Marie Blizzard – with the recommendation of the Superintendent, to accept with regrets the resignation of classroom aide Emma Sedeyn received on June 14, 2021 effective June 30, 2021. Approved unanimously by those members present. Motion carried: 6-0-0.

Appointment of Elementary Education Teacher – Motion: Albert Casper Second: Stanley Kershaw – with the recommendation of the Superintendent, to approve the appointment of Melanie Hough to the position of Elementary Education Teacher effective September 1, 2021 at Step BA-1 of the salary guide. For the 2021-2022 school year, her instructional assignment will be grade 5. Roll call vote was taken. Approved unanimously by those members present. Motion carried: 6-0-0.

Appointment of Elementary Education Teacher – Motion: Marie Blizzard Second: Stanley Kershaw – with the recommendation of the Superintendent, to approve the appointment of Gabrielle Watson to the position of Elementary Education Teacher effective September 1, 2021 at Step BA-1 of the salary guide. For the 2021-2022 school year, her instructional assignment will be grade 3. Roll call vote was taken. Approved unanimously by those members present. Motion carried: 6-0-0.

June 15, 2021

Appointment of Elementary Education Teacher – Motion: Albert Casper Second: Stanley Kershaw – with the recommendation of the Superintendent, to approve the appointment of Emily Hudson to the position of Elementary Education Teacher effective September 1, 2021 at Step BA-1 of the salary guide pending receipt of certification from the New Jersey Department of Education. For the 2021-2022 school year, her instructional assignment will be grade 2. Roll call vote was taken. Approved unanimously by those members present. Motion carried: 6-0-0.

Appointment of One-Year Elementary Education Teacher – Motion: Marie Blizzard Second: Albert Casper – with the recommendation of the Superintendent, to approve the appointment of Melody Carr to a one-year ESSER grant funded position of Elementary Education Teacher effective September 1, 2021 – June 30, 2022 at Step BA-1 of the salary guide pending receipt of certification from the New Jersey Department of Education. For the 2021-2022 school year, her instructional assignment will be Basic Skills Instruction and Social Emotional Learning. Roll call vote was taken. Approved unanimously by those members present. Motion carried: 6-0-0.

Summer Transportation and Extended School Year – Motion: Albert Casper Second: Dyron Corley – with the recommendation of the Superintendent, it is recommended that the Board of Education appoint the following district employees for the summer transportation and extended school year program:

<u>Van Drivers</u>	<u>Rate</u>	<u>Route/Time Period</u>
Ethel Shepard	\$21.31/hr.	To be determined
Jeanna Weber	\$21.31/hr.	Substitute – as needed
Lesa Robbins	\$21.31/hr.	Substitute – as needed

<u>LPN Nurse</u>	<u>Rate</u>	<u>Route/Time Period</u>
Sharon Cresci	\$29.80/hr	To be determined

<u>On-Call RN</u>	<u>Rate</u>	<u>Route/Time Period</u>
Giulia Sacco	\$200.00	Stipend

Roll call vote was taken. Approved unanimously by those members present. Motion carried: 6-0-0.

Downe Summer Program – Motion: Brent Daly Second: Marie Blizzard – with the recommendation of the Superintendent, it is recommended that the Board of Education appoint the following for the district summer program to be held July 13, 2021 – August 12, 2021.

<u>Bus Drivers</u>	<u>Rate</u>	<u>Route/Time Period</u>
Terri Whildin	\$21.31/hr.	To be determined
Rebecca Wilford	\$21.31/hr.	To be determined
Jeanna Weber	\$21.31/hr.	Substitute – As needed
Lesa Robbins	\$21.31/hr.	Substitute – As needed

<u>Classroom Aides</u>	<u>Rate</u>	<u>Time Period</u>
Jillian DeMore	\$15.00/hr.	9 hours/week for 5 weeks
Abigail Sedeyn	\$15.00/hr.	9 hours/week for 5 weeks
Amanda Sedeyn	\$15.00/hr.	9 hours/week for 5 weeks

<u>Teachers</u>	<u>Rate</u>	<u>Time Period</u>
Megan Jacobson	\$40.00/hr.	12 hours/week for 5 weeks
Lesa Robbins	\$40.00/hr.	12 hours/week for 5 weeks
Joe Henault	\$40.00/hr.	12 hours/week for 5 weeks
Rachel Howgate	\$40.00/hr.	12 hours/week for 5 weeks
Marybeth McFadden	\$40.00/hr.	12 hours/week for 5 weeks
Melanie Hough	\$40.00/hr.	12 hours/week for 5 weeks
Megan Sheppard	\$40.00/hr.	Substitute – As needed
Chelsi Riley	\$40.00/hr.	Substitute – As needed

<u>Nurse</u>	<u>Rate</u>	<u>Time Period</u>
Giulia Sacco	\$40.00/hr.	12 hours/week for 5 weeks

Roll call vote was taken. Approved unanimously by those members present. Motion carried: 6-0-0.

Cape May County Special Services Itinerant Agreement – Motion: Albert Casper Second: Marie Blizzard – to approve the Itinerant Agreement with Cape May County Special Services School District for the 2021-2022 school year. Approved unanimously by those members present. Motion carried: 6-0-0.

Appointment of Substitute – Motion: Albert Casper Second: Dyron Corley – with the recommendation of the Board of Education it is recommended that the Board of Education approve the following substitutes:

Abigail Appleby	Substitute Aide
Georgianna Scharnagl	Substitute Board Secretary

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

Other District Reports

- a. Nurse's Report – April, May
- b. Enrollment – May
- c. Security/Safety Drills
 - (1) Fire Drill 4/30/2021, 5/26/2021
 - (2) Inside Lockdown 4/30/2021, 5/26/2021

XV. New Business – None

XVI. Public Participation - None

XVII. Adjournment – Motion: Dyron Corley Second: Marie Blizzard – to adjourn the meeting at 7:58 pm. Approved unanimously by those members present. Motion carried: 6-0-0.

Respectfully submitted by,



Lisa DiNovi
School Business Administrator/
Board Secretary