

**DOWNE TOWNSHIP BOARD OF EDUCATION
WORK SESSION MEETING &
REGULAR BOARD OF EDUCATION MEETING – 6:30 P.M.
AUGUST 17, 2021
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
John Cerrito Marylou Henderson
Dyron Corley Stanley Kershaw
Members Absent:
Albert Casper 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. **Appointment of Board Member** – Motion: Marie Blizzard Second: John Cerrito – to nominate and appoint Candy Stratton to fill the board vacancy until the next school election. Voting affirmatively: Marie Blizzard, Marylou Henderson, Dyron Corley, Brent Daly, John Cerrito, Stultz Taylor. Voting no: Stanley Kershaw. Abstentions: None. Motion carried: 6-1-0.
- VI. **Signing of Oath of Office And Swearing In of New Board Member** – Candy Stratton
- VII. Work Session - Committee Reports were given
- VIII. Commencement of Regular Meeting
- IX. Approval of Minutes – Motion: Dyron Corley Second: Brent Daly – to approve the Work Session and Regular Meeting Minutes of June 15, 2021. Voting affirmatively: Marie Blizzard, Dyron Corley, Brent Daly, John Cerrito, Stanley Kershaw, Stultz Taylor. Voting no: None Abstentions: Marylou Henderson, Candy Stratton, John Cerrito. Motion carried: 5-0-3.

Motion – Dyron Corley Second: Marie Blizzard – to approve the Executive Session Meeting Minutes of June 15, 2021. Voting affirmatively: Marie Blizzard, Dyron Corley, Brent Daly, Stanley Kershaw, Stultz Taylor. Voting no: None Abstentions: Marylou Henderson, Candy Stratton, John Cerrito. Motion carried: 5-0-3.
- X. Letters of Correspondence – None

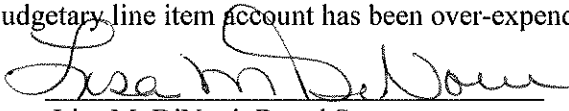
- XI. Financial Reports – Motion: Dyron Corley Second: Brent Daly – to approve the following financial reports. Approved unanimously by those members present. Motion carried: 8-0-0.

A. **BUDGET/FINANCE**

1. Payroll for the month of **June 2021**, the processing of Electronic Funds Transfers for **May 2021** 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 **June, July and August 2021**. 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 and 2021-2022 school years. 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 **June 2021**.

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

1. Revenue Summary
A Revenue Summary for the months of **June 2021** 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 **June 2021** 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

August 17, 2021
Date

3. Treasurer's Report
In accordance with 18A:22-8.1 and 18A:22-8.2 for the month of **June 2021**, the preliminary Report of the Treasurer of School Funds for the 2018-2098 school year are in agreement with the **June 2021** 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 **August 17, 2021** and after review of the Secretary's Monthly Financial Report and the Treasurer's Monthly Financial Report for **June 2021**, 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.

- XII. Public Participation
Angelina Bertucci – Read a letter concerning a student matter.

- XIII. Old Business – None

XIV. School Business Administrator's Action Items

Salem County Special Services Extended School Year Contract – Motion: Dyron Corley Second: John Cerrito – to approve the Salem County Special Services District Special Education Extended School Year Tuition Contract Agreement for the 2021 extended school year. Approved unanimously by those members present. Motion carried: 8-0-0

** Albert Casper entered the meeting at 6:45 pm

Joint Transportation Agreement – Vineland Board of Education 2020-2021 – Motion: Marylou Henderson Second: Dyron Corley – to approve the 2020-2021 Joint Transportation Agreement through the Vineland Board of Education.

Route #	Destination	2020-2021 Per Diem	2020-2021 Yearly Total
DT#10	CCSSD	\$132.29	\$ 21,711.96

Voting affirmatively: Albert Casper, Marie Blizzard, Marylou Henderson, Candy Stratton, Dyron Corley, Brent Daly, John Cerrito, Stultz Taylor. Voting no: None. Abstentions: Stanley Kershaw. Motion carried: 8-0-1.

XV. Executive Session

Motion: Brent Daly Second: John Cerrito – to enter into executive session at 6:50 pm. Voting affirmatively: Marie Blizzard, Marylou Henderson, Candy Stratton, Dyron Corley, Albert Casper, Brent Daly, John Cerrito, Stanley Kershaw, Stultz Taylor. Voting no: None Abstentions: Stanley Kershaw. Motion carried: 8-0-1.

Motion: Stanley Kershaw Second: Dyron Corley – to return to regular session at 7:25 pm. Approved unanimously by all members present. Motion carried: 9-0-0.

XVI. Superintendent's Action Items

HIB (Harassment, Intimidation & Bullying) – Motion: Brent Daly Second: John Cerrito – to affirm the action taken and approve the May 2021 and June 2021 HIB Reports. Approved unanimously by those members present. Motion carried: 9-0-0.

Leave of Absence Request – Motion: Marie Blizzard Second: Dyron Corley – with the recommendation of the Superintendent, to approve the leave of absence request from Carli Beckett, Middle School Science Teacher, tentatively effective September 7, 2021 through January 17, 2022. Approved unanimously by those members present. Motion carried: 9-0-0.

Appointment of Part-Time Bus Aide – Motion: Albert Casper Second: John Cerrito – with the recommendation of the Superintendent, to approve the appointment of Melissa Alcorn as a part-time bus aide at the hourly rate of Salary Guide Step One Van Aide. Roll call vote was taken. Approved unanimously by those members present. Motion carried: 9-0-0.

Appointment of Part-Time Bus Aide – Motion: Albert Casper Second: Dyron Corley – with the recommendation of the Superintendent, to approve the appointment of Jessica Albert as a part-time bus aide at the hourly rate of Salary Guide Step One Van Aide. Roll call vote was taken. Approved unanimously by those members present. Motion carried: 9-0-0.

Resignation – Motion: Candy Stratton Second: Albert Casper – with the recommendation of the Superintendent, to accept with regrets the resignation of Wallace Maines, Supervisor of Curriculum and Instruction, effective September 30, 2021. Approved unanimously by those members present. Motion carried: 9-0-0.

Resignation – Motion: Marie Blizzard Second: Candy Stratton – with the recommendation of the Superintendent, to accept with regrets the resignation of Lesa Robbins, 8th grade homeroom and Middle School Math Teacher effective September 23, 2021 or sooner if a replacement is found. Approved unanimously by those members present. Motion carried: 9-0-0.

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

Lari Schwegel	Substitute Aide
Patricia Ross	Substitute Nurse
Samuel Welden	Substitute Teacher
Jessica Albert	Substitute Aide, Bus Aide, Cafeteria
Sarah Byers	Substitute Aide, Cafeteria, Office Aide
Tiffany Loew	Substitute Aide, Cafeteria, Custodian, Van Aide, Office Aide
Melissa Alcorn	Substitute Aide, Bus Aide, Cafeteria
Abigail Sedeyn	Substitute Teacher
Jillian DeMore	Substitute Teacher
Debra Emery	Substitute Teacher

Roll call vote was taken. Approved unanimously by those members present. Motion carried: 9-0-0.

Appointment of Part-Time Music Teacher - Motion: Brent Daly Second: John Cerrito – with the recommendation of the Superintendent, approve the appointment of Misty Fiske to the position of part-time Music Teacher at the rate of 40% BA Step-1 on the Salary Guide. Roll call vote was taken. Approved unanimously by those members present. Motion carried: 9-0-0.

Appointment of Supervisor of Assessment, Curriculum & Instruction, and Student Services – Motion: Albert Casper Second: John Cerrito – with the recommendation of the Superintendent, approve the appointment of Rachel Howgate to the position of Supervisor of Assessment, Curriculum & Instruction, and Student Services effective September 1, 2021 at the salary of \$80,000 and contingent upon a mutually agreed upon contract. Roll call vote was taken. Approved unanimously by those members present. Motion carried: 9-0-0.

Tutor/Teacher – Motion: Albert Casper Second: Marie Blizzard – with the recommendation of the Superintendent, appoint the following staff to provide tutor instruction for district students between the period of July 1, 2021 – August 31, 2021. Compensation - \$40.00/hour per contract.

Joe Henault 10 hours of instruction

Roll call vote was taken. Approved unanimously by those members present. Motion carried: 9-0-0.

Instructional Assignments – Tabled

2021-2022 Substitute Rates – Motion: Brent Daly Second: John Cerrito – with the recommendation of the Superintendent, approve the substitute rates for the 2021-2022 school year. Approved unanimously by those members present. Motion carried: 9-0-0.

Supervisor of Assessment, Curriculum & Instruction, and Student Services Job Description - Motion: Albert Casper Second: Dyron Corley – to approve the Supervisor of Assessment, Curriculum & Instruction, and Student Services Job Description. Approved unanimously by those members present. Motion carried: 9-0-0.

Staffing Agreement – Wright Choice – Motion: Stanley Kershaw Second: Albert Casper – to approve the Staffing Agreement with Wright Choice effective July 1, 2021 through June 30, 2022 and to approve using Wright Choice for Substitute Nurse Services.

Staff Evaluation Forms/Rubrics – Motion: Dyron Corley Second: Candy Stratton – with the recommendation of the Superintendent, to approve all staff evaluation forms/rubrics. Approved unanimously by those members present. Motion carried: 9-0-0.

Commission of the Blind – Request to Provide Services Contract 2021-2022 Motion: Albert Casper Second: Marie Blizzard – to approve a Request to Provide Services Contract for the 2021-2022 school year for a district student who is eligible to receive education services provided by the New Jersey Commission for the Blind and Visually Impaired. Approved unanimously by those members present. Motion carried: 9-0-0.

Replacement of Copy Machine – Motion: Dyron Corley Second: Brent Daly – to approve contracting with RICOH USA to replace (1) copy machine under the 48-month rental program (State Contract 40467). Approved unanimously by those members present. Motion carried: 9-0-0.

District Professional Development Plan and Mentoring Plan – Motion: Albert Casper Second: Marie Blizzard – to approve the district's Professional Development Plan and Mentoring Plan for 2021-2022 school year and to submit the Statement of Assurances to the Department of Education. Approved unanimously by those members present. Motion carried: 9-0-0.

HIB Grade – Motion: Stanley Kershaw Second: Brent Daly – to review and acknowledge the official report of the district's 2019-2020 HIB Grade of 73. 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. 2010, c122). Approved unanimously by those members present. Motion carried: 9-0-0.

Policy – Motion: Marie Blizzard Second: Albert Casper – to adopt the following policies:

Annually Reviewed Policies

- | | |
|--------|--|
| 5131 | Conduct/Discipline & Student Code of Conduct |
| 5131.1 | Harassment, Intimidation & Bullying |
| 5144 | Discipline/Consequences |

Approved unanimously by those members present. Motion carried: 9-0-0.

School Calendar – Revision – Motion: Stanley Kershaw Second: Dyron Corley – to review and approve the revised 2021-2022 school calendar as attached. Spring Parent Teacher Conferences have been added to the calendar, making April 12, 13, and 14, 2022 single session days. Approved unanimously by those members present. Motion carried: 9-0-0.

2020-2021 Superintendent's Evaluation – Motion: Albert Casper Second: Brent Daly – to acknowledge the completion of the 2020-2021 Superintendent Evaluation for Sherri Miller that was completed by June 30, 2021. Voting affirmatively: Albert Casper, Marie Blizzard, Marylou Henderson, Dyron Corley, Brent Daly, John Cerrito, Stanley Kershaw, Stultz Taylor. Voting no: None. Abstentions: Candy Stratton. Motion carried: 8-0-1.

Waiver for Dual Use of Educational Space – Motion: John Cerrito Second: Dyron Corley – to submit to the county office a waiver request for Dual Use of Educational Space for the 2021-2022 school year for the following room:

Room #140 Small Group Instruction/OT/PT Services

Approved unanimously by those members present. Motion carried: 9-0-0.

Waiver for Toilet Room Facilities – Motion: Albert Casper Second: Marie Blizzard – to submit to the county office a waiver request for the Kindergarten (Room 127) classroom for the 2021-2022 school year for alternate method of compliance in accordance with NJAC 6A:26-6.3(h)4ii by providing toilet rooms adjacent to the classroom instead of within the classroom. A classroom aide will be assigned toilet room supervision. Approved unanimously by those members present. Motion carried: 9-0-0.

Renewal Application for Temporary Instructional Space – Motion: Albert Casper Second: Brent Daly – to submit to the county office a renewal application for Temporary Instructional Space for use of the modular building to provide student counselling the 2021-2022 school year. Approved unanimously by those members present. Motion carried: 9-0-0.

Field Trip Request – Motion: Brent Daly Second: Albert Casper – to approve the 4th and 5th grade field trip to Fortescue for the 2021-2022 school year. Approved unanimously by those members present. Motion carried: 9-0-0.

Safe Return Plan – Update – Motion: Albert Casper Second: Marie Blizzard – to approve the updates to the Safe Return Plan for the 2021-2022 School Year. Approved unanimously by those members present. Motion carried: 9-0-0.

Other District Reports

- a. Enrollment
- b. Fire Drills 6/10/2021
- c. Security Drills – Inside Lockdown 6/11/2021
- d. Nurse's Report – May and June 2021

For Your Information

- a. Board Self Evaluation Tally

XVII. NEW BUSINESS

Lisa DiNovi – gave an update on the bus purchase

Stanley Kershaw - asked about the possibility of solar panels and the cost savings they could provide

XVIII. PUBLIC PARTICIPATION

Lesa Robbins – Thanked the Board for her time at Downe Township School

XIX. ADJOURNMENT – Motion: Albert Casper Second: Stanley Kershaw – to adjourn the meeting at 7:59 PM. Approved unanimously by those members present. Motion carried: 9-0-0.

Respectfully submitted by,



Lisa DiNovi
School Business Administrator/
Board Secretary