

**DOWNE TOWNSHIP BOARD OF EDUCATION
WORK SESSION MEETING &
REGULAR BOARD OF EDUCATION MEETING – 6:30 P.M.
OCTOBER 18, 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 Marylou Henderson Stultz Taylor
Albert Casper Kyle Myers
Brent Daly Candy Stratton
Members Absent:
Dyron Corley 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
- V. Work Session - None
- VI. Commencement of Regular Meeting
- VII. Approval of Minutes – Motion: Albert Casper Second: Brent Daly – to approve the Work Session and Regular Meeting Minutes of September 20, 2022. Approved unanimously by those members present. Motion carried: 7-0-0.
Motion: Albert Casper Second: Marie Blizzard – to approve the Executive Session Meeting Minutes of September 20, 2022. Approved unanimously by those members present. Motion carried: 7-0-0.
- VIII. Letters of Correspondence – Lisa DiNovi read a letter from the Lawrence Township Board of Education to the Downe Township Board of Education.
- IX. Financial Reports – Motion: Brent Daly Second: Albert Casper – to approve the following financial reports. Approved unanimously by those members present. Motion carried: 7-0-0.

A. Budget/Finance

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

B. Board Secretary/Business Administrator's Reports

1. Revenue Summary

A Revenue Summary for the month of **September 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 Certification

Pursuant to N.J.A.C. 6A:23A-16.10(c) 4, the Downe Township Board of Education certifies that as of **October 18, 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

Bridge to AIE Grant – Motion: Candy Stratton Second: Marie Blizzard – to approve to submit and to accept the Bridge to AIE Grant which covers teaching artist fees for 20 residency days. The award is valued at \$11,000 and will be paid directly to the artists as follows:

Teaching Artists Fees (20 days)	\$7,700
TA Travel	\$625
AIE Staff Travel	\$350
AIE Staffing	\$2,250
<u>AIE Manager Travel</u>	<u>\$75</u>
	\$11,000

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

Joint Transportation Agreement – Cumberland Regional Vocational Agricultural Program – Motion: Albert Casper Second: Marie Blizzard – to approve the 2022-2023 Joint Transportation Agreement with the Cumberland Regional School District for Vocational Agricultural Students:

<u>2022-2023 Total Cost</u>	<u>Number of District Students</u>
\$1,167	1

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

Health and Safety Evaluation – Motion: Albert Casper Second: Candy Stratton – to approve the district's Health and Safety Evaluation of School Buildings for the 2022-2023 school year. Approved unanimously by those members present. Motion carried: 7-0-0.

XIII. Executive Session

Motion: Marie Blizzard Second: Albert Casper – to enter into Executive Session at 6:37 pm. Approved unanimously by those members present. Motion carried: 7-0-0.

Motion: Brent Daly Second: Albert Casper – to return to Regular Session at 7:00 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: Marie Blizzard – to affirm the action taken and approve the September 2022 HIB Report and review the October 2022 HIB Report. Approved unanimously by those members present. Motion carried: 7-0-0.

School Self-Assessment for Determining Grades – Motion: Marie Blizzard Second: Candy Stratton – In accordance with the Anti-Bullying Bill of Rights Act (P.L. 2021.,c.122), a public hearing was specifically conducted to fulfill the district's legal obligation for the Superintendent to report the results of the district's 2021-2022 School Self-Assessment for Determining Grades and to obtain public comment, if any. The meeting was opened to public comment, but no comment was made.

After the public comment opportunity, to approve the Superintendent to formally submit the ratings to the NJDOE. Approved unanimously by those members present. Motion carried: 7-0-0.

Leave of Absence Request – Motion: Albert Casper Second: Brent Daly – with the recommendation of the Superintendent, to approve an FMLA leave of absence request from Ethel Sheppard, tentatively effective September 14, 2022 until released from a doctor's care. Approved unanimously by those members present. Motion carried: 7-0-0.

Administrative Confidential Secretary Revision of Job Description – Motion: Marie Blizzard Second: Brent Daly - with the recommendation of the Superintendent, to approve the Administrative Confidential Secretary Job Description, revised to remove the duties of substitute caller. Roll call vote was taken. Approved unanimously by those members present. Motion carried: 7-0-0.

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

Ida Blizzard	Substitute Cafeteria
Candice Connelly	Substitute Teacher, Aide, Cafeteria, Office Aide
Paul Merritt	Substitute Custodian
Consuela Clark	Substitute Teacher
Rebecca New	Substitute Teacher

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

Nursing Service Plan – Motion: Marie Blizzard Second: Brent Daly – to approve the Nursing Service Plan for the 2022-2023 school year. Approved unanimously by those members present. Motion carried: 7-0-0.

Professional Day Requests – Motion: Albert Casper Second: Marie Blizzard – to approve the Professional Day Requests. Approved unanimously by those members present. Motion carried: 7-0-0.

Facilities Requests/Fund Raisers – Motion: Albert Casper Second: Candy Stratton – 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>
Kids' Center	Family Skate Night	11/9/22, 6:30-8:30
Kids' Center	Annual Thanksgiving Food Drive	11/1/22-11/21/22

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

Other District Reports

- a. Nurse's Report
- b. Enrollment
- c. Security/Safety Drills
 - 1. Fire Drills: 9/20/2022
 - 2. Safety Drills: 9/22/2022 (Lockdown)

For Your Information

- a. NJSLA Spring 2022 Assessment District Results and 5 year Reports

XV. New Business

Date Change – November Board of Education Meeting – Motion: Albert Casper Second: Marie Blizzard - to approve moving the November board meeting date to November 29, 2022. Approved unanimously by those members present. Motion carried: 7-0-0.

XVI. Public Participation

Sean Pignatelli – Questioned the status of the Kids' Center Program

Ray Chaplin – Commented that the Car Show had a nice turn out. Also asked about Kids' Center. Stated that he has reached out to political offices regarding Kids' Center continuing.

Mike Rothman – Stated that the Board and staff have done a wonderful job here over the years, and that they continue to do so. Commented on how well the Fire Prevention Program went and how all the credit goes to the staff for keeping the students involved.

- XVII. Adjournment – Motion: Marie Blizzard Second: Albert Casper – to adjourn the meeting at 7:15 pm. Approved unanimously by those members present. Motion carried: 7-0-0.

Respectfully submitted by,



Lisa DiNovi
School Business Administrator/Board Secretary