

**DOWNE TOWNSHIP BOARD OF EDUCATION
REMOTE WORK SESSION &
REGULAR BOARD OF EDUCATION MEETING – 6:30 P.M.
NOVEMBER 17, 2020
DOWNE TOWNSHIP ELEMENTARY SCHOOL**



- I. The meeting was called to order at 6:30 PM by School Business Administrator, Lisa DiNovi.
- II. Roll call was taken.
Members Present:
Kimberly Beardsworth Albert Casper Marylou Henderson
Marie Blizzard Dyron Corley
Members Absent:
John Cerrito Stultz Taylor
Others Present:
Sherri Miller, Superintendent/Principal
Lisa DiNovi, School Business Administrator
Public: Stan Kershaw, Brent Daly
- 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: Albert Casper Second: Marie Blizzard – to approve the Work Session and Regular Meeting Minutes of October 20, 2020. Approved unanimously by those members present. Motion carried: 5-0-0.
- VIII. Letters of Correspondence - None
- IX. Financial Reports – Motion: Albert Casper Second: Dyron Corley – to approve the following financial reports. Approved unanimously by those members present. Motion carried: 5-0-0.
 - A. **BUDGET/FINANCE**
 1. Payroll for the month of **September 2020**, and bills paid by the Business Administrator in **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 **September 2020**.

B. BOARD SECRETARY/BUSINESS ADMINISTRATOR'S REPORTS

1. Revenue Summary

A Revenue Summary for the months of **September 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 **September 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

November 17, 2020

Date

3. Treasurer's Report

In accordance with 18A:22-8.1 and 18A:22-8.2 for the month of **September 2020**, the preliminary Report of the Treasurer of School Funds for the 2020-2021 school year are in agreement with the **September 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 **November 17, 2020** and after review of the Secretary's Monthly Financial Report and the Treasurer's Monthly Financial Report for **September 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 - None

XII. School Business Administrator's Action Items

ESEA FY-2020 Final Report – Motion: Albert Casper Second: Marie Blizzard – to approve the ESEA FY-2020 Final Report and the carryover monies from ESEA FY-2020. Approved unanimously by those members present. Motion carried: 5-0-0.

	<u>Title IA</u>	<u>Title IIA</u>	<u>Title IV</u>
Allocation FY-2021	\$67,493	\$ 5,179	\$10,000
Carryover FY-2020		<u>4,641</u>	
Total Allocation FY 2021	\$67,493	\$9,820	\$10,000

School Bus Emergency Evacuation Drills – Motion: Albert Casper Second: Marie Blizzard – to acknowledge the following School Bus Emergency Evacuation Drills were performed. Approved unanimously by those members present. Motion carried: 5-0-0.

<u>Date of Drill</u>	<u>Time</u>	<u>Location of Drill</u>	<u>Route Numbers</u>	<u>Name of Staff Conducting Drill</u>
10/27/20	8:50 a.m.	Downe Elementary Front of School Bldg.	DT#1, 2, 3, 3a (Sheppard) DT#8 (Downe)	Sherri Miller and Wallace Maines
10/30/20	8:50 a.m.	Downe Elementary Front of School Bldg.	DT#1, 3, 3a (Sheppard)	Sherri Miller and Wallace Maines
11/13/20	8:50 a.m.	Downe Elementary Front of School Bldg.	DT# 2 (Sheppard)	Sherri Miller and Wallace Maines

XIII. Superintendent's Action Items

HIB (Harassment, Intimidation & Bullying) – Motion: Marie Blizzard Second: Albert Casper – to Affirm the action taken and approve the October 2020 HIB Report and review the November 2020 HIB Report. Approved unanimously by those members present. Motion carried: 5-0-0.

School Self-Assessment for Determining Grades – Motion: Marie Blizzard Second: Albert Casper – to approve the Superintendent to submit the ratings to the NJDOE. In accordance 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 for the Superintendent to report the results of district's 2019-2020 School Self-Assessment for Determining Grades and to obtain public comment, if any. After the public comment opportunity, it is recommended that the Board of Education approve the Superintendent to formally submit the ratings to the NJDOE. Approved unanimously by those members present. Motion carried: 5-0-0.

Memorandum of Agreement between Downe Township Board of Education and DTEA CARES – Motion: Marie Blizzard Second: Albert Casper – to approve the Memorandum of Agreement between the negotiation teams of the Downe Township Board of Education and the Downe Township EA/CARE effective July 1, 2020 – June 30, 2021 which reflects an increase of 3% for a one year agreement including retroactive pay from July 1, 2020 forward. Approved unanimously by those members present. Motion carried: 5-0-0.

Salary Guides/Increments between the DTEA/CARES and the Board of Education – Motion: Marie Blizzard Second: Albert Casper – to approve the salary guides/increments between DTEA/CARES and the Board of Education:

2020-2021 3% inclusive

Approved unanimously by those members present. Motion carried: 5-0-0.

Salary Guides/Increments between the Board of Education and Head Custodian/Maintenance Supervisor – Motion: Dyron Corley Second: Albert Casper – to approve the salary guides/increments between the Head Custodian/Maintenance Supervisor and the Board of Education:

2020-2021 3% inclusive

Approved unanimously by those members present. Motion carried: 5-0-0.

Salary Guides/Increments between the Board of Education and the Administrative Confidential Secretary – Motion: Dyron Corley Second: Albert Casper – to approve the salary guides/increments between the Administrative Confidential Secretary and the Board of Education:

2020-2021 3% inclusive

Approved unanimously by those members present. Motion carried: 5-0-0.

Salary Guides/Increments between the Board of Education and Supervisor of Curriculum and Instruction – Motion: Dyron Corley Second: Albert Casper – to approve the salary guides/increments between the Supervisor of Curriculum and Instruction and the Board of Education:

2020-2021 3% inclusive

Approved unanimously by those members present. Motion carried: 5-0-0.

Administrative Confidential Secretary Addition to Job Description – Motion: Dyron Corley Second: Albert Casper – to Approve the Administrative Confidential Secretary Job Description revision to include the duties of the substitute caller. Approved unanimously by those members present. Motion carried: 5-0-0.

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

Patricia Leason	Substitute Aide, Cafeteria, Custodian
Dorothy Williams	Substitute Aide

Approved unanimously by those members present. Motion carried: 5-0-0.

ESEA Salaries – Motion: Marie Blizzard Second: Albert Casper – to approve the following breakdown of the ESEA salaries for the 2020-2021 school year:

<u>TEACHER</u>	<u>TOTAL SALARY</u>	<u>ALLOCATION %</u>	<u>ESEA-TITLE I ALLOCATION</u>	<u>BASIC SKILLS ALLOCATION</u>
G. D'Emilio	\$78,763	61%	\$48,150	\$30,613

Approved unanimously by those members present. Motion carried: 5-0-0.

Reorganization and Regular January Board Meeting – Motion: Marie Blizzard Second: Albert Casper – to approve holding the Reorganization & Regular January meeting on Tuesday, January 5, 2021 at 6:30 P.M. Approved unanimously by those members present. Motion carried: 5-0-0.

District Goals and Objectives – Motion: Marie Blizzard Second: Albert Casper – to approve the attached District Goals and Objectives with Action Plan for the 2020-2022 school years. Approved unanimously by those members present. Motion carried: 5-0-0.

Board Goals and Objectives – Motion: Marie Blizzard Second: Albert Casper – to approve the attached Board Goals and Objectives with Action Plan for the 2020-2021 school year. Approved unanimously by those members present. Motion carried: 5-0-0.

Nursing Service Plan 2020-2021 – Motion: Marie Blizzard Second: Albert Casper – to approve the Nursing Service Plan for the 2020-2021 school year. Approved unanimously by those members present. Motion carried: 5-0-0.

Bridgeton High School Tuition Contracts – Motion: Dyron Corley Second: Albert Casper – to approve the following tuition contracts with Bridgeton High School for high school students sent for the 2020-2021 school year. Adjusted tuition for Regular Education Students will total \$29,734 due to adjustments in 2018-2019 billing.

<u>Students</u>	<u>Cost per Pupil</u>
(2) Regular Education Students	\$14,120
(1) Special Education Student – LLD	\$21,548
(1) Special Education Student – LLD	\$18,424

Approved unanimously by those members present. Motion carried: 5-0-0.

Cumberland County Technical Education Center Tuition Contracts – Motion: Dyron Corley Second: Albert Casper – to approve the following tuition contracts with the Cumberland County Technical Education Center for the following students sent for the 2020-2021 school year.

<u>Students</u>	<u>Cost per Pupil</u>
(14) Regular Education Students	\$6,282
(1) Full-time Special Education Student	\$7,219
(1) Full-time STRIVE Student	\$15,000

Approved unanimously by those members present. Motion carried: 5-0-0.

Facilities Request/Fund Raisers – Motion: Dyron Corley Second: Albert Casper – 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. PTO	Pie Sale Fundraiser	10/26-11/24

Approved unanimously by those members present. Motion carried: 5-0-0.

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

Rachel Howgate – from BA15 to BA30

Approved unanimously by those members present. Motion carried: 5-0-0.

Preschool Program Plan – Motion: Marie Blizzard Second: Dyron Corley – to approve submission of the district's Preschool Program Plan and the District Budget Planning Workbook for 2021-2022. Approved unanimously by those members present. Motion carried: 5-0-0.

Leave of Absence Request – Motion: Marie Blizzard Second: Dyron Corley – with the recommendation of the Superintendent, to approve the leave of absence request from Chelsi Riley estimated to be effective 1/19/2021 – 4/12/2021. Per contract, leave granted by the Board will run concurrent to leave times allowed under NJFLA or FMLA. Approved unanimously by those members present. Motion carried: 5-0-0.

Other District Reports

- a. Nurse's Report
- b. Enrollment
- c. Security/Safety Drills
 - (1) Fire Drill 10/27/2020, 10/29/2020
 - (2) Back of the Building Evacuation 10/26/2020, 10/28/2020
 - (3) Communication Drill 9/14/2020

XIV. New Business - None

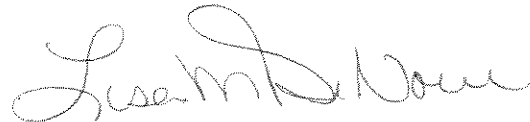
XV. Public Participation

Dyron Corley – asked if the Governor has talked about mandatory closures.

Sherri Miller – Suggested staff members who retired in June 2020 be sent their retirement gift on behalf of the board as they could not be presented with it due to COVID closures.

XVI. Adjournment- Motion: Marie Blizzard Second: Albert Casper – to adjourn the meeting at 7:05 PM. Approved unanimously by those members present. Motion carried: 5-0-0.

Respectfully Submitted by,



Lisa DiNovi
School Business Administrator/
Board Secretary