

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, March 19, 2024, at the Downe Township Elementary School.

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

Student Attendance and Academic Recognition as presented by Superintendent/ Principal Sherri Miller

STUDENT
ATTENDANCE &
ACADEMIC
RECOGNITION

FY23 Audit Presentation – Mrs. Lisa DiNovi, School Business Administrator, provided an overview of the FY23 Annual Audit.

FY23 AUDIT

Moved by Mr. Pignatelli and seconded by Mr. Daly that the Board of Education accept and approve the Annual Audit for Fiscal Year Ended June 30, 2023, the Synopsis of Audit for Fiscal Year Ended June 30, 2023, and the Corrective Action Plan submitted by the Business Administrator.
 Unanimously approved.

2024-2025 School Budget Presentation and adoption for submission to the Cumberland County Office of Education.

24-25 SCHOOL
BUDGET

Moved by Mr. Daly and seconded by Mr. Pignatelli that the Board of Education approve, by Resolution, to submit the 2024-2025 School Budget to the County Office of Education.
 Unanimously approved.

RESOLUTION

BE IT RESOLVED, that the tentative budget be approved for the 2024-2025 School Year and the Secretary to the Board of Education be authorized to submit the tentative budget to the Cumberland County Office of Education for approval as follows:

Current Expense	\$4,088,544
Capital Outlay	2,704
Transfer to Charter	
Total General Fund	<u>\$4,091,248</u>
Special Revenue	837,568
Debt Service	<u>367,855</u>
TOTAL BUDGET	5,296,671

BE IT RESOLVED, to acknowledge that the 2024-2025 school year budget as described results in a general fund tax levy of \$1,743,734 and a debt service tax levy of \$190,741 for a total tax levy of \$1,934,475; and

BE IT RESOLVED, that the school business administrator/board secretary is authorized to advertise said tentative budget in the *South Jersey Times*, as directed by the Department of

Education in accordance with the form required by the State Department of Education and according to law; and

BE IT RESOVLED, in accordance with the N.J.A.C. 6A:23B-1.2(b), the maximum expenditure for travel for the 2024-2025 school year for all staff and board members is \$25,000; and

BE IT FURTHER RESOLVED that a public hearing will be held in the Downe Township Elementary School on **May 7, 2024**, at 6:30 p.m. for a Public Hearing on the budget for the 2024-2025 School Year.

NOW THEREFORE, BE IT RESOLVED by the Downe Township Board of Education to approve the tentative 2024-2025 school district budget for submission and approval by the New Jersey Department of Education along with the supporting documentation of certain itemized expenditures required under administrative regulations as follows:

2024-2025 School Year

Public relations and professional services; board policies; efficiency

(a) Each school district and county vocational school district board shall establish by policy or policies a strategy or strategies in order to minimize the cost of public relations as defined in N.J.A.C. 6A:23A-9.3(c)14, and professional services. In accordance with Board Policy 9160, to the extent practicable and cost effective, but need not be limited to, the following provisions:

- 1. A maximum dollar limit, established annually prior to budget preparation, for public relations, as defined in N.J.A.C. 6A:23A-9.3(c)14, and each type of professional service, with appropriate notification to the board of education if it becomes necessary to exceed the maximum. Upon such notification, the board of education may adopt a dollar increase in the maximum amount through formal board action.*

Service

Architect

Engineer

Auditing Services

Solicitor

Construction Litigation

Negotiations & Personnel Litigation

Medical Inspector

Environmental Consultant

Public Relations

Maximum Amount

\$25,000 for non-bid projects, inspections, analysis and other services, 6% of bid amount and change orders for large scale projects, \$60,000 for additional Construction Administration services.

\$25,000 for non-bid projects, inspections, analysis and other services, 6% of bid amount and change orders for large scale building projects.

\$30,000 for district audit and misc services

\$50,000 for district attorney and litigation services.

\$10,000 for district construction litigation services.

\$20,000 for district negotiations & personnel litigation services.

\$7,500 for medical inspector services

\$10,000 for environmental consultant services

N/A – The district does not budget for a public relations firm.

PUBLIC COMMENT

None

CORRESPONDENCE

MINUTES

Moved by Mr. Daly and seconded by Mr. Pignatelli that the Board of Education approve the regular session and the executive session minutes of the February 20, 2024, meeting of the Downe Township Board of Education.

Unanimously approved.

BUDGET/FINANCE

Moved by Mrs. Stratton and seconded by Mr. Chaplin that the Board of Education approve the additional bills paid in February 2024 and the bills presented in March 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 pages 6584-6586)*

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

Noes: (0)

Abstain (0)

Motion carried.

Moved by Mrs. Stratton and seconded to submit the 2024-2025 Preschool Education Aid District Budget Planning Workbook in the amount of \$ 708,579.00.
Unanimously approved.

24-25 PRESCHOOL ED
AID DISTRICT BUDGET
PLANNING WORKBOOK

Moved by Mr. Daly and seconded by Mr. Chaplin that the Board of Education approve the Business Administrator to out to RFP for a Food Service Management Company for the 2024-2025 school year.
Unanimously approved.

RFP FOR FOOD
SERVICE
MANAGEMENT CO
FOR 24-25 SY

CURRICULUM

None

POLICY

None

PERSONNEL

Moved by Mr. Daly and seconded by Mrs. Blizzard that the Board of Education approve the payment between the following CE/CEAS Provisional Teacher and Mentor for the 2023-2024 school year:

MENTOR

<u>CE/CEAS Teacher</u>	<u>Mentor</u>	<u>Total Payment</u>
Jillian DeMore	Brooke Morvay	\$1000.00

Unanimously approved.

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

SUBSTITUTES

Kimberly Vindel-Hernandez Substitute Custodian, Cafeteria,
Unanimously approved.

Moved by Mr. Chaplin and seconded by Mr. Coleman that the Board of Education approve the attached Professional Day Request. *(See page 6586)*
Unanimously approved.

PROFESSIONAL DAY

BUILDING & GROUNDS / TRANSPORTATION

Moved by Mrs. Blizzard and seconded by Mr. Pignatelli that the Board of Education approve the following additions to the facilities request/ fundraiser calendar for the 2023-2024 school year: *(See pages 6587-6588)*

CALENDAR ITEMS

<u>Organization</u>	<u>Activity/Fund Raiser</u>	<u>Date/Time</u>
Kids' Center	Flower Sale	3/21-5/9/24
Kids' Center	Wheaton Arts Art Classes	Tentative start 3/25/24
PTO	Popcorn Sale @ BB game	3/27/24 @ 6pm
1 st and 2 nd Grade	Art Show Fundraiser	4/17-4/19/24

Unanimously approved.

EXECUTIVE SESSIONEXECUTIVE
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. (7:10 p.m.)

Unanimously approved.

Items discussed in Executive Session:

1. HIB

Moved by Mr. Chaplin and seconded by Mrs. Blizzard that the Board of Education adjourn from Executive Session. (7:15 p.m.)

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

Noes: (0)

Abstain: (0)

Motion carried.

SUPERINTENDENT REPORT**BOARD OF EDUCATION BUSINESS**

OLD BUSINESS

Old Business

- Windows update

NEW BUSINESS

New Business

- Work on HVAC coming up – worked with Engineers & Architects
- Some programs to get grants through

Moved by Mr. Pignatelli and seconded by Mr. Chaplin that the Board of Education review and adopt the Safe Return Plan *(See pages 6589-6591)*

SAFE RETURN
PLAN

Unanimously approved.

- State School Board Meeting
 - Allot of complaining about funding
 - New policies about relieving gas tax for school buses
 - Busing tuition increase
 - Everyone must fill out a FAFSA form

Moved by Mr. Chaplin and seconded by Mr. Daly that the Board of Education affirm the action taken and approve the February 2024 HIB Report and review the preliminary March 2024 HIB Report. *(See page 6592)*

HIB

Unanimously approved.

Moved by Mr. Pignatelli and seconded by Mr. Daly that the Board of Education approve the Board and District Goals and Objectives with Action Plan for the 2023-2024 school year. *(See pages 6593-6594)*

BOARD & DISTRICT
GOALS &
OBJECTIVES WITH
ACTION PLAN
23-24 SY

Unanimously approved.

Moved by Mrs. Blizzard and seconded by Mr. Chaplin that the Board of Education approve the revisions to the 2023-2024 school year calendar due to inclement weather closures. *(See page 6595)*

23-24 SCHOOL
CALENDAR
REVISION

Unanimously approved.

OTHER DISTRICT REPORTS

- Nurse's Reports *(See pages 6595-6596)*
- Enrollment *(See pages 6596-6598)*

DRILLS

Moved by Mr. Chaplin and seconded by Mr. Pignatelli that the Board of Education approve the Security/Safety Drills (*See page 6598-6599*)

ADJOURN

1. Lockdown: 2/22/2024
2. Fire Drill: 3/8/2024

Unanimously approved.

PUBLIC PARTICIPATION

- Ashley Sanza:
 - Thank you to the Board members that participated in Pie Day
 - Texas Roadhouse night is tomorrow night (3/20/24)
 - 1st & 2nd grade Art Show Fundraiser 4/17-4/19 during April conference week
- Brent Daly:
 - Afterglow theme is Hawaiian

Moved by Mr. Pignatelli and seconded by Mr. Coleman that the Board of Education meeting be adjourned 7:34 p.m.)

Unanimously approved.