

**DOWNE TOWNSHIP BOARD OF EDUCATION  
REMOTE WORK SESSION MEETING &  
REGULAR BOARD OF EDUCATION MEETING – 6:30 P.M.  
OCTOBER 20, 2020  
DOWNE TOWNSHIP ELEMENTARY SCHOOL**



- I. The meeting was called to order at 6:33 PM by Board President, Stultz Taylor.
- II. Roll call was taken.  
Members Present:
- |                      |                   |               |
|----------------------|-------------------|---------------|
| Kimberly Beardsworth | John Cerrito      | Stultz Taylor |
| Marie Blizzard       | Dyron Corley      |               |
| Albert Casper        | Marylou Henderson |               |
- Members Absent:  
None
- Others Present:  
Sherri Miller, Superintendent/Principal  
Georgianna Scharnagl, Substitute Board Secretary  
Public: Brent Daly
- III. Substitute Board Secretary, Georgianna Scharnagl, 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: Marie Blizzard Second: John Cerrito – to approve the work session and regular meeting minutes of September 15, 2020. Approved unanimously by those members present. Motion carried: 7-0-0.
- VIII. Letters Of Correspondence – A thank you note from Charlette Armstrong was read.
- IX. Financial Reports  
Motion: Albert Casper Second: Marie Blizzard – 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 **June, July and August 2020**, the processing of Electronic Funds Transfers for **April and May 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 **September (2 bill lists) and October 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 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 **June, July and August 2020**.
  3. **Voided Checks**  
To acknowledge that check # 7407 - 7470 was voided due to printer/system error.  
To acknowledge that check # 7520 – 7588 was voided due to system error.

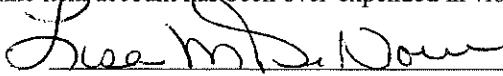
**B. BOARD SECRETARY/BUSINESS ADMINISTRATOR'S REPORTS**

1. Revenue Summary

A Revenue Summary for the months of **June, July and August 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 **June, July and August 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

October 20, 2020  
Date

3. Treasurer's Report

In accordance with 18A:22-8.1 and 18A:22-8.2 for the month of **June, July and August 2020**, the preliminary Report of the Treasurer of School Funds for the 2020-2021 school year are in agreement with the **June, July and August 2020** 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 **October 20, 2020** and after review of the Secretary's Monthly Financial Report and the Treasurer's Monthly Financial Report for **June, July and August 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.

X. Public Participation – None

XI. Old Business

Stultz Taylor: Inquired about the reopening of school and start of hybrid instruction.

Sherri Miller: Advised the board that the reopening went well. The staff is strong and confident. There have been a few mask issues with younger students. The staff redirects when there is an issue. All students and staff are doing a great job. Mrs. Miller also reported that there are currently 126 students in Cohort A and B, and 42 full-remote learners. A survey has gone out for Phase II, which will begin in the second week of November. Parents have through October 27, 2020 to decide how their children will attend in the second marking period. There is a strong indication that more parents will move to in-person learning and that the school will have less fully remote students.

XII. School Business Administrator's Action Items

**Health & Safety Evaluation** – Motion: John Cerrito Second: Albert Casper – to approve the district's Health & Safety Evaluation of School Buildings which is required for the NJQSAC. Approved unanimously by those members present. Motion carried: 7-0-0.

**Grant Award – REAP Small Rural School Achievement Program** – Motion: John Cerrito Second: Albert Casper – to acknowledge the Grant Award Notification for the REAP Small Rural School Achievement Program Award budget period 7/1/20-9/30/21 in the amount of \$16,140. Approved unanimously by those members present. Motion carried: 7-0-0.

**Comprehensive Maintenance Plan and M-1 FY 2021 – 2022** – Motion: Marie Blizzard Second: Marylou Henderson – to approve submission of the district’s schedule M-1 and the Comprehensive Maintenance Plan FY 2021-2022 in accordance with N.J.A.C. 6A:26A-1, N.J.S.A. 18A:7G-9(b)3, and 18A:33-1. These reports include all activities and expenditures as required maintenance reasonable to ensure the school is kept open and safe for use or in its original condition and maintain the validity of warranties. Approved unanimously by those members present. Motion carried: 7-0-0.

**Budget Calendar** – Motion: Marie Blizzard Second: Marylou Henderson – to approve the tentative 2021-2022 Budget Calendar. Approved unanimously by those members present. Motion carried: 7-0-0.

### XIII. Superintendent's Action Items

### **Violence and Vandalism and Harassment, Intimidation or Bullying- Investigations, Trainings**

**and Program (SSDS) 2019-2020 Period 2** – Motion: Albert Casper Second: Marie Blizzard – to acknowledge all reports as presented. Approved unanimously by those members present. Motion carried: 7-0-0.

In accordance with the Anti-Bullying Bill of Rights Act (P.L. 2010,c.122), a public hearing will be specifically conducted to fulfill the district's legal obligation to report incidents of school violence, vandalism, 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	Submitted to NJDOE
Violence, Vandalism , Weapons, Substances & HIB Confirmed	(3) Incidents	1/1/2020 – 6/30/2020	8/10/2020
Other Incidents Leading to Removal	(0) Incidents Leading to Removal	1/1/2020 – 6/30/2020	8/10/2020
HIB Alleged	(0) Alleged	1/1/2020 – 6/30/2020	8/10/2020
HIB Programs	(2) Programs	1/1/2020 – 6/30/2020	8/10/2020
HIB Training	(1) Training	1/1/2020 – 6/30/2020	8/10/2020

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.

**HIB (Harassment, Intimidation & Bullying)** – Motion: Albert Casper Second: Marie Blizzard – to affirm the action taken and approve the September 2020 HIB Report and review the October 2020 HIB Report. Approved unanimously by those members present. Motion carried: 7-0-0.

**Resignation** – Motion: Albert Casper Second: Marie Blizzard – to accept with regrets the resignation of Jennifer Langley, classroom aide, effective November 25, 2020. Approved unanimously by those members present. Motion carried: 7-0-0.

**Appointment of Long-Term Elementary Teacher** – Motion: Albert Casper Second: Marie Blizzard – with the recommendation of the Superintendent, to approve the appointment of Gabrielle Garavento retroactively effective 10/9/2020 as the long-term substitute Elementary Teacher to cover Grade 2, contingent on the district moving to full-remote learning. Approved unanimously by those members present. Motion carried: 7-0-0.

**Appointment of Substitutes**– Motion: Albert Casper Second: Marie Blizzard – with the recommendation of the Superintendent, to approve the following substitute:

Anne Tighe                      Substitute Nurse

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

**Appointment of Substitute Caller** – Motion: Albert Casper Second: Marie Blizzard – with the recommendation of the Superintendent, to approve Judy Williams for the position of Substitute Caller for the 2020-2021 school year at the rate of \$4,000 over 24 pays, with back pay to be paid from July 1, 2020. Approved unanimously by those members present. Motion carried: 7-0-0.

**Nursing Standing Orders 2020-2021** – Motion: Albert Casper Second: Marie Blizzard – to approve the Standing Orders for the 2020-2021 school year. Approved unanimously by those members present. Motion carried: 7-0-0.

**Policy** – Motion: Albert Casper Second: John Cerrito – to approve the following Policy Updates. Approved unanimously by those members present. Motion carried: 7-0-0.

- 2111.6 Re-Opening School Following a Pandemic
- 4111.1 Nondiscrimination/Affirmative Action
- 4111.2 Domestic Violence
- 4211.1 Nondiscrimination/Affirmative Action
- 5113 Attendance, Absences, and Excuses
- 5134 Married, Pregnant, Lactating Students
- 5141 Health
- 6140 Curriculum Adoption
- 6161.1 Guidelines for the Evaluation and Selection of Materials
- 6171.2 Gifted and Talented
- 6171.7 Extended School Year

**Memorandum of Agreement between the Downe Township School and Law Enforcement** – Motion: Albert Casper Second: John Cerrito – to approve the Uniform Memorandum of Agreement between the Downe Township School and the Law Enforcement Officials to include an updated contact list for the 2020-2021 school year. Approved unanimously by those members present. Motion carried: 7-0-0.

**Special Education Extended Year Placement 2020** – Motion: Albert Casper Second: John Cerrito – to approve the following extended school year placement at the Cumberland County Technical Education Center.

<u># Students</u>	<u>Extended School Year</u>	<u>Services</u>
1	\$2,240	According to IEP

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

**Professional Day Requests** – Motion: Albert Casper Second: John Cerrito – to approve the Professional Day requests as submitted to the board. Approved unanimously by those members present. Motion carried: 7-0-0.

**Facilities Request/Fund Raisers** – Motion: Dyron Corley Second: Marie Blizzard – 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. 8 <sup>th</sup> Grade	SaveAround Coupon Books	October-December
b. PTO	Shirt Sale	9/30-10/20
c. PTO	Membership Drive	TBD
d. PTO	Book Fair	10/18-10/23
e. PTO	Mask Sale	TBD

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 9/1/20
  - (2) Safety Drill: Communication Drill 9/14/2020

XIV. New Business

XV. Public Participation

- XVI. Adjournment – Motion: Marie Blizzard Second: Albert Casper – to adjourn the meeting at 7:03 PM. Approved unanimously by those members present. Motion carried. 7-0-0.

Respectfully Submitted by,

A handwritten signature in cursive script, reading "Georgianna Scharnagl".

Georgianna Scharnagl  
Substitute Board Secretary