

**DOWNE TOWNSHIP BOARD OF EDUCATION
WORK SESSION MEETING &
REGULAR BOARD OF EDUCATION MEETING – 6:30 P.M.
NOVEMBER 16, 2021
DOWNE TOWNSHIP ELEMENTARY SCHOOL**



- I. The meeting was called to order at 6:30 pm by Board Vice President, Marylou Henderson.
- II. Roll call was taken
Members Present:
- | | | |
|----------------|-------------------|----------------|
| Marie Blizzard | Brent Daly | Candy Stratton |
| Albert Casper | Marylou Henderson | |
| John Cerrito | Stanley Kershaw | |
- Members Absent:
- | | |
|--------------|---------------|
| Dyron Corley | Stultz Taylor |
|--------------|---------------|
- 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: Albert Casper Second: Marie Blizzard - to approve the Work Session and Regular Meeting Minutes of October 19, 2021. Voting affirmatively: Albert Casper, Marie Blizzard, Marylou Henderson, Candy Stratton, Brent Daly, John Cerrito. Voting no: None. Abstentions: Stanley Kershaw. Motion carried: 6-0-1.
- ** Dyron Corley entered the meeting at 6:34 pm.
- Motion: Candy Stratton Second: John Cerrito – to approve the Executive Session Meeting Minutes of October 19, 2021. Voting affirmatively: Albert Casper, Marie Blizzard, Marylou Henderson, Candy Stratton, Dyron Corley, Brent Daly, John Cerrito. Voting no: None. Abstentions: Stanley Kershaw. Motion carried: 7-0-1.
- VIII. Letters of Correspondence - None
- IX. Financial Reports
Motion: Albert Casper Second: Candy Stratton – 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 **October 2021**, the processing of Electronic Funds Transfers for **October 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 **October and November 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 **October 2021**.

B. BOARD SECRETARY/BUSINESS ADMINISTRATOR'S REPORTS

1. Revenue Summary
A Revenue Summary for the month of **October 2021** 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 **October 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

November 16, 2021

Date

3. Treasurer's Report
In accordance with 18A:22-8.1 and 18A:22-8.2 for the months of **October 2021**, the preliminary Report of the Treasurer of School Funds for the 2021-2022 school year are in agreement with the **October 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 **November 16, 2021** and after review of the Secretary's Monthly Financial Report and the Treasurer's Monthly Financial Report for **October 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
Eric Nocon – Discussed the mask mandate and asked that the school allow parents to have a choice if their child wears a mask.

- XI. Old Business
Mandatory testing for unvaccinated staff with a tentative start date of November 29, 2021 was discussed.

XII. School Business Administrator's Action Items

Bridgeton High School Tuition Contracts - Motion: Marie Blizzard Second – Albert Casper – to approve the following tuition contracts with Bridgeton High School for students sent for the 2021-2022 school year.

<u>Students</u>	<u>Total Cost</u>
(3) Regular Education Students	\$42,462.59
(1) Special Education Student	\$25,955.00

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

Facilities Requests/Fund Raisers – Motion: Dyron Corley Second: Stanley Kershaw – 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>
DTEA/CARES	Union Meeting	11/1/2021 3:45 pm

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

Benecard Prescription Agreement – Third Amendment Motion: Albert Casper Second: Stanley Kershaw – to approve the Third Amendment to Agreement to Provide Fixed Rate Insured Prescription Drug Management Services. Approved unanimously by those members present. Motion carried: 8-0-0.

Special Education Placement – Motion: Marie Blizzard Second: Brent Daly – to approve the Tuition Contract Agreement and Instructional Aide Agreement between the Downe Township Board of Education and the Lawrence Township Board of Education effective September 7, 2021 – June 30, 2022.

<u>Students</u>	<u>Cost Per Pupil</u>	<u>Instructional Aide Cost</u>
(4) Special Education Students	\$23,357	\$38,294

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

XIII. Executive Session

Motion: Albert Casper Second: Stanley Kershaw – to enter into Executive Session at 6:57 pm. Approved unanimously by those members present. Motion carried: 8-0-0.

Motion: Albert Casper Second: Dyron Corley – to return to Regular Session at 7:30 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 October 2021 HIB Report and review the November 2021 HIB Report. Approved unanimously by those members present. Motion carried: 8-0-0.

School Self-Assessment for Determining Grades – Motion: Dyron Corley Second: John Cerrito – to approve the Superintendent to formally submit the School Self-Assessment for Determining Grades to the NJDOE. In accordance with the Anti-Bullying Bill of Rights Act (P.L. 2021,c.122), a public hearing was specifically conducted to fulfill the district's legal obligation for the Superintendent to report the results of the district's 2020-2021 School Self-Assessment for Determining Grades. The meeting was opened to public comment, but there was none. Approved unanimously by those members present. Motion carried: 8-0-0.

Agreement between the Board of Education and DTEA/CARES – Motion: Albert Casper Second: John Cerrito – to approve the Agreement between the Downe Township Board of Education and the Downe Township Education Association/Concerned About Real Education effective July 1, 2021 – June 30, 2024. All salaries will be retroactive to July 1, 2021. Roll call vote was taken. Approved unanimously by those members present. Motion carried: 8-0-0.

Agreement between the Board of Education and Administrative Confidential Secretary– Motion: Albert Casper Second: Marie Blizzard – to approve the Agreement between the Board of Education and Administrative Confidential Secretary, effective July 1, 2021-June 30, 2022, which includes the duties of substitute caller. All salaries will be retroactive to July 1, 2021. 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: Albert Casper Second: Dyron Corley – to approve the Agreement between the Board of Education and Head Custodian/Maintenance Supervisor, effective July 1, 2021-June 30, 2022. All salaries will be retroactive to July 1, 2021. Roll call vote was taken. Approved unanimously by those members present. Motion carried: 8-0-0.

Agreement between the Board of Education and Supervisor of Curriculum/Instruction – Motion: Marie Blizzard Second: Albert Casper – to approve the Agreement between the Board of Education and Supervisor of Curriculum/Instruction, effective July 1, 2021-June 30, 2022. Salary will be retroactive to July 1, 2021 until the date of resignation. 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: Albert Casper Second: Brent Daly – to approve the Agreement between the Board of Education and Administrative Office Manager, effective July 1, 2021-June 30, 2022. All salaries will be retroactive to July 1, 2021. Roll call vote was taken. Approved unanimously by those members present. Motion carried: 8-0-0.

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

Sharon Parks	Substitute Aide, Bus Aide, Cafeteria, Custodian, Office Aide
Dylan Tribbett	Substitute Teacher
Wallace Maines	Substitute Teacher, Administrator

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

Appointment of One-Year Elementary Education Teacher – Motion: Albert Casper Second: Marie Blizzard - With the recommendation of the Superintendent, to approve the appointment of Candice Connelly to a one-year ESSER grant funded position of Elementary Education teacher effective November 18, 2021 – June 30, 2022 at Step BA-1 of the salary guide. For the 2021-2022 school year, her instructional assignment will be Basic Skills Instruction and Social Emotional Learning. Roll call vote was taken. Approved unanimously by those members present. Motion carried: 8-0-0.

Appointment of Elementary Education Teacher - Motion: Albert Casper Second: Dyron Corley - With the recommendation of the Superintendent, to approve the appointment of Melody Carr to the position of Elementary Education Teacher. Her instructional assignment for the remainder of the 2021-2022 school year will be Basic Skills Instruction. The change in instructional assignment will be effective November 18, 2021. Approved unanimously by those members present. Motion carried: 8-0-0.

Appointment of Long Term Middle School Substitute – Motion: Brent Daly Second: Stanley Kershaw – With the recommendation of the Superintendent, to appoint Dylan Tribbett as the long-term substitute Middle School Science and 6th grade teacher effective November 16, 2021. Approved unanimously by those members present.

Appointment of Long Term Preschool Substitute – Motion: Marie Blizzard Second: Stanley Kershaw - With the recommendation of the Superintendent, to appoint Margaret Borden as the long-term substitute Preschool-3 teacher. Approved unanimously by those members present. Motion carried: 8-0-0.

Leave of Absence Request - Motion: Marie Blizzard Second: Albert Casper - With the recommendation of the Superintendent, to approve the leave of absence request from Amanda Sedeyn tentatively effective December 2, 2021. Approved unanimously by those members present. Motion carried: 8-0-0.

Preschool Program Plan – Motion: Dyron Corley Second: John Cerrito – to approve submission of the district's Five Year Preschool Program Operational Plan for 2022-2027. Approved unanimously by those members present. Motion carried: 8-0-0.

Board Goals and Objectives – Motion: Albert Casper Second: Marie Blizzard – to approve the Board Goals and Objectives with Action Plan for the 2021-2022 school year. Approved unanimously by those members present. Motion carried: 8-0-0.

Reorganization and Regular January Board Meeting – Motion: Dyron Corley Second: Stanley Kershaw – to approve holding the Reorganization and regular January Board Meeting on Tuesday, January 4, 2022 at 6:30 pm. Approved unanimously by those members present. Motion carried: 8-0-0.

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

Other District Reports

- a. Nurse's Report
- b. Enrollment – Revised September, October
- c. Security/Safety Drills
 - (1) Fire Drill 10/27/21, 11/10/21
 - (2) Outside Lockdown 10/26/21

For Your Information

- a. Department of Education – Sending/Receiving Representation Letter
- b. Training Opportunity – NJSBA 3Rs: Roles, Responsibilities Resources

XV. New Business

XVI. Public Participation - None

XVII. Adjournment

Motion: Marie Blizzard Second: Albert Casper – to adjourn the meeting at 7:46 pm. Approve unanimously by those members present. Motion carried: 8-0-0.

Respectfully submitted by,



Lisa DiNovi
School Business Administrator/
Board Secretary