

**DOWNE TOWNSHIP BOARD OF EDUCATION
WORK SESSION MEETING &
REGULAR BOARD OF EDUCATION MEETING – 6:30 P.M.
FEBRUARY 15, 2022
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 Candy Stratton
Albert Casper Marylou Henderson Stultz Taylor
Members Absent:
Dyron Corley Stanley Kershaw 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
- VI. Commencement of Regular Meeting
- VII. Approval of Minutes – Motion: Albert Casper Second: Brent Daly – to approve the Work Session and Regular Meeting Minutes of January 4, 2022. Voting affirmatively: Albert Casper, Marylou Henderson, Candy Stratton, Brent Daly, Stultz Taylor. Voting no: None Abstentions: Marie Blizzard Motion carried: 5-0-1.
- VIII. Letters of Correspondence – None
- IX. Financial Reports – Motion: Albert Casper Second: Candy Stratton – to approve the following financial reports. Voting affirmatively: Albert Casper, Marylou Henderson, Candy Stratton, Brent Daly, Stultz Taylor. Voting no: None Abstentions: Marie Blizzard Motion carried: 5-0-1.

A. BUDGET/FINANCE

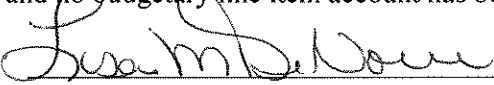
1. Payroll for the month of **December 2021 and January 2022**, the processing of Electronic Funds Transfers for **December 2021 and January 2022** to account for state mandated deductions from State Aid which is automatically forwarded to Special Services Districts for tuition paid, and bills paid by the Business Administrator in **December 2021 and January and February 2022**. 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 2021-2022 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 **December 2021 and January 2022.**
3. Voided Checks
To approve to void and not reissue the following checks effective December 31, 2021:

Student Activities Account:	Check 1865	\$25.00	6/14/2021
	Check 1871	\$25.00	6/14/2021
General Fund:	Check 7853	\$64.75	5/12/2021

B. BOARD SECRETARY/BUSINESS ADMINISTRATOR'S REPORTS

1. Revenue Summary
A Revenue Summary for the month of **December 2021 and January 2022** 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 **February 15, 2022** 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

February 15, 2022
Date
3. Treasurer's Report
In accordance with 18A:22-8.1 and 18A:22-8.2 for the month of **December 2021 and January 2022**, the preliminary Report of the Treasurer of School Funds for the 2021-2022 school year are in agreement with the **December 2021 and January 2022** 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 **February 15, 2022** and after review of the Secretary's Monthly Financial Report and the Treasurer's Monthly Financial Report for **December 2021 and January 2022**, 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 2021-2022 fiscal year.

X. Public Participation – None

** Dyron Corley entered the meeting at 6:35 pm.

XI. Old Business

Appointment of Committees 2022 – Motion: Candy Stratton Second: Albert Casper – to approve the appointment of Board Committees as attached. Approved unanimously by those members present. Motion carried 7-0-0.

Reschedule March Board Meeting - Motion: Albert Casper Second: Dyron Corley – to reschedule the March Regular Board Meeting to March 22, 2022 due to a delay in state aid figures. Approved unanimously by those members present. Motion carried: 7-0-0.

XII. School Business Administrator's Action Items

HVAC and Window Upgrades Project – Motion: Albert Casper Second: Brent Daly – to approve the submission of the Downe Township Elementary School HVAC and Window Upgrades project to the NJ DOE for schematic approval for which the district is seeking state funding. Approved unanimously by those members present. Motion carried: 7-0-0.

Budget Calendar 2022 – Motion: Marie Blizzard Second: Dyron Corley – to approve the 2022 Budget Calendar. Approved unanimously by those members present. Motion carried: 7-0-0.

Maintenance Reserve Transfer – Motion: Albert Casper Second: Dyron Corley – to move \$160,000 from Maintenance Reserve to the 2021-2022 school year budget. Approved unanimously by those members present. Motion carried: 7-0-0.

XIII. Executive Session

Motion: Dyron Corley Second: Albert Casper – to enter into executive session at 6:46 pm. Approved unanimously by those members present. Motion carried: 7-0-0.

Motion: Marie Blizzard Second: Brent Daly – to return to regular session at 7:25 pm. Approved unanimously by those members present. Motion carried: 7-0-0.

XIV. Superintendent's Action Items

HIB (Harassment, Intimidation & Bullying) – Motion: Brent Daly Second: Albert Casper – to affirm the action taken and approve the November and December 2021 HIB Reports and review the January and February 2022 HIB Reports. Approved unanimously by those members present. Motion carried: 7-0-0.

Violence and Vandalism and Harassment, Intimidation or Bullying- Investigations, Trainings and Program (SSDS) 2021-2022 Period 1 – Motion: Albert Casper Second: Marie Blizzard – to approve the following reports. In accordance to Public School Safety Law (N.J.S.A. 18A:17-46), a public hearing is specifically conducted to fulfill the district's legal obligation to report all acts of violence, vandalism, intimidation and bullying (HIB), substance and weapons offenses and HIB incidents and trainings and programs to the public. The following information was presented by the Superintendent:

Category	Description	Data Collection Date	Certify to DOE
Violence, Vandalism , Weapons, Substance Abuse & HIB Confirmed	(3) HIB Incidents	September 1, 2021 to December 31, 2021	January 26, 2022
Other Incidents Leading to Removal	(1) Incident Leading to Removal	September 1, 2021 to December 31, 2021	January 26, 2022
HIB Alleged	(1) Alleged	September 1, 2021 to December 31, 2021	January 26, 2022
HIB Incidents – Confirmed	(3) Confirmed Incidents	September 1, 2021 to December 31, 2021	January 26, 2022
HIB Programs	(3) Program	July 1, 2021 to December 31, 2021	January 26, 2022
HIB Training	(4) Trainings	July 1, 2021 to December 31, 2021	January 26, 2022

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. The meeting was opened for public participation, but no public comment was made. Approved unanimously by those members present. Motion carried: 7-0-0.

Tutor/Teacher – Motion: Albert Casper Second: Dyron Corley – with the recommendation of the Superintendent, to appoint the following staff to provide tutor instruction for a district student effective January 24, 2022. Compensation: \$40 per hour as per contract.

<u>Teacher</u>	<u>Student</u>
Joseph Henault	6 th grade student – (5) hours per week
Brooke Morvay	6 th grade student – (5) hours per week

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

Leave of Absence Request – Motion: Albert Casper Second: Brent Daly - with the recommendation of the Superintendent, to approve the FMLA/NJFLA leave of absence request from Joseph Henault tentatively effective March 27, 2022 through June 30, 2022. Approved unanimously by those members present. Motion carried: 7-0-0.

Salary Adjustment – Support Staff – Motion: Marie Blizzard Second: Albert Casper - with the recommendation of the Superintendent, to approve a salary adjustment for the following support staff to reflect actual hours being worked. These salary adjustments will be prorated effective February 15, 2022.

<u>Employee</u>	<u>Position</u>	<u>Current Hours</u>	<u>Adjusted Hours</u>	<u>Difference in Time</u>
Terrilynn Whildin	Cafeteria	2.25 hours/day	4.0 hours/day	+1.75 hours/day

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

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

Jeremy Wilford	Substitute Teacher
Karleen Wilford	Substitute Teacher, Substitute Aide
Kayla Korman	Substitute Teacher, Substitute Aide

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

Leave of Absence Request – Motion: Albert Casper Second: Dyron Corley - with the recommendation of the Superintendent, to approve the FMLA/NJFLA leave of absence request from Zachary West tentatively effective February 22, 2022 through March 7, 2022 or until released from a doctor's care. Approved unanimously by those member's present. Motion carried: 7-0-0.

Appointment of Long Term Preschool Substitute – Motion: Albert Casper Second: Marie Blizzard – with the recommendation of the Superintendent, it is recommended that the Board of Education appoint Carol Cossaboon as the long-term Preschool-3 substitute teacher retroactively effective January 18, 2022. Roll call vote was taken. Approved unanimously by those members present. Motion carried: 7-0-0.

Non-Resident Tuition Students – Motion: Marie Blizzard Second: Dyron Corley – to approve the following non-resident tuition student for the remainder of the 2021-2022 school year:

<u>Grade</u>	
PK-3	New-Staff Member Child

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

Board Vacancy – Motion: Albert Casper Second: Dyron Corley – to acknowledge the board vacancy and authorize the business administrator to advertise to fill the vacancy. Approved unanimously by those members present. Motion carried: 7-0-0.

Professional Day Requests - Motion: Albert Casper Second: Marie Blizzard – to approve the Professional Development Day Requests as attached. Approved unanimously by those members present. Motion carried: 7-0-0.

Facilities Request/Fund Raisers – Motion: Marie Blizzard Second: Dyon Corley – to approve the following additions to the facilities requests/fund raisers calendar for the 2021-2022 school year:

<u>Organization</u>	<u>Activity</u>	<u>Date/Time</u>
Yearbook Club	Yearbook Ad Sales	January-March 2022
Afterglow	Gertrude Hawk Sales	2/2-2/18/2022

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

Other District Reports

- a. Nurse's Report - December and January
- b. Enrollment
- c. Security/Safety Drills
 - (1) Fire Drill 1/20/2022
 - (2) Inside Lockdown 1/25/2022
- d. Start Strong Assessment Report
- e. Updated Board Lists
- f. Reminder to complete Personal and Financial Disclosure
- g. The Authority Recycling Tonnage Figures

XV. New Business

Superintendent Sherri Miller discussed Governor Murphy's lifting of the Universal School Mask Mandate. Mrs. Miller requested that masks be made optional starting March 7, 2022, to eliminate quarantining of close contacts, and to adjust policies as needed due to the Governor's executive orders.

School Mask Mandate - Motion: Albert Casper Second: Marie Blizzard – to approve to make masks/face coverings for staff and students optional effective March 7, 2022 and to eliminate quarantining of close contacts. Close contacts of positive cases will be notified, but quarantining will only be necessary when symptoms are present. Approved unanimously by those members present. Motion carried: 7-0-0.

XVI. Public Participation

Ashley Sanza – asked if COVID testing of staff will still be required after March 7, 2022.

Ashley Sanza – asked if the Pi Day Fundraiser (March 14, 2022) will be allowed this year.

XVII. Adjournment

Motion: Dyon Corley Second: Brent Daly – to adjourn the meeting at 8:07 pm. Approved unanimously by those members present. Motion carried: 7-0-0.

Respectfully submitted by,



Lisa DiNovi
School Business Administrator/
Board Secretary