

**DOWNE TOWNSHIP BOARD OF EDUCATION  
WORK SESSION MEETING &  
REGULAR BOARD OF EDUCATION MEETING – 6:30 P.M.  
MARCH 22, 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                      Stultz Taylor  
Albert Casper                      Stanley Kershaw  
Dyron Corley                      Candy Stratton  
Members Absent:  
Marylou Henderson  
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. Interview for Board Vacancy  
Kyle Myers
- VIII. Approval of Minutes – Motion: Albert Casper Second: Brent Daly – to approve the Work Session and Regular Meeting Minutes of February 15, 2022. Voting affirmatively: Marie Blizzard, Brent Daly, Stultz Taylor, Albert Casper, Dyron Corley, Candy Stratton. Voting No: None Abstentions: Stanley Kershaw. Motion carried:6-0-1.  
  
Motion: Albert Casper Second: Marie Blizzard – to approve the Executive Session Minutes of February 15, 2022. Voting affirmatively: Marie Blizzard, Brent Daly, Stultz Taylor, Albert Casper, Dyron Corley, Candy Stratton. Voting No: None Abstentions: Stanley Kershaw. Motion carried:6-0-1.
- IX. Letters of Correspondence – None


- X. Financial Reports – Motion: Candy Stratton 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 2022**, the processing of Electronic Funds Transfers for **February 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 **February and March 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 **February 2022**.
3. Voided Checks - To approve to void check #8227 to Rutgers, the State University in the amount of \$285.00 and reissue using Check #8237 to Rutgers, the State University in the amount of \$285.00, to account for an address change.

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

1. Revenue Summary  
A Revenue Summary for the month of **February 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 **March 22, 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

March 22, 2022  
Date

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

- XI. Public Participation  
Ashley Sanza thanked board member Albert Casper for participating in Pi Day.

XII. Old Business – None

XIII. School Business Administrator's Action Items

**2022-2023 Preliminary School Budget Presentation** – Motion: Dyron Corley Second: Brent Daly – to approve the Preliminary Budget for the 2022-2023 school year as presented by School Business Administrator, Lisa DiNovi, and to allow for submission to the county.

**BE IT RESOLVED**, that the tentative budget is approved for the 2022-2023 School Year and the Secretary to the Downe Township Board of Education is authorized to submit the tentative budget to the Cumberland County Office of Education for approval as follows:

Current Expense	\$	3,360,320
Capital Outlay	\$	<u>2,754</u>
<b>Total General Fund</b>	<b>\$</b>	<b>3,363,074</b>
Special Revenue	\$	592,647
Debt Service	\$	<u>0</u>
<b>Total Budget</b>	<b>\$</b>	<b>3,955,721</b>

**BE IT RESOLVED**, to acknowledge that the 2022-2023 school year budget as described results in a general fund tax levy of \$1,599,731 for a total tax levy of \$1,599,731; and

**BE IT RESOLVED**, that the school business administrator/board secretary is authorized to advertise said tentative budget in the South Jersey Times with County Office approval of the budget, as directed by the Department of Education in accordance with the format required by the State Department of Education and according to law; and

**BE IT RESOLVED**, in accordance with the N.J.A.C. 6A:23B-1.2(b), the maximum expenditure for travel for the 2022-2023 school year for all staff and board members is \$25,000; and

**BE IT FURTHER RESOLVED**, that a public hearing will be held at Downe Township School on **May 3, 2022**, at 6:30 p.m. for a Public Hearing on the budget for the 2022-2023 School Year.

**NOW THEREFORE, BE IT RESOLVED** by the Downe Township Board of Education to approve the tentative 2022-2023 school district budget for submission and approval by the New Jersey Department of Education along with the supporting documentation of certain itemized expenditures required under administrative regulations as follows:

**2022-2023 School Year**

***Public relations and professional services; board policies, efficiency***

*(a) Each school district and county vocational school district board shall establish by policy or policies a strategy or strategies in order to minimize the cost of public relations as defined in N.J.A.C. 6A:23A-9.3 (c)14, and professional services. In accordance with Board Policy 9160, to the extent practicable and cost effective, but need not be limited to the following provisions:*

*1. A maximum dollar limit, established annually prior to budget preparation, for public relations as defined in N.J.A.C 6A:23a-9.3(c)14, and each type of professional service, with appropriate notification to the board of education if it becomes necessary to exceed the maximum. Upon such notification, the board of education may adopt a dollar increase in the maximum amount through formal board action.*

<u>Service</u>	<u>Maximum Amount</u>
Architect	\$25,000 for non-bid projects, inspections, analysis, and other services, 6% of bid amount and change orders for large scale building projects, \$60,000 for additional Construction Administration services
Engineer	\$25,000 for non-bid projects, inspections, analysis, and other services, 6% of bid amount and change orders for large scale building projects
Auditing Services	\$30,000 for district audit and misc services
Solicitor	\$50,000 for district attorney and litigation services
Construction Litigation	\$10,000 for district construction litigation services
Negotiations & Personal Litigation	\$20,000 for district negotiations & personnel litigation services
Medical Inspector	\$7,500 for medical inspector services
Environmental Consultant	\$10,000 for environmental consultant services
Public Relations	N/A – The district does not budget for a public relations firm

Roll call vote was taken. Voting affirmatively: Albert Casper, Marie Blizzard, Candy Stratton, Dyron Corley, Brent Daly, Stultz Taylor. Voting no: Stanley Kershaw. Abstentions: None. Motion Carried: 6-1-0.

#### **FY 2021 Audit Presentation**

Lisa DiNovi, School Business Administrator, provided an overview of the FY21 Annual Audit.

Motion: Stanley Kershaw Second: Brent Daly – to accept and approve the Annual Audit for Fiscal Year Ended June 30, 2021, the Synopsis of Audit for Fiscal Year Ended June 30, 2021, and the Corrective Action Plan submitted by the Business Administrator. Approved unanimously by those members present. Motion carried: 7-0-0.

**SEMI Participation Waiver** – Motion: Stanley Kershaw Second: Marie Blizzard – to approve submission of the SEMI Participation Waiver to the Department of Education requesting participation and to waive budgeting the projected SEMI funds in the 2022-2023 budget. Approved unanimously by those members present. Motion carried: 7-0-0.

**Preschool Budget Workbook 2022-2023**– Motion: Albert Casper Second: Stanley Kershaw – to approve submission of the district’s Preschool Budget Workbook for 2022-2023. Approved unanimously by those members present. Motion carried: 7-0-0.

**Regular Transportation Contracts** – Motion: Dyron Corley Second: Albert Casper – to approve the Student Transportation Contract Renewal with Sheppard Bus Services increased at CPI 1.91% for the 2022-2023 school year as follows:

<u>Route #</u>	<u>Destination</u>	<u>2021-2022 Per Diem</u>	<u>NJSA Extension</u>	<u>2022-2023 Per Diem</u>	<u>2022-2023 Yearly Cost</u>
DT-1	Downe Township	\$180.01	\$3.44	\$183.45	\$33,021.00
DT-2	Downe Township	\$180.01	\$3.44	\$183.45	\$33,021.00
DT-3	Downe Township	\$180.01	\$3.44	\$183.45	\$33,021.00
DT-3A	Downe Township	\$180.01	\$3.44	\$183.45	<u>\$33,021.00</u>
					\$132,084.00

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

**Special Education Out-of-District Contract 2021-2022** – Motion: Stanley Kershaw Second: Dyron Corley – to approve the NJDOE Mandated “Tuition Contract” Only for Approved Private Schools for Students with Disabilities between the Downe Township School and Bancroft effective July 12, 2021-June 30, 2022.

# of Students	July-June School Year	Extraordinary Services
1	\$82,446.80	\$44,096.00

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

**Special Education Out-of-District Placement 2022-2023** – Motion: Albert Casper Second: Stanley Kershaw – to approve the Special Education Tuition Contract Agreement with Cape May County Special Service School District for the 2022-2023 school year:

# of Students	Program	Regular School Year	One-to-One Aide	Extended School Year	ESY One- to-One Aide	Itinerant Services
1	Preschool Disabled	\$50,750.00	\$28,325	\$2,900.00	\$2,800.00	According
1	Multiple Disabilities	\$44,500.00	N/A	\$2,900.00		to IEP

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

**Commission of the Blind – Request to Provide Services** – Motion: Stanley Kershaw Second: Albert Casper – to approve the 2021-2022 School Contract effective 1/31/2022 through 6/30/2022 for a district student who is eligible to receive education services provided by the New Jersey Commission for the Blind and Visually Impaired at the cost of \$1,096. Approved unanimously by those members present. Motion carried: 7-0-0.

#### XIV. Executive Session

Motion: Albert Casper Second: Stanley Kershaw – to enter into Executive Session at 7:43 pm. Approved unanimously by those members present. Motion carried: 7-0-0.

Motion: Marie Blizzard Second: Dyron Corley – to return to regular session at 8:15 pm. Approved unanimously by those members present. Motion carried: 7-0-0.

#### XV. Superintendent's Action Items

**HIB (Harassment, Intimidation & Bullying)** – Motion: Albert Casper Second: Marie Blizzard – to affirm the action taken and approve the January 2022 and February 2022 HIB Reports and review the March 2022 HIB Report. Approved unanimously by those members present. Motion carried : 7-0-0.

**Resignation** – Motion: Albert Casper Second: Stanley Kershaw - with the recommendation of the Superintendent, accept with regrets the resignation of Melissa Alcorn, Bus Aide, effective February 25, 2022. Roll call vote was taken. Motion carried: 7-0-0.

**Yearbook Ad** – Motion: Marie Blizzard Second: Albert Casper – to approve to place a full-page ad in the Class of 2022 Yearbook at the cost of \$75.00. Approved unanimously by those members present. Motion carried: 7-0-0.

**2021-2022 School Calendar Revision** – Motion: Albert Casper Second: Dyron Corley – to approve the 2021-2022 School Calendar revisions due to inclement weather closures. Approved unanimously by those members present. Motion carried: 7-0-0.

**Complete Care – Memorandum of Agreement for Student Health Services** - Motion: Marie Blizzard Second: Albert Casper – to approve the Complete Care Memorandum of Agreement for Student Health Services effective 3/1/2022 – 6/31/2022. Approved unanimously by those members present. Motion carried: 7-0-0.

**Appointment of Long-Term Middle School Teacher** – Motion: Albert Casper Second: Stanley Kershaw - with the recommendation of the Superintendent, approve Carol Cossaboon as the long-term substitute 7<sup>th</sup> grade teacher effective March 28, 2022. Roll call vote was taken. Motion carried: 7-0-0.

**Policy** – Motion: Stanley Kershaw Second: Albert Casper – to approve the following Policy Updates:

5141.10 Face Coverings

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

**Facilities Request/Fund Raisers** – Motion: Albert Casper Second: Stanley Kershaw – 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>
Kids' Center	Mother's Day Flower Sale	3/21/2022-5/5/2022
Field Day Committee/PTO	Pretzel Sale	TBD
Field Day Committee/PTO	Popsicle Sale	TBD
PTO	Spring Craft Night	April 11-14

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

**Other District Reports**

- a. Nurse's Report - February
- b. Enrollment
- c. Security/Safety Drills
  - (1) Fire Drill 2/11/2022, 3/7/2022
  - (2) Back of Building Evacuation 2/17/2022
- d. Please plan for group picture at this board meeting.

XVI. New Business

**Board Member Appointment** – Motion: Albert Casper Second: Stanley Kershaw – to appoint Kyle Myers to the vacancy on the Board pending criminal history clearance. Approved unanimously by those members present. Motion carried: 7-0-0.

XVII. Public Participation – None

XVIII. Adjournment

Motion: Marie Blizzard Second: Albert Casper – to adjourn the meeting at 8:30 pm. Approved unanimously by those members present. Motion carried: 7-0-0.

Respectfully submitted by,



Lisa DiNovi  
School Business Administrator/  
Board Secretary