

DOWNE TOWNSHIP BOARD OF EDUCATION MINUTES – May 2, 2023

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, May 2, 2023, at the Downe Township Elementary School.

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

PRESENTATIONS

PUBLIC HEARING on the 2023-2024 SCHOOL BUDGET

Moved by Mr. Casper and seconded by Mr. Daly that the Board of Education open the Public Hearing on the 2023-2024 proposed budget. (6:34 pm)
Unanimously approved.

PUBLIC HEARING

Business Administrator, Lisa DiNovi, presented a brief overview of the Budget for the 2023-2024 SY describing the changes due to the Preschool Grant and the adjustments from the County Office.

AUDIENCE PARTICIPATION

None

There being no questions from the public, it was moved by Mrs. Stratton and seconded by Mr. Casper that the Board of Education close the Public Hearing on the 2023-2024 proposed budget. (6:44 pm)
Unanimously approved.

Subsequent to the public hearing and discussion, it was moved by Mr. Casper and seconded by Mr. Pignatelli that the Board of Education to approve, by Resolution, the 2023-2024 School Year Budget and the Secretary to the Downe Township Board of Education is authorized to submit the budget totaling \$4,332,494. The local tax levy to be raised for current expense is \$1,709,544. The local tax levy to be raised for debt service is \$0. This budget includes a \$153,076 withdrawal from the Capital Reserve. To offset the interest due on the Bond payment. In addition, \$70,000 of Maintenance Reserve is being utilized to offset the amount of Maintenance expenses.

BE IT RESOLVED, to approve a school district budget for the FY 2023-2024 SY, as follows:

		Budget		Local Tax Levy
Total General Fund	\$	3,431,042	\$	1,709,544
Total Special Revenue Fund	\$	748,376	\$	n/a
Total Debt Service Fund	\$	153,076	\$	0
TOTALS:	\$	4,332,494	\$	1,709,544

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BE IT RESOLVED, to acknowledge that the 2023-2024 school year budget as described results in a general fund tax levy of \$1,709,544 and a debt service tax levy of \$0, for a total levy of \$1,709,544.

BE IT RESOLVED, to acknowledge that the Downe Township Board of Education has received \$74,976 in stabilization aid for the 2023-2024 SY and those additional funds are being used for out of district special education tuition expenses.

Ayes: (8) Mrs. Blizzard, Mr. Casper, Mr. Chaplin, Mr. Daly, Mr. Myers, Mr. Pignatelli, Mrs. Stratton, Mr. Corley

Noes: (0)

Abstain: (0)

Motion carried.

FY22 AUDIT PRESENTATION

FY22 Audit Presentation – Mrs. Lisa DiNovi, School Business Administrator, provided an overview of the FY22 Annual Audit

Moved by Mr. Pignatelli and seconded by Mr. Daly that the Board of Education approve the Annual Audit for Fiscal Year Ended June 30, 2022, the Synopsis of Audit for Fiscal Year Ended June 30, 2022, and the Corrective Action Plan submitted by the Business Administrator.

Unanimously approved. *(See page)*

PUBLIC COMMENT

PUBLIC COMMENT

None

CORRESPONDENCE

CORRESPONDENCE

Moved by Mr. Casper and seconded by Mrs. Blizzard that the Board of Education approve the FMLA leave request for Melanie Hough beginning September 1, 2023 through on or about December 4, 2023.

Unanimously approved. *(See page)*

MINUTES

MINUTES

Moved by Mr. Daly and seconded by Mr. Casper that the Board of Education approve the regular session and the executive session minutes of the March 14, 2023, meeting of the Downe Township Board of Education.

Unanimously approved.

WARRANTS

BUDGET/FINANCE

Moved by Mrs. Stratton and seconded by Mr. Casper that the Board of Education approve the additional bills paid in March 2023, the bills presented for payment in April 2023, and the payroll for March 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)*

Ayes: (7) Mrs. Blizzard, Mr. Casper, Mr. Chaplin, Mr. Daly, Mr. Myers, Mrs. Stratton, Mr. Corley

Noes: (0)

Abstain (1) Mr. Pignatelli

Motion carried.

SAFETY GRANT NJSBAIG 2023

Moved by Mr. Casper and seconded by Mr. Pignatelli that the Board of Education approve to accept the 2023 Safety Grant from NJSBAIG in the amount of \$2,000. *(See page)*

Unanimously approved.

SUPPLEMENTAL STABILIZATION AID

Moved by Mr. Pignatelli and seconded by Mr. Daly that the Board of Education approve the Business Administrator to submit Supplemental Stabilization Aid in the amount of \$74,976. *(See page)*

Unanimously approved.

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Moved by Mr. Casper and seconded by Mr. Daly that the Board of Education approve the Horizon Dental renewal rates for 2023-2024 school year with no increase from current year. *(See page)*
Unanimously approved.

HORIZON DENTAL
RENEWAL 23-24

Moved by Mrs. Blizzard and seconded by Mr. Casper that the Board of Education approve the Agreement between the Downe Township Board of Education and Salem County Special Services School District for the 2023-2024 SY for Related Services in the amount of 11,677. *(See page)*
Unanimously approved.

SALEM COUNTY SSSD
Related Services 23-24

Moved by Mrs. Blizzard and seconded by Mr. Daly that the Board of Education Approve the Agreement between the Downe Township Board of Education and Cape May Special Services School District for the 2023-2024 ESY Program in the amount of \$3,200 for each student who attends beginning July 3, 2023, and ending August 3, 2023. In addition, the cost of each One-To-One Aide, if needed, is \$2,950. *(See page)*
Unanimously approved.

CAPE MAY SSSD
TUITION & 1:1 AIDE 23-24
ESY

Moved by Mr. Chaplin and seconded by Mr. Casper that the Board of Education approve the Agreement between the Downe Township Board of Education and Cape May Special Services School District and Cape May Technical High School for One-To-One Aide for the 2023-2024 SY in the amount of \$ 29,500 per student. *(See page)*
Unanimously approved.

CAPE MAY CSSSD
& CAPE MAY TECH
HS 23-24 SY 1:1 AIDE

Moved by Mr. Casper and seconded by Mrs. Blizzard that the Board of Education approve the Agreement between the Downe Township Board of Education and Cape May Special Services School District and Cape May Technical High School for Preschool Disabled Tuition for the 2023-2024 SY in the amount of \$ 50,750 per student. *(See page)*
Unanimously approved.

CAPE MAY CSSSD
& CAPE MAY TECH
HS 23-24 SY PSD
TUITION

Moved by Mr. Daly and seconded by Mr. Casper that the Board of Education Approve the Agreement between the Downe Township Board of Education and Cape May Special Services School District and Cape May Technical High School for Multiple Disabilities Tuition for the 2023-2024 SY in the amount of \$ 47,000 per student. *(See page)*
Unanimously approved.

CAPE MAY CSSSD
& CAPE MAY TECH
HS 23-24 SY MDT
TUITION

Moved by Mr. Daly and seconded by Mr. Casper that the Board of Education approve the Agreement between the Downe Township Board of Education and Cape May Special Services School District and Cape May Technical High School for Emotional Regulation Impairment Tuition for the 2023-2024 SY in the amount of \$ 53,750 per student. *(See page)*
Unanimously approved.

CAPE MAY CSSSD
& CAPE MAY TECH
HS 23-24 SY ERI
TUITION

Moved by Mrs. Blizzard and seconded by Mr. Casper that the Board of Education approve the Agreement between the Downe Township Board of Education Burgess Psychiatric Services, LLC for consultant services provided for the 2023-2024 SY in the amount of \$475 per case. *(See page)*
Unanimously approved.

BURGESS PSYCHIATRIC
SERVICES, LLC
23-24 SY

Moved by Mr. Pignatelli and seconded by Mr. Casper that the Board of Education approve the Agreement between the Downe Township Board of Education and Sharleen Johnson/ Selfridge Consultants to provide Learning Evaluations/ Screenings for the 2023-2024 ESY and the 2023-2024 SY in the amount of \$460 per evaluation. *(See page)*
Unanimously approved.

SELFIDGE CONS.
23-24 ESY & SY

Moved by Mr. Casper and seconded by Mr. Pignatelli that the Board of Education approve the Agreement between the Downe Township Board of Education and Denise Spaulding for LDTC Services for the 2023-2024 SY at the rates listed in the contract. *(See page)*
Unanimously approved.

SPAULDING.
23-24 ESY & SY

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PITTSBGROVE BUS
RENTAL
22-23 SY

Moved by Mrs. Blizzard and seconded by Mr. Casper that the Board of Education Approve the Agreement between the Downe Township Board of Education and the Pittsgrove Township Board of Education for a Bus Lease for the 2023-2024 SY in the amount of \$200 per day. *(See page)*
Unanimously approved.

BAYADA TRANS.
NURSING SERVICES
5/1/23-6/30/24

Moved by Mrs. Stratton and seconded by Mr. Daly that the Board of Education Approve the Contract between the Downe Township Board of Education and BAYADA Home Health Care, Inc. for “Transport” Nursing Services at a rate of \$112 per hour beginning on 5/1/23 and will remain in effect through 6/30/2024 for substitute nursing services. *(See pages)*
Unanimously approved.

BOARD SECRETARY REPORT

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

BUDGET SUMMARY

1. Budget Summary

REVENUE SUMMARY

The Budget Summary for the month of April 2023 was presented for review. *(See pages)*

2. Revenue Summary

TRANSFERS

A Revenue Summary for the month of March 2023 was 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)*

BOARD SEC RPT

3. Transfers of Funds

Approve the Transfer Status Report through March 2023, and the transfers of funds for the month of March 2023. *(See pages)*

4. Board Secretary’s Report

Pursuant to N.J.A.C. 6A:23A-16.10(c)3, I certify that as of March 31, 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)l. *(See pages)*

TREASURER RPT


Lisa M. DiNovi, Board Secretary

May 2, 2023
Date

5. Treasurer’s Report

BOARD CERT

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 March 2023 Report of the Board Secretary, pending audit adjustments. *(See pages)*

6. Board Certification

Pursuant to N.J.A.C. 6A23A-16.10(c)4, the Downe Township Board of Education certifies that as of May 2, 2023 and after review of the Secretary’s Monthly Financial Report and the Treasurer’s Monthly Financial Report for March 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.

Unanimously approved.

CURRICULUM

None

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POLICY

None

PERSONNEL

Moved by Mr. Casper and seconded by Mr. Daly that the Board of Education approve the reappointment of Staff for the 2023-2024 SY. *(See page)*
Unanimously approved.

REAPPOINTMENT
OF STAFF 23-24 SY

Moved by Mrs. Blizzard and seconded by Mr. Casper that the Board of Education approve the following substitutes for the 2023-2024 SY:

SUBSTITUTES

Beverly Livingston	Substitute Aide
Rebecca Wilford	Substitute Van Driver

Unanimously approved.

REAPPOINTMENT
OF SUBSTITUTES

Moved by Mr. Casper and seconded by Mr. Pignatelli that the Board of Education approve the reappointment of Substitutes for the 2023-2024 SY as presented. *(See page)*
Unanimously approved.

BUILDING & GROUNDS / TRANSPORTATION

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

1. Approve the Fire/Security Drill Report for the month of March, 2023. *(See page)*
2. Approve the School Bus Emergency Evacuation Drill was performed: *(See page)*
3. Approve the use of a school bus and driver for the Horseshoe Crab Festival with all costs being reimbursed by the Township.

FIRE/SECURITY DRILL

BUS EVAC.

HORSESHOE CRAB
FEST.

Unanimously approved.

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

CALENDAR/ FACILITIES

4. Approve the following additions to the facilities request/ fundraiser calendar for the 2022-2023 school year: *(See page)*

<u>Organization</u>	<u>Activity/ Fundraiser</u>	<u>Date/Time</u>
Graduation	Graduation	6/14/23 7:00-9:00 pm
Kids' Center	Muffins with Mom	5/12/23 8:30-9:00 am
Kids' Center	Donuts with Dad	6/6/23 8:30-9:00 am
PTO	BOGO Book Fair	5/15/23-5/19/23
PTO	PTO Meetings	May and June (Date TBD)
PTO	Field Day T-shirts	5/3/23-6/2/23

Unanimously approved.

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

5. Approve the following addition to the facilities request/ fundraiser calendar for the 2022-2023 school year: *(See page)*

<u>Organization</u>	<u>Activity/ Fundraiser</u>	<u>Date/Time</u>
Yearbook	Yearbooks Sales	May 2023

Unanimously approved.

EXECUTIVE SESSION

EXECUTIVE SESSION

Moved by Mr. Pignatelli and seconded by Mr. Daly 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. (7:15 p.m.)

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Unanimously approved.

Items discussed in Executive Session:

1. Personnel
2. Student Matter/ HIB

Moved by Mr. Myers and seconded by Mr. Chaplin that the Board of Education adjourn from Executive Session. (7:34 p.m.)

Unanimously approved.

SUPERINTENDENT REPORT

None

BOARD OF EDUCATION BUSINESS

Old Business

None

New Business

None

HIB

HIB Report

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

DISTRICT'S 21-22
HIB GRADE

1. Affirm the action taken and approve the March 2023 HIB Report. *(See page)*
2. Review the April 2023 HIB Report *(See page)*
3. Review and acknowledge the official report of the District's 2021-2022 HIB Grade of 75. Copies of this report were made available to the public and the report will be posted to the district website in accordance with the Anti-Bullying Bill of Rights (P.L. 2021, c122). *(See pages)*

Unanimously approved.

LOVE ON A LEASH

Moved by Mrs. Stratton and seconded by Mr. Myers that the Board of Education approve Love on a Leash Therapy Dog to complete 10 practicum hours during the Downe ESY Program 2023.

Unanimously approved.

SCHOOL CALENDAR
23-24 SY

Moved by Mrs. Blizzard and seconded by Mr. Casper that the Board of Education approve the School Calendar for the 2023-2024 SY. *(See Page)*

Unanimously approved.

PRESCHOOL
NON-RES. TUITION
23-24 SY

Moved by Mr. Casper and seconded by Mr. Daly that the Board of Education approve Non-Residential Tuition Rate for Preschool programs for the 2023-2024 SY:

\$3,000 for the first child

\$2,000 for the 2nd child and other children

Unanimously approved.

APPOINTMENTS AND DESIGNATIONS for the 2023-2024 SY

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

APPOINT DISTRICT
ASSIGNMENTS

1. Approve the following appointment of district assignments:

504 Compliance Officer	-Sherri Miller
ADA Coordinator	-Sherri Miller
Affirmative Action Officer	-Rachel Howgate
Integrated Pest Management Coordinator	-Ralph Gale
Public Agency Compliance Officer	-Lisa. DiNovi
Purchasing Agent	-Lisa DiNovi
Right to Know Officer	-Ralph Gale

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OPRA Appointments

Custodian of Government Records

-Sherri Miller

- *Alternate:*

-Sandra Lore

• Title IX Coordinator

-Sherri Miller

2. Authorize, by Resolution, the awarding of contracts for “professional services” for a one (1) year term, without competitive bidding, commencing July 1, 2023 through June 30, 2024.

PROFESSIONAL
SERVICES 23-24
SY

RESOLUTION

RESOLUTION AUTHORIZING THE APPOINTMENT OF ARCHITECT ON RECORD, AUDITOR, BANK, BROKER OF RECORD- EMPLOYEE BENEFITS, SCHOOL PHYSICIAN, and SOLICITOR.

WHEREAS, the local Public Contracts Law (N.J.S.A. 40A:11.1 et seq.) requires that the Resolution authorizing the award of contracts for "professional services" without competitive bids must be publicly advertised,

NOW, THEREFORE, BE IT RESOLVED that the Board of Education of the Township of Downe, in the County of Cumberland, New Jersey, is hereby appointing the following persons to serve in the designated positions for a one (1) year term commencing July 1, 2023 through June 30, 2024:

ARCHITECT OF RECORD	- MANDERS MERIGHI PORTADIN FARRELL ARCHITECTS, LLC
AUDITOR	- NIGHTLINGER, COLAVITA, & VOLPA PA
BANK	OCEAN FIRST BANK
BROKER OF RECORD- EMPLOYEE BENEFITS	- CONNER STRONG & BUCKELEW COMPANIES, INC.
SCHOOL PHYSICIAN	- COMPLETE CARE HEALTH NETWORK
SOLICITOR	- WEINER LAW GROUP, LLC

That these appointments and contracts are made without competitive bidding and public advertising. Pursuant to P.L. 2005, c. 271, appointments of professionals with a contract value exceeding \$36,000 may be required to complete a Political Contribution Disclosure making known their campaign contributions to the Board at least ten (10) days prior to the Board taking action on their appointment. A copy of this Resolution shall be published in the official newspapers of the Board of Education as required by law within ten (10) days of its passage.

Roll Call:

Ayes: (7) Mr. Casper, Mr. Chaplin, Mr. Daly, Mr. Myers, Mr. Pignatelli, Mrs. Stratton, Mr. Corley

Noes: (0) Abstain (1) Mrs. Blizzard (from everything pertaining to Mrs. Miller)

Motion carried.

OTHER DISTRICT REPORTS

A. Nurse's Reports (*See pages*)

B. Enrollment (*See pages*)

FOR YOUR INFORMATION

FYI

- 2021-2022 Performance Reports – Digital Attachment
- Please complete Mandated Training if you have not done so already.
- Committee Meetings – Personnel Committee Meeting to be held May 16, 2023, at 4:00 pm, with a Policy Committee Meeting to follow at 4:30
- Please submit Superintendent and Board Self Evaluations prior to June 1, 2023

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PUBLIC PARTICIPATION

PUBLIC PARTICIPATION

Mr. Upham discussed his concerns about school security and asked if the Board has looked into having an armed security guard at the school.

ADJOURMENT

Moved by Mr. Pignatelli and seconded by Mrs. Blizzard that the Board of Education meeting be adjourned. (7:50 p.m.)

Unanimously approved.