

**DOWNE TOWNSHIP BOARD OF EDUCATION
WORK SESSION MEETING &
REGULAR BOARD OF EDUCATION MEETING – 6:30 P.M.
JUNE 14, 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 | Marylou Henderson | Candy Stratton |
| Dyron Corley | Stanley Kershaw | Stultz Taylor |
| Brent Daly | Kyle Myers | |
- Members Absent:
Albert Casper
- Others Present:
Sherri Miller, Superintendent/Principal
Judy Williams, Substitute Board Secretary
Public
- III. Judy Williams 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. Acting Board Secretary - Motion: Brent Daly Second: Dyron Corley – to appoint Judy Williams as Acting Board Secretary for the June 14, 2022 meeting. Roll call vote was taken. Approved unanimously by those members present. Motion carried: 8-0-0.
- VI. Work Session - None
- VII. Commencement of Regular Meeting
- VIII. Approval of Minutes – Motion: Dyron Corley Second: Brent Daly – to approve the Work Session and Regular Meeting Minutes of May 3, 2022. Voting affirmatively: Marie Blizzard, Marylou Henderson, Candy Stratton, Dyron Corley, Brent Daly, Kyle Myers, Stultz Taylor. Voting No: None Abstentions: Stanley Kershaw. Motion Carried: 7-0-1.
- Motion: Marie Blizzard Second: Candy Stratton – to approve the Executive Session Meeting Minutes of May 3, 2022. Voting affirmatively: Marie Blizzard, Marylou Henderson, Candy Stratton, Dyron Corley, Brent Daly, Kyle Myers, Stultz Taylor. Voting No: None Abstentions: Stanley Kershaw. Motion Carried: 7-0-1.
- IX. Letters of Correspondence - None

- X. Financial Reports – Motion: Candy Stratton Second: Marie Blizzard – to approve the following financial reports. Approved unanimously by those members present. Motion carried: 8-0-0.

A. **BUDGET/FINANCE**

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

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

1. Revenue Summary
A Revenue Summary for the month of **April and May 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 **June 14, 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

June 14, 2022

Date

3. Treasurer's Report
In accordance with 18A:22-8.1 and 18A:22-8.2 for the month of **April and May 2022**, the preliminary Report of the Treasurer of School Funds for the 2021-2022 school year are in agreement with the **April and May 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 **June 14, 2022** and after review of the Secretary's Monthly Financial Report and the Treasurer's Monthly Financial Report for **April and May 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 – None

XII. Old Business - None

XIII. School Business Administrator's Action Items

Itinerant Shared Services Agreement – Motion: Dyron Corley Second: Candy Stratton – to approve the Itinerant Shared Services Agreement for Summer 2022 Services with the Lawrence Township Board of Education effective July 1, 2022 through August 30, 2022. Fees for services are as follows:

Certified Teacher	\$50/hour
Speech/Language Therapist	\$50/hour
Instructional Aide	\$27/hour

Approved unanimously by those members present. Motion carried: 8-0-0.

Agreement for Mechanic – Motion: Stanley Kershaw Second: Marie Blizzard – to approve the Agreement for Mechanic with the Pittsgrove Township Board of Education for the 2022-2023 school year at the hourly rate of \$60.00 along with necessary materials and/or supplies. Approved unanimously by those members present. Motion carried: 8-0-0.

Nonpublic/School Choice Transportation – Motion: Dyron Corley Second: Candy Stratton – to approve paying the aid-in-lieu of transportation amount of \$1,000.00 to eligible nonpublic/school choice students for the 2022-2023 school year. Approved unanimously by those members present. Motion carried: 8-0-0.

School Physician – Memorandum of Agreement – Motion: Marie Blizzard Second: Brent Daly – to approve the Memorandum of Agreement between CompleteCare Health Network and the Downe Township Board of Education for school physician services effective July 1, 2022 through June 30, 2023. Cost - \$3,200. Voting affirmatively: Marie Blizzard, Marylou Henderson, Candy Stratton, Dyron Corley, Brent Daly, Kyle Myers, Stultz Taylor. Voting No: None Abstentions: Stanley Kershaw. Motion Carried: 7-0-1.

Wright Choice Staffing Agreement – Motion: Marie Blizzard Second: Candy Stratton – to approve the Staffing Agreement and Rate Schedule A with Wright Choice, LLC for Nursing Services, effective July 1, 2022 – June 30, 2023. Approved unanimously by those members present. Motion carried: 8-0-0.

Auditor Contract – Motion: Dyron Corley Second: Brent Daly – to approve the auditor contract with Nightlinger, Colavita, and Volpa for audit services for the 2022-2023 school year. Approved unanimously by those members present. Motion carried: 8-0-0.

Burgess Psychiatric Services Agreement - Motion: Marie Blizzard Second: Candy Stratton – to approve the Burgess Psychiatric Services, LLC. Agreement and rates effective July 1, 2022 – August 31, 2023.

Psychiatric Evaluation and Written Report \$450.00 per case

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

Grant Allocations 2021-2022 – Motion: Candy Stratton Second: Dyron Corley – to approve the Grant Allocations for the 2021-2022 school year. Approved unanimously by those members present. Motion carried: 8-0-0.

403(b) Contributions Third Party Administrator – Motion: Marie Blizzard Second: Candy Stratton – to approve OMNI as the Third Party Administrator for 403 (b) contributions to GWN Securities for the 2022-2023 school year. Approved unanimously by those members present. Motion carried: 8-0-0.

XIV. Executive Session

Motion: Dyron Corley Second: Brent Daly – to enter into Executive Session at 6:45 pm. Approved unanimously by those members present. Motion carried: 8-0-0.

Motion: Stanley Kershaw Second: Dyron Corley – to return to Regular Session at 7:08 pm. Approved unanimously by those members present. Motion carried: 8-0-0.

XV. Superintendent's Action Items

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

Resignation - Motion: Dyron Corley Second: Stanley Kershaw – with the recommendation of the Superintendent, to accept with regrets the resignation of third-grade teacher, Gabrielle Watson effective July 1, 2022. Approved unanimously by those members present. Motion carried: 8-0-0.

Leave of Absence – Motion: Marie Blizzard Second: Dyron Corley – with the recommendation of the Superintendent, to approve an FMLA leave of absence request from Ralph Gale tentatively effective June 15, 2022 until released from a doctor's care. Voting affirmatively: Marie Blizzard, Marylou Henderson, Candy Stratton, Dyron Corley, Brent Daly, Kyle Myers, Stanley Kershaw. Voting no: None Abstentions: Stultz Taylor. Motion carried: 7-0-1.

Agreement between the Board of Education and Administrative Confidential Secretary - Motion: Marie Blizzard Second: Candy Stratton - to approve the Agreement between the Board of Education and Administrative Confidential Secretary, effective July 1, 2022-June 30, 2023 which includes the duties of substitute caller. Roll call vote was taken. Approved unanimously by those members present. Motion carried: 8-0-0.

Agreement between the Board of Education and Head Custodian/Maintenance Supervisor – Motion: Stanley Kershaw Second: Candy Stratton – to approve the Agreement between the Board of Education and Head Custodian/Maintenance Supervisor, effective July 1, 2022-June 30, 2023. Roll call vote was taken. Voting affirmatively: Marie Blizzard, Marylou Henderson, Candy Stratton, Dyron Corley, Brent Daly, Kyle Myers, Stanley Kershaw. Voting no: None Abstentions: Stultz Taylor. Motion carried: 7-0-1.

Agreement between the Board of Education and Supervisor of Assessment, Curriculum, Instruction and Student Services – Motion: Marie Blizzard Second: Candy Stratton – to approve the Agreement between the Board of Education and Supervisor of Assessment, Curriculum, Instruction, and Student Services effective July 1, 2022-June 30, 2023. Roll call vote was taken. Approved unanimously by those members present. Motion carried: 8-0-0.

Agreement between the Board of Education and Administrative Office Manager – Motion: Candy Stratton Second: Dyron Corley – to approve the Agreement between the Board of Education and Administrative Office Manager, effective July 1, 2022-June 30, 2023. Roll call vote was taken. Voting affirmatively: Marie Blizzard, Marylou Henderson, Candy Stratton, Dyron Corley, Brent Daly, Kyle Myers, Stultz Taylor. Voting No: None Abstentions: Stanley Kershaw. Motion Carried: 7-0-1.

Summer Maintenance Worker – Motion: Stanley Kershaw Second: Brent Daly - with the recommendation of the Superintendent, to approve the appointment of the following summer maintenance workers:

<u>Worker</u>	<u>Rate</u>	<u>Hours/Time Period</u>
Nicholas Weber	\$15.00	Number of hours/weeks to be determined
Tiffany Loew	\$15.00	Number of hours/weeks to be determined

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

Appointment of Substitutes – Motion: Dyron Corley Second: Stanley Kershaw - with the recommendation of the Superintendent, to approve the following substitutes:

Substitute Teacher: Barbara Sinnema

Approved unanimously by those members present. Motion carried: 8-0-0.

Summer Transportation and Extended School Year – Motion: Marie Blizzard Second: Stanley Kershaw - with the recommendation of the Superintendent, to appoint the following district employees and substitutes for the summer transportation and extended school year program:

<u>Van Drivers</u>	<u>Rate</u>	<u>Route/Time Period</u>
Ethel Shepard	\$23.16/hr.	To be determined
Rebecca Wilford	\$23.16/hr.	Substitute – as needed
<u>Van Aide</u>	<u>Rate</u>	<u>Route/Time Period</u>
Ethel Adamini	\$22.13/hr.	Substitute – as needed
Tiffany Loew	\$22.13/hr.	Substitute – as needed
Sarah Byers	\$22.13/hr.	Substitute – as needed
Brittany Adamini	\$22.13/hr.	Substitute – as needed
<u>Paraprofessional</u>	<u>Rate</u>	<u>Route/Time Period</u>
Ethel Adamini	\$15.00/hr.	Substitute – as needed
Tiffany Loew	\$15.00/hr.	Substitute – as needed
Sarah Byers	\$15.00/hr.	Substitute – as needed
Brittany Adamini	\$15.00/hr.	Substitute – as needed
<u>LPN Nurse</u>	<u>Rate</u>	<u>Route/Time Period</u>
Sharon Cresci	\$31.65/hr	To be determined
<u>On-Call RN</u>	<u>Rate</u>	<u>Route/Time Period</u>
Giulia Sacco	\$200.00	Stipend

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

Downe Summer Program – Motion: Stanley Kershaw Second: Dyron Corley - with the recommendation of the Superintendent, to appoint the following district employees and substitutes for the district summer program to be held July 12, 2022 – August 11, 2022.

<u>Bus Drivers</u>	<u>Rate</u>	<u>Route/Time Period</u>
Terri Whildin	\$23.16/hr.	To be determined
Rebecca Wilford	\$23.16/hr.	To be determined
<u>Classroom Aides</u>	<u>Rate</u>	<u>Time Period</u>
Sarah Byers	\$15.00/hr.	9 hours/week for 5 weeks
Megan Cooper	\$15.00/hr.	9 hours/week for 5 weeks
Terri Lynn Whildin	\$15.00/hr.	Substitute – as needed
Jorga Aron	\$15.00/hr.	Substitute – as needed
Ethel Adamini	\$15.00/hr.	Substitute – as needed
Brittany Adamini	\$15.00/hr.	Substitute – as needed
<u>Bus Aides</u>	<u>Rate</u>	<u>Time Period</u>
Sarah Byers	\$22.13/hr.	Substitute – as needed

Tiffany Loew	\$22.13/hr.	Substitute – as needed
Ethel Adamini	\$22.13/hr.	Substitute – as needed
Brittany Adamini	\$22.13/hr.	Substitute – as needed
<u>Teachers</u>	<u>Rate</u>	<u>Time Period</u>
Megan Jacobson	\$40.00/hr.	12 hours/week for 5 weeks
Melody Carr	\$40.00/hr.	12 hours/week for 5 weeks
Joe Henault	\$40.00/hr.	12 hours/week for 5 weeks
Carli Beckett	\$40.00/hr.	12 hours/week for 5 weeks
Chelsea Langley	\$40.00/hr.	12 hours/week for 5 weeks
Holly Ruscica	\$40.00/hr.	12 hours/week for 5 weeks
Melanie Hough	\$40.00/hr.	12 hours/week for 5 weeks
Megan Sheppard	\$40.00/hr.	Substitute- as needed
<u>Nurse</u>	<u>Rate</u>	<u>Time Period</u>
Giulia Sacco	\$40.00/hr.	12 hours/week for 5 weeks

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

Nursing Standing Orders – Motion: Stanley Kershaw Second: Candy Stratton – to approve the 2021-2022 Nursing Standing Orders. Approved unanimously by those members present. Motion carried: 8-0-0.

HIB Grade – Motion: Dyron Corley Second: Stanley Kershaw – to review and acknowledge the official report of the district’s 2020-2021 HIB Grade of 76. Copies of this report were made available to the public and the report has been posted to the school website in accordance with the Anti-Bullying Rights Act (P.L. 2021, c122). Approved unanimously by those members present. Motion carried: 8-0-0.

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

<u>Date</u>	<u>Class</u>	<u>Place</u>
3/29/2022	4 th -5 th Grade	Union Lake

Approved unanimously by those members present. Motion carried: 8-0-0.

Kids’ Center Summer Program – Motion: Stanley Kershaw Second: Marie Blizzard – to approve the Kids’ Center Summer Program for 2022. Any trips using Downe Township buses will be driven by district drivers and all transportation and driver costs will be borne by Kids’ Center. Approved unanimously by those members present. Motion carried: 8-0-0.

For Your Information

- a. Superintendent and Board Self Evaluation – due June 14, 2022
- b. Election Memo
- c. Board Training Memo

Other District Reports

- a. Nurse’s Report
- b. Enrollment
- c. Security/Safety Drills
 - (1) Fire Drill 5/20/2022, 6/8/2022
 - (2) Shelter in Place 4/26/2022
 - (3) Back of Building Evacuation 5/31/2022

XVII. Public Participation

Ashley Sanza – Asked about the PTO purchasing a pavilion, concrete slab, and picnic tables

Sherri Miller – Replied that as they research, the PTO will need to reach out to Lisa DiNovi to find out about possible insurance costs or other related expenses

Ashley Sanza – Discussed rumors and fears circulating about school closing after 2022-2023 school year

Sherri Miller – Replied that finances are tight right now but we do not know what the future will be

Stultz Taylor – Stated that he does not think this will happen

Stanley Kershaw – Asked about the meeting the administration had with the senator and what else can be done

Dyron Corley – Asked Ashley if the board should meet with the staff to dispel rumors

Ashley Sanza – Asked about applying for grants and how to get the ball rolling

XVIII. Adjournment

Motion: Dyron Corley Second: Brent Daly – to adjourn the meeting at 7:40 pm. Approved unanimously by those members present. Motion carried: 8-0-0.

Respectfully submitted by,

A handwritten signature in black ink that reads "Judy Williams". The signature is written in a cursive, flowing style.

Judy Williams
Substitute Board Secretary