

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, September 19, 2023, at the Downe Township Elementary School.

Members Present: Mr. Casper, Mr. Chaplin, Mr. Daly, Mr. Myers, Mr. Pignatelli, Mrs. Stratton
 Members Absent: Mrs. Blizzard, Mr. Corley
 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. Pignatelli and seconded by Mr. Myer that the Board of Education accept with regrets the resignation of Special Education Teacher, Taryn Fogg, effective August 30, 2023. (See page 6173)

RESIGNATION
FOGG

Unanimously approved.

FMLA
LEYMAN

Moved by Mr. Chaplin and seconded by Mr. Daly that the Board of Education approve the FMLA leave request for Madelynne Leyman beginning on or about August 31, 2023, to return on or about January 2, 2024. (See page 6173)

Unanimously approved.

FMLA
SANZA

Moved by Mr. Myers and seconded by Mr. Daly that the Board of Education approve the FMLA leave request for Ashley Sanza beginning on September 5, 2023, to return on or about December 4, 2023. (See page 6174)

Unanimously approved.

FMLA
COOPER

Moved by Mr. Pignatelli and seconded by Mr. Chaplin that the Board of Education approve the FMLA leave request for Megan Cooper, tentatively effective on a leave of absence effective on August 31, 2023, to return on or about October 17, 2023. (See page 6174)

Unanimously approved.

MINUTES

MINUTES

Moved by Mr. Chaplin and seconded by Mr. Myers that the Board of Education approve the regular session and the executive session minutes of the July 18, 2023, and August 15, 2023, meetings of the Downe Township Board of Education.

Ayes: (5) Mr. Casper, Mr. Chaplin, Mr. Myers, Mr. Pignatelli, Mrs. Stratton

Noes: (0)

Abstain: (1) Mr. Daly (for August 2023 only)

Motion carried.

BUDGET/FINANCE

BUDGET/FINANCE

Moved by Mrs. Stratton and seconded by Mr. Pignatelli that the Board of Education approve the additional bills paid in August 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 page 6175)

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

Noes: (0)

Abstain (0)

Motion carried.

SALEM CO SSSD
REGIONAL DAY TUITION
CONTRACT 23-24

Moved by Mrs. Stratton and seconded by Mr. Myers that the Board of Education approve the Regional Day Schools Tuition Contract Agreement between the Downe Township Board of Education and the Salem County Special Services School District Board of Education, effective September 1, 2023, through June 30, 2024, for the 2023-2024 school year, for one resident student (SID# 4295984629). Services will be provided on an as needed basis and billed per the rates listed in the agreement. (See page 6176)

Unanimously approved.

CREATIVE ACHIEVEMENT
TUITION CONTRACT
23-24

Moved by Mr. Daly and seconded by Mr. Chaplin that the Board of Education approve the Tuition Contract Agreement between the Downe Township Board of Education and Creative Achievement Academy, LLC, effective September 7, 2023, for one resident student (SID# 6411984063) with the number of billable days being 180, with the tentative tuition charge being \$ 63,000 as listed in the agreement. (See pages 6176-6180)

Unanimously approved.

BOARD SECRETARY REPORT

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

BUDGET SUMMARY

1. Budget Summary

The Budget Summary for the month of September 2023 was presented for review. (See pages 6180-6188)

REVENUE SUMMARY

2. Revenue Summary

A Revenue Summary for the month of July 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 6189-6192)

TRANSFERS

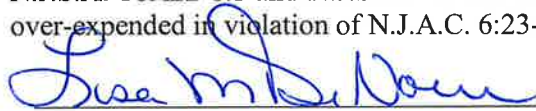
3. Transfers of Funds

Approve the Transfer Status Report through August 2023, and the transfers of funds for the months of July and August 2023. (See pages 6192-6195)

BOARD SEC RPT

Board Secretary's Report

Pursuant to N.J.A.C. 6A:23A-16.10(c)3, I certify that as of July 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)l. (See pages 6195-6210)



Lisa M. DiNovi, Board Secretary

September 19, 2023

Date

4. Treasurer's Report

TREASURE'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 July 2023 Report of the Board Secretary, pending audit adjustments. *(See pages 6210-6217)*

5. Board Certification

BOARD CERT

Pursuant to N.J.A.C. 6A23A-16.10(c)4, the Downe Township Board of Education certifies that as of September 19, 2023, and after review of the Secretary's Monthly Financial Report and the Treasurer's Monthly Financial Report for July 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 2023-2024 school year.

Unanimously approved.

CURRICULUMSAFE RETURN PLAN
23-24

Moved by Mr. Chaplin and seconded by Mr. Daly that the Board of Education to approve the updates to the district's Safe Return Plan for the 2023-2024 school year. *(See pages 6218-6220)*

Unanimously approved.

POLICY

None

PERSONNEL

Moved by Mrs. Stratton and seconded by Mr. Myers that the Board of Education approve the lateral movement on the salary guide for staff member, Melody Carr, from BA+15 Step 3 to BA+30 Step 3 effective September 1, 2023. Her new salary will be \$ 67,817.00.

Unanimously approved.

Moved by Mr. Myers and seconded by Mr. Daly that the Board of Education Approve the following Tutors:

TUTORS

Emily Hudson,
Chelsea Langley
Nicole Gilson.

Unanimously approved.

Moved by Mr. Pignatelli and seconded by Mr. Myers that the Board of Education approve the Instructional Assignments for the 2023-2024 school year. *(See page 6221)*

INSTRUCTIONAL
ASSIGNMENTS 23-24

Unanimously approved.

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

SUBSTITUTES 23-24 SY

Emily Peters	Substitute Aide, Cafeteria
Cameron Silvers	Substitute Aide
Janet Dimsha	Substitute Aide
Sarah Lamplugh	Substitute Aide, Teacher - Noncertified
Lila Boutros	Substitute Aide, Teacher - Noncertified
Stephanie Robertson	Substitute Teacher - Noncertified
Briana Pugsley	Substitute Aide, Teacher – Noncertified
Stephanie Brown	Substitute Aide, Office Aide, Cafeteria, Teacher – Noncertified

Ayes: (5) Mr. Casper, Mr. Daly, Mr. Myers, Mr. Pignatelli, Mrs. Stratton

Noes: (0) Abstain: (1) Mr. Chaplin (for Stephanie Robertson only)

Motion carried.

LONG TERM SUB

Moved by Mr. Myers and seconded by Mr. Chaplin that the Board of Education appoint Kylie Porch as the long-term substitute teacher effective 9/11/23. Her assignment will be first grade. Unanimously approved.

PROFESSIONAL DEVELOPMENT

Moved by Mr. Myers and seconded by Mr. Pignatelli that the Board of Education approve the professional development days as attached. *(See page 6221)* Unanimously approved.

SUBSTITUTE CALLER

Moved by Mrs. Stratton and seconded by Mr. Myers that the Board of Education appoint Joseph Henault as Substitute Caller for the 2023-2024 school year at a stipend of \$4,000. Unanimously approved.

SUBSTITUTES 23-24

Moved by Mr. Pignatelli 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:

Ronald Blizzard, Jr. Substitute Aide

Luke Henry Substitute Aide, Teacher - Noncertified

Unanimously approved.

RESOURCE ROOM 2 TEACHER

Moved by Mr. Pignatelli and seconded by Mr. Myers that the Board of Education approve to the emergent hire of William Castone as the Resource Room Special Education Teacher at Salary Guide Step MA-1 at the salary of \$ 67,667, effective TBD. His assignment for the 2023-2024 school year will be Resource Room 2. Unanimously approved.

CO-CURRICULAR APPOINTMENTS

Moved by Mr. Pignatelli and seconded by Mrs. Stratton that the Board of Education Approve the co-curricular appointments as proposed for the 2023-2024 school year:

8th Grade Class Advisor	\$546	Jeanna Weber
(1 ½ activity)	\$546	Carli Beckett
Yearbook Club	\$728	TBD
STEM Enrichment	\$728	Melanie Hough
	\$728	Megan Jacobson
Garden Club	\$728	Megan Jacobson
Intramurals	\$728	Zachary West

Unanimously approved.

BUILDING & GROUNDS / TRANSPORTATION

CALENDAR ITEMS

Moved by Mr. Pignatelli 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 6222-6225)*

<u>Organization</u>	<u>Activity/Fund Raiser</u>	<u>Date/Time</u>
DTEA CARES	Union Meeting	10/10, 1/9, 3/12, 5/14
Afterglow	Back to School Dance	9/29/23
Afterglow	Donations/Sales	2023-2024 school year
Kids' Center	Falling for Families	10/3/23 8:30 am
PTO	Scholastic Book Fair	10/10-13/2023
PTO	Membership Drive/Bake Sale	Ongoing, 9/14/23
5 th & 6 th grades	Mum Sale	9/20-10/7/2023

Unanimously approved.

Moved by Mr. Pignatelli and seconded by Mr. Daly that the Board of Education approve the following additions to the facilities request/ fundraiser calendar for the 2023-2024 school year: *(See pages 6225-6226)*

CALENDAR ITEMS

<u>Organization</u>	<u>Activity/Fund Raiser</u>	<u>Date/Time</u>
Cumberland Co. Sheriff's Office	Play Town Event	11/1/23 4:00pm-6:00pm
PTO	Monthly meetings	1 st Thurs. of every month at 6:30pm
PTO	Halloween Dance	10/27/23 6-8:30pm

Unanimously approved.

Moved by Mr. Chaplin and seconded by Mr. Myers that the Board of Education approve the following updated district safety and health operational plans:

DISTRICT HEALTH & SAFETY OPERATION PLANS

- a. School Safety & Security Plan
- b. School Integrated Pest Management Plan
- c. Written Hazard Communication Program
- d. Foodservice Biosecurity Management Plan
- e. HACCP-Based Standard Operating Procedures
- f. Emergency Office Management Plan
- g. Exposure Control Plan
- h. Downe Indoor Air Quality

Unanimously approved.

EXECUTIVE SESSION

EXECUTIVE SESSION

Moved by Mr. Chaplin and seconded by Mr. Pignatelli 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. (6:55 p.m.)

Unanimously approved.

Items discussed in Executive Session:

1. HIB

Dyron Corley entered the meeting at 7:04pm

Moved by Mr. Pignatelli and seconded by Mr. Casper that the Board of Education adjourn from Executive Session. (7:04 p.m.)

Ayes: (6) Mr. Casper, Mr. Chaplin, Mr. Daly, Mr. Myers, Mr. Pignatelli, Mrs. Stratton
 Noes: (0) Abstain: (1) Mr. Corley Motion carried.

SUPERINTENDENT REPORT

BOARD OF EDUCATION BUSINESS

OLD BUSINESS

Old Business

- Gaga Pit
- Armed Security
- Bids for Café
- Defensive Training/ Security Audit

New Business

NEW BUSINESS

Moved by Mr. Casper and seconded by Mr. Chaplin that the Board of Education approve October as School Safety Month and observe to establish the following dates:

SCHOOL SAFETY
MONTH

- a. *October 2-6 2023, as Week of Respect (As required by N.J.S.A. 18A:36-5.1)*
- b. *October 16-20, 2023 as School Violence & Vandalism Awareness (Red Ribbon) Week (As required by the Anti-Bullying Bill of Rights Act (P.L. 2010.c.122))* Unanimously approved.

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- Next week is the first meeting with the County – it's the last Tuesday of every month.
- Website is getting updated and cleaned up

Other Business

Moved by Mr. Daly and seconded by Mr. Pignatelli that the Board of Education approve the Nursing Standard Orders for the 2023-2024 school year. *(See pages 6227-6241)*
Unanimously approved.

NURSE'S
STANDING
ORDERS

HIB Report

HIB

Moved by Mr. Casper and seconded by Mr. Daly that the Board of Education review the preliminary September 2023 HIB Report. *(See page 6242)*
Unanimously approved.

OTHER DISTRICT REPORTS**PUBLIC PARTICIPATION**

Moved by Mr. Casper and seconded by Mr. Pignatelli that the Board of Education meeting be adjourned. (7:22 p.m.)
Unanimously approved.

ADJOURN