**DOWNE TOWNSHIP BOARD OF EDUCATION
WORK SESSION MEETING &
REGULAR BOARD OF EDUCATION MEETING – 6:30 P.M.
SEPTEMBER 20, 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:

Marie Blizzard	Brent Daly	Stultz Taylor
Albert Casper	Kyle Myers	
Dyron Corley	Candy Stratton	

Members Absent:

Marylou Henderson	Stanley Kershaw

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

** Stanley Kershaw entered the meeting at 6:32 pm.

V. Work Session – Committee Reports were given.

VI. Commencement of Regular Meeting

VII. Approval of Minutes – Motion: Albert Casper Second: Dyron Corley – to approve the Work Session and Regular Meeting Minutes of August 16, 2022. Voting affirmatively: Albert Casper, Candy Stratton, Dyron Corley, Brent Daly, Kyle Myers, Stultz Taylor. Voting no: None. Abstentions: Marie Blizzard, Stanley Kershaw. Motion carried: 6-0-2.

Motion: Albert Casper Second: Candy Stratton – to approve the Executive Session Meeting Minutes of August 16, 2022. Voting affirmatively: Albert Casper, Candy Stratton, Dyron Corley, Brent Daly, Kyle Myers, Stultz Taylor. Voting no: None. Abstentions: Marie Blizzard, Stanley Kershaw. Motion carried: 6-0-2.

VIII. Letters of Correspondence – None

IX. Financial Reports – Motion: Brent Daly Second: Candy Stratton – to approve the following financial reports. Approved unanimously by those members present. Motion carried: 8-0-0.

A. BUDGET/FINANCE

1. Payroll for the month of **July and August 2022,** the processing of Electronic Funds Transfers for **July and August 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 **August and September 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 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 **July and August 2022.**

3. FSA Prepayment
To approve the Flexible Spending Account Prepayment in the amount of $3,500.

B. BOARD SECRETARY/BUSINESS ADMINISTRATOR'S REPORTS

1. Revenue Summary
A Revenue Summary for the month of **July and August 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 **September 20, 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 — **September 20, 2022** Date

3. Treasurer's Report
In accordance with 18A:22-8.1 and 18A:22-8.2 for the month of **July and August 2022**, the preliminary Report of the Treasurer of School Funds for the 2022-2023 school year are in agreement with the **July 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 **September 20, 2022** and after review of the Secretary's Monthly Financial Report and the Treasurer's

Monthly Financial Report for **July and August 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 2022-2023 fiscal year.

X. Public Participation – None

XI. Old Business – None

XII. School Business Administrator's Action Items

CAP Grant – Motion: Albert Casper Second: Dyron Corley – to approve to submit and to accept the CAP Grant for the 2022-2023 school year in the amount of $2,365. Approved unanimously by those members present. Motion carried: 8-0-0.

Board Solicitor's Legal Services Agreement – Motion: Brent Daly Second: Candy Stratton – to approve the Legal Services Agreement between the Board of Education and Weiner Law Group LLP, Attorneys at Law effective July 1, 2022 through June 30, 2023. Compensation - $155.00 per hour. Approved unanimously by those members present. Motion carried: 8-0-0.

Vended Meals Contract – Motion: Candy Stratton Second: Albert Casper – to approve entering into a SFA to SFA Vended Meals Agreement with Lawrence Township Board of Education for the 2022-2023 school year. Lawrence Township will provide daily meals to Downe Township and will bill monthly, at a rate of $3.10 per lunch and $2.50 per breakfast (milk included). Approved unanimously by those members present. Motion carried: 8-0-0.

Interlocal Agreement for Bus Transportation – Motion: Marie Blizzard Second: Albert Casper – to approve participation in the Interlocal Agreement with several Cumberland County School Districts for joint bus transportation services administered through the Millville Board of Education effective July 1, 2022 through June 30, 2024. Approved unanimously by those members present. Motion carried: 8-0-0.

Special Education Out-of-District Placement 2022-2023 – Motion: Candy Stratton Second: Brent Daly – to approve the following out-of-district placement at the Creative Achievement Academy, LLC for the 2022-2023 school year:

# Students	Regular School Year	Per Diem
1	$63,000	$350.00

Approved unanimously by those members present. Motion carried: 8-0-0.

Stabilization Aid – Motion: Albert Casper Second: Dyron Corley – to approve the Business Administrator to apply for the Stabilization Aid in the amount of $84,476, which represents the amount that was cut from State Aid for the 2022-2023 budget year.
** Stanley Kershaw verbally resigned from the board and exited the meeting at 6:46 pm.
Approved unanimously by those members present. Motion carried: 7-0-0.

Southern Coastal Resolution to Renew and Indemnity and Trust Agreement – Motion: Albert Casper Second: Candy Stratton – to approve the Southern Coastal Regional Employee Benefits Fund Resolution to Renew and the Indemnity and Trust Agreement effective July 1, 2022 through June 30, 2025. Approved unanimously by those members present. Motion carried: 7-0-0.

XIII. Executive Session
Motion: Brent Daly Second: Dyron Corley – to enter into Executive Session at 6:53 pm. Approved unanimously by those members present. Motion carried: 7-0-0.

Motion: Albert Casper Second: Brent Daly – to return to Regular Session at 7:14 pm. Approved unanimously by those members present. Motion carried: 7-0-0.

XIV. Superintendent's Action Items

HIB (Harassment, Intimidation & Bullying) – Motion: Albert Casper Second: Dyron Corley – to review the preliminary September 2022 HIB Reports. Approved unanimously by those members present. Motion carried: 7-0-0.

School Violence Awareness Week (NJSA 18A:36-5.1 and NJAC 6A:16-5.2) and Week of Respect (Anti-Bullying Bill of Rights Act P.L. 2010, c.122) – Motion: Marie Blizzard Second: Albert Casper – to designate October "Safety Month" to include the week of October 3-7, 2022 as the district's School Week of Respect and the week of October 17-21, 2022 as the district's School Violence Awareness Week. Approved unanimously by those members present. Motion carried: 7-0-0.

Appointment of Paraprofessional – Motion: Albert Casper Second: Marie Blizzard - with the recommendation of the Superintendent, to appoint Alyssa Higman as a Paraprofessional at 88% of Salary Guide Step HS+15-1 effective October 1, 2022. Her Instructional Assignment for the 2022-2023 school year will be Preschool Disabilities Shared Aide. Roll call vote was taken. Approved unanimously by those members present. Motion carried: 7-0-0.

Appointment of Paraprofessional – Motion: Albert Casper Second: Marie Blizzard - with the recommendation of the Superintendent, to appoint Abigail Sedeyn as a Paraprofessional at 60% of Salary Guide Step AA+15-1 effective October 1, 2022. Her Instructional Assignment for the 2022-2023 school year will be floating aide: Pre-K 3, Pre-K 4, and 3rd grade one-on-one. Roll call vote was taken. Approved unanimously by those members present. Motion carried: 7-0-0.

Salary Adjustment – Motion: Albert Casper Second: Dyron Corley – with the recommendation of the Superintendent, to approve the salary adjustment of Classroom Aide, Megan Cooper, from HS-1 (88%) to AA+15-1 (88%) on the Salary Guide effective September 1, 2022. Roll call vote was taken. Approved unanimously by those members present. Motion carried: 7-0-0.

Non-Instructional Aide Job Description – Motion: Marie Blizzard Second: Candy Stratton - with the recommendation of the Superintendent, to approve the Job Description for Non-Instructional Aide position. Approved unanimously by those members present. Motion carried: 7-0-0.

Non-Instructional Aide Salary Guide – Motion: Albert Casper Second: Dyron Corley – with the recommendation of the Superintendent, to approve the Non-Instructional Salary Guide Appendix B Schedule A. Roll call vote was taken. Approved unanimously by those members present. Motion carried: 7-0-0.

Salary Adjustment – Motion: Marie Blizzard Second: Candy Stratton - with the recommendation of the Superintendent, to approve the appointment of Ethel Sheppard to the following positions:

Position	Hours	Salary Guide Step	Rate
Cafeteria Worker	5.0	Cafeteria Worker-6	$23.48
Van Aide	2.0	Van Aide-6	$22.13

Roll call vote was taken. Approved unanimously by those members present. Motion carried: 7-0-0.

Appointment of Substitutes – Motion: Albert Casper Second: Dyron Corley – with the recommendation of the Superintendent, to approve the following substitutes:

Angela Christine Yacabell	Substitute Teacher, Aide
Abigail Sprouse	Substitute Nurse
Frankie Gonsalves	Substitute Custodian
Amanda Sedeyn	Substitute Van Aide

Approved unanimously by those members present. Motion carried: 7-0-0.

Co-Curricular Activities – Motion: Marie Blizzard Second: Albert Casper – with the recommendation of the Superintendent, to approve the co-curricular advisors for the 2022-2023 school year:

8th Grade Class Advisor	$546	Jeanna Weber
(1 ½ activity)	$546	Carli Beckett
Yearbook Club	$364	Chelsi Riley
	$364	Carli Beckett
STEM Enrichment	$728	Melanie Hough
	$728	Megan Jacobson
Garden Club	$728	Megan Jacobson

Roll call vote was taken. Approved unanimously by those members present. Motion carried: 7-0-0.

Instructional Assignments – Motion: Dyron Corley Second: Albert Casper – with the recommendation of the Superintendent, to approve the Instructional Assignments for the 2022-2023 school year. Approved unanimously by those members present. Motion carried: 7-0-0.

Rescind Intent to Retire – Motion: Albert Casper Second: Marie Blizzard – with the recommendation of the Superintendent, to approve the rescinding of Frank Webber's Intent to Retire. Roll call vote was taken. Approved unanimously by those members present. Motion carried: 7-0-0.

Nursing Standing Orders – Motion: Candy Stratton Second: Marie Blizzard – to approve the Nursing Standing Orders for the 2022-2023 school year. Approved unanimously by those members present. Motion carried: 7-0-0.

Policy – Motion: Albert Casper Second: Marie Blizzard – to adopt the following policies:

Annually Reviewed Policies

5144 Discipline/Consequences

Revisions

5131 Conduct/Discipline & Student Code of Conduct

5131.1 Harassment, Intimidation & Bullying

Approved unanimously by those members present. Motion carried: 7-0-0.

NJQSAC Placement Scores and District Improvement Plan – Motion: Albert Casper Second: Dyron Corley – with the recommendation of the district's NJQSAC Committee and after the Board's review of the Placement Scores and the proposed District Improvement Plan, to approve submitting the District Improvement Plan to the Department of Education. Approved unanimously by those members present. Motion carried: 7-0-0.

Staff Evaluation Forms/Rubrics – Motion: Candy Stratton Second: Dyron Corley – with the recommendation of the Superintendent, to approve all staff evaluation forms/rubrics. Approved unanimously by those members present. Motion carried: 7-0-0.

District Professional Development Plan and Mentoring Plan 2022-2023 – Motion: Albert Casper Second: Marie Blizzard – to approve the district's Professional Development Plan and Mentoring Plan for the 2022-2023 school year and the submission of the Statement of Assurances to the Department of Education. Approved unanimously by those members present. Motion carried: 7-0-0.

Emergency Virtual or Remote Instruction Programs Plan 2022-2023 – Motion: Albert Casper Second: Brent Daly – to approve the district's Emergency Virtual or Remote Instruction Programs Plan for the 2022-2023 school year. Approved unanimously by those members present. Motion carried: 7-0-0.

Safe Return Plan – Motion: Marie Blizzard Second: Dyron Corley – to approve the updates to the district's Safe Return Plan for the 2022-2023 school year. Approved unanimously by those members present. Motion carried: 7-0-0.

Safety and Health Operational Plans 2022-2023 – Motion: Albert Casper Second: Dyron Corley – to approve the following updated district safety and health operational plans:

a) School Safety & Security Plan
b) School Integrated Pest Management Plan
c) Written Hazard Communication Program
d) Foodservice Biosecurity Management Plan
e) HACCP-Based Standard Operating Procedures
f) Emergency Office Management Plan
g) Exposure Control Plan
h) Downe Indoor Air Quality

Approved unanimously by those members present. Motion carried: 7-0-0.

Field Trip Requests – Motion: Albert Casper Second: Brent Daly – to approve the following field trip requests:

Date	Class	Place
10/5/2022	4th Grade	Raybins Beach, Fortescue

Approved unanimously by those members present. Motion carried: 7-0-0.

Facilities Requests/Fund Raisers – Motion: Albert Casper Second: Marie Blizzard – to approve the following additions to the facilities requests/fund raisers calendar for the 2022-2023 school year:

Organization	Activity/Fund Raiser	Date/Time
PTO	Book Fair	10/11-10/17/22 10/12/22, 4:00-7:00 pm
PTO	Bake Sale	9/15/22, 6:30 pm
DTEA/CARES	Union Meetings	10/11/22, 1/10/23, 3/14/23, 5/16/23
Kids' Center	Falling for Families and Staff Cider and Donuts	10/6/22 8:30 – 9:00 am Rain Date TBD

Approved unanimously by those members present. Motion carried: 7-0-0.

XV. New Business

Brent Daly discussed high school transportation and the amount of time students spend on the bus to Cumberland Regional.

XVI. Public Participation

Ray Chaplin – asked about solar panels.
Lisa DiNovi replied that she spoke to Honeywell about solar panels and that there is no availability on the grid. She is looking into grants for energy efficiency.
Megan Jacobson – thanked the Board of Education for budgeting for clubs and activities and asked if snack sales would be allowed in the cafeteria.
Dyron Corley – asked if there were any issues going back to paid lunches.
Brent Daly – discussed the possibility of marijuana fields in the township and the tax implications.

XVII. Adjournment – Motion: Marie Blizzard Second: Albert Casper – to adjourn the meeting at 7:54 pm. Approved unanimously by those members present. Motion carried: 7-0-0.

Respectfully submitted by,

Lisa M DiNovi

Lisa DiNovi
School Business Administrator/Board Secretary