

The regular meeting of the Board of Education of Downe Township School District, County of Cumberland, New Jersey, was held at 6:30 p.m. on Tuesday, February 21, 2023, at the Downe Township Elementary School.

Members Present: Mr. Chaplin, Mr. Corley, Mr. Daly, Mr. Kershaw, Mr. Myers, Mr. Pignatelli, Mrs. Stratton
 Members Absent: Mrs. Blizzard, Mr. Casper
 Also Present: Mrs. Lisa DiNovi, Business Administrator/Board Secretary, Mrs. Miller, Principal/Superintendent, staff, and community

The Board President led the group in the pledge to the flag and called the meeting to order at 6:30 p.m.

PLEDGE

The New Jersey Open Public Meetings Statement was read by the Board Secretary. Notice of the meeting was published in the official Board of Education newspapers, the *South Jersey Times*, *The Press of Atlantic City*, and posted at the Downe Township Elementary School.

CALL TO ORDER

COMMITTEE REPORTS

Committees reported from the recent work session.

MINUTES

Moved by Mrs. Stratton and seconded by Mr. Myers that the Board of Education approve the regular session minutes of the January 3, 2023, meeting of the Downe Township Board of Education.

MINUTES

Unanimously approved.

Moved by Mrs. Stratton and seconded by Mr. Daly that the Board of Education approve the executive session minutes of the January 3, 2023, meeting of the Downe Township Board of Education.

Unanimously approved.

CORRESPONDENCE

None

BUDGET/FINANCE

Moved by Mr. Daly and seconded by Mrs. Stratton that the Board of Education:

1. Approve the additional bills paid in January 2023, the bills presented for payment in January 2023, and the payroll for December 2022 and January 2023. 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 2022-2023 school year. Any additional bills paid, and transfers made will be presented at the next Board of Education meeting. (See pages 5740-5743)

WARRANTS

BOARD SECRETARY REPORT

1. Budget Summary
The Budget Summary for the month of February 2023 was presented for review.
2. Revenue Summary
Revenue Summaries for the months of December 2022 and January 2023 were presented for approval. The Board Secretary, in accordance with N.J.A.C. 6A23-2.12(c)2, certifies that there were no changes in anticipated revenue amounts or revenue sources and sufficient funds were available to end the fiscal year. (See pages 5744-5750)

BUDGET
SUMMARY

REV SUMMARY

TRANSFERS

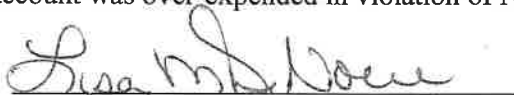
3. Transfers of Funds

Approve the Transfer Status Report through January 2023, and the transfers of funds for the months of December 2022 and January 2023. *(See pages 5751-5755)*

BOARD SEC RPT

4. Board Secretary's Report

Pursuant to N.J.A.C. 6A:23A-16.10(c)3, I certify that as of February 21, 2023, 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 was over-expended in violation of N.J.A.C. 6:23-16.10(a)1. *(See pages 5756-5785)*



Lisa M. DiNovi, Board Secretary

February 21, 2023

Date

TREASURER RPT

5. Treasurer's Report

In accordance with 18A:22-8.1 and 18A:22-8.2, the preliminary Report of the Treasurer of School Funds for the 2022-2023 school year is in agreement with December 2022 and January 2023 Report of the Board Secretary, pending audit adjustments. *(See pages 5786-5801)*

BOARD CERT

6. Board Certification

Pursuant to N.J.A.C. 6A:23A-16.10(c)4, the Downe Township Board of Education certifies that as of February 21, 2023 and after review of the Secretary's Monthly Financial Report and the Treasurer's Monthly Financial Reports for December 2022 and January 2023, and upon consultation with the appropriate district officials, to the best of the Board's 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 were available to meet the district's financial obligations for the remainder of the 2022-2023 school year.

Roll Call:

Ayes: (6) Mr. Chaplin, Mr. Corley, Mr. Daly, Mr. Myers, Mr. Pignatelli, Mrs. Stratton

Noes: (0)

Abstain (1) Mr. Kershaw

Motion carried.

PUBLIC PARTICIPATION

None

Old BusinessAPPOINTMENT
OF COMMITTEES

Moved by Mr. Daly and seconded by Mr. Chaplin that the Board of Education approve the Appointment of Committees as delineated. *(See pages 5802)*

Ayes: (6) Mr. Chaplin, Mr. Corley, Mr. Daly, Mr. Myers, Mr. Pignatelli, Mrs. Stratton

Noes: (0)

Abstain (1) Mr. Kershaw

Motion carried.

Mr. Kershaw asked about Prior Board members not being awarded a contract at the school for a minimum of 3 years. He asked to see the law pertaining to the 180-day statute.

SCHOOL BUSINESS ADMINISTRATOR REPORTJOINT
PURCHASING
AGREEMENT
MILLVILLE

Moved by Mr. Pignatelli and seconded by Mr. Myers to approve the Joint Purchasing Agreement for custodial, medical, miscellaneous supplies/service, and copier paper for 2023-2024 with the Millville Board of Education. *(See page 5803)*

Unanimously approved.

SEMI Participation
Waiver

Moved by Mr. Pignatelli and seconded by Mr. Myers to approve the submission of the SEMI Participation Waiver to the Department of Education requesting participation and to waive budgeting the projected SEMI funds in the 2023-2024 budget. *(See page 5803)*

Unanimously approved.

Moved by Mrs. Stratton and seconded by Mr. Daly to approve the out-of-district placement and corresponding Mandated Tuition Contract for Approved Private Schools for Students with Disabilities between the Downe Township Board of Education and Creative Achievement, effective January 26, 2023, through June 30, 2023 for one (1) resident student (SID# 5606607026) in the amount of \$73,500 (prorated). (See pages 5804-5807)

Unanimously approved.

OUT OF DISTRICT
PLACEMENT
CREATIVE ACH.

EXECUTIVE SESSION

Moved by Mr. Pignatelli and seconded by Mr. Myers that the Board of Education adjourn, by Resolution, into Executive Session, from which the general public is excluded. The purpose of the Executive Session is to discuss a student matter and personnel and should take approximately thirty (30) minutes. The results of this session will be made public immediately after, or as soon thereafter as a decision is reached, if permitted by law. (6:42 p.m.)

Unanimously approved.

EXECUTIVE
SESSION

Items discussed in Executive Session:

1. Student Matter/ HIB
2. Personnel Matter

Moved by Mr. Pignatelli and seconded by Mr. Kershaw that the Board of Education adjourn from Executive Session. (6:55 p.m.)

Unanimously approved.

SUPERINTENDENT REPORT

Moved by Mr. Chaplin and seconded by Mr. Daly to approve the December 2022 and January 2023 HIB Reports. The Board also reviewed the February 2023 HIB Report.

HIB

Ayes: (6) Mr. Chaplin, Mr. Corley, Mr. Daly, Mr. Myers, Mr. Pignatelli, Mrs. Stratton
Noes: (0) Abstain (1) Mr. Kershaw Motion carried.

PUBLIC HEARING

In accordance to the Public School Safety Law (N.J.S.A. 18A:17-46), a public hearing was conducted to fulfill the district's legal obligation to report all of the acts of violence, vandalism, intimidation and bullying (HIB) incidents, trainings, and programs presented by the Superintendent to the public.

PUBLIC HEARING
VIOLENCE
VANDALISM
HIB

Following the presentation, it was moved by Mr. Daly and seconded by Mr. Myers for to board to approve the reports. (See pages 5808-5809)

Category	Description	Data Collection Date	Certify to DO
Violence, Vandalism, Weapons, Substance Abuse & HIB Confirmed	(3) HIB Incidents (1) Violence	September 1, 2022 to December 31, 2022	January 25, 2023
Other Incidents Leading to Removal	(0) Incident Leading to Removal	September 1, 2022 to December 31, 2022	January 25, 2023
HIB Alleged	(1) Alleged	September 1, 2022 to December 31, 2022	January 25, 2023
HIB Incidents - Confirmed	(2) Confirmed Incidents	September 1, 2022 to December 31, 2022	January 25, 2023
Reports of Restraint/Seclusion	(0) Reports	September 1, 2022 to December 31, 2022	January 25, 2023
HIB Programs	(3) Program	July 1, 2022 to December 31, 2022	January 25, 2023
HIB Training	(4) Trainings	July 1, 2022 to December 31, 2022	January 25, 2023

Ayes: (6) Mr. Chaplin, Mr. Corley, Mr. Daly, Mr. Myers, Mr. Pignatelli, Mrs. Stratton
Noes: (1) Mr. Kershaw Abstain (0) Motion carried.

RETIREMENT
WEBER

Moved by Mrs. Stratton and seconded by Mr. Kershaw to accept with regret the letter of retirement from Frank Weber, effective July 1, 2023, as recommended by the Superintendent.
Unanimously approved. (See page 5810)

RETIREMENT
SHEPERD

Moved by Mr. Chaplin and seconded by Mrs. Stratton to accept with regret the letter of retirement from Ethel Sheperd, effective May 1, 2023, as recommended by the Superintendent.
Unanimously approved. (See page 5810)

RESIGNATION
LOEW

Moved by Mr. Kershaw and seconded by Mr. Myers to accept with regret the letter of resignation from Tiffany Loew, effective February 5, 2023, as recommended by the Superintendent.
Unanimously approved. (See page 5811)

RESIGNATION
COSSABOON

Moved by Mr. Kershaw and seconded by Mr. Myers to accept with regret the letter of resignation from Kansas Cossaboon, effective February 15, 2023, as recommended by the Superintendent. Unanimously approved. (See page 5811)

SUBS

At the recommendation of the Superintendent, it was moved by Mr. Kershaw and seconded by Mr. Myers that the Board of Education approve to add the following individual(s) to the Substitute List for the 2022-2023 school year at the respective rate(s) for the position.

<i>Amber Adamini</i>	<i>Substitute Aide</i>
<i>Autumn Griner</i>	<i>Substitute Teacher (Non-certified)/Aide/Cafeteria</i>
<i>Rachel Poloff</i>	<i>Substitute Teacher (Non-certified)/Substitute Aide</i>
<i>Alyson Shropshire</i>	<i>Substitute Teacher (Non-certified)/Substitute Aide</i>

Unanimously approved.

NON-RESIDENT
TUITION

Moved by Mr. Kershaw and seconded by Mr. Pignatelli to approve 1 non-resident tuition Preschool student for the 2022-2023 school year.
Unanimously approved.

FIELD TRIPS

Moved by Mr. Kershaw and seconded by Mr. Myers that the Board of Education approve the list of Field Trips for the 2022-2023 school year. *(See page 5812)*
Unanimously approved.

CALENDAR ADDITIONS

Moved by Mr. Chaplin and seconded by Mr. Myers that the Board of Education approve additions to the facilities requests/ fund raisers calendar for the 2022-2023 school year. *(See pages 5813-5817)*

<u>Organization</u>	<u>Activity/Fund Raiser</u>	<u>Date/Time</u>
Kids' Center	Family Bingo Night & Pizza	2/23/23 6:00-8:00 pm
Prek & K	Chick-fil-A Nugget Tray Fundraiser	2/23/23-3/17/23 2:30-5:00pm
PTO	Shirt Sale	2/23-ongoing
PTO	Pi Day Fundraiser	3/14/23 Kids' Center
Kids' Center	3 v 3 Basketball Tournament	3/16/23 6:00-9:00 pm
Kids' Center	School Bowling Night at Legacy Lanes	3/22/23 6:30-8:30 am
Kids' Center	Mother's Day Flower Sale	4/3/23-5/12/23
Kids' Center	School Skate Night at Skate 2000	5/3/23 6:30-8:30 pm tentatively
Kid's Center	Muffins with Mom	5/9/23 8:30-9:00 am
Kids' Center	Donuts with Dad	6/13/23 8:30-9:00 am

Unanimously approved.

DISTRICT GOALS & OBJECTIVES

Moved by Mrs. Stratton and seconded by Mr. Myers that the Board of Education approve the District Goals and Objectives with Action Plan for the 2022-2023 school year. *(See pages 5817-5818)*

Ayes: (6) Mr. Chaplin, Mr. Corley, Mr. Daly, Mr. Myers, Mr. Pignatelli, Mrs. Stratton
 Noes: (1) Mr. Kershaw Abstain (0) Motion carried

Moved by Mr. Pignatelli and seconded by Mr. Daly that the Board of Education approve the Board Goals and Objectives with Action Plan for the 2022-2023 school year. *(See page 5819)*
Unanimously approved.

BOARD
GOALS &
OBJECTIVES

OTHER DISTRICT REPORTS

- a. Nurse's Report December 2022 and January 2023 *(See pages 5819-5821)*
- b. Enrollment *(See pages 5821-5822)*
- c. Security/Safety Drills
 - (1) Fire Drills 1/4/2023 & 2/8/2023
 - (2) Lockdown Drill 1/25/2023

OTHER

FOR YOUR INFORMATION

- a. Updated Board List
- b. Mandated Training Memo
- c. Annual Board Meeting Schedule
- d. NJQSA District Improvement Plan Approval Letter
- e. The Authority Recycling & Tonnage Figures
- f. Please complete Personal & Financial Disclosures

BOARD OF EDUCATION BUSINESS

New Business

Mr. Kershaw questioned the \$1.9 million that he saw in the February 2022.

PUBLIC PARTICIPATION

- PTO is doing a 3/14/23 Fund Raiser (pie in face for Pi Day) as per calendar addition listed previously.
- Mrs. Jacobson asked if the school could add additional afterschool curricular activities for students.
- Mr. Daly and Mr. Pignatelli suggested parents volunteer for after school activities.

Moved by Mr. Kershaw and seconded by Mr. Myers that the Board of Education meeting be adjourned. (7:25 p.m.)
Unanimously approved.

ADJOURNMENT