

**DOWNE TOWNSHIP BOARD OF EDUCATION
WORK SESSION MEETING &
REGULAR BOARD OF EDUCATION MEETING – 6:30 P.M.
AUGUST 16, 2022
DOWNE TOWNSHIP ELEMENTARY SCHOOL**

- I. The meeting was called to order at 6:30 pm by Board President, Stultz Taylor.
- II. Roll call was taken.
Members Present:
Albert Casper Brent Daly Candy Stratton
Dyron Corley Marylou Henderson Stultz Taylor
Members Absent:
Marie Blizzard Stanley Kershaw Kyle Myers
Others Present:
Sherri Miller, Superintendent/Principal
Lisa DiNovi, School Business Administrator/Board Secretary
Public
- III. School Business Administrator, Lisa DiNovi, 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: Brent Daly Second: Dyron Corley – to approve the Work Session and Regular Meeting Minutes of June 14, 2022. Approved unanimously by those members present. Motion carried: 6-0-0.

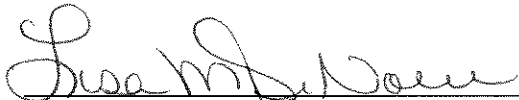
Motion: Dyron Corley Second: Brent Daly – to approve the Executive Session Meeting Minutes of June 14, 2022. Approved unanimously by those members present. Motion carried: 6-0-0.
- VIII. Letters of Correspondence - None
- IX. Financial Reports – Motion: Albert Casper Second: Brent Daly – to approve the following financial reports. Approved unanimously by those members present. Motion carried: 6-0-0.

A. BUDGET/FINANCE
 1. Payroll for the month of **June 2022**, the processing of Electronic Funds Transfers for **June 2022** 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 **June, July, and August 2022**. 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 and 2022-2023 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 **June 2022**.

B. BOARD SECRETARY/BUSINESS ADMINISTRATOR'S REPORTS

1. Revenue Summary
A Revenue Summary for the month of **June 2022** 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 **August 16, 2022** 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

August 16, 2022
Date

3. Treasurer's Report
In accordance with 18A:22-8.1 and 18A:22-8.2 for the month of **June 2022**, the preliminary Report of the Treasurer of School Funds for the 2021-2022 and 2022-2023 school year are in agreement with the **June 2022** Report 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 **August 16, 2022** and after review of the Secretary's Monthly Financial Report and the Treasurer's Monthly Financial Report for **June 2022**, 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 and 2022-2023 fiscal year.

- X. Public Participation - None
- XI. Old Business - None
- XII. School Business Administrator's Action Items

Itinerant Services Agreement – Motion: Albert Casper Second: Dyron Corley – to approve the Itinerant Services Agreement with Cape May County Special Services School District effective July 1, 2022 through June 30, 2023. Approved unanimously by those members present. Motion carried: 6-0-0.

Special Education Out-of-District Placement 2022-2023 – Motion: Candy Stratton Second: Brent Daly – to approve the out-of-district placement at Creative Achievement Academy, LLC prorated for the dates the student attended: July 5, 2022 through July 20, 2022, and not returning. Rate: \$350 per day. Approved unanimously by those members present. Motion carried: 6-0-0.

Special Education Tuition Contract Agreement 2022-2023 – Motion: Dyron Corley Second: Candy Stratton – to approve the Special Education Tuition Contract Agreement with Lawrence Township Board of Education for educationally handicapped pupils received from the sending district:

<u># Students</u>	<u>Regular School Year</u>	<u>Per Diem</u>
2	\$17,141 per pupil cost	\$95.23

Approved unanimously by those members present. Motion carried: 6-0-0.

Personal Aide Agreement – Motion: Albert Casper Second: Dyron Corley – to approve the Personal Aide Agreement with Cape May County Special Services School District for the 2022 Extended School Year Program. Approved unanimously by those members present. Motion carried: 6-0-0.

Breakfast and Lunch Prices 2022-2023 – Motion: Marylou Henderson Second: Candy Stratton – to approve the 2022-2023 breakfast and lunch prices as follows:

Breakfast	\$2.00
Lunch	\$2.95

Approved unanimously by those members present. Motion carried: 6-0-0.

Appointment of Board Solicitor – Motion: Albert Casper Second: Dyron Corley – to appoint the Weiner Law Group, LLC as board solicitor for a one year term. Hourly Rate: \$155.00. Approved unanimously by those members present. Motion carried: 6-0-0.

Architect of Record – Standard Form of Agreement – Motion: Albert Casper Second: Brent Daly – to approve the Standard Form of Agreement between the Board of Education and Architect of Record, Manders Merighi Portadin Ferrell Architects, LLC effective July 1, 2022 through June 30, 2023. Voting affirmatively: Albert Casper, Marylou Henderson, Candy Stratton, Dyron Corley, Brent Daly. Voting No: None Abstentions: Stultz Taylor. Motion carried: 5-0-1.

Bond Referendum Resolution – Motion: Albert Casper Second: Brent Daly – to approve the Bond Referendum Resolution. Approved unanimously by those members present. Motion carried: 6-0-0.

XIII. Executive Session

Motion: Albert Casper Second: Dyron Corley – to enter into Executive Session at 6:55 pm. Approved unanimously by those members present. Motion carried: 6-0-0.

Motion: Brent Daly Second: Albert Casper – to return to Regular Session at 7:20 pm. Approved unanimously by those members present. Motion carried: 6-0-0.

XIV. Superintendent's Action Items

Violence and Vandalism and Harassment, Intimidation or Bullying- Investigations, Trainings and Program (SSDS) 2021-2022 Period 2 – Motion: Brent Daly Second: Albert Casper – to approve the following reports as presented by the Superintendent.

In accordance the Anti-Bullying Bill of Rights Act (P.L. 2010,c.122), a public hearing is specifically conducted to fulfill the district's legal obligation to report incidents of school violence, vandalism, substance and weapons offenses and HIB incidents and trainings and programs to the public. The following information was presented by the Superintendent:

Category	Description	Data Collection Date	Submitted to NJDOE
Violence, Vandalism , Weapons, Substances & HIB Confirmed	(6) Incidents	1/1/2022 – 6/30/2022	7/28/2022
Other Incidents Leading to Removal	(0) Incidents Leading to Removal	1/1/2022 – 6/30/2022	7/28/2022
HIB Alleged	(0) Alleged	1/1/2022 – 6/30/2022	7/28/2022
HIB Programs	(3) Programs	1/1/2022 – 6/30/2022	7/28/2022
HIB Training	(2) Trainings	1/1/2022 – 6/30/2022	7/28/2022

Copies of these reports will be attached to the minutes, posted on the district's website, and will be kept on file in the Board office. The meeting was opened for public comment, but no public comment was made.

Voting affirmatively: Albert Casper, Marylou Henderson, Candy Stratton, Brent Daly, Stultz Taylor. Voting no: None Abstentions: Dyron Corley. Motion carried: 5-0-1.

HIB (Harassment, Intimidation & Bullying) – Motion: Brent Daly Second: Albert Casper – to affirm the action taken and approve the May and June 2022 HIB Reports. Approved unanimously by those members present. Motion carried: 6-0-0.

Resignation – Motion: Albert Casper Second: Dyron Corley – with the recommendation of the Superintendent, to accept with regrets the resignation of Preschool Teacher, Laura Buonadonna effective July 5, 2022. Approved unanimously by those members present. Motion carried: 6-0-0.

Resignation – Motion: Albert Casper Second: Dyron Corley - with the recommendation of the Superintendent, to accept with regrets the resignation of Preschool Teacher, Marybeth McFadden effective July 5, 2022. Approved unanimously by those members present. Motion carried: 6-0-0.

Intent to Retire – Motion Albert Casper Second: Dyron Corley – with the recommendation of the Superintendent, to accept with regrets the intent to retire from Frank Webber effective December 1, 2022. Approved unanimously by those members present. Motion carried: 6-0-0.

Appointment of Preschool Teacher – Motion: Albert Casper Second: Brent Daly – with the recommendation of the Superintendent, to approve the appointment of Nicole Gilson to the position of Preschool Teacher effective September 1, 2022 at the rate of step MA-1 on the Salary Guide. For the 2022-2023 school year, her instructional assignment will be PreK-3. Roll call vote was taken. Approved unanimously by those members present. Motion carried: 6-0-0.

Appointment of Preschool Teacher – Motion: Albert Casper Second: Dyron Corley – with the recommendation of the Superintendent, to approve the appointment of Madelynne Leyman to the position of Preschool Teacher effective September 1, 2022 at the rate of step BA-1 on the Salary Guide. For the 2022-2023 school year, her instructional assignment will be PreK-4. Roll call vote was taken. Approved unanimously by those members present. Motion carried: 6-0-0.

Appointment of Elementary Teacher – Motion: Albert Casper Second: Dyron Corley – with the recommendation of the Superintendent, to approve the appointment of Lindsay Goldstein to the position of Elementary Teacher effective September 1, 2022 at the rate of step BA-1 on the Salary Guide. For the 2022-2023 school year, her instructional assignment will be third grade. Roll call vote was taken. Approved unanimously by those members present. Motion carried: 6-0-0.

Leave of Absence – Motion: Albert Casper Second: Brent Daly – with the recommendation of the Superintendent, approve an FMLA/NJFLA leave of absence request from Zachary West tentatively effective October 11, 2022 through January 17, 2023. Approved unanimously by those members present. Motion carried: 6-0-0.

Appointment of Part-time Aide – Motion: Albert Casper Second: Brent Daly – with the recommendation of the Superintendent, approve the appointment of Sarah Byers to the position of part-time aide effective September 1, 2022 at step HS-1 of the salary guide prorated at 88% for part-time. Roll call vote was taken. Approved unanimously by those members present. Motion carried: 6-0-0.

Appointment of Part-time Aide – Motion: Albert Casper Second: Brent Daly – with the recommendation of the Superintendent, approve the appointment of Megan Cooper to the position of part-time aide effective September 1, 2022 at step HS-1 of the salary guide prorated at 88% for part-time. Roll call vote was taken. Approved unanimously by those members present. Motion carried: 6-0-0.

Appointment of Part-time Aide – Motion: Albert Casper Second: Brent Daly – with the recommendation of the Superintendent, approve the appointment of Tiffany Loew to the position of part-time aide effective September 1, 2022 at step HS-1 of the salary guide prorated at 88% for part-time. Roll call vote was taken. Approved unanimously by those members present. Motion carried: 6-0-0.

Leave of Absence – Motion: Albert Casper Second: Dyron Corley – with the recommendation of the Superintendent, approve an FMLA leave of absence request from Frank Webber effective August 11, 2022 until released from a doctor's care. Approved unanimously by those members present. Motion carried: 6-0-0.

Professional Day Requests – Motion: Albert Casper Second: Candy Stratton – approve the Professional Day Requests. Approved unanimously by those members present. Motion carried: 6-0-0.

Revision to Downe Summer Program Motion from June 14, 2022 – Motion: Albert Casper Second: Brent Daly - with the recommendation of the Superintendent, approve the revised list of the appointment of the following district employees and substitutes for the district summer program to be held July 12, 2022 – August 11, 2022.

<u>Bus Drivers</u>	<u>Rate</u>	<u>Route/Time Period</u>
Terri Whildin	\$23.16/hr.	To be determined
Rebecca Wilford	\$23.16/hr.	To be determined

<u>Classroom Aides</u>	<u>Rate</u>	<u>Time Period</u>
Sarah Byers	\$15.00/hr.	9 hours/week for 5 weeks
Megan Cooper*	\$15.00/hr.	9 hours/week for 5 weeks
Terri Lynn Whildin	\$15.00/hr.	Substitute – as needed
Jorga Aron	\$15.00/hr.	Substitute – as needed
Ethel Adamini	\$15.00/hr.	Substitute – as needed
Brittany Adamini	\$15.00/hr.	Substitute – as needed

<u>Bus Aides</u>	<u>Rate</u>	<u>Time Period</u>
Sarah Byers	\$22.13/hr.	Substitute – as needed
Megan Cooper	\$22.13/hr.	Substitute – as needed
Tiffany Loew	\$22.13/hr.	Substitute – as needed
Ethel Adamini	\$22.13/hr.	Substitute – as needed
Brittany Adamini	\$22.13/hr.	Substitute – as needed

<u>Teachers</u>	<u>Rate</u>	<u>Time Period</u>
Megan Jacobson	\$40.00/hr.	12 hours/week for 5 weeks
Melody Carr	\$40.00/hr.	12 hours/week for 5 weeks
Joe Henault	\$40.00/hr.	12 hours/week for 5 weeks
Carli Beckett	\$40.00/hr.	12 hours/week for 5 weeks
Chelsea Langley	\$40.00/hr.	12 hours/week for 5 weeks
Holly Ruscica	\$40.00/hr.	12 hours/week for 5 weeks
Melanie Hough	\$40.00/hr.	12 hours/week for 5 weeks
Megan Sheppard	\$40.00/hr.	Substitute- as needed

<u>Substitute Teacher</u>	<u>Rate</u>	<u>Time Period</u>
Megan Cooper	\$20.69/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

*Summer teaching substitutes will be paid the 2022-2023 certified substitute teacher rate of \$20.69/hr. when covering a teaching position.

Roll call vote was taken. Approved unanimously by those members present. Motion carried: 6-0-0.

Appointment of Substitutes – Motion: Brent Daly Second: Dyron Corley - with the recommendation of the Superintendent, it is recommended that the Board of Education approve the following substitutes:

Rachel Yerkes	Substitute Aide, Cafeteria, Van Aide
Judy Williams	Substitute Van Aide
Megan Cooper	Substitute Van Aide
Alyssa Higman	Substitute Aide, Cafeteria, Custodian, Van Aide, Office Aide
Kevin Coleman	Substitute Custodian

Approved unanimously by those members present. Motion carried: 6-0-0.

Kids' Center Public Donor Agreement – Motion: Candy Stratton Second: Albert Casper – to approve the Public Donor Agreement between Community Health Care, Inc. and Downe Township Elementary School effective July 1, 2022 through June 30, 2023. Approved unanimously by those members present. Motion carried: 6-0-0.

Complete Care Memorandum of Agreement for Student Health Solutions – Motion: Albert Casper Second: Brent Daly – to approve the Memorandum of Agreement for Student Health Solutions between CompleteCare Health Network and Downe Township Elementary School effective July 1, 2022 through June 30, 2023. Approved unanimously by those members present. Motion carried: 6-0-0.

Non-Resident Tuition Students – Motion: Dyron Corley Second: Albert Casper – to approve the following non-resident tuition students for the 2022-2023 school year:

<u>Grade</u>	
Pre-K 4	Continuing Staff Member Child
Pre-K 3	Tuition
Pre-K 3	Staff Member Child

Approved unanimously by those members present. Motion carried: 6-0-0.

2021-2022 Superintendent Evaluation – Motion: Candy Stratton Second: Dyron Corley – to acknowledge the completion of the 2021-2022 Superintendent Evaluation for Sherri Miller, which was completed by June 30, 2022. Approved unanimously by those members present. Motion carried: 6-0-0.

Limited CE/CEAS Waiver – Motion: Albert Casper Second: Dyron Corley – to approve the submission of the Limited Instructional CE and CEAS Application to the County Office of Education. Approved unanimously by those members present. Motion carried: 6-0-0.

Waiver for Dual Use of Educational Space – Motion: Candy Stratton Second: Marylou Henderson – to approve to submit to the county office an Application for Dual Use of Educational Space for the 2022-2023 school year. Approved unanimously by those members present. Motion carried: 6-0-0.

Waiver for Toilet Room Facilities – Motion: Candy Stratton Second: Albert Casper – to approve to submit to the county office a waiver request for the Preschool-4 classroom (Room 127) and the Kindergarten classroom (Room 128) for the 2022-2023 school year for alternate method of compliance in accordance with NJAC 6A:26-6.3(h)4ii by providing toilet rooms adjacent to the classroom instead of within the classroom. A classroom aide will be provided to assist with toilet room supervision. Approved unanimously by those members present. Motion carried: 6-0-0.

Renewal Application for Temporary Instructional Space – Motion: Albert Casper Second: Brent Daly – to approve to submit to the county office a renewal application for Temporary Instructional Space for use of the modular building to provide student counselling for the 2022-2023 school year. Approved unanimously by those members present. Motion carried: 6-0-0.

Facilities Requests/Fund Raisers – Motion: Dyron Corley Second: Brent Daly – to approve the following additions to the facilities requests/fund raisers calendar for the 2022-2023 school year:

<u>Organization</u>	<u>Activity/Fund Raiser</u>	<u>Date/Time</u>
Afterglow	Donations/Sales	2022-2023 school year
Afterglow	Back to School Night Dance	9/23/22 5:00-9:00 pm
Afterglow and Downe	Car Show	10/15/22 9:00am-3:00 pm
Twp Green Team		

Approved unanimously by those members present. Motion carried: 6-0-0.

For Your Information

- a. Board Self Evaluation Tally
- b. Car Show Flyer

Other District Reports

- a. Nurse's Report – June 2022
- b. Enrollment
- c. Security/Safety Drills
 - (1) Front of Building Evacuation 6/20/2022

XV. New Business

Lisa DiNovi – discussed training requirements through NJSBA

Dyron Corley – Asked about doing a “Board Retreat” again with NJSBA to help with planning and to assist and support new board members

XVI. Public Participation

Ashley Sanza – shared a letter to the board about concerns regarding the financial situation of the school

Ashley Sanza – asked about what is needed (permits, drawings, etc.) for the PTO to put up a pavilion and said she will contact another PTO who recently completed a similar project.

Ray Chaplin – asked if the Board Self Evaluation Tally is available to the public and if board minutes and curriculum are available on the website. Mr. Chaplin suggested that Class Dojo be used to advertise board meetings. He also asked about the threat assessment team and when that will be set up.

Megan Jacobson – asked about co-curricular clubs and if there will be stipends for after school activities this Year. Mrs. Jacobson also asked if there is a way to accept Choice students on the wait list as tuition students.

- XVII. Adjournment – Motion: Dyron Corley Second: Brent Daly – to adjourn the meeting at 8:12 pm. Approved unanimously by those members present. Motion carried: 6-0-0.

Respectfully submitted by,



Lisa DiNovi
School Business Administrator/
Board Secretary