

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, February 20, 2024, at the Downe Township Elementary School.

Members Present: Mrs. Blizzard, Mr. Casper, Mr. Chaplin, Mr. Coleman, Mr. Daly, Mr. Myers, Mr. Pignatelli, Mrs. Stratton  
 Members Absent: None  
 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

### PRESENTATIONS

None

### PUBLIC COMMENT

None

### PUBLIC HEARING

Violence and Vandalism and Harassment, Intimidation or Bullying- Investigations, Trainings and Program (SSDS) 2023-2024 Period 1

Moved by Mr. Pignatelli and seconded by Mr. Myers that the Board of Education approve the following reports. In accordance to Public School Safety Law (N.J.S.A. 18A:17-46), a public hearing is specifically conducted to fulfill the district's legal obligation to report all acts of violence, vandalism, intimidation and bullying (HIB), substance and weapons offenses and HIB incidents and trainings and programs to the public.

(See page 6490)

PUBLIC HEARING  
 VIOLENCE &  
 VANDALISM &  
 HARASSMENT<  
 INTIMIDATION OR  
 BULLYING  
 INVESTIGATIONS &  
 PROGRAM

Category	Description	Data Collection Date	Certify to DOE
Violence, Vandalism, Weapons, Substance Abuse & HIB Confirmed	(2) HIB Incidents	September 1, 2023 to December 31, 2023	January 17, 2024
Other Incidents Leading to Removal	(0) Incident Leading to Removal	September 1, 2023 to December 31, 2023	January 17, 2024
HIB Alleged	(2) Alleged	September 1, 2023 to December 31, 2023	January 17, 2024
HIB Incidents – Confirmed	(2) Confirmed Incidents	September 1, 2023 to December 31, 2023	January 17, 2024
Reports of Restraint/Seclusion	(0) Reports	September 1, 2023 to December 31, 2023	January 17, 2024
HIB Programs	(3) Program	July 1, 2023 to December 31, 2023	January 17, 2024
HIB Training	(4) Trainings	July 1, 2023 to December 31, 2023	January 17, 2024

Unanimously approved.

Copies of these reports are attached to the minutes, posted on the district's website, and are kept on file in the Board office. The meeting opened for public participation.

Unanimously approved.

### PUBLIC COMMENT

Audience members attending Board of Education Meetings are permitted to voice their opinions on school related topics at specified times during the regular meeting. Members of the public are encouraged to speak during the public portion of the meeting. Complaints stated, or actions requested by the public, will be taken under advisement by the Board for investigation, discussion, and action or disposition at a later time/date.

The Board President will recognize those individuals in the audience who wish to comment on school-related topics. When addressing the Board of Education, please respect the following procedures:

1. *Be recognized by the Board President.*
2. *State your full name and address before commenting.*
3. *Wait to be recognized before making your comment(s).*
4. *Total time limit for public discussion – 30 minutes.*

### CORRESPONDENCE

LETTER OF  
RETIREMENT JW

Moved by Mrs. Blizzard and seconded by Mrs. Stratton that the Board of Education accepts with regret the retirement of Jeanna Weber effective July 1, 2024.  
Unanimously approved. *(See Page 6491)*

MINUTES

### MINUTES

Moved by Mr. Pignatelli and seconded by Mr. Daly that the Board of Education approve the regular session and the executive session minutes of the January 2, 2024, 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: (1) Mrs. Blizzard

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 December 2023 and January 2024. Also, authorize the Business Administrator to pay any bills due and owing before the next Board of Education meeting. Any additional bills paid, and transfers made will be presented at the next Board of Education meeting.  
*(See page 6491-6501)*

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

Noes: (0)

Abstain (1) Mrs. Blizzard

Motion carried.

BHS MD TUITION  
CONTRACT  
2023-2024

Moved by Mr. Pignatelli and seconded by Mr. Myers. that the Board of Education approve the the Special Education Tuition Contract Agreement between the Downe Township Board of Education and the Bridgeton Board of Education, starting on September 7, 2023 through June, 2024, for Multiple Disabilities Tuition for the 2023-2024 SY in the amount of \$ 25,301 per student. (SID# 7382466767) *(See page 6502)*  
Unanimously approved.

LINCOLN  
INVESTMENTS TSA  
VENDOR

Moved by Mr. Myers and seconded by Mr. Chaplin that the Board of Education approve Lincoln Investments as a TSA vendor.  
Unanimously approved.

VOIDED STUDENT  
ACTIVITY CHECKS

Moved by Mr. Chaplin and seconded by Mr. Daly that the Board of Education approve to void and not reissue the following Student Activity Account checks:

Ck# 1941 in the amount of \$ 25

Ck# 1946 in the amount of \$ 50

Ck# 1949 in the amount of \$ 25

Ck# 1957 in the amount of \$ 100

Ck# 1960 in the amount of \$ 100

Unanimously approved.

SEMI PARTICIPANT  
WAIVER 2024-2025

Moved by Mr. Myers and seconded by Mr. Chaplin that the Board of Education approve the submission of the SEMI Participation Waiver to the Department of Education requesting participation and to waive budgeting the projected SEMI funds in the 2024-2025 budget.  
*(See page 6502)*  
Unanimously approved.

**BOARD SECRETARY REPORT**

Moved by Mr. Chaplin and seconded by Mr. Daly that the Board of Education:

1. Budget Summary

The Budget Summary for the month of February 2024 was presented for review. *(See pages 6503-6510)*

BUDGET SUMMARY
2. Revenue Summary

A Revenue Summary for the months of December 2023 and January 2024 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. *(See pages 6511-6518)*

REVENUE SUMMARY
3. Transfers of Funds

Approve the Transfer Status Report through January 2024, and the transfers of funds for the months of December 2023 and January 2024. *(See pages 6519-6521)*

TRANSFERS
4. Board Secretary Report

Reports for December 2023 and January 2024 *(See pages 6522-6547)*

BOARD SECRETARY 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 school year is in agreement with the January 2024 Report of the Board Secretary, pending audit adjustments. *(See pages 6548-6562)*

TREASURER’S REPORT

Unanimously approved.

**CURRICULUM**

Moved by Mrs. Blizzard and seconded by Mr. Coleman that the Board of Education approve the new Field Trip dates and destinations for the 2023-2024 school year, as delineated. (All of the field trips are contingent on funding/ donations):

Grades 5 & 6: Turkey Hill Experience

Location: Lancaster, PA

& The North Museum of Nature & Science

Grades 4: Belleplain State Forest

Location: Woodbine, NJ

Natural Lands & Trust trip

Unanimously approved.

**POLICY**

None

**PERSONNEL**

Moved by Mr. Chaplin and seconded by Mr. Pignatelli that the Board of Education appoint Brittany Lamb and Stephanie Brown as after school tutors at the rate of \$20.00 per hour.

Unanimously approved.

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

Amy Di Joseph	Substitute aide, Substitute Teacher non-certified
Jada Jacobson	Substitute aide, office aide
Taylor Moore	Substitute Teacher - noncertified
Evelyn Marlette	Substitute aide, cafeteria

Unanimously approved.

CALENDAR ITEMS

**BUILDING & GROUNDS / TRANSPORTATION**

Moved by Mr. Chaplin 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 6563-6570)

<u>Organization</u>	<u>Activity/Fund Raiser</u>	<u>Date/Time</u>
PTO	Lollipop Sale	1/22-1/31/24
Field Day	Popsicle Sales	Multiple Dates
PTO	Pi Day Assembly/Fundraiser	3/14/2024
Kids’ Center	Family Bingo Night	3/14/24, 6-8 pm
PTO	Texas Roadhouse Fundraiser	3/20/2024, 5-8 pm
5 <sup>th</sup> and 6 <sup>th</sup> Grade	March Dance	3/22/2024, 5-9 pm
Kids’ Center	3 v 3 Basketball Tournament	3/27/24
PTO	Penny Wars Fundraiser	April 2024
Kids’ Center	Family Bowling Night	4/24/24
Kids’ Center	Muffins with Moms	5/9/24, 8:30 am
Kids’ Center	Family Skate Night	5/22/24
Kids’ Center	Donuts with Dads	6/11/24, 8:30 am
Kids’ Center	Regal Cinema and Red Robin	6/13/24
Kids’ Center	Family Bingo Night	6/26/24, 6-8 pm
Kids’ Center	Family Bowling Night	7/10/24, 6-8 pm

Unanimously approved.

EXECUTIVE SESSION

**EXECUTIVE SESSION**

Moved by Mr. Chaplin and seconded by Mr. Myers 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. (6:44 p.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. (7:04 p.m.)  
Ayes: (8) Mrs. Blizzard, Mr. Chaplin, Mr. Coleman, Mr. Daly, Mr. Myers, Mr. Pignatelli, Mrs. Stratton, Mr. Casper  
Noes: (0) Abstain: (0) Motion carried.

**SUPERINTENDENT REPORT**

**BOARD OF EDUCATION BUSINESS**

OLD BUSINESS

Old Business

- Update on the windows: painters’ tape being placed to mark drafts
  - Detail on how they are going to fill the interior
  - Old windows encased- how are they being taken care of?
  - Caulking all the way to the soffits but back to midline
- New uniform policy – any issues?
- Tech with printing everything
- Newsletters – school board meetings, save the date
- Article on tax hikes

**New Business**

Moved by Mr. Pignatelli and seconded by Mr. Daly that the Board of Education approve the following committees: *(See page 6570)* **NEW BUSINESS**  
 Unanimously approved.

**HIB Report**

Moved by Mr. Pignatelli and seconded by Mr. Myers that the Board of Education affirm the action taken and approve the December 2023 and January 2024 HIB report and review the February 2024 HIB Report. *(See pages 6571-6572)* **HIB**  
 Unanimously approved.

Moved by Mr. Chaplin and seconded by Mrs. Blizzard that the Board of Education approve the 2024-2025 school calendar. *(See page 6572)* **2024-2025 SCHOOL CALENDAR**  
 Unanimously approved.

**OTHER DISTRICT REPORTS**

- A. Nurse's Reports *(See pages 6573-6574)*
- B. Enrollment *(See page 6575)*
- C. Security/Safety Drills *(See pages 6576-6577)*
  - 1. Fire Drills: 1/30/2024, 2/8/2024
  - 2. Outside Lockdown: 1/24/2024

**For Your Information**

- Letter dated February 8, 2024, from the Department of Education regarding initial and interim placement and scores of the NJQSAC evaluation. *(See page )* **INITIAL & INTERIM PLACEMENT NJQSAC**
  - Mandated Training Memo **TRAINING MEMO**
  - Annual Board Meeting Schedule *(See page 6578)* **ANNUAL BOE MEETING SCHEDULE**
  - The Authority Recycling and Tonnage Figures *(See page 6578)* **RECYCLING TONNAGE**
- Please complete Personal and Financial Disclosures ASAP, but no later than April 30, 2024

**PUBLIC PARTICIPATION**

- Ashley Sanza
  - Pie Day for staff to sign up, asking BOE members to also put their name on the list (Kyle, Ray, Kevin, Al)
- John Cerrito
  - asked about the budget & HVAC
- Brent Daly
  - Discussed the Committee meeting for the HVAC
  - Yearbook system to put ads into book was crazy way too difficult to use

Moved by Mrs. Blizzard and seconded by Mr. Pignatelli that the Board of Education meeting be adjourned 7:45 p.m.) **ADJOURN**  
 Unanimously approved.