

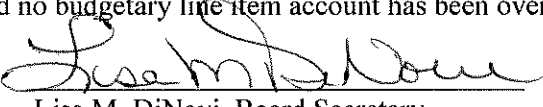
**DOWNE TOWNSHIP BOARD OF EDUCATION
WORK SESSION MEETING &
REGULAR BOARD OF EDUCATION MEETING – 6:30 P.M.
SEPTEMBER 21, 2021
DOWNE TOWNSHIP ELEMENTARY SCHOOL**



- 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
Albert Casper Stanley Kershaw
Dyron Corley Candy Stratton
Members Absent:
John Cerrito Marylou Henderson
Others Present:
Sherri Miller, Superintendent/Principal
Public
- III. Sherri Miller, Superintendent/Principal, 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. Approval of minutes – Motion: Albert Casper Second: Marie Blizzard – to approve the Work Session and Regular Meeting Minutes of August 17, 2021. Approved unanimously by those members present. Motion carried: 7-0-0.
Motion: Dyron Corley Second: Albert Casper – to approve the Executive Session Meeting Minutes of August 17, 2021. Approved unanimously by those members present. Motion carried: 7-0-0.
- VIII. Letters of Correspondence – None
- IX. Financial Reports
Motion: Albert Casper Second: Marie Blizzard – 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 **July and August 2021**, the processing of Electronic Funds Transfers for **June and July 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 **July, August and September 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 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 **July and August 2021**.
3. Voided Checks
To acknowledge voided checks numbered 1687-1857 dated 6/2017-6/15/2020 from the Student Activities Account – not to be reissued per the Auditor.

B. BOARD SECRETARY/BUSINESS ADMINISTRATOR'S REPORTS

1. Revenue Summary
A Revenue Summary for the months of **July and August 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 **September 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
September 21, 2021
Date
3. Treasurer's Report
In accordance with 18A:22-8.1 and 18A:22-8.2 for the month of **July 2021**, the preliminary Report of the Treasurer of School Funds for the 2021-2022 school year are in agreement with the **July 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 **September 21, 2021** and after review of the Secretary's Monthly Financial Report and the Treasurer's Monthly Financial Report for **July 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 2021-2022 fiscal year.

- X. Public Participation – None
- XI. Old Business
Stanley Kershaw asked if there was an update on the possibility of solar panels.
- XII. School Business Administrator's Action Items

Joint Transportation Agreement – Vineland Board of Education 2021-2022 – Motion: Stanley Kershaw Second: Albert Casper – to approve the 2021-2022 Joint Transportation Agreement through the Vineland Board of Education effective 9/1/2021-6/30/2022.

<u>Route #</u>	<u>Destination</u>	<u>2021-2022 Per Diem</u>	<u>Number of District Students</u>
DT#10	CCSSD	\$150.00	3

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

XIII. Executive Session

Motion: Stanley Kershaw Second: Albert Casper – to enter into Executive Session at 6:38 PM. Approved unanimously by those members present. Motion carried: 7-0-0.

Motion: Brent Daly Second: Dyron Corley – to return to Regular Session at 7:21 PM. Approved unanimously by those members present. Motion carried: 7-0-0.

XIV. Superintendent's Action Items

Violence and Vandalism and Harassment, Intimidation or Bullying- Investigations, Trainings and Program (SSDS) 2020-2021 Period 2

– Motion: Stanley Kershaw Second: Albert Casper – to acknowledge all reports as presented. Approved unanimously by those members present. Motion carried: 7-0-0.

In accordance the Anti-Bullying Bill of Rights Act (P.L. 2010,c.122), a public hearing will be specifically conducted to fulfill the district's legal obligation to report incidents of school violence, vandalism, substance and weapons offenses and HIB incidents and trainings and programs to the public. The following information will be presented by the Superintendent:

Category	Description	Data Collection Date	Submitted to NJDOE
Violence, Vandalism , Weapons, Substances & HIB Confirmed	(2) Incidents	1/1/2021 – 6/30/2021	8/10/2021
Other Incidents Leading to Removal	(0) Incidents Leading to Removal	1/1/2021 – 6/30/2021	8/10/2021
HIB Alleged	(1) Alleged	1/1/2021 – 6/30/2021	8/10/2021
HIB Programs	(1) Programs	1/1/2021 – 6/30/2021	8/10/2021
HIB Training	(1)Training	1/1/2021 – 6/30/2021	8/10/2021

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. After the presentation, the meeting was opened to the public for comment, but there were no comments.

School Violence Awareness Week (NJSA 18A:36-5.1 and NJAC 6A:16-5.2) and Week of Respect (Anti-Bullying Bill of Rights Act P.L. 2010, c.122) – Motion: Stanley Kershaw Second: Marie Blizzard – to designate October “Safety Month” to include the week of October 4-8, 2021 as the district's School Week of Respect and the week of October 18-22, 2021 as the district's School Violence Awareness Week. 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 Marybeth McFadden tentatively effective November 22, 2021 through March 27, 2022. Approved unanimously by those members present. Motion carried: 7-0-0.

Agreement between the Board of Education and the Supervisor of Assessment, Curriculum, Instruction, and Student Services–Motion: Marie Blizzard Second: Albert Casper–to approve the Agreement with the Supervisor of Assessment, Curriculum, Instruction, and Student Services effective September 1, 2021 through June 30, 2022. Roll call vote was taken. Approved unanimously by those members present. Motion carried:7-0-0.

Appointment of Long-Term Middle-School Teacher - Motion: Marie Blizzard Second: Albert Casper - with the recommendation of the Superintendent, to approve the appointment of Alyssa Fazio as the long-term substitute Middle School Math Teacher to cover 8th grade retroactively effective September 1, 2021. Roll call vote was taken. Approved unanimously by those members present. Motion carried: 7-0-0.

Appointment of Long-Term Middle-School Teacher - Motion: Dyron Corley Second: Brent Daly – with the recommendation of the Superintendent, to appoint Maggie Borden as the long-term substitute Middle School Science Teacher to cover 6th grade retroactively effective September 1, 2021. Roll call vote was taken. Approved unanimously by those members present. Motion carried: 7-0-0.

Appointment of Paraprofessional – Motion: Marie Blizzard Second: Albert Casper - with the recommendation of the Superintendent, to appoint Lari Schwegel as a Paraprofessional at 88% of Salary Guide Step 1. Her Instructional Assignment for the 2021-2022 school year will be second grade one-on-one aide. 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:

Maggie Borden	Substitute Teacher
Alyssa Fazio	Substitute Teacher
Brittany Lamb	Substitute Teacher, Aide, Cafeteria, Custodian, and Office Aide
Rebecca Fry	Substitute Aide, Cafeteria, and Bus Aide

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

Appointment of Affirmative Action Officer – Motion: Albert Casper Second: Brent Daly – to appoint Rachel Howgate as Affirmative Action Officer. Approved unanimously by those members present. Motion carried: 7-0-0.

Appointment of Anti-Bullying Program Specialist – Motion: Albert Casper Second: Marie Blizzard – to appoint Rachel Howgate as the district HIB/Anti-Bullying Specialist. Approved unanimously by those members present. Motion carried: 7-0-0.

Appointment of Attendance Officers – Motion: Marie Blizzard Second: Albert Casper – to appoint the following staff as Attendance Officers for the 2021-2022 School Year.

Judy Williams	School Register/Student Database
Rachel Howgate	Truancy and Enforcement Officer

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

Instructional Assignments – Motion: Albert Casper Second: Stanley Kershaw – with the recommendation of the Superintendent, to review and approve the instructional assignments for the 2021-2022 school year. Approved unanimously by those members present. Motion carried: 7-0-0.

Co-Curricular Activities – Motion: Albert Casper Second: Stanley Kershaw – with the recommendation of the Superintendent, to approve the co-curricular advisors for the 2021-2022 school year:

8th Grade Class Advisor	\$364	Carli Beckett
	\$364	Jeanna Weber
	\$364	Holly Ruscica
Yearbook Club	\$364	Carli Beckett
	\$364	Chelsi Riley
STEM Enrichment	\$728	Megan Jacobson
STEM Enrichment	\$728	Melanie Hough

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

Special Education Out-of-District Placement 2021-2022 – Motion: Albert Casper Second: Stanley Kershaw – to approve the following out-of-district placement at the Creative Achievement Academy, LLC for the 2021-2022 school year:

<u>#Students</u>	<u>Regular School Year</u>	<u>Per Diem</u>
1	\$55,521	\$308.45

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

Special Education Out-of-District Placement 2021-2022 – Motion: Albert Casper Second: Stanley Kershaw – to approve the following out-of-district placement at Salem County Special Services School District for the 2021-2022 school year:

<u># Students</u>	<u>Regular School Year</u>	<u>Program</u>	<u>Site</u>	<u>Itinerant Services</u>
1	\$49,257	Autism	Upper Pittsgrove	According to IEP

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

Special Education Out-of-District Placement 2021-2022 – Motion: Marie Blizzard Second: Albert Casper- to approve the following out-of-district placement at Cape May County Special Services School District for the 2021-2022 school year:

<u>Student</u>	<u>Program</u>	<u>Regular School Year</u>	<u>Itinerant Services</u>
1	Preschool Disabled	\$46,250	According to IEP

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

Cumberland County Technical Education Center Tuition Contracts – Motion: Stanley Kershaw Second: Brent Daly – to approve the following tuition contracts with the Cumberland County Technical Education Center for the following students sent for the 2021-2022 school year:

<u>Students</u>	<u>Cost Per Pupil</u>
(15) Regular Education Students	\$4,782

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

Policy – Motion: Stanley Kershaw Second: Albert Casper - The following policies are being presented as the first reading at this meeting. The second reading will be presented at the second meeting for adoption:

First Reading

2224.1	Title IX – Sex Based Discrimination
5141.1	Face Coverings
5141.11	Vaccinations and Testing
7117	Lactation Room

Motion: Stanley Kershaw Second: Albert Casper – to adopt the following revisions to policy:

Revisions

3542.2	School Meal Program Arrears
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Approved unanimously by those members present. Motion carried: 7-0-0.

Safety and Health Operational Plans – Motion: Albert Casper Second: Stanley Kershaw – to approve the following updated district safety and health operational plans:

- School Safety & Security Plan
- School Integrated Pest Management Plan
- Written Hazard Communication Program
- Foodservice Biosecurity Management Plan
- HACCP-Based Standard Operating Procedures
- Emergency Office Management Plan
- Exposure Control Plan
- Downe Indoor Air Quality

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

Memorandum of Agreement between the Downe Township Board of Education and Law Enforcement Officials – Motion: Albert Casper Second: Marie Blizzard – to approve the Uniform State Memorandum of Agreement between the Downe Township Board of Education and Law Enforcement Officers which is annually reviewed. The agreement includes an updated contact sheet for the 2021-2022 school year. Approved unanimously by those members present. Motion carried: 7-0-0.

Facilities Requests/Fund Raisers – Motion: Stanley Kershaw Second: Dyron Corley – to approve the following additions to the facilities requests/fund raisers calendar for the 2021-2022 school year:

<u>Organization</u>	<u>Activity/Fund Raiser</u>	<u>Date/Time</u>
Afterglow	Basket Raffles	Seasonal
Afterglow	Business Donations	Seasonal
Afterglow/DT Green Team	Car Show	10/16/2021
Kids Center	Falling Into the New School Year	TBD
DTEA CARES	Union Meeting	10/4/2021

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

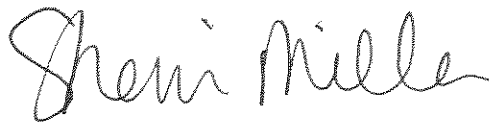
XV. New Business – None

XVI. Public Participation

Ashley Sanza – Stated that the staff hands have been tied regarding negotiations. Staff is waiting on the NJEA representative to provide what is needed to move forward.

XVII. Adjournment – Motion: Marie Blizzard Second: Albert Casper – to adjourn the meeting at 7:56 PM. Approved unanimously by those members present. Motion carried: 7-0-0.

Respectfully Submitted by,



Sherri Miller
Superintendent/Principal