

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, January 2, 2024, at the Downe Township Elementary School.

Members Present: Mr. Casper, Mr. Chaplin, Mr. Coleman, Mr. Daly, Mr. Myers, Mr. Pignatelli, Mrs. Stratton
 Members Absent: Mrs. Blizzard
 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

ELECTION RESULTS

The official results of the election are as follows:

Board of Education

Totals votes cast 558

Full three (3) year term:

Mr. Kevin Coleman 290

Full three (3) year term:

Mr. Brent Daly 253

(See page 6408)

SWEARING IN NEWLY ELECTED BOARD OF EDUCATION MEMBER(S)

Mrs. DiNovi administered the oath of office to re-elected BOE members, Kevin Coleman and Brent Daly.

ELECTION OF OFFICERS

The Board Secretary called for a motion to open the floor to nominations for the Office of President of the Downe Township Board of Education.

ELECTION OF
OFFICERS
PRESIDENT

Moved by Mr. Chaplin and seconded by Mr. Daly that the Board of Education open the floor to nominations for the office of President of the Downe Township Board of Education.

Unanimously approved.

Moved by Mr. Chaplin and seconded by Mr. Daly to nominate Mr. Casper to serve as President of the Downe Township Board of Education.

Unanimously approved.

There being no other nominations, it was moved by Mr. Chaplin and seconded by Mr. Daly that the Board of Education close the nominations for the office of President of the Downe Township Board of Education. Board Secretary closed the floor for nominations and called for a roll call vote on the election of Mr. Casper as President of the Board of Education for a term of one year, commencing January 2, 2024, and until such time as his successor is elected and shall qualify.

Roll Call:

Ayes: (7) Mr. Chaplin, Mr. Coleman, Mr. Daly, Mr. Myers, Mr. Pignatelli, Mrs. Stratton, Mr. Casper

Noes: (0)

Abstain (0)

Motion carried.

The Board Secretary declared Mr. Casper elected to the Office of President.

VICE PRESIDENT

The Board Secretary called for a motion to open the floor to nominations for the Office of Vice President of the Downe Township Board of Education.

Moved by Mr. Coleman and seconded by Mr. Daly that the Board of Education open the floor to nominations for the office of Vice President of the Downe Township Board of Education.
Unanimously approved.

Moved by Mr. Myers and seconded by Mr. Coleman to nominate Mr. Chaplin to serve as Vice President of the Downe Township Board of Education.

Moved by Mr. Pignatelli to nominate Mrs. Straton as Vice President. Mrs. Stratton declined the nomination. There being no second, the motion failed.

The Board Secretary called for a roll call vote on the election of Mr. Chaplin as Vice President of the Downe Township Board of Education for a term of one year, commencing January 2, 2024, and until such time as her successor is elected and shall qualify.

Roll Call:
Ayes: (7) Mr. Chaplin, Mr. Coleman, Mr. Daly, Mr. Myers, Mr. Pignatelli, Mrs. Stratton, Mr. Casper
Noes: (0) Abstain (0) Motion carried.

The Board Secretary declared Mr. Chaplin as elected to the Office of Vice President.

LEGISLATIVE DELEGATES TO NJSBA

Moved by Mr. Chaplin and seconded by Mr. Myers that the Board of Education approve the appointment of Mr. Daly as a Legislative Delegate to NJSBA and Mr. Casper as an Alternate.
Unanimously approved.

NJSBA COUNTY REPRESENTATIVE

Moved by Mr. Daly and seconded by Mr. Myers that the Board of Education approve the appointment of Mr. Daly as the NJSBA County Representative and Mr. Casper as the alternate.
Unanimously approved.

2024 BOARD MEETING CALENDAR

Moved by Mr. Myers and seconded by Mr. Daly that the Board of Education approve to designate the third Tuesday of each month at 6:30 p.m. at the Downe Township Elementary School as the date, time, and location of the regular Board of Education meetings.

January 2, 2024 Reorganization & Regular	May 7, 2024 Budget Public Hearing	September 17, 2024
February 20, 2024 HIB & SSDS Hearing	June 18, 2024	October 15, 2024
March 19, 2024	July 2024 – No Meeting	November 19, 2024
April 16, 2024	August 20, 2024	December 2024 – No Meeting

Note: Except as otherwise provided by law, regulations of the State Department of Education, or by this Board of Education, meetings of the Downe Township Board of Education shall be conducted in accordance with Robert’s Rules of Order, Revised. Legal Reference: NJSA 18A:11-1 General Mandatory Powers and Duties

Unanimously approved.

PACO

Moved by Mr. Chaplin and seconded by Mr. Daly that the Board of Education approve to by Resolution, to appoint Lisa M. DiNovi, School Business Administrator, to serve as the Public Agency Compliance Officer (PACO) in accordance with N.J.A.C. 17:27-3.2. This is an annual appointment.
Unanimously approved.

Moved by Mr. Coleman and seconded by Mr. Chaplin to accept and reaffirm the current curriculum as it is aligned with the New Jersey Student Learning Standards, textbooks, policies, (including Student Records Policy 5125.1) practices and procedures of the Downe Township Board of Education for the 2024-2025 school year recognizing that these items may be amended, when necessary, with Board approval. *(See page 6409)*

REAFFIRM & ACCE
CURRENT
CURRICULUM

Unanimously approved.

Moved by Mrs. Stratton and seconded by Mr. Daly to approve, by Resolution, the readoption of all current board policies and regulations.

READOPT BOARD
POLICIES & REGS.

Unanimously approved.

Moved by Mr. Myers and seconded by Mr. Daly to approve, by Resolution, The South Jersey Times and The Press of Atlantic City as the official newspapers of the Board of Education.

NEWSPAPERS

Unanimously approved.

2024 Committee Appointments and Designations to take place at the February 20, 2024 meeting
Budget/Finance, Curriculum, Personnel, Policy, Buildings & Grounds/Transportation

COMMITTEE
APPOINTMENTS &
DESIGNATIONS

PRESENTATIONS

Ethics Review – Mrs. DiNovi will review the NJSBA Code of Ethics with the Board of Education.

NJSBA CODE OF
ETHICS

PUBLIC COMMENT

None

CORRESPONDENCE

Moved by Mr. Coleman and seconded by Mr. Myers that the Board of Education approve the NJ FMLA/NJ FLA leave of absence request from Chelsi Riley, Kindergarten Teacher, tentatively effective February 5, 2024 through May 23, 2024. *(See page 6410)*

NJ FMLA/NJ FLA
LEAVE

Ayes: (6) Mr. Coleman, Mr. Daly, Mr. Myers, Mr. Pignatelli, Mrs. Stratton, Mr. Casper

Noes: (0) Abstain (1) Mr. Chaplin Motion carried.

Moved by Mr. Daly and seconded by Mr. Chaplin that the Board of Education accept with regrets the resignation of part-time paraprofessional Kourtney Ippolito effective January 30, 2024. *(See page 6410)*

RESIGNATION

Unanimously approved.

MINUTES

MINUTES

Moved by Mr. Chaplin and seconded by Mr. Daly that the Board of Education approve the regular session and the executive session minutes of the November 21, 2023, meeting of the Downe Township Board of Education.

Ayes: (7) Mr. Chaplin, Mr. Coleman, Mr. Daly, Mr. Myers, Mr. Pignatelli, Mrs. Stratton, Mr. Casper

Noes: (0) Abstain: (0) Motion carried.

BUDGET/FINANCE

BUDGET/FINANCE

Moved by Mrs. Stratton and seconded by Mr. Chaplin that the Board of Education approve the additional bills paid in November 2023, and the bills presented in December. 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 2023-2024 school year. Any additional bills paid, and transfers made will be presented at the next Board of Education meeting. *(See pages 6411-6414)*

Ayes: (7) Mr. Chaplin, Mr. Coleman, Mr. Daly, Mr. Myers, Mr. Pignatelli, Mrs. Stratton, Mr. Casper

Noes: (0) Abstain (0) Motion carried.

2024-2025 BUDGET
CALENDAR

Moved by Mrs. Stratton and seconded by Mr. Coleman that the Board of Education approve the proposed Budget Calendar for the 2024-2025 Budget. *(See page 6415)*

DOWNE/LAWRENCE MD
TUITION

Moved by Mr. Daly and seconded by Mr. Chaplin that the Board of Education approve the Tuition Contract between Downe Township Board of Education and Lawrence Township Board of Education for the 2023-2024 school year for an MD student (SID# 6411984063) in the prorated amount of \$ 10,926.48 per student. *(See page 6415)*

PARENT
TRANSPORTATION
CONTRACT 2023-2024

Moved by Mrs. Stratton and seconded by Mr. Daly that the Board of Education approve the Parent Transportation Contract between Downe Township Board of Education and the parents of (SID# 6411984063) for the 2023-2024 school year in the amount of \$1,500. *(See page 6416)*

CUMBERLAND REGIONAL
JOINT TRANSPORTATION
AGREEMENT 2023-2024

Moved by Mr. Chaplin and seconded by Mr. Coleman that the Board of Education approve the Joint Transportation Agreement between Downe Township Board of Education and Cumberland Regional Board of Education for the 2023-2024 school year for the amount of \$1,043.17 per diem per student. *(See page 6417)*

BOARD SECRETARIES
REPORT**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 January 2024 was presented for review. *(See pages 6418-6426)*

REVENUE SUMMARY

2. Revenue Summary

A Revenue Summary for the months of November 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 6426-6430)*

TRANSFERS

3. Transfers of Funds

Approve the Transfer Status Report through November 2023, and the transfers of funds for the month of November 2023. *(See pages 6430-6431)*

BOARD SEC RPT

4. Board Secretary's Report

Pursuant to N.J.A.C. 6A:23A-16.10(c)3, I certify that as of September 30, 2023 and October 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. 18A22-8.1 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)1. *(See pages 6432-6444)*



Lisa M. DiNovi, Board Secretary

January 2, 2024

Date

TREASURER'S REPORT

5. 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 2023-2024 SY is in agreement with the November 2023 Report of the Board Secretary, pending audit adjustments. *(See pages 6445-6452)*

BOARD CERT

6. Board Certification

Pursuant to N.J.A.C. 6A23A-16.10(c)4, the Downe Township Board of Education cannot certify that as of, November 2023, and after review of the Secretary's Monthly Financial Report and the Treasurer's Monthly Financial Report for November 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 will not be available to meet the district's financial obligations for the remainder of the 2023-2024 school year.

Unanimously approved.

CURRICULUM

FIELD TRIPS

Moved by Mr. Myers and seconded by Mr. Chaplin that the Board of Education approve the Master Field Trip list and the Field Trip destinations for the 2023-2024 school year, as delineated. (All of the field trips are contingent on funding/ donations): *(See page 6453)*

PS3,PS4,PSD,MD,K: Levoy Theater	Grade 4: Union Lake
PS3,PS4,PSD,MD,K: Freedom Farm	Grades 5 & 6: Turkey Hill Experience & The Lancaster Science Factory
PS3,PS4,PSD,MD,K: Cape May Zoo	Grade 7: The Ropes Course
Grades 1 & 2: Philadelphia Zoo	Grade 8: Funplex
Grades 3 & 4: The Academy of Nat. Science	Grade 8: Cumberland Co. Courthouse
Grade 4: Bivalve Bayshore Center	

POLICY

None

PERSONNEL

LONG TERM
SUBSTITUTE

Moved by Mr. Chapin and seconded by Mr. Colemand that the Board of Education appoint Naomi Kellymyer as the long-term substitute teacher for 7th grade/middle school social studies tentatively effective January 2, 2024.

Unanimously approved.

Moved by Mr. Chaplin and seconded by Mr. Myers that the Board of Education approve the following substitutes, pending successful completion of all requisite paperwork including credentials and criminal history review:

AIDES/ SUBSTITUTES

Susan Watt	Substitute aide, cafeteria, office aide
Taylor Moore	Substitute aide, cafeteria, office aide
Alyssa Higman	Substitute Teacher – noncertified

Unanimously approved.

Moved by Mr. Chaplin and seconded by Mr. Daly that the Board of Education approve the following substitutes, pending successful completion of all requisite paperwork including credentials and criminal history review:

Teddi Sheppard	Substitute aide, cafeteria, office aide
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Unanimously approved.

Moved by Mr. Chaplin and seconded by Mr. Coleman that the Board of Education appoint Jeanna Weber as van driver for the Polar Plunge to be held on January 6, 2024.

BUS/ VAN DRIVER

Unanimously approved.

Moved by Mrs. Stratton and seconded by Mr. Daly that the Board of Education approve the lateral movement on the Support Staff Salary Guide from HS+15 step 4 to HS+30 step 4 at 80% effective January 2, 2024, for part-time paraprofessional, Alyssa Higman, to reflect a 4-day work week.

SALARY CHANGE

Unanimously approved.

BUILDING & GROUNDS / TRANSPORTATION

CALENDAR ITEMS

Moved by Mr. Daly and seconded by Mr. Myers that the Board of Education approve the following additions to the facilities request/ fundraiser calendar for the 2023-2024 school year: *(See pages 6454-6455)*

<u>Organization</u>	<u>Activity/Fund Raiser</u>	<u>Date/Time</u>
PTO	Texas Roadhouse Fundraiser	1/18/2024
5 th and 6 th Grade	Gertrude Hawk Fundraiser	1/29-2/19/2024
PK and Kindergarten	Chick Fil-A Fundraiser	2/9/2024 3:00-5:00 pm

Unanimously approved.

Moved by Mr. Chaplin and seconded by Mr. Coleman that the Board of Education approve the following additions to the facilities request/ fundraiser calendar for the 2023-2024 school year: *(See pages 6455-6456)*

<u>Organization</u>	<u>Activity/Fund Raiser</u>	<u>Date/Time</u>
Kids' Center	Sweetheart Dance	2/23/2024
Millville Soccer Association	Soccer	Wed. & Fri. Evenings Ongoing

Unanimously approved.

USMA
LAW ENFORCEMENT

Moved by Mrs. Stratton and seconded by Mr. Chaplin that the Board of Education approve the Uniform State Memorandum of Agreement between the Board of Education and Law Enforcement Officials. The agreement includes updates for the 2023-2024 school year. *(See pages 6457-6478)*
Unanimously approved.

EXECUTIVE SESSION

EXECUTIVE SESSION

Moved by Mr. Chaplin 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. (7:05p.m.)

Unanimously approved.

Items discussed in Executive Session:

1. HIB

Moved by Mr. Chaplin and seconded by Mr. Daly that the Board of Education adjourn from Executive Session. (7:27p.m.)

Ayes: (7) Mr. Chaplin, Mr. Coleman, Mr. Daly, Mr. Myers, Mr. Pignatelli, Mrs. Stratton, Mr. Casper

Noes: (0)

Abstain: (0)

Motion carried.

SUPERINTENDENT REPORT

OLD BUSINESS

BOARD OF EDUCATION BUSINESS

Old Business

- Winter Wonderland fundraiser raised \$356 for the school. Awards program to start in February.
- Gaga Pit needs to be built.
- Downe Township Recreation Committee & Township will have a quarterly newsletter where the school can add information.

NEW BUSINESS

New Business

HIB

Moved by Mr. Myers and seconded by Mr. Daly that the Board of Education approve the October 2023 HIB Report and review the November and December 2023 HIB Reports. *(See pages 6479-6480)*

Unanimously approved.

NURSE'S REPORT
ENROLLMENT
SECURITY DRILLS

OTHER DISTRICT REPORTS

- A. Nurse's Reports *(See pages 6480-6481)*
- B. Enrollment *(See pages 6481-6482)*

Moved by Mr. Myers and seconded by Mr. Chaplin that the Board of Education approve the Fire/Security Drill Report for the months of November and December, 2023. *(See pages 6482-6483)*

1. Fire Drill: 12/5/2023
2. Safety Drills: 11/29/2023, 12/7/2023 (Both were lockdowns)

For Your Information

Send and Receive Representation Letter *(See page 6484)*

PUBLIC PARTICIPATION

ADJOURN

Moved by Mr. Chaplin and seconded by Mr. Myers that the Board of Education meeting be adjourned (7:50 p.m.)
Unanimously approved.

FYI