

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, March 14, 2023, at the Downe Township Elementary School.

Members Present: Mrs. Blizzard, Mr. Casper, Mr. Chaplin, Mr. Corley, Mr. Daly, Mr. Myers, Mr. Pignatelli

Members Absent: Mr. Kershaw, Mrs. Stratton

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

PUBLIC COMMENT

None

PRESENTATIONS

Moved by Mr. Casper and seconded by Mr. Daly that the Board of Education approve, by Resolution, to submit the 2023-2024 School Budget to the County Office of Education. Unanimously approved.

Green Team presented the findings from the Heart & Soul Project.

CORRESPONDENCE

Moved by Mr. Casper and seconded by Mr. Chaplin that the Board of Education approve the FMLA leave request for Rachel Howgate beginning April 17, 2023 through on or about May 22, 2023. Unanimously approved. (See page 5828)

CORRESPONDENCE

MINUTES

Moved by Mr. Daly and seconded by Mr. Myers that the Board of Education approve the regular session and the executive session minutes of the February 21, 2023, meeting of the Downe Township Board of Education. Unanimously approved.

MINUTES

BUDGET/FINANCE

Moved by Mr. Casper and seconded by Mrs. Blizzard that the Board of Education approve the additional bills paid in February 2023, the bills presented for payment in March 2023, and the payroll for February 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 5828-5829)

WARRANTS

Ayes: (7) Mrs. Blizzard, Mr. Casper, Mr. Chaplin, Mr. Daly, Mr. Myers, Mr. Pignatelli, Mr. Corley
Noes: (0) Abstain (0) Motion carried.

Moved by Mr. Casper and seconded by Mr. Daly that the Board of Education approve the Business Services Agreement between the Lawrence Township Board of Education and the Downe Township Board of Education, effective July 1, 2023, through June 30, 2024 in the amount of \$76,500. (See pages 5830-5831)

BUSINESS
SERVICES
AGREEMENT

Ayes: (7) Mrs. Blizzard, Mr. Casper, Mr. Chaplin, Mr. Daly, Mr. Myers, Mr. Pignatelli, Mr. Corley
Noes: (0) Abstain (0) Motion carried.

CST
AGREEMENT

Moved by Mrs. Blizzard and seconded by Mr. Casper that the Board of Education approve the Memorandum of Understanding for Child Study Team Services between the Lawrence Township Board of Education and the Downe Township Board of Education, effective July 1, 2023 through June 30, 2024 in the amount of \$108,584. *(See page 5832)*

Ayes: (7) Mrs. Blizzard, Mr. Casper, Mr. Chaplin, Mr. Daly, Mr. Myers, Mr. Pignatelli, Mr. Corley
Noes: (0) Abstain (0) Motion carried.

COMPUTER
SERVICES
AGREEMENT

Moved by Mr. Daly and seconded by Mr. Casper that the Board of Education approve the Computer Services Agreement between the Lawrence Township Board of Education and the Downe Township Board of Education, effective July 1, 2023 through June 30, 2024 in the amount of \$8,000. *(See page 5832)*

Ayes: (7) Mrs. Blizzard, Mr. Casper, Mr. Chaplin, Mr. Daly, Mr. Myers, Mr. Pignatelli, Mr. Corley
Noes: (0) Abstain (0) Motion carried.

ESY ITINERANT
SERVICES
AGREEMENT

Moved by Mr. Casper and seconded by Mr. Myers that the Board of Education approve the Itinerant Shared Services Agreement – Summer 2023 between the Lawrence Township Board of Education and the Downe Township Board of Education, effective July 1, 2023 through August 30, 2023. Services will be provided on an as needed basis and billed as utilized. *(See page 5833)*

Ayes: (7) Mrs. Blizzard, Mr. Casper, Mr. Chaplin, Mr. Daly, Mr. Myers, Mr. Pignatelli, Mr. Corley
Noes: (0) Abstain (0) Motion carried.

FOOD SERVICE

Moved by Mr. Daly and seconded by Mr. Casper that the Board of Education allow the Business Administrator to go out to bid for a Food Service Management Company for the 2023-2024 school year.

Ayes: (7) Mrs. Blizzard, Mr. Casper, Mr. Chaplin, Mr. Daly, Mr. Myers, Mr. Pignatelli, Mr. Corley
Noes: (0) Abstain (0) Motion carried.

PRESCHOOL
EDUCATION
AID

Moved by Mr. Casper and seconded by Mrs. Blizzard that the Board of Education approve to submit the 2023-2024 Preschool Education Aid District Budget Planning Workbook in the amount of \$ 547,755.00. *(See page 5833)*

Ayes: (7) Mrs. Blizzard, Mr. Casper, Mr. Chaplin, Mr. Daly, Mr. Myers, Mr. Pignatelli, Mr. Corley
Noes: (0) Abstain (0) Motion carried

WINDOW
REPLACEMENT
PROJECT

Moved by Mr. Daly and seconded by Mr. Casper that the Board of Education approve to award the bid for the Window Replacement Project to D & E Window & Door LLC in the amount of \$365,00.00. *(See page 5834)*

Ayes: (7) Mrs. Blizzard, Mr. Casper, Mr. Chaplin, Mr. Daly, Mr. Myers, Mr. Pignatelli, Mr. Corley
Noes: (0) Abstain (0) Motion carried

SCHOOL
CLIMATE
GRANT

Moved by Mrs. Blizzard and seconded by Mr. Casper that the Board of Education approve to submit the School Climate Grant Application in the amount of \$6660.00. Funds must be spent between April and June 2023. *(See page 5834)*

Ayes: (7) Mrs. Blizzard, Mr. Casper, Mr. Chaplin, Mr. Daly, Mr. Myers, Mr. Pignatelli, Mr. Corley
Noes: (0) Abstain (0) Motion carried

FIELD TRIP
DONATION

Moved by Mr. Casper and seconded by Mrs. Blizzard that the Board of Education accept the donation in the amount of \$ 4054.96 from STS Sheet Metal to be used for field trips in the 2022-2023 school year.

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

BOARD SECRETARY REPORT

Moved by Mr. Casper and seconded by Mr. Pignatelli that the Board of Education:

1. Budget Summary
The Budget Summary for the month of March 2023 was presented for review. *(See pages 5835-5841)*
2. Revenue Summary
Revenue Summaries for the month of February 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 5842-5845)*
3. Transfers of Funds
Approve the Transfer Status Report through February 2023, and the transfers of funds for the months of February 2023. *(See pages 5846-5847)*
4. Board Secretary's Report
Pursuant to N.J.A.C. 6A:23A-16.10(c)3, I certify that as of March 14, 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. 18A22-8.1 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 5848-5862)*

BUDGET
SUMMARYREVENUE
SUMMARY

TRANSFERS

BOARD SEC RPT


Lisa M. DiNovi, Board Secretary

March 14, 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 February 2023 Report of the Board Secretary, pending audit adjustments. *(See pages 5863-5870)*
6. Board Certification
Pursuant to N.J.A.C. 6A23A-16.10(c)4, the Downe Township Board of Education certifies that as of March 14, 2023 and after review of the Secretary's Monthly Financial Report and the Treasurer's Monthly Financial Reports for February 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.

BOARD CERT

Ayes: (7) Mrs. Blizzard, Mr. Casper, Mr. Chaplin, Mr. Daly, Mr. Myers, Mr. Pignatelli, Mr. Corley
Noes: (0) Abstain (0) Motion carried.

CURRICULUM

None

POLICY

None

PERSONNEL

None

BUILDING & GROUNDS / TRANSPORTATION

Moved by Mr. Casper and seconded by Mr. Myers that the Board of Education:

BUILDINGS &
GROUNDS

1. Approve the Fire/Security Drill Report for the month of February, 2023. *(See page 5870)*

CALENDAR/
FACILITIES

2. Approve the following additions to the facilities request/ fundraiser calendar for the 2022-2023 school year: *(See pages 5871-5872)*

<u>Organization</u>	<u>Activity/ Fundraiser</u>	<u>Date/Time</u>
Afterglow	Afterglow Celebration Event At the NJ Motorsports Park	6/15/23 5:00-9:00pm
Field Day Committee	Ice Pop Sale	3/15/2023-ongoing
Field Day Committee	Krispy Kreme Fundraiser	3/15/23-4/25/2023

Ayes: (7) Mrs. Blizzard, Mr. Casper, Mr. Chaplin, Mr. Daly, Mr. Myers, Mr. Pignatelli, Mr. Corley
 Noes: (0) Abstain (0) Motion carried.

EXECUTIVE
SESSION**EXECUTIVE SESSION**

Moved by Mr. Daly and seconded by Mr. Myers that the Board of Education to adjourn, by Resolution, into Closed Session, from which the general public will be excluded, to discuss student placement, personnel, litigation, negotiations, or student matters appropriate for this session. The results of this session will be made public immediately after, or as soon thereafter, as a decision is reached, if permitted by law. (7:37 p.m.)

Unanimously approved.

Items discussed in Executive Session:

1. Student Matter/ HIB

Moved by Mr. Pignatelli and seconded by Mr. Myers that the Board of Education adjourn from Executive Session. (7:52 p.m.)

Unanimously approved.

DISTRICT SAFE
RETURN PLAN**SUPERINTENDENT REPORT**

Moved by Mr. Chaplin and seconded by Mr. Daly to approve the readoption of the District Safe Return Plan for the 2022-2023 school year.

Ayes: (7) Mrs. Blizzard, Mr. Casper, Mr. Chaplin, Mr. Daly, Mr. Myers, Mr. Pignatelli, Mr. Corley
 Noes: (0) Abstain (0) Motion carried.

BOARD OF EDUCATION BUSINESS

OLD BUSINESS

Old Business- The Business Administrator updated the Board on the following items:

1. Legal opinion in regards to former employees and Board members contracting through the school district
2. Solar panels

New Business- Recognized Mr. Eric for how dedicated he is to the kids.

HIB Report

Moved by Mr. Pignatelli and seconded by Mr. Casper that the Board of Education:

1. Review and affirm the action taken and approve the February 2023 HIB Report. *(See page 5873)*
2. Review the March 2023 HIB Report *(See page 5873)*

Ayes: (7) Mrs. Blizzard, Mr. Casper, Mr. Chaplin, Mr. Daly, Mr. Myers, Mr. Pignatelli, Mr. Corley
 Noes: (0) Abstain (0) Motion carried

OTHER DISTRICT REPORTS

a. Enrollment *(See pages 5873-5874)*

FYI

FOR YOUR INFORMATION NJBSA Board Retreat – April 18, 2023, at 6:30pm

- The next Board of Education meeting is scheduled for Tuesday, May 2, 2023, at 6 :30 p.m.
- Board Member Mandated Training –Please complete the training if you have not already done so.

PUBLIC PARTICIPATION

Mrs. Sanza (1st grade teacher) thanked the three Board members that participated in the Pi Day Event.

PUBLIC
PARTICIPATION

Moved by Mr. Pignatelli and seconded by Mr. Casper that the Board of Education meeting be adjourned. (8:10 p.m.)
Unanimously approved.

ADJOURNMENT