

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, August 15, 2023, at the Downe Township Elementary School.

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

None

### PUBLIC COMMENT

None

### CORRESPONDENCE

Moved by Mr. Casper and seconded by Mr. Chaplin that the Board of Education approve the FMLA leave request for Melanie Hough, tentatively effective September 5, 2023 through December 4, 2023. (See page 6093)  
 Unanimously approved.

HOUGH FMLA

### MINUTES

Moved by Mr. Chaplin and seconded by Mr. Casper that the Board of Education approve the regular session and the executive session minutes of the June 20, 2023, meeting of the Downe Township Board of Education.  
 Unanimously approved.

MINUTES

### BUDGET/FINANCE

Moved by Mrs. Stratton and seconded by Mr. Pignatelli that the Board of Education approve the additional bills paid in June 2023. 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. Any additional bills paid, and transfers made will be presented at the next Board of Education meeting. (See pages 6093-6097)

BUDGET/FINANCE

Ayes: (6) Mrs. Blizzard, Mr. Casper, Mr. Chaplin, Mr. Pignatelli, Mrs. Stratton, Mr. Corley  
 Noes: (0) Abstain (0) Motion carried.

Moved by Mrs. Stratton and seconded by Mr. Casper that the Board of Education approve the following non-resident tuition students for the 2023-2024 school year:

<u>Grade</u>	
Pre-K 4	Continuing Staff Member Child
Pre-K 4	Tuition
Pre-K 4	Tuition

Unanimously approved.

**PUBLIC DONOR AGREEMENT 23-24** Moved by Mr. Casper and seconded by Mr. Chaplin that the Board of Education approve the Public Donor Agreement between Community Health Care, Inc. and Downe Township Elementary School effective July 1, 2023, through June 30, 2024. *(See pages 6098-6100)*

**COMPLETE CARE** Moved by Mr. Casper and seconded by Mrs. Blizzard that the Board of Education approve the Memorandum of Agreement for Student Health Solutions between CompleteCare Health Network and Downe Township Elementary School effective September 1, 2023, through June 30, 2024. *(See pages 6100-6101)*  
Unanimously approved.

**BREAKFAST & LUNCH COSTS** Moved by Mrs. Stratton and seconded by Mr. Casper that the Board of Education approve the following school lunch and breakfast prices for the 2023-2024 school year:

– Student Breakfast, Full	\$2.10
– Student Lunch, Full	\$3.05

Unanimously approved.

**SCSSSD ITINERANT SHARED SERVICES 23-24** Moved by Mrs. Blizzard and seconded by Mr. Casper that the Board of Education approve the Itinerant Shared Services Agreement between the Downe Township Board of Education and the Salem County Special Services School District Board of Education, effective July 1, 2023 through June 30, 2024 for the 2023-2024 school year. Services will be provided on an as needed basis and billed per the rates listed in the agreement. *(See pages 6101-6102)*  
Unanimously approved.

**SFA TO SFA** Moved by Mrs. Blizzard and seconded by Mr. Chaplin that the Board of Education approve the SFA to SFA Contract between Downe Township Board of Education and Lawrence Township Board of Education effective 9/1/23 – 6/30/24. Meals will be billed at \$2.05 per breakfast and \$2.95 per lunch. *(See pages 6103-6105)*  
Unanimously approved.

### BOARD SECRETARY REPORT

Moved by Mr. Casper and seconded by Mr. Pignatelli that the Board of Education:

**BUDGET SUMMARY** 1. Budget Summary  
The Budget Summary for the month of August 2023 was presented for review. *(See pages 6106-6113)*

**REVENUE SUMMARY** 2. Revenue Summary  
A Revenue Summary for the month of June 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 6114-6117)*

**TRANSFERS** 3. Transfers of Funds  
Approve the Transfer Status Report through June 2023, and the transfers of funds for the month of June, 2023. *(See pages 6117-6119)*

**BOARD SEC RPT** Board Secretary's Report  
Pursuant to N.J.A.C. 6A:23A-16.10(c)3, I certify that as of June 20, 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)l. *(See pages 6120-6135)*

  
 Lisa M. DiNovi, Board Secretary

August 15, 2023  
 Date

4. 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 2022-2023 school year is in agreement with the June 2023 Report of the Board Secretary, pending audit adjustments. *(See pages 6135-6142)*

TREASURER RPT

5. Board Certification

Pursuant to N.J.A.C. 6A23A-16.10(c)4, the Downe Township Board of Education certifies that as of August 15, 2023 and after review of the Secretary's Monthly Financial Report and the Treasurer's Monthly Financial Report for June 2023, 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 were available to meet the district's financial obligations for the remainder of the 2022-2023 school year.

BOARD CERT

Unanimously approved.

**CURRICULUM**

Moved by Mr. Casper and seconded by Mr. Pignatelli that the Board of Education to approve the the following field trip request: *(See pages 6143)*

FIELD TRIP

<u>Date</u>	<u>Class</u>	<u>Place</u>
9/22/2023	4 <sup>th</sup> Grade	Raybins Beach, Fortescue

Unanimously approved.

Moved by Mrs. Stratton and seconded by Mrs. Blizzard that the Board of Education to approve the Virtual or Remote Instruction Plan for the 2023-2024 school year. *(See pages 6144-6149)*

VIRTUAL OR REMOTE  
INSTRUCTION PLAN  
23-24 SY

Unanimously approved.

Moved by Mr. Chaplin and seconded by Mrs. Stratton that the Board of Education to approve the Request to Establish a Special Education Program or Service form and submission to the County Office of Education. *(See pages 6149-6151)*

SPECIAL ED PROG

Unanimously approved.

**POLICY**

None

**PERSONNEL**

Moved by Mr. Casper and seconded by Mrs. Blizzard that the Board of Education appoint Terrilynn Whildin to the position of part-time cafeteria worker for 4.5 hours a day at salary guide step Cafeteria-6 effective September 1, 2023.

CAFÉ WORKER

Unanimously approved.

Moved by Mr. Casper and seconded by Mrs. Blizzard that the Board of Education appoint Kourtney Ippolito to the position of part-time paraprofessional at support salary guide step HS-4, prorated at 60% for a 3-day work week, effective September 1, 2023.

PART TIME  
PARAPROFESSIONAL

Unanimously approved.

Moved by Mrs. Blizzard and seconded by Mr. Casper that the Board of Education appoint Brittany Lamb to the position of part-time paraprofessional at support salary guide step AA+15-4 prorated at 88%, effective September 1, 2023.

Unanimously approved.

SALARY GUIDE ADJ  
PARAPROFESSIONAL

Moved by Mr. Casper and seconded by Mr. Pignatelli that the Board of Education approve the salary guide adjustments for the following part-time paraprofessional staff effective September 1, 2023:

<u>Staff Member</u>	<u>2023-2024 Salary Guide Step</u>
Sarah Byers	HS-4
Megan Cooper	AA+15-4
Ayssa Higman	HS+15-4

Unanimously approved.

## SUBSTITUTES 23-24 SY

Moved by Mr. Pignatelli and seconded by Mr. Casper that the Board of Education approve the following substitutes:

John Channel, Jr.	Substitute Custodian
Karley Moore	Substitute Aide
Morgan Whildin	Substitute Aide
Judith Tymkiw	Substitute Teacher – Certified

Unanimously approved.

STAFF EVAL  
RUBRICS

Moved by Mrs. Blizzard and seconded by Mr. Casper that the Board of Education approve all staff evaluation forms/rubrics. *(Available upon request)*  
Unanimously approved.

## SACISS AGREEMENT

Moved by Mrs. Stratton and seconded by Mr. Pignatelli that the Board of Education approve the Agreement between the Board of Education and Supervisor of Assessment, Curriculum, Instruction, and Student Services, Alysia Thomson, effective September 1, 2023, through June 30, 2024. *(See pages 6151-6153)*  
Unanimously approved.

Moved by Mrs. Blizzard and seconded by Mr. Casper that the Board of Education approve Alysia Thomson to work up to 10 days in August at the rate of \$375 per day.  
Unanimously approved.

PART TIME CAFETERIA  
WORKER

Moved by Mr. Casper and seconded by Mrs. Blizzard that the Board of Education appoint Maria Hemple to the position of part-time cafeteria worker for 2.5 hours a day at salary guide step Cafeteria-1 effective September 1, 2023.  
Unanimously approved.

## SPECIAL EDUCATION

Moved by Mr. Casper and seconded by Mr. Chaplin that the Board of Education appoint Taryn Fogg to the position of special education teacher at salary guide step MA-1 effective September 1, 2023.  
Unanimously approved.

## SUBSTITUTES

Moved by Mr. Casper and seconded by Mrs. Blizzard that the Board of Education approve the following substitutes:

Melissa Alcorn	Substitute Aide, Cafeteria
Amanda Poplaro	Substitute Aide, Cafeteria
Kylie Keen	Substitute Aide, Cafeteria
Kaitlyn Green	Substitute Aide, Office Aide
Amanda Mathis	Substitute Aide, Cafeteria, Van Driver
Erin Wolf	Substitute Aide, Cafeteria
Jamie Warner	Substitute Aide
Kyle Simmons	Substitute Aide, Cafeteria
Kylie Porch	Substitute Teacher (Non-Certified)

Unanimously approved

Moved by Mr. Pignatelli and seconded by Mrs. Stratton that the Board of Education approve the placement of Kylie Porch, student teacher, at Downe Township School for the 2023-2024 school year in the kindergarten classroom.

STUDENT TEACHER  
KINDERGARTEN

Unanimously approved

### **BUILDING & GROUNDS / TRANSPORTATION**

Moved by Mrs. Blizzard and seconded by Mr. Casper that the Board of Education approve the Fire/Security Drill Report for the month of April, May, and June, 2023. *(See pages 6153-6154)*

FIRE/SECURITY DRILL

Unanimously approved.

Moved by Mrs. Stratton and seconded by Mr. Chaplin that the Board of Education approve to submit to the county office an Application for Dual Use of Educational Space for the 2023-2024 school year. *(See page 6154-6155)*

DUAL USE

Unanimously approved.

Moved by Mr. Casper and seconded by Mrs. Blizzard that the Board of Education approve to submit to the county office a waiver request for the Preschool-4 classroom (Room 127), the Kindergarten classroom (Room 128), and the MD classroom (Room 141) for the 2023-2024 school year for alternate method of compliance in accordance with NJAC 6A:26-6.3(h)4ii by providing toilet rooms adjacent to the classroom instead of within the classroom. A classroom aide will be provided to assist with toilet room supervision. *(See page 6156)*

PRESCHOOL  
CLASSROOM WAIVER

Unanimously approved.

Moved by Mr. Casper and seconded by Mrs. Blizzard that the Board of Education approve to submit to the county office a renewal application for Temporary Instructional Space for use of the modular building to provide student counselling for the 2023-2024 school year. *(See page 6156)*

TEMP INSTR SPACE

Unanimously approved.

Moved by Mr. Casper and seconded by Mrs. Blizzard that the Board of Education approve the following additions to the facilities request/ fundraiser calendar for the 2023-2024 school year: *(See pages 6157-6158)*

FUNDRAISERS

<u>Organization</u>	<u>Activity/Fund Raiser</u>	<u>Date/Time</u>
Kids Center	Back to School Bingo	9/21/23 6:00-8:00 pm
PTO	T-shirt Sale	8/15/23-6/30/24
Downe Twp Green Team/Afterglow	Car Show	10/21/2023 10:00 am-3:00 pm

Unanimously approved.

Moved by Mr. Casper and seconded by Mr. Chaplin that the Board of Education approve the following additions to the facilities request/ fundraiser calendar for the 2023-2024 school year: *(See pages 6158-6159)*

PTO	Bake Sale	9/14/2023
1 <sup>st</sup> and 2 <sup>nd</sup> Grade	Pretzel Sale	September 2023

EXECUTIVE SESSION

Unanimously approved.

### **EXECUTIVE SESSION**

Moved by Mr. Chaplin and seconded by Mr. Casper 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. (6:52 p.m.)

Unanimously approved.

Items discussed in Executive Session:

1. HIB

Moved by Mr. Pignatelli and seconded by Mr. Casper that the Board of Education adjourn from Executive Session. (7:06 p.m.)  
Unanimously approved.

INTERIM PLACEMENT  
NJQSAC

### **SUPERINTENDENT REPORT**

Moved by Mr. Casper and seconded by Mrs. Blizzard that the Board of Education acknowledge the district's July 2023 Interim Placement for the NJQSAC interim review. (See page 6159)  
Unanimously approved.

### **BOARD OF EDUCATION BUSINESS**

#### **Old Business**

- Gaga Pit
- Window Project
- Dress Code

PROF DEVELOPMENT  
PLAN & MENTORING  
PLAN

#### **New Business**

Moved by Mr. Pignatelli and seconded by Mr. Casper that the Board of Education approve the district's Professional Development Plan and Mentoring Plan for the 2023-2024 school year and the submission of the Statement of Assurances to the Department of Education. (See pages 6160-6161)

Unanimously approved.

HIB

#### **HIB Report**

Moved by Mrs. Blizzard and seconded by Mr. Casper that the Board of Education affirm the action taken and approve the May and June 2023 HIB Report. (See pages 6162-6163)  
Unanimously approved.

Discussed the possibility of having Chromebooks available to view Board Agenda online at Board meetings.

### **APPOINTMENTS AND DESIGNATIONS for the 2023-2024 SY**

Moved by Mr. Casper and seconded by Mrs. Blizzard that the Board of Education appoint Alysia Thomson to the following positions:

Title IX Coordinator  
Affirmative Action Officer  
Anti-Bullying Program Specialist

APPOINTMENTS

Unanimously approved.

Moved by Mr. Casper and seconded by Mrs. Blizzard that the Board of Education appoint the following staff as attendance officers for the 2022-2023 school year:

Judy Williams	School Register/Student Database
Alysia Thomson	Truancy and Enforcement Officer

Unanimously approved.

### **OTHER DISTRICT REPORTS**

- A. Nurse's Reports (See page 6163)
- B. Enrollment (See pages 6164-6165)
- C. Security/Safety Drills
  - (1) Fire Drill 6/14/2023
  - (3) Bomb Evacuation 6/13/2023

**FOR YOUR INFORMATION**

A. Board Vacancy Ad (*See page 6165*)

TWP COMMITTEE

**PUBLIC PARTICIPATION**

Mr. Pignatelli stated he was appointed as the Recreation Chairman for the Township. He said there was no age limit and would like to see the students start getting involved.

ADJOURN

Moved by Mrs. Blizzard and seconded by Mr. Casper that the Board of Education meeting be adjourned. (7:25 p.m.)  
Unanimously approved.