

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, June 20, 2023, at the Downe Township Elementary School.

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

Moved by Mr. Pignatelli and seconded by Mr. Myers that the Board of Education open the Public Hearing on the 2023-2028 employment contract between the Superintendent, Sherri Miller and the Downe Township Board of Education. (6:35 pm)
 Unanimously approved.

PUBLIC HEARING

Business Administrator, Lisa DiNovi, presented a brief overview of the proposed Superintendent employment contract. (See pages 5960-5965)

AUDIENCE PARTICIPATION

None

There being no questions from the public, it was moved by Mr. Daly and seconded by Mr. Chaplin that the Board of Education close the Public Hearing on the 2023-2028 employment contract between the Superintendent, Sherri Miller and the Downe Township Board of Education. (6:42 pm)
 Unanimously approved.

Subsequent to the public hearing and discussion, it was moved by Mrs. Stratton and seconded by Mr. Daly that the Board of Education to approve, by Resolution, the 2023-2028 employment contract between the Superintendent, Sherri Miller and the Downe Township Board of Education.

BE IT RESOLVED, to approve the 2023-2028 employment contract between the Superintendent, Sherri Miller and the Downe Township Board of Education, as follows:

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

UNIFORM SURVEY FINDINGS:

Rachel Howgate presented the findings from the uniform survey.

PUBLIC COMMENT

None

CORRESPONDENCE

Moved by Mr. Chaplin and seconded by Mr. Daly that the Board of Education approve the FMLA leave request for Madelynn Leyman beginning on or about August 31, 2023, through approximately December 10, 2023. *(See page 5966)*
Unanimously approved.

Moved by Mrs. Blizzard and seconded by Mr. Pignatelli that the Board of Education approve the FMLA leave request for Ashley Sanza beginning on May 31, 2023, through approximately December 1, 2023. *(See page 5966)*
Unanimously approved.

Moved by Mr. Pignatelli and seconded by Mr. Myers that the Board of Education accept with regrets, the resignation of Special Education Teacher, Megan Sheppard effective June 30, 2023. *(See page 5967)*

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

MINUTES**MINUTES**

Moved by Mr. Daly and seconded by Mr. Pignatelli that the Board of Education approve the regular session and the executive session minutes of the April 18, 2023, meeting of the Downe Township Board of Education.
Unanimously approved.

BUDGET/FINANCE**BUDGET/FINANCE**

Moved by Mrs. Stratton and seconded by Mrs. Blizzard that the Board of Education approve the additional bills paid in May 2023, the bills presented for payment in June 2023, and the payrolls for April and May 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 page 5967-5968)*
Ayes: (7) Mrs. Blizzard, Mr. Chaplin, Mr. Daly, Mr. Myers, Mr. Pignatelli, Mrs. Stratton, Mr. Corley Noes: (0) Abstain (0) Motion carried.

**2023-2024 ESEA
GRANT APPLICATION**

Moved by Mr. Pignatelli and seconded by Mr. Daly that the Board of Education approve to allow the School Business Administrator to submit the 2023-2024 ESEA Grant application.

Title I-A	\$ 61,789.00
Title II-A	\$ 7,787.00
Title IV	\$10,000.00

Unanimously approved.

**YEAR END
TRANSACTIONS**

Moved by Mrs. Stratton and seconded by Mr. Chaplin that the Board of Education approve and authorize the Business Administrator to complete appropriate year-end transactions in order to properly close the 2022-2023 school year, including depositing funds into reserves if the budget allows as of June 30, 2023, and all necessary transfers, adjustments and payments for the 2022-2023 school year.
Unanimously approved.

**23-24 SALEM COUNTY
SSSD RELATED
SERVICES
CONTRACT**

Moved by Mr. Chaplin and seconded by Mr. Daly that the Board of Education approve the updated 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 \$9341.60. *(See pages 5969-5972)* Unanimously approved.

Moved by Mr. Pignatelli and seconded by Mrs. Blizzard that the Board of Education approve the 2023-2024 Agreement for Mechanic between the Downe Township Board of Education and Pittsgrove Township Board of Education effective July 1, 2023, through June 30, 2024. This represents a \$2.00/ hour increase. *(See page 5972)*
Unanimously approved.

PITTS GROVE
MECHANIC
RENEWAL 23-24

Moved by Mrs. Blizzard and seconded by Mr. Daly that the Board of Education approve to establish a bank account for Flexible Spending deposits and payments.
Unanimously approved.

FLEXIBLE SPENDING
ACCOUNT

Moved by Mr. Daly and seconded by Mr. Pignatelli that the Board of Education approve the Contract between the Downe Township Board of Education and Wright Choice, LLC for Nursing Services beginning on 7/1/23 and will remain in effect through 6/30/2024 for substitute nursing services. *(See pages 5973-5974)*

WRIGHT CHOICE
RENEWAL 23-24

Substitute Nurse	\$ 52.00/hr
Transportation Nurse	\$204.00/hr (up to 2 hours each way)

Unanimously approved.

Moved by Mr. Pignatelli and seconded by Mr. Myers that the Board of Education approve to Certify the Implementation of the Corrective Action Plan for the Fiscal Year Ended June 30, 2022. *(See page 5975)*
Unanimously approved.

CAP IMPLEMENTATION

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 Itinerant Services for the 2023-2024 SY, rates per agreement. *(See page 5975-5977)*

CAPE MAY CSSSD
ITINERANT SERVICE
RENEWAL 23-24

Unanimously approved.

Moved by Mr. Daly and seconded by Mr. Pignatelli that the Board of Education approve the Shared Services Agreement between the Downe Township Board of Education and the Cumberland County Board of Vocational Education for the 2023-2024 Itinerant Services rates per agreement. *(See pages 5977-5981)*

CUMBERLAND COUNTY
VOCATIONAL EDUCATION
SERVICES CONTRACT
23-24

Unanimously approved.

Moved by Mr. Daly and seconded by Mr. Pignatelli that the Board of Education approve the Transportation Contract between the Downe Township Board of Education and Sheppard Bus Service, Inc. for the 2023-2024 SY. *(See pages 5982-5984)*
Unanimously approved.

SHEPPARD BUS
CONTRACT RENEWAL
23-24

BOARD SECRETARY REPORT

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

BUDGET SUMMARY

1. Budget Summary

The Budget Summary for the month of June 2023 was presented for review. *(See pages 5985-5992)*

REVENUE SUMMARY

2. Revenue Summary

A Revenue Summary for the month of April and May 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 5993-6003)*

TRANSFERS

3. Transfers of Funds

Approve the Transfer Status Report through May 2023, and the transfers of funds for the months of April and May 2023. *(See pages 6003-6005)*

BOARD SEC RPT

Board Secretary's Report

Pursuant to N.J.A.C. 6A:23A-16.10(c)3, I certify that as of April 30, 2023 and May 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. 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)l. (See pages 6005-6035)


Lisa M. DiNovi, Board Secretary

June 20, 2023

Date

TREASURER RPT

4. 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 April and May 2023 Report of the Board Secretary, pending audit adjustments. (See pages 6035-6050)

BOARD CERT

5. Board Certification

Pursuant to N.J.A.C. 6A:23A-16.10(c)4, the Downe Township Board of Education certifies that as of June 20, 2023 and after review of the Secretary's Monthly Financial Report and the Treasurer's Monthly Financial Report for April and May 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

REVISIONS

POLICY

Moved by Mr. Pignatelli and seconded by Mr. Myers that the Board of Education approve the proposed revisions to the following Board of Education policies:

Revisions

3327	Relations with Vendors
3542.2	School Meal Program Arrears
3542.31	Free or Reduced-Price Lunches/Milk
4252.1	Holidays
5131.5	Violence and Vandalism
6140	Curriculum Adoption
6145.3	Publication
6164.1	Intervention and Referral Services for General Education

SUBSTITUTE RATES

PERSONNEL

Moved by Mrs. Stratton and seconded by Mr. Myers that the Board of Education approve the 2023-2024 Substitute Rates. (See page 6051)

Unanimously approved.

MENTORS

Moved by Mr. Pignatelli and seconded by Mrs. Stratton that the Board of Education approve the payment from the following CE/CEAS Provisional Teachers to the Mentors for the 2022-2023 school year:

<u>CE/CEAS Teacher</u>	<u>Mentor</u>	<u>Payment</u>
Lindsay Goldstein	Brooke Morvay	\$550.00
Chelsea Langley	Ashley Sanza	\$66.66

Unanimously approved.

Moved by Mrs. Stratton and seconded by Mr. Daly that the Board of Education approve the Agreement between the Board of Education and Administrative Confidential Secretary, Judy Williams, effective July 1, 2023, through June 30, 2024. (See pages 6051-6056)
Unanimously approved.

ADMIN CONFIDENTIAL
SECRETARY 23-24 SY

Moved by Mrs. Stratton and seconded by Mr. Daly that the Board of Education approve the Agreement between the Board of Education and Administrative Office Manager, Sandra Lore, effective July 1, 2023, through June 30, 2024. (See pages 6056-6061)
Unanimously approved.

ADMIN OFFICE
MANAGER 23-24 SY

Moved by Mrs. Stratton and seconded by Mr. Pignatelli that the Board of Education approve the Agreement between the Board of Education and Supervisor of Assessment, Curriculum, Instruction, and Student Services, Rachel Howgate, effective July 1, 2023, through June 30, 2024. (See pages 6061-6063)

SACISS 23-24 SY

Moved by Mrs. Stratton and seconded by Mrs. Blizzard that the Board of Education approve the Agreement between the Board of Education and Head Custodian/Maintenance Supervisor, Ralph Gale, effective July 1, 2023, through June 30, 2024. (See pages 6064-6068)
Unanimously approved.

HEAD CUSTODIAN/
MAINTENANCE
23-24 SY

Moved by Mr. Pignatelli and seconded by Mr. Daly that the Board of Education approve the following substitutes:

SUBSTITUTES 23-24 SY

April Moore	Substitute Aide, Van Aide, Office Aide
Emma Sedeyn	Substitute Aide
Kyle Simmons	Substitute Custodian
Frank Webber	Substitute Custodian
Wesley Zimmerman	Substitute Custodian

Unanimously approved.

Moved by Mrs. Stratton and seconded by Mrs. Blizzard that the Board of Education approve the appointment of the following summer maintenance workers:

SUMMER
MAINTENANCE

Worker	Rate	Hours/Time Period
Nicholas Weber	\$15.85	20 hr/week – number of weeks to be determined
Tiffany Loew	\$15.85	10 hr/week - number of weeks to be determined

Unanimously approved.

Moved by Mrs. Stratton and seconded by Mrs. Blizzard that the Board of Education appoint the following district employees for the extended school year program:

ESY APPOINTMENTS

LPN Nurse	Rate	Route/Time Period
Sharon Cresci	\$32.68/hr	To be determined

On-Call RN	Rate	Route/Time Period
Giulia Sacco	\$200.00 Stipend	Cape May County SS ESY Program

Unanimously approved.

Moved by Mrs. Blizzard and seconded by Mr. Daly that the Board of Education appoint the following for the district summer program to be held July 11, 2023 – August 10, 2023.

Bus Drivers	Rate	Route/Time Period
Terri Whildin	\$24.19/hr.	To be determined
Jeanna Weber	\$24.19/hr.	Substitute – as needed

Classroom Aides	Rate	Time Period
Sarah Byers	\$15.85/hr.	9 hours/week for 5 weeks

Megan Cooper*	\$15.85/hr.	9 hours/week for 5 weeks
Alyssa Higman	\$15.85/hr.	9 hours/week for 5 weeks
Emma Sedeyn	\$15.85/hr.	9 hours/week for 5 weeks
Rachel Yerkes	\$15.85/hr.	9 hours/week for 5 weeks
Amber Adamini	\$15.85/hr.	Substitute – as needed
Ethel Adamini	\$15.85/hr.	Substitute – as needed
Brittany Lamb*	\$15.85/hr.	Substitute – as needed
Terri Lynn Whildin	\$15.85/hr.	Substitute – as needed
Jeanna Weber	\$15.85/hr.	Substitute – as needed

*May be used as a substitute teacher. Summer teaching substitutes will be paid the 2023-2024 substitute teacher rate.

<u>Teachers</u>	<u>Rate</u>	<u>Time Period</u>
Jillian DeMore (Substitute)	\$17.93/hr.	12 hours/week for 5 weeks
Nicole Gilson	\$40.00/hr.	12 hours/week for 5 weeks
Lindsay Goldstein	\$40.00/hr.	12 hours/week for 5 weeks
Joe Henault	\$40.00/hr.	12 hours/week for 5 weeks
Emily Hudson	\$40.00/hr.	12 hours/week for 5 weeks
Megan Jacobson	\$40.00/hr.	12 hours/week for 5 weeks
Chelsea Langley	\$40.00/hr.	12 hours/week for 5 weeks
Madelynne Leyman	\$40.00/hr.	Substitute- as needed

<u>Nurse</u>	<u>Rate</u>	<u>Time Period</u>
Giulia Sacco	\$40.00/hr.	12 hours/week for 5 weeks

Unanimously approved.

PROFESSIONAL
DEVELOPMENT

Moved by Mr. Myers and seconded by Mr. Daly that the Board of Education approve the following Professional Development Request:

<u>Staff Member</u>	<u>Class</u>	<u>Cost</u>	<u>Date</u>
Holly Ruscica	Preventing Problem Behavior	\$165.00	8/9/2023

Unanimously approved.

STAFF SALARIES
23-24 SY

Moved by Mrs. Stratton and seconded by Mr. Pignatelli that the Board of Education approve the 2023-2024 Staff Salaries. *(See page 6069)*
Unanimously approved.

FUND 20 GRANT
SALARY ALLOCATIONS

Moved by Mrs. Stratton and seconded by Mr. Myers that the Board of Education approve the 2022-2023 Fund 20 Grant Salary allocations. *(See page 6069)*
Unanimously approved.

NON-INSTRUCTIONAL
AIDE SALARIES
23-24 SY

Moved by Mrs. Blizzard and seconded by Mrs. Stratton that the Board of Education approve the Non-Instructional Aide Salary Guide for 2023-2024. *(See page 6070)*
Unanimously approved.

SUBSTITUTE
CUSTODIAN

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

Robert Hyson Substitute Custodian

Unanimously approved.

Moved by Mrs. Stratton and seconded by Mr. Pignatelli that the Board of Education approve to hire the following Part Time Custodian:

PART TIME
CUSTODIAN 23-24 S

Joshua Coggins to the position of part-time Custodian for 24 hours per week at Support Staff Salary Guide Step 1 - Custodian, pending criminal history clearance.
Unanimously approved.

BUILDING & GROUNDS / TRANSPORTATION

Moved by Mr. Chaplin and seconded by Mr. Pignatelli that the Board of Education approve the Fire/Security Drill Report for the month of April, May, and June, 2023. *(See pages 6070-6072)*
Unanimously approved.

FIRE/SECURITY DRILL

Moved by Mrs. Stratton and seconded by Mr. Daly that the Board of Education approve the attached Kids' Center Summer Program for 2023. Any trips using Downe Township buses will be driven by district drivers and all transportation costs will be borne by Kids' Center. *(See page 6072)*
Unanimously approved.

KIDS CENTER
SUMMER PROGRAM

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. (7:36 p.m.)

EXECUTIVE SESSION

Unanimously approved.

Items discussed in Executive Session:

1. Legal

Moved by Mr. Chaplin and seconded by Mr. Myers that the Board of Education adjourn from Executive Session. (8:05 p.m.)
Unanimously approved.

SUPERINTENDENT REPORT

None

BOARD OF EDUCATION BUSINESS

Old Business

None

New Business

- Talk to Bond Council about adding a 2nd question on the Ballot for a Security Guard
- Board Meeting 7/18/2023 at 6:00pm workshop

HIB Report

Moved by Mr. Chaplin and seconded by Mrs. Blizzard that the Board of Education affirm the action taken and approve the April 2023 HIB Report. *(See page 6073)*
Unanimously approved.

HIB

Moved by Mr. Chaplin and seconded by Mr. Myers that the Board of Education review the May and June 2023 HIB Report. *(See pages 6073-6074)*
Unanimously approved.

CALENDAR

Moved by Mrs. Stratton and seconded by Mr. Chaplin that the Board of Education approve June 19, 2023, as the Juneteenth holiday for the 12-month staff.
Unanimously approved.

CALENDAR
REVISION

Moved by Mr. Chaplin and seconded by Mr. Myers that the Board of Education approve the School Calendar Revision for the 2023-2024 SY. (See page 6074)
Unanimously approved.

SUPERINTENDENT
EVALUATION

Moved by Mrs. Stratton and seconded by Mr. Chaplin that the Board of Education acknowledge the completion of the 2022-2023 Superintendent Evaluation for Sherri Miller, which was completed by June 30, 2023.
Unanimously approved.

APPOINTMENTS AND DESIGNATIONS for the 2023-2024 SY

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

- 1. 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.

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:

ENVIRONMENTAL
SERVICES

ENVIRONMENTAL SERVICES - EPIC ENVIRONMENTAL SERVICES

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

OTHER DISTRICT REPORTS

- A. Nurse’s Reports (See pages 6075-6076)
- B. Enrollment (See pages 6077-6078)

FOR YOUR INFORMATION

- A. Board Self Evaluation Tally
- B. Board Candidate Kit distributed to members with expiring terms.

PUBLIC PARTICIPATION

Presentation given by a student in regards to a Ga-Ga Pit. Mr. Eric said that Kid's Center would cover the costs so the district would not have to.

GA-GA PIT

Green Team – Liz Cowley from Fortescue Thanked the Board and Administration for the support they gave the Green Team and The Heart & Sole Survey. More communication will take place between the Green Team and the school.

GREEN TEAM

Moved by Mr. Pignatelli and seconded by Mr. Myers that the Board of Education meeting be adjourned. (8:33 p.m.)
Unanimously approved.

ADJOURN