

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, May 7, 2024, at the Downe Township Elementary School.

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

### PUBLIC HEARING on the 2024-2025 SCHOOL BUDGET

Moved by Mr. Daly and seconded by Mr. Chaplin that the Board of Education open the Public Hearing on the 2024-2025 proposed budget. (6:35pm)

2024-2025 SCHOOL  
BUDGET

Unanimously approved.

Business Administrator, Lisa DiNovi, presented a brief overview of the Budget for the 2024-2025 SY.

## AUDIENCE PARTICIPATION

None

There being no questions from the public, it was moved by Mrs. Stratton and seconded by Mr. Myers that the Board of Education close the Public Hearing on the 2024-2025 proposed budget. (6:47 pm)

Unanimously approved.

Subsequent to the public hearing and discussion, it was moved by Mr. Daly and seconded by Mr. Myers that the Board of Education approve, by Resolution, the 2024-2025 School Year Budget and the Secretary to the Downe Township Board of Education is authorized to submit the budget totaling \$5,311,915. The local tax levy to be raised for current expense is \$1,743,734. The local tax levy to be raised for debt service is \$190,741 for a total tax levy of \$1,934,475.

**BE IT RESOLVED**, to approve a school district budget for the FY 2024-2025 SY, as follows:

Current Expense	\$4,093,238
Capital Outlay	2,754
Transfer to Charter	
Total General Fund	<hr/> \$4,095,992
Special Revenue	848,068
Debt Service	<hr/> 367,855
TOTAL BUDGET	<hr/> 5,311,915

**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.

Ayes: (6) Mrs. Blizzard, Mr. Chaplin, Mr. Daly, Mr. Myers, Mrs. Stratton, Mr. Casper

Noes: (0)

Abstain: (0)

Motion carried.

## **PUBLIC COMMENT**

None

## **CORRESPONDENCE**

### **MINUTES**

## **MINUTES**

Moved by Mr. Daly and seconded by Mr. Myers that the Board of Education approve the regular session and the executive session minutes of the April 16, 2024, meeting of the Downe Township Board of Education.

Ayes: (4) Mr. Daly, Mr. Myers, Mrs. Stratton, Mr. Casper

Noes: (0)

Abstain: (2) Mrs. Blizzard, Mr. Chaplin

Motion carried.

## **BUDGET/FINANCE**

Moved by Mrs. Stratton and seconded by Mr. Myers that the Board of Education 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.

Ayes: (6) Mrs. Blizzard, Mr. Chaplin, Mr. Daly, Mr. Myers, Mrs. Stratton, Mr. Casper

Noes: (0)

Abstain (0)

Motion carried.

### **SALEM CSSSD RELATED SERVICES CONTRACT 2024-2025 SY**

Moved by Mrs. Blizzard and seconded by Mr. Myers that the Board of Education approve the Agreement between the Downe Township Board of Education and Salem County Special Services School District for the 2024-2025 SY for Related Services in the amount of \$ 9808.72. *(See pages 6692-6695)*

Unanimously approved.

### **SALEM CSSSD ITINERANT SERVICES CONTRACT 2024-2025 SY**

Moved by Mr. Chaplin and seconded by Mr. Myers that the Board of Education approve the Agreement between the Downe Township Board of Education and Salem County Special Services School District for the 2024-2025 SY for Itinerant Services as delineated in the contract. *(See pages 6695-6696)*

Unanimously approved.

### **BROOKFIELD EDUCATIONAL SERVICES PROGRAM AGREEMENT 2023- 2024 SY**

Moved by Mr. Chaplin and seconded by Mr. Daly that the Board of Education approve the Agreement between the Downe Township Board of Education and the Brookfield Educational Services Program during the 2023-2024 SY for Provisional Instruction for one student (SID# 8974344367) as delineated in the agreement. *(See page 6697)*

Unanimously approved.

### **2024 SAFETY GRANT NJSBAIG**

Moved by Mr. Myers and seconded by Mr. Chaplin to accept the 2024 Safety Grant from NJSBAIG in the amount of \$2,000.

Unanimously approved.

## **BOARD SECRETARY REPORT**

## **CURRICULUM**

None

## **POLICY**

None

**PERSONNEL**

Moved by Mrs. Stratton and seconded by Mrs. Blizzard to reappoint the Staff as listed for the 2024-2025 SY. *(See page 6698)*

REAPPOINTMENT OF  
STAFF 2024-2025 SY

Moved by Mr. Daly 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  
2023-2024 SY

Nicholas Constantine Substitute Teacher- Non-certified, Aide  
Stephanie Brown Substitute Teacher -Non-certified, Aide, Cafeteria, Custodian, Office Aide  
Kelli Torres Substitute Teacher -Non-certified, Aide  
Unanimously approved.

Moved by Mr. Chaplin and seconded by Mr. Myers that the Board of Education approve the reappointment of substitutes as listed for the 2024-2025 SY. *(See pages 6698-6699)*

REAPPOINTMENT OF  
SUBSTITUTES 2024-  
2025 SY

Moved by Mr. Myers and seconded by Mr. Daly that the Board of Education approve the reappointment of Joseph Henault as the Substitute Called for the 2024-2025 SY.  
Unanimously approved.

REAPPOINTMENT OF  
SUBSTITUTE CALLER  
2024-2025 SY

Moved by Mrs. Blizzard and seconded by Mr. Chaplin that the Board of Education approve the Professional Day Request for staff member, Ralph Gale:

PROFESSIONAL DAY  
REQUEST

<u>Class</u>	<u>Cost</u>	<u>Date</u>
Mold Evaluation Class	\$315	4/19/2024

Unanimously approved.

**BUILDING & GROUNDS / TRANSPORTATION**

SECURITY/SAFETY  
DRILLS

Moved by Mr. Myers and seconded by Mr. Daly that the Board of Education approve the Security/ Safety Drills for April as follows: *(See pages 6699-6700)*

- Fire Drill 4/10/2024
- Outside: Lockdown: 4/24/2024

Unanimously approved.

Moved by Mr. Myers and seconded by Mr. Daly that the Board of Education approve the School Bus Emergency Evacuation Drill that was performed as follows: *(See page 6700)*

SCHOOL BUS  
EMERGENCY  
EVACUATION DRILL

<u>Date of Drill</u>	<u>Time</u>	<u>Location of Drill</u>	<u>Route Numbers</u>	<u>Staff Conducting Drill</u>
4/19/24	8:35am -9:00am	Downe Elementary Front of Building	DT-1, DT-2, DT-3, DT-3A, DT-8, 23-107, 24-305	Stacy Dillahey

Unanimously approved.

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 page 6701)*

CALENDAR ITEMS

<u>Organization</u>	<u>Activity/Fund Raiser</u>	<u>Date/Time</u>
1 <sup>st</sup> & 2 <sup>nd</sup> grade	Art Show Fundraiser	5/8/24 5:30-7:00 pm
PTO	Field Day T-Shirts	5/1-21/24

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. (6:50 p.m.)

Unanimously approved.

Items discussed in Executive Session:

1. HIB
2. Personnel

Moved by Mr. Myers and seconded by Mr. Chaplin that the Board of Education adjourn from Executive Session. (7:10 p.m.)

Ayes: (6) Mrs. Blizzard, Mr. Chaplin, Mr. Daly, Mr. Myers, Mrs. Stratton, Mr. Casper

Noes: (0)

Abstain: (0)

Motion carried.

## SUPERINTENDENT REPORT

### BOARD OF EDUCATION BUSINESS

Old Business

New Business

Moved by Mr. Daly and seconded by Mr. Myers that the Board of Education affirm the action taken and approve the April 2024 and review the May 2024 HIB reports. *(See page 6702)*

Moved by Mrs. Blizzard and seconded by Mr. Daly that the Board of Education approve the Afterglow function at the New Jersey Motorsports Park on June 11, 2024, from 5:00pm to 9:00pm to utilize the facilities pool with the following requirements:

- 1) School Administrator must be present for the entire event.
- 2) School Nurse must be present for the entire event.
- 3) Licensed Lifeguard must be on premises for the entire event.

Unanimously approved.

Moved by Mr. Chaplin and seconded by Mr. Daly that the Board of Education approve the Non-Residential Tuition Rate for Preschool programs for the 2024-2025 SY:

\$3,000 for the first child

\$2,000 for the 2<sup>nd</sup> child and other children

Unanimously approved.

### APPOINTMENTS AND DESIGNATIONS for the 2024-2025 SY

Moved by Mr. Myers and seconded by Mr. Chaplin that the Board of Education Award the following contracts for Reorganization for the 2024-2025 SY:

Selection of Official Bank - to maintain OceanFirst as the official bank.

Selection of School Physician – to maintain CompleteCare Health Network as the school physician.

Selection of Board Solicitor – to maintain the Weiner Law Group, LLC as board solicitor for a one-year term.

Selection of Auditing Firm –to maintain Nightlinger, Colavita & Volpa as the official auditor for the District.

Selection of Architect of Record – to maintain Manders Merighi Portadin Farrell Architects, LLC as architect of record.

Selection of Insurance Broker/EUS – to maintain Conner Strong & Buckelew Companies, Inc. as insurance broker/EUS.

Appointment of Affirmative Action Officer - to reappoint Alysia Thomson as Affirmative Action Officer.

OLD BUSINESS

NEW BUSINESS

HIB

AFTERGLOW  
FUNCTION

NON-RESIDENTIAL  
PRESCHOOL  
TUITION 2024-2025  
SY

REORGANIZATION  
2024-2025 SY

Appointment of Section 504 Compliance Officer - to reappoint Sherri Miller as Section 504 Compliance Officer.

Appointment of Title IX Coordinator - to reappoint Alysia Thomson as Title IX Coordinator.

Appointment of ADA Coordinator - to reappoint Sherri Miller as ADA Coordinator.

Appointment of Public Agency Compliance Officer - to reappoint Lisa DiNovi, School Business Administrator as Public Agency Compliance Office.

Appointment of Purchasing Agent - to reappoint Lisa DiNovi, School Business Administrator as Purchasing Agent and to implement the following limits for bids and quotes:

Must go out to bid anything over \$44,000

Must get three quotes anything over \$6600

Appointment of Right to Know Officer – to reappoint Ralph Gale, Head Custodian, as Right to Know Officer.

Appointment of Integrated Pest Management Coordinator - to reappoint Ralph Gale, Head Custodian, as Integrated Pest Management Coordinator.

Appointment of Custodian of Records – to reappoint Sherri Miller as Custodian of Records with Sandra Lore, Administrative Office Manager, as alternate.

#### **OTHER DISTRICT REPORTS**

A. Nurse's Reports *(See page 6703)*

B. Enrollment *(See page 6704)*

#### **For Your Information:**

- Committee Meeting: Virtual Policy Committee Meeting to be held remotely Tuesday, May 21<sup>st</sup> at 4:30pm.
- Please submit Superintendent and Board Self Evaluations prior to May 31, 2024

#### **PUBLIC PARTICIPATION**

- Ashley Sanza
  - Preschool: Asked for explanation of the “third” teacher in the Preschool Grant that was required for expansion.
  - Transportation question if will Cumberland Regional High School time change affect Downe?
- Brent Daly
  - Comment on school pictures and how horrible they look. Explained that the color was so off and it's sad since they are 8<sup>th</sup> grade graduation pictures. Suggested looking into T & F Camera for next year.
- Ray
  - Having issues getting medical bill paid
  - More diligent in approving events- Can't make Muffins with Mom because of field trips

ADJOURN

Moved by Mr. Chaplin and seconded by Mr. Myers that the Board of Education meeting be adjourned 7:25 p.m.)

Unanimously approved.