

DOWNE TOWNSHIP BOARD OF EDUCATION
WORK SESSION MEETING &
REGULAR BOARD OF EDUCATION MEETING – 6:30 P.M.
OCTOBER 19, 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 | Marylou Henderson | |
| John Cerrito | Candy Stratton | |
- Members Absent:
- | | |
|--------------|-----------------|
| Dyron Corley | Stanley Kershaw |
|--------------|-----------------|
- Others Present:
- Sherri Miller, Superintendent/Principal
Lisa DiNovi, School Business Administrator
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. Work Session - Committee Reports were given.
- VI. Commencement of Regular Meeting
- VII. Approval of Minutes
Motion: Candy Stratton Second: Albert Casper – to approve the Work Session and Regular Meeting Minutes of September 21, 2021. Voting affirmatively: Albert Casper, Marie Blizzard, Candy Stratton, Brent Daly, Stultz Taylor. Voting no: None Abstentions: Marylou Henderson, John Cerrito. Motion carried: 5-0-2.
- Motion: Candy Stratton Second: Brent Daly – to approve the Executive Session Meeting Minutes of September 21, 2021. Voting affirmatively: Albert Casper, Marie Blizzard, Candy Stratton, Brent Daly, Stultz Taylor. Voting no: None Abstentions: Marylou Henderson, John Cerrito. Motion carried: 5-0-2.
- VIII. Letters of Correspondence – None
- IX. Financial Reports
Motion: Albert Casper Second: John Cerrito – to approve the following financial reports. Voting affirmatively: Albert Casper, Marie Blizzard, Candy Stratton, Brent Daly, John Cerrito, Stultz Taylor. Voting no: None Abstentions: Marylou Henderson. Motion carried: 6-0-1.

A. BUDGET/FINANCE

1. Payroll for the month of **September 2021**, the processing of Electronic Funds Transfers for **August and September 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 **September and October 2021**. TPAF bill list for the month of **September 2021** and Appropriation Adjustment Journal for 2021-2022 are included. 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 **September 2021**.

B. BOARD SECRETARY/BUSINESS ADMINISTRATOR'S REPORTS

1. Revenue Summary
A Revenue Summary for the months of **July, August and September 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 **July, August and 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

October 19, 2021

Date

3. Treasurer's Report
In accordance with 18A:22-8.1 and 18A:22-8.2 for the months of **July, August, and September 2021**, the preliminary Report of the Treasurer of School Funds for the 2021-2022 school year are in agreement with the **September 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 **October 19, 2021** and after review of the Secretary's Monthly Financial Report and the Treasurer's Monthly Financial Report for **September 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

XII. School Business Administrator's Action Items

Joint Transportation Agreement – Cumberland Regional School Vocational Agricultural Students

Motion: Marie Blizzard Second: Candy Stratton – to approve the 2021-2022 Joint Transportation Agreement through the Cumberland Regional School District for Vocational Agricultural Students.

<u>Route #</u>	<u>Destination</u>	<u>2021-2022 Total Cost</u>	<u>Number of District Students</u>
CRC-2	CRHS	\$1047	1

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

School Bus Emergency Evacuation Drills – Motion: Albert Casper Second: Brent Daly – 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>Name of Staff Conducting Drill</u>
10/5/21	8:45-9:10 am	Downe Elementary Front of School Bldg.	DT#1, 2, 3, 3a (Sheppard) DT#8 (Downe)	Sherri Miller and Stacy Dillahey

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

Establishment of Checking Account for Flexible Spending Account Program – Motion: Albert Casper Second: John Cerrito – to approve the establishment of a checking account for the Medical Flexible Spending Account program. Approved unanimously by those members present. Motion carried: 7-0-0.

Health & Safety Evaluation – Motion: Marie Blizzard Second: Albert Casper – to approve the district's Health & Safety Evaluation of School Buildings for the 2021-2022 school year which is required for the NJQSAC. Approved unanimously by those members present. Motion carried: 7-0-0.

Comprehensive Maintenance Plan and M-1 FY 2021 –2022 – Motion: Marie Blizzard Second: Albert Casper – to approve submission of the district's schedule M-1 FY 2021-2022 and the three-year Comprehensive Maintenance Plan FY 2020-2021 – 2022-2023 in accordance with N.J.A.C. 6A:26A-1, N.J.S.A. 18A:7G-9(b)3, and 18A:33-1. These reports include all activities and expenditures as required maintenance reasonable to ensure the school is kept open and safe for use or in its original condition and maintain the validity of warranties. Approved unanimously by those members present. Motion carried: 7-0-0.

Revision of Minutes – Joint Transportation Agreement – Vineland Board of Education 2020-2021

Motion: Albert Casper Second: Brent Daly – to approve the revision of the Joint Transportation Agreement – Vineland Board of Education 2020-2021 total of \$21,711.96 from the August 17, 2021 minutes of the Board of Education to include an additional \$1,853.46 for a total cost of \$23,565.42. The total cost is updated to include the month of June:

<u>Route #</u>	<u>Destination</u>	<u>2020-2021 Per Diem</u>	<u>2020-2021 Total Cost</u>
DT#10	CCSSD	\$132.29	\$23,565.42

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 Salem County Special Services School District for the 2021-2022 school year:

<u># of Students</u>	<u>Regular School Year</u>	<u>One-on-One Aide Agreement</u>	<u>Program</u>	<u>Site</u>	<u>Itinterant Services</u>
1	\$45,596	\$50,443	Multiple Disabilities	Cumberland Campus	According to IEP

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

Facilities Requests/Fund Raisers – Motion: Albert Casper Second: Brent Daly – 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>
Downe Twp Municipal Office	Public Hearing/Town Hall Mtg.	11/1/2021 6:00 pm

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

XIII. Executive Session

Motion: Albert Casper Second: Brent Daly – to enter into Executive Session at 6:58 pm. Approved unanimously by those members present. Motion carried: 7-0-0.

**Dyron Corley entered the meeting at 7:05 pm.

Motion: John Cerrito Second: Brent Daly – to return to Regular Session at 7:12 pm. Approved unanimously by those members present. Motion carried: 8-0-0.

XIV. Superintendent's Action Items

HIB (Harassment, Intimidation, and Bullying) – Motion: Albert Casper Second: Marie Blizzard – to affirm the action taken and approve the September 2021 HIB Report and review the October 2021 HIB Report. Approved unanimously by those members present. Motion carried: 8-0-0.

Appointment of Substitutes – Motion: Brent Daly Second: Albert Casper – with the recommendation of the Superintendent, to approve the following substitutes:

Brittany Adamini	Substitute Aide, Bus Aide, Cafeteria, Custodian, Office Aide
Jorga Aron	Substitute Aide, Cafeteria, Custodian, Bus Aide, Office Aide
Megan Cooper	Substitute Teacher
Emma Sedeyn	Substitute Aide, Bus Aide, Cafeteria, Custodian, Office Aide
Merissa Hickman	Substitute Teacher, Substitute Aide
Madison Lamb	Substitute Bus Aide

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

Appointment of Title IX Coordinator – Motion: Albert Casper Second: Marie Blizzard – to appoint Rachel Howgate as the Title IX Coordinator. Approved unanimously by those members present. Motion carried: 8-0-0.

Nursing Service Plan 2021-2022 – Motion: Marie Blizzard Second: Albert Casper – to approve the Nursing Service Plan for the 2021-2022 school year. Approved unanimously by those members present. Motion carried: 8-0-0.

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

Second Reading

2224.1	Title IX – Sex Based Discrimination
5141.10	Face Coverings
5141.11	Vaccinations and Testing
7117	Lactation Room

Revisions

5113	Attendance, Absences, and Excuses
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Voting Affirmatively: Albert Casper, Marie Blizzard, Marylou Henderson, Candy Stratton, Dyron Corley, John Cerrito, Stultz Taylor. Voting no: Brent Daly (Policy 5141.11 only). Abstentions: None. Motion carried: 7-1-0.

Professional Days – Motion: Albert Casper Second: John Cerrito – to approve the Professional Day Requests as attached. Approved unanimously by those members present. Motion carried: 8-0-0.

Emergency Virtual or Remote Instruction Programs Plan – Motion: Marie Blizzard Second: Albert Casper – to approve the Emergency Virtual or Remote Instruction Programs Plan for the 2021-2022 school year. Approved unanimously by those members present. Motion carried: 8-0-0.

NJSAC - Motion: Albert Casper Second: Marie Blizzard – to approve the following resolution to submit the District Performance Review (DPR) for NJSAC:

RESOLUTION

To Submit the District Performance Review (DPR)
New Jersey Quality Single Accountability Continuum

Whereas, the Downe Township Board of Education in the County of Cumberland is undergoing evaluation under NJSAC for the 2021-2022 school year, and

Whereas, N.J.A.C 6A:30-3.2 (f) requires participating school districts to hold a public meeting to approve the submission of the district's DPR with respect to this process, and

Whereas, the Downe Township Board of Education in the County of Cumberland has reviewed the districts DPR responses and attests to the accuracy of all responses

Now Therefore Be It Resolved, that the Downe Township Board of Education does hereby authorize the Superintendent of Schools to submit the attached DPR to the Commissioner of Education in compliance with the provisions of N.J.A.C. 6A:30-3.1 (e)

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

Other District Reports

- a. Nurse's Report
- b. Enrollment
- c. Security/Safety Drills
 - (1) Fire Drill 9/17/21
 - (2) Inside Lockdown 9/21/21

XV. New Business
Stultz Taylor – Remarked that the car show was a big success and that there was a great turn out.

XVI. Public Participation - None

XVII. Adjournment – Motion: Marie Blizzard Second: Albert Casper – to adjourn the meeting at 7:32 pm. Approved unanimously by those members present. Motion carried: 8-0-0.

Respectfully submitted by,



Lisa DiNovi
School Business Administrator/
Board Secretary