

**DOWNE TOWNSHIP BOARD OF EDUCATION
WORK SESSION MEETING &
REGULAR BOARD OF EDUCATION MEETING – 6:30 P.M.
NOVEMBER 29, 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:
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: Marie Blizzard – to approve the Work Session and Regular Meeting Minutes of October 18, 2022. Approved unanimously by those members present. Motion carried: 7-0-0.
Motion: Albert Casper Second: Brent Daly – to approve Executive Session Meeting Minutes of October 18, 2022. Approved unanimously by those members present. Motion carried: 7-0-0.
- ** Dyron Corley entered the meeting at 6:36 pm.
- 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: 8-0-0.

A. **BUDGET/FINANCE**

1. Payroll for the month of **September and October 2022**, the processing of Electronic Funds Transfers for **September and October 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 **October and November 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 and October 2022**.
To approve the Account Maintenance Report for **October 2022**.

B. **BOARD SECRETARY/BUSINESS ADMINISTRATOR'S REPORTS**

1. Revenue Summary
A Revenue Summary for the months of **July through October 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 **November 29, 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

November 29, 2022
Date

3. Treasurer's Report
In accordance with 18A:22-8.1 and 18A:22-8.2 for the month of **September and October 2022**, the preliminary Report of the Treasurer of School Funds for the 2022-2023 school year are in agreement with the **September and October 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 **November 29, 2022** and after review of the Secretary's Monthly Financial Report and the Treasurer's Monthly Financial Report for **September and October 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

Bridgeton High School Tuition Contracts – Motion: Marie Blizzard Second: Dyon Corley – to approve the following tuition contracts with Bridgeton High School for students sent for the 2022-2023 school year.

<u>Students</u>	<u>Per Pupil Cost</u>	<u>Total Cost</u>
(7) Regular Education Students	\$13,068.12	\$130,681.16

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

Comprehensive Maintenance Plan and M-1 FY 2022-2023 – Motion: Albert Casper Second: Brent Daly – to approve the submission of the district's schedule M-1 FY 2022-2023 and the three-year Comprehensive Maintenance Plan FY 2021-2022 – 2023-2024 in accordance with N.J.A.C. 6A:26A-1, N.J.S.A. 18A:7G-9(b)3, and 18A:33-1. These reports include all activities and expenditures as required maintenance reasonable to ensure the school is kept open and safe for use or in its original condition and maintain the validity of warranties. Approved unanimously by those members present. Motion carried: 8-0-0.

Budget Calendar 2023-2024 – Motion: Candy Stratton Second: Dyon Corley – to approve the tentative 2023-2024 Budget Calendar. Approved unanimously by those members present. Motion carried: 8-0-0.

School Bus Emergency Evacuation Drills – Motion: Marie Blizzard Second: Albert Casper – to acknowledge the following School Bus Emergency Evacuation Drill was performed.

<u>Date of Drill</u>	<u>Time</u>	<u>Location of Drill</u>	<u>Route Numbers</u>	<u>Staff Conducting Drill</u>
10/21/22	8:40-9:00 am	Downe Elementary Front of Building	DT-1, DT-2, DT-3 DT-3A, DT-8, & 23-107	Stacy Dillahey

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

CCBVE Shared Services Agreement – School Nurse Services – Motion: Albert Casper Second: Dyon Corley – to approve the Shared Services Agreement with the Cumberland County Board of Vocational Education for School Nurse Services effective September 1, 2022-June 30, 2023. Rates are as follows:

Half Day (5 hours or less)	\$300 per day
Full Day (5.5 to 7.5 hours)	\$450 per day
Over 7.5 hours	Full day rate, plus \$60 per hour
Administrative Fee	3% of monthly total for services
Mileage	Determined by DOT – currently 47 cents per mile

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

XIII. Executive Session

Motion: Albert Casper Second: Marie Blizzard – to enter into Executive Session at 6:45 pm. Approved unanimously by those members present. Motion carried: 8-0-0.

Motion: Dyon Corley Second: Marie Blizzard – to enter into Executive Session at 6:55 pm. Approved unanimously by those members present. Motion carried: 8-0-0.

XIV. Superintendent's Action Items

HIB (Harassment, Intimidation & Bullying) – Motion: Albert Casper Second: Brent Daly – to affirm the action taken and approve the October 2022 HIB Report and review the November 2022 HIB Report. Approved unanimously by those members present. Motion carried: 8-0-0.

Agreement between the Board of Education and Administrative Confidential Secretary – Motion: Dyron Corley Second: Albert Casper - With the recommendation of the Superintendent, to approve the Agreement between the Board of Education and Administrative Confidential Secretary, effective December 1, 2022-June 30, 2023, revised to remove the duties of substitute caller. Roll call vote was taken. Approved unanimously by those members present. Motion carried: 8-0-0.

Non-Instructional Aide Salary Guide – Revised – Motion: Albert Casper Second: Marie Blizzard - With the recommendation of the Superintendent, to approve the revised Non-Instructional Salary Guide Appendix B Schedule A. Approved unanimously by those members present. Motion carried: 8-0-0.

Substitute Caller Job Description – Motion: Albert Casper Second: Brent Daly - With the recommendation of the Superintendent, to approve the Substitute Caller Job Description. Approved unanimously by those members present. Motion carried: 8-0-0.

Appointment of Part Time Paraprofessional – Motion: Albert Casper Second: Dyron Corley - With the recommendation of the Superintendent, to appoint Kansas Cossaboon to the position of part-time Paraprofessional effective December 1, 2022 at step AA-1 (88%) on the salary guide. Her instructional assignment for the 2022-2023 school year will be Resource Room/6th grade shared aide. Roll call vote was taken. Approved unanimously by those members present. Motion carried: 8-0-0.

Appointment of Non-Instructional Aide – Motion: Marie Blizzard Second: Albert Casper - With the recommendation of the Superintendent, to appoint Ethel Adamini to the position of Non-Instructional Aide effective October 19, 2022 at level-6 on the non-instructional aide salary guide for three hours per day. Roll call vote was taken. Approved unanimously by those members present. Motion carried: 8-0-0.

Appointment of Substitute Caller – Motion: Marie Blizzard Second: Albert Casper - With the recommendation of the Superintendent, to appoint Joseph Henault to the position of Substitute Caller effective December 1, 2022. Compensation per contract: \$4,000 prorated for December 1, 2022 start date. Roll call vote was taken. Approved unanimously by those members present. Motion carried: 8-0-0.

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

Rita Ann Pettit	Substitute Teacher (Certified), Aide
Savannah Dobrosky	Substitute Aide
Kansas Cossaboon	Substitute Aide
Brooke Webber	Substitute Aide, Cafeteria, Office Aide, Custodian

Voting yes: Albert Casper, Marie Blizzard, Marylou Henderson, Dyron Corley, Brent Daly, Kyle Myers, Stultz Taylor. Voting no: None. Abstentions: Candy Stratton. Motion carried: 7-0-1.

Salary Guide Adjustment – Motion: Albert Casper Second: Dyron Corley - to approve a Salary Guide Adjustment for the following staff member effective January 1, 2023:

Melody Carr – From BA-2 to BA+15-2

Roll call vote was taken. Approved unanimously by those members present. Motion carried: 8-0-0.

2022-2023 Substitute Rates - Revised – Motion: Albert Casper Second: Marie Blizzard – to approve the Revised 2022-2023 Substitute Rates as attached. Approved unanimously by those members present. Motion carried: 8-0-0.

Reorganization and Regular January Board Meeting – Motion: Dyron Corley Second: Albert Casper – to approve holding the Reorganization and Regular January Board Meeting on Tuesday, January 3, 2023 at 6:30 pm. Approved unanimously by those members present. Motion carried: 8-0-0.

Preschool Program Plan – Motion: Marie Blizzard Second: Dyron Corley – to approve submission of the district's Three Year Preschool Program Operational Plan for 2023-2026. Approved unanimously by those members present. Motion carried: 8-0-0.

Facilities Requests/Fund Raisers – Motion: Albert Casper 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>
Kids' Center	Family Bingo and Pizza Night	12/1/22
Kids' Center	Holiday Baking Night	12/8/22
Yearbook Club	Yearbook Ads Sale	12/22 – 2/23
PTO	Family Ornament Night	12/9/2022
PTO	Santa Shop	12/12-16/2022

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

Other District Reports

- a. Nurse's Report
- b. Enrollment
- c. Security/Safety Drills
 - 1. Fire Drills: 10/28/2022, 11/29/2022
 - 2. Safety Drills: 10/31/2022 (Back of Building Evacuation)
11/17/2022 (Inside Lockdown)

For Your Information

- a. Department of Education – Sending/Receiving Representation Letter
- b. The Downe Township Board of Education extends a sincere thank you to Board President Stultz Taylor and Board Vice President Marylou Henderson for their dedicated service to the Downe Township School and surrounding community for over 20 years. Their longstanding commitment to education and the students and staff of Downe Township School is greatly appreciated.

XV. New Business

Stultz Taylor and Marylou Henderson were presented with certificates of appreciation for their time spent on the Board of Education, over 24 years for Mr. Taylor and over 21 years for Mrs. Henderson.

Stultz Taylor thanked the board and community for the time they allowed him to serve.

Marylou Henderson thanked everyone for the time she spent on the Board of Education.

XVI. Public Participation

John Cerrito – congratulated Mr. Taylor for his years of service and thanked Marylou for serving.

Sandy Taylor – congratulated Mr. Taylor and Mrs. Henderson and invited all to stay for refreshments.

Eric DeJong – thanked Mr. Taylor and Mrs. Henderson for their time and service.

Provided an update on the status of Kids' Center. Kids' Center has been extended for two more years. They will continue to fight for their program.

Ashley Sanza – Thanked Mr. Taylor and Mrs. Henderson for their year of service.

Asked to receive menus earlier

Discussed transportation issues

Asked about laptop issues vs. desktops

Jeanna Weber – Thanked Mr. Taylor and Mrs. Henderson for the service they gave to the district. Stated that they will both be missed.

- XVII. Adjournment – Motion: Marylou Henderson Second: Stultz Taylor – to adjourn the meeting at 7:27 pm.
Approved unanimously by those members present. Motion carried: 8-0-0.

Respectfully submitted by,



Lisa DiNovi
School Business Administrator/Board Secretary