

**DOWNE TOWNSHIP BOARD OF EDUCATION
BUDGET PUBLIC HEARING, WORK SESSION MEETING &
REGULAR BOARD OF EDUCATION MEETING – 6:30 P.M.
May 3, 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 Marylou Henderson
Dyron Corley Candy Stratton
Members Absent:
Stanley Kershaw Board Vacancy
Others Present:
Sherri Miller, Superintendent/Principal
Lisa DiNovi, School Business Administrator/Board Secretary
Public
- III. Lisa DiNovi, School Business Administrator, 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. Signing of Oath of Office and Swearing In of New Board Member - Kyle Myers
- VI. Public Hearing – 2022-2023 School Budget
- **OPEN PUBLIC HEARING**
Open the Public Hearing on the 2022-2023 proposed budget.
 - **PRESENTATION**
The Business Administrator, Lisa DiNovi, will present an overview of the proposed budget for the 2022-2023 school year.
 - **AUDIENCE PARTICIPATION**
When addressing the Board of Education, please respect the following procedure:
 1. *Be recognized by the Board President;*
 2. *State your full name and address before commenting.*
 3. *Wait to be recognized before making your comment(s).*
 - **CLOSE PUBLIC HEARING**
Close the Public Hearing on the 2022-2023 proposed budget.

▪ **RESOLUTION**

Motion: Albert Casper Second: Brent Daly – to approve, by Resolution, the 2022-2023 School Year Budget and the Secretary to the Downe Township Board of Education is authorized to submit the budget totaling \$3,982,179. The local tax levy to be raised for current expense is \$1,629,189. This reflects a \$26,458 increase in the advertised tax levy. The Downe Township is utilizing \$78,029 in banked cap to maintain educational programs.

BE IT RESOVLED, to approve a school district budget for the FY 2022-2023 School Year, as follows:

		Budget		Local Tax Levy
Total General Fund	\$	3,389,532	\$	1,626,189
Total Special Revenue Fund	\$	592,647	\$	n/a
Total Debt Service Fund	\$	0	\$	0
TOTALS:	\$	3,982,179	\$	1,626,189

BE IT RESOLVED, to acknowledge that the 2022-2023 school year budget as described results in a general tax fund levy of \$1,626,189, for a total tax levy of \$1,626,189.

Roll call vote was taken. Approved unanimously by those members present. Motion carried: 8-0-0.

VII. Work Session

VIII. Commencement of Regular Meeting

IX. Reorganization

Motion: Albert Casper Second: Dyon Corley – to approve the following reappointments. Voting affirmatively: Albert Casper, Marylou Henderson, Candy Stratton, Dyon Corley, Brent Daly. Voting no: None Abstentions: Kyle Myers (all), Marie Blizzard (Items G, H, I, N), Stultz Taylor (Items D, L, M). Motion carried: 5-0-3.

- A. Selection of Official Bank - to maintain OceanFirst as the official bank.
- B. Selection of School Physician – to maintain CompleteCare Health Network as the school physician.
- C. Selection of Auditing Firm –to maintain Nightlinger, Colavita & Volpa as the official auditor for the district. Net fee: \$18,720.
- D. Selection of Architect of Record – to maintain Manders Merighi Portadin Farrell Architects, LLC as architect of record. Rates are attached.
- E. Selection of Insurance Broker/EUS – to maintain Conner Strong & Buckelew Companies, Inc. as insurance broker/EUS.
- F. Appointment of Affirmative Action Officer - to reappoint Rachel Howgate as Affirmative Action Officer.
- G. Appointment of Section 504 Compliance Officer - to reappoint Sherri Miller as Section 504 Compliance Officer.
- H. Appointment of Title IX Coordinator - to reappoint Sherri Miller as Title IX Coordinator.
- I. Appointment of ADA Coordinator - to reappoint Sherri Miller as ADA Coordinator.

- J. Appointment of Public Agency Compliance Officer - to reappoint Lisa DiNovi, School Business Administrator as Public Agency Compliance Office.
- K. Appointment of Purchasing Agent - to reappoint Lisa DiNovi, School Business Administrator as Purchasing Agent and to implement the following limits for bids and quotes:
 - Must go out to bid anything over \$44,000
 - Must get three quotes anything over \$ 6,600
- L. Appointment of Right to Know Officer – to reappoint Ralph Gale, Head Custodian, as Right to Know Officer.
- M. Appointment of Integrated Pest Management Coordinator - to reappoint Ralph Gale, Head Custodian, as Integrated Pest Management Coordinator.
- N. Appointment of Custodian of Records – to reappoint Sherri Miller as Custodian of Records with Sandi Lore, Administrative Office Manager, as alternate.

X. Approval of Minutes

Motion: Candy Stratton Second: Marie Blizzard – to approve the Work Session and Regular Meeting Minutes of March 22, 2022. Voting affirmatively: Albert Casper, Marie Blizzard, Marylou Henderson, Candy Stratton, Dyron Corley, Brent Daly, Stultz Taylor. Voting no: None Abstentions: Kyle Myers. Motion Carried: 7-0-1.

Motion: Albert Casper Second: Marie Blizzard – to approve the Executive Session Meeting Minutes of March 22, 2022. Voting affirmatively: Albert Casper, Marie Blizzard, Marylou Henderson, Candy Stratton, Dyron Corley, Brent Daly, Stultz Taylor. Voting no: None Abstentions: Kyle Myers. Motion Carried: 7-0-1.

XI. Letters of Correspondence - None

XII. Financial Reports

Motion: Albert Casper Second: Brent Daly – to approve the following Financial Reports. Voting affirmatively: Albert Casper, Marie Blizzard, Marylou Henderson, Candy Stratton, Dyron Corley, Brent Daly, Stultz Taylor. Voting no: None Abstentions: Kyle Myers. Motion Carried: 7-0-1.

A. BUDGET/FINANCE

1. Payroll for the month of **March 2022**, the processing of Electronic Funds Transfers for **March 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 **March and April 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 **March 2022**.

B. BOARD SECRETARY/BUSINESS ADMINISTRATOR'S REPORTS

1. Revenue Summary

A Revenue Summary for the month of **March 2022** is 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 **May 3, 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

May 3, 2022

Date

3. Treasurer's Report

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

XIII. Public Participation - None

XIV. Old Business - None

XV. School Business Administrator's Action Items

NJSIG 2022-2023 Safety Grant – Motion: Albert Casper Second: Marie Blizzard – to approve to accept the NJSIG Safety Grant for FY 2022-2023 in the amount of \$2,000. Voting affirmatively: Albert Casper, Marie Blizzard, Marylou Henderson, Candy Stratton, Dyron Corley, Brent Daly, Stultz Taylor. Voting no: None Abstentions: Kyle Myers. Motion Carried: 7-0-1.

School Bus Emergency Evacuation Drills – Motion: Dyron Corley Second: Albert Casper – to acknowledge the following School Bus Emergency Evacuation Drill was performed:

<u>Date of Drill</u>	<u>Time</u>	<u>Location of Drill</u>	<u>Route Numbers</u>	<u>Staff Conducting Drill</u>
4/11/2022	8:40-9:00 am	Downe Elementary Front of Building	DT-1, DT-2, DT-3 DT-3A, DT-8	Stacy Dillahey

Voting affirmatively: Albert Casper, Marie Blizzard, Marylou Henderson, Candy Stratton, Dyron Corley, Brent Daly, Stultz Taylor. Voting no: None Abstentions: Kyle Myers. Motion Carried: 7-0-1.

Salem County Special Services Related Services Agreement – Motion: Dyron Corley Second: Albert Casper – to approve the Related Services Agreement with the Salem County Special Services District for the 2022-2023 school year in the total cost of \$5,724. Voting affirmatively: Albert Casper, Marie Blizzard, Marylou Henderson, Candy Stratton, Dyron Corley, Brent Daly, Stultz Taylor. Voting no: None Abstentions: Kyle Myers. Motion Carried: 7-0-1.

Report of Awarded Contracts – Motion: Albert Casper Second: Marie Blizzard – to approve the list of all contracts that the Board has awarded and included in the official board minutes during the past 12 months, ending June 30, 2022. This includes contract awards pursuant to New Jersey's procurement laws; i.e. bids for goods and services, transportation, as well as awards pursuant to board resolution for professional and extraordinary services. Voting affirmatively: Albert Casper, Marie Blizzard, Marylou Henderson, Candy Stratton, Dyron Corley, Brent Daly, Stultz Taylor. Voting no: None Abstentions: Kyle Myers. Motion Carried: 7-0-1.

Establishment of 2022-2023 Chart of Accounts – Motion: Albert Casper Second: Dyron Corley – to approve the establishment of the chart of accounts for the 2022-2023 school year. Voting affirmatively: Albert Casper, Marie Blizzard, Marylou Henderson, Candy Stratton, Dyron Corley, Brent Daly, Stultz Taylor. Voting no: None Abstentions: Kyle Myers. Motion Carried: 7-0-1.

Bond Counsel Services Agreement - Motion: Marie Blizzard Second: Albert Casper – to approve the Bond Counsel Services Agreement between the Downe Township Board of Education and Wilentz, Goldman, and Spitzer Attorneys at Law for the HVAC/windows project. Voting affirmatively: Albert Casper, Marie Blizzard, Marylou Henderson, Candy Stratton, Dyron Corley, Brent Daly, Stultz Taylor. Voting no: None Abstentions: Kyle Myers. Motion Carried: 7-0-1.

Southern Coastal Resolution to Renew – Motion: Dyron Corley Second: Albert Casper – to approve the Southern Coastal Regional Employee Benefits Fund Resolution to Renew. Voting affirmatively: Albert Casper, Marie Blizzard, Marylou Henderson, Candy Stratton, Dyron Corley, Brent Daly, Stultz Taylor. Voting no: None Abstentions: Kyle Myers. Motion Carried: 7-0-1.

Application to Borrow – Motion: Albert Casper Second: Brent Daly – to approve to give the Business Administrator permission to file an Application to Borrow Due to Delay in June 2022 State School Aid Payments if needed. Voting affirmatively: Albert Casper, Marie Blizzard, Marylou Henderson, Candy Stratton, Dyron Corley, Brent Daly, Stultz Taylor. Voting no: None Abstentions: Kyle Myers. Motion Carried: 7-0-1.

XVI. Executive Session

Motion: Marie Blizzard Second: Albert Casper – to enter into Executive Session at 7:00 PM to discuss student and personnel matters. Voting affirmatively: Albert Casper, Marie Blizzard, Marylou Henderson, Candy Stratton, Dyron Corley, Brent Daly, Stultz Taylor. Voting no: None Abstentions: Kyle Myers. Motion Carried: 7-0-1.

Motion: Albert Casper Second: Dyron Corley – to return to Regular Session at 7:25 PM. Voting affirmatively: Albert Casper, Marie Blizzard, Marylou Henderson, Candy Stratton, Dyron Corley, Brent Daly, Stultz Taylor. Voting no: None Abstentions: Kyle Myers. Motion Carried: 7-0-1.

XVII. Superintendent's Action Items

HIB (Harassment, Intimidation & Bullying) – Motion: Albert Casper Second: Dyron Corley – to affirm the action taken and approve the March and review the April 2022 HIB Reports. Voting affirmatively: Albert Casper, Marie Blizzard, Marylou Henderson, Candy Stratton, Dyron Corley, Brent Daly, Stultz Taylor. Voting no: None Abstentions: Kyle Myers. Motion Carried: 7-0-1.

Resignation – Motion: Marie Blizzard Second: Albert Casper - with the recommendation of the Superintendent, to accept with regrets the resignation of part-time bus aide Jessica Albert, effective April 8, 2022. Voting affirmatively: Albert Casper, Marie Blizzard, Marylou Henderson, Candy Stratton, Dyron Corley, Brent Daly, Stultz Taylor. Voting no: None Abstentions: Kyle Myers. Motion Carried: 7-0-1.

Intent to Retire – Motion: Albert Casper Second: Dyron Corley – with the recommendation of the Superintendent, to accept with regrets the intent to retire from Barbara Sinnema, effective July 1, 2022. Voting affirmatively: Albert Casper, Marie Blizzard, Marylou Henderson, Candy Stratton, Dyron Corley, Brent Daly, Stultz Taylor. Voting no: None Abstentions: Kyle Myers. Motion Carried: 7-0-1.

Approve Employee Profile for 2022-2023 – Motion: Dyron Corley Second: Albert Casper – with the recommendation of the Superintendent, to approve the attached Employee Profile for the 2022-2023 school year. Voting affirmatively: Albert Casper, Marie Blizzard, Marylou Henderson, Candy Stratton, Dyron Corley, Brent Daly, Stultz Taylor. Voting no: None Abstentions: Kyle Myers. Motion Carried: 7-0-1.

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

Substitute Van Aide:	Ethel Adamini	Abigail Sedeyn
	Sarah Byers	Terrilynn Whildin
	Jillian DeMore	
Substitute Cafeteria:	Madison Lamb	

Voting affirmatively: Albert Casper, Marie Blizzard, Marylou Henderson, Candy Stratton, Dyron Corley, Brent Daly, Stultz Taylor. Voting no: None Abstentions: Kyle Myers. Motion Carried: 7-0-1.

Reappointment of Substitutes – Motion: Albert Casper Second: Dyron Corley – with the recommendation of the Superintendent, reappoint substitutes and a letter of intent be sent to each. Voting affirmatively: Albert Casper, Marie Blizzard, Marylou Henderson, Candy Stratton, Dyron Corley, Brent Daly, Stultz Taylor. Voting no: None Abstentions: Kyle Myers. Motion Carried: 7-0-1.

Appointment of Van Driver – Motion: Marie Blizzard Second: Albert Casper – with the recommendation of the Superintendent, appoint Jeanna Weber as van driver for the Horseshoe Crab Festival to be held May 14, 2022. Voting affirmatively: Albert Casper, Marie Blizzard, Marylou Henderson, Candy Stratton, Dyron Corley, Brent Daly, Stultz Taylor. Voting no: None Abstentions: Kyle Myers. Motion Carried: 7-0-1.

Business Services – Subcontracting Agreement – Motion: Albert Casper Second: Marie Blizzard – to approve the Subcontracting Agreement between the Lawrence Township Board of Education and the Downe Township Board of Education to provide business services for the district effective July 1, 2022 through June 30, 2023. Cost: \$76,500 (no increase) Voting affirmatively: Albert Casper, Marie Blizzard, Marylou Henderson, Candy Stratton, Dyron Corley, Brent Daly, Stultz Taylor. Voting no: None Abstentions: Kyle Myers. Motion Carried: 7-0-1.

Child Study Team Services – Subcontracting Agreement – Motion: Albert Casper Second: Dyron Corley – to approve the Subcontracting Agreement between the Lawrence Township Board of Education and the Downe Township Board of Education to provide child study team services for the district effective July 1, 2022 through June 30, 2023. Voting affirmatively: Albert Casper, Marie Blizzard, Marylou Henderson, Candy Stratton, Dyron Corley, Brent Daly, Stultz Taylor. Voting no: None Abstentions: Kyle Myers. Motion Carried: 7-0-1.

Computer Services Agreement with Lawrence Township – Motion: Marie Blizzard Second: Albert Casper – to approve the Computer Services Agreement for Technology Services between Lawrence Township Board of Education and the Downe Township Board of Education effective July 1, 2022 through June 30, 2023. Cost: \$8,000 (no increase). Voting affirmatively: Albert Casper, Marie Blizzard, Marylou Henderson, Candy Stratton, Dyron Corley, Brent Daly, Stultz Taylor. Voting no: None Abstentions: Kyle Myers. Motion Carried: 7-0-1.

School Calendar – Motion: Albert Casper Second: Marie Blizzard – to approve the 2022-2023 School Calendar. This proposed calendar has already been shared with the staff. Voting affirmatively: Albert Casper, Marie Blizzard, Marylou Henderson, Candy Stratton, Dyron Corley, Brent Daly, Stultz Taylor. Voting no: None Abstentions: Kyle Myers. Motion Carried: 7-0-1.

School Calendar – Revision – Motion: Dyron Corley Second: Albert Casper – to approve the Revised 2021-2022 School Calendar to include Juneteenth as a holiday. Voting affirmatively: Albert Casper, Marie Blizzard, Marylou Henderson, Candy Stratton, Dyron Corley, Brent Daly, Stultz Taylor. Voting no: None Abstentions: Kyle Myers. Motion Carried: 7-0-1.

Non-Resident Tuition Rate – Motion: Marie Blizzard Second: Albert Casper – to establish the non-resident tuition rate for Preschool programs for the 2022-2023 school year:

\$3,000 for the first child

\$2,000 for 2nd child and other children

Voting affirmatively: Albert Casper, Marie Blizzard, Marylou Henderson, Candy Stratton, Dyron Corley, Brent Daly, Stultz Taylor. Voting no: None Abstentions: Kyle Myers. Motion Carried: 7-0-1.

2022-2023 Substitute Rates – Motion: Albert Casper Second: Dyron Corley – to approve the 2022-2023 Substitute Rates. Voting affirmatively: Albert Casper, Marie Blizzard, Marylou Henderson, Candy Stratton, Dyron Corley, Brent Daly, Stultz Taylor. Voting no: None Abstentions: Kyle Myers. Motion Carried: 7-0-1.

Field Trip Requests – Motion: Albert Casper Second: Dyron Corley – to approve the following field trip requests:

<u>Date</u>	<u>Class</u>	<u>Place</u>
6/8/2022	7 th Grade	Shaw's Mill Pond – Kayak Trip
TBD	7 th and 8 th Grade	Ropes Course
6/7/2022	8 th Grade	Great Adventure

Voting affirmatively: Albert Casper, Marie Blizzard, Marylou Henderson, Candy Stratton, Dyron Corley, Brent Daly, Stultz Taylor. Voting no: None Abstentions: Kyle Myers. Motion Carried: 7-0-1.

Facilities Request/Fund Raisers – Motion: Albert Casper Second: Dyron Corley – to approve the following additions to the facilities request/fund raisers calendar for the 2021-2022 school year:

<u>Organization</u>	<u>Activity/Fund Raiser</u>	<u>Date/Time</u>
Afterglow	T-Shirt Sale	April-May 2022
Kids' Center	Muffins with Mom	5/10/2022 8:30-9:00 am
Kids' Center	Donuts with Dad	6/14/2022 8:30-9:00 am

Voting affirmatively: Albert Casper, Marie Blizzard, Marylou Henderson, Candy Stratton, Dyron Corley, Brent Daly, Stultz Taylor. Voting no: None Abstentions: Kyle Myers. Motion Carried: 7-0-1.

For Your Information

- Performance Reports
- Updated Board Lists
- Superintendent and Board Self Evaluation – return by June 10, 2022

Other District Reports

- a. Nurse's Report
- b. Enrollment
- c. Security/Safety Drills
 - (1) Fire Drill 3/7/2022, 4/8/2022
 - (2) Outside Lockdown 3/7/2022

XVIII. New Business - None

XIX. Public Participation

Ashley Sanza requested that staff be kept in the loop with the ripple effect of the budget and asked about the meeting Mrs. Miller and Mr. Taylor attended regarding the budget with Senator Testa.

Ashley Sanza also offered to donate a wheelchair and asked about the possibility of having more parent involvement in fundraising.

Ashley Sanza asked about the 2021-2022 calendar revision and if being closed on Veteran's Day could be reconsidered.

XX. Adjournment

Motion: Dyron Corley Second: Albert Casper – to adjourn the meeting at 7:45 PM. Approved unanimously by those members present. Motion carried: 8-0-0.

Respectfully submitted by,



Lisa DiNovi
School Business Administrator/
Board Secretary