

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, October 17, 2023, at the Downe Township Elementary School.

Members Present: Mrs. Blizzard, Mr. Casper, Mr. Chaplin, Mr. Corley, 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

NJSLA Spring 2023 Assessment District Results and 5-year Reports

### **PUBLIC HEARING: 2022-2023 SCHOOL SELF-ASSESSMENT FOR DETERMINING GRADES AND THE STUDENT SAFETY DATA SYSTEM (SSDS) 2022-2023 PERIOD 2.**

22-23 SCHOOL  
SELF  
ASSESSMENT FOR  
DETERMINING  
GRADES

Moved by Mr. Casper and seconded by Mr. Chaplin that the Board of Education open the Public Hearing on the 2022-2023 School Self-Assessment for Determining Grades and the Student Safety Data System (SSDS) Period 2. (7:16 pm)

STUDENT SAFETY  
DATA SYSTEM 22-  
23 PERIOD 2

Unanimously approved.

The Superintendent/ Principal, Sherri Miller, presented a brief overview of:

- The district's 2022-2023 School Self-Assessment for Determining Grades.
- The district's Student Safety Data System (SSDS) Report for the 2023-2023 Period 2.

Category	Description	Data Collection Date	Certify to DOE
Violence, Vandalism, Weapons, Substance Abuse & HIB Confirmed	(2) HIB Incidents	January 1, 2023-June 30, 2023	July 26, 2023
Other Incidents Leading to Removal	(0) Incident Leading to Removal	January 1, 2023-June 30, 2023	July 26, 2023
HIB Alleged	(1) Alleged	January 1, 2023-June 30, 2023	July 26, 2023
HIB Incidents – Confirmed	(1) Confirmed Incidents	January 1, 2023-June 30, 2023	July 26, 2023
Reports of Restraint/Seclusion	(6) Reports	January 1, 2023-June 30, 2023	July 26, 2023
HIB Programs	(3) Programs	January 1, 2023-June 30, 2023	July 26, 2023
HIB Training	(2) Trainings	January 1, 2023-June 30, 2023	July 26, 2023

## AUDIENCE PARTICIPATION

None

There being no questions from the public, it was moved by Mrs. Blizzard and seconded by Mr. Casper that the Board of Education close the Public Hearing on the 2022-2023 School Self-Assessment for Determining Grades and the Student Safety Data System (SSDS) Period 2. (7:20 pm)

Unanimously approved.

Moved by Mr. Casper and seconded by Mr. Daly that the Board of Education approve, by Resolution, the Superintendent to formally submit the ratings to the NJDOE for the 2022-2023 School Self-Assessment for Determining Grades. *(See pages 6249-6251)*

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

Noes: (0)

Abstain: (0)

Motion carried.

Moved by Mrs. Blizzard and seconded by Mr. Daly that the Board of Education approve, by Resolution, the following report: Student Safety Data System (SSDS) 2022-2023 Period 2. *(See pages 6252-6253)*

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

Noes: (0)

Abstain: (0)

Motion carried.

### **PUBLIC COMMENT**

None

### **CORRESPONDENCE**

None

### **MINUTES**

#### **MINUTES**

Moved by Mr. Casper and seconded by Mr. Chaplin that the Board of Education approve the regular session and the executive session minutes of the September 19, 2023, meeting of the Downe Township Board of Education.

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

Noes: (0)

Abstain: (0)

Motion carried.

### **BUDGET/FINANCE**

#### **BUDGET/FINANCE**

Moved by Mr. Casper and seconded by Mr. Daly that the Board of Education approve the additional bills paid in September 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 2023-2024 school year. Any additional bills paid, and transfers made will be presented at the next Board of Education meeting. *(See page 6254)*

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

Noes: (0)

Abstain: (0)

Motion carried.

### **CUMBERLAND COUNTY HOMELESS AGREEMENT 23-24**

Moved by Mr. Casper and seconded by Mr. Chaplin that the Board of Education approve the Cumberland County Homeless Agreement for the 2023-2024 school year. *(See page 6255)*

Unanimously approved.

### **MAINTENANCE RESERVE**

Moved by Mr. Casper and seconded by Mrs. Blizzard that the Board of Education allow the Business Administrator to move \$74,000 from the Maintenance Reserve into the General Fund.

Unanimously approved.

### **BILL LIST FOR OCT 2023**

Moved by Mr. Casper and seconded by Mr. Daly that the Board of Education approve the bill list for October 2023. *(See page 6256)*

Unanimously approved.

Moved by Mr. Casper and seconded by Mrs. Blizzard that the Board of Education approve the Agreement between the Downe Township Board of Education and Cape May Special Services School District and Cape May Technical High School for Autism Tuition for the 2023-2024 SY in the amount of \$ 43,100 per student, with the out of county fee of \$ 11,000. *(See page 6257)*  
Unanimously approved.

CAPE MAY SSSD  
AUTISM TUITION  
CONTRACT 23-24

Moved by Mrs. Blizzard and seconded by Mr. Casper that the Board of Education approve the Tuition Contract Agreement between the Downe Township Board of Education and the Bridgeton Board of Education, effective September 7, 2023, for four resident students grades 9 through 12 with the number of billable days being 180, with the tentative tuition charge being \$ 12,566.81 per pupil for a total of \$ 50,267.25 as listed in the agreement. *(See page 6257)*  
Unanimously approved.

BRIDGETON HIGH  
SCHOOL  
REGULAR ED  
TUITION CONTRAC  
23-24

Moved by Mr. Chaplin and seconded by Mr. Daly that the Board of Education approve the Tuition Contract Agreement between the Downe Township Board of Education and the Bridgeton Board of Education, effective September 7, 2023, for one resident student grades that is Educationally handicapped with the number of billable days being 180, with the tentative tuition charge being \$ 69,031.00 as listed in the agreement. *(See page 6258)*  
Unanimously approved.

BRIDGETON HIGH  
SCHOOL  
EDUCATIONALLY  
HANDICAPPED  
TUITION CONTRAC  
23-24

Moved by Mr. Casper and seconded by Mrs. Blizzard that the Board of Education approve the Tuition Contract Agreement between the Downe Township Board of Education and the Lawrence Township Board of Education, effective September 5, 2023, for two non-resident students attending the PSD program with the number of billable days being 180, with the tentative tuition charge being \$ 25,649.00 per pupil for a total of \$ 51,298.00 as listed in the agreement. This contract represents revenue to the district. *(See page 6258)*  
Unanimously approved.

LAWRENCE TWP F  
TUITION CONTRAC  
23-24

Moved by Mr. Casper and seconded by Mr. Pignatelli that the Board of Education approve the Tuition Contract Agreement between the Downe Township Board of Education and the Lawrence Township Board of Education, effective September 5, 2023, for one non-resident student attending the MD program with the number of billable days being 180, with the tentative tuition charge being \$ 18,802.00 per pupil for a total of \$ 18,802.00 as listed in the agreement. This contract represents revenue to the district. *(See page 6259)*  
Unanimously approved.

LAWRENCE TWP A  
PROGRAM TUITION  
CONTRACT 23-24

Moved by Mr. Daly and seconded by Mr. Casper that the Board of Education approve the Tuition Contract Agreement between the Downe Township Board of Education and the Cumberland County Board of Vocational Education, effective September 1, 2023, for 17 resident pupils' grades 9 through 12 with the number of billable days being 180, with the tentative tuition charge being \$ 1,800.00 per pupil for a total of \$ 30,600.00 as listed in the agreement. *(See page 6259)*  
Unanimously approved.

CUMBERLAND  
COUNTY VOTEC  
TUITION CONTRAC  
23-24

Moved by Mrs. Blizzard and seconded by Mr. Casper that the Board of Education approve the Tuition Contract Agreement between the Downe Township Board of Education and the Cumberland County Board of Vocational Education, effective September 1, 2023, for 1 resident pupil attending the STRIVE program with the number of billable days being 180, with the tentative tuition charge being \$ 11,000.00 per pupil for a total of \$ 11,000.00 as listed in the agreement. *(See page 6260)*  
Unanimously approved.

CUMBERLAND  
COUNTY VOTEC  
STRIVE TUITION  
CONTRACT 23-24

**BOARD SECRETARY REPORT**

Moved by Mr. Casper and seconded by Mr. Chaplin 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 6261-6269)*

**REVENUE SUMMARY**

## 2. Revenue Summary

A Revenue Summary for the month of August 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 6269-6273)*

**TRANSFERS**

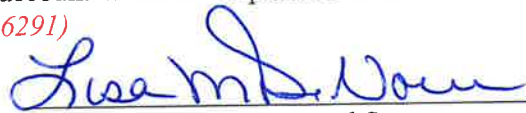
## 3. Transfers of Funds

Approve the Transfer Status Report through August 2023, and the transfers of funds for the months of July and August 2023. *(See pages 6273-6275)*

**BOARD SEC RPT**

## Board Secretary's Report

Pursuant to N.J.A.C. 6A:23A-16.10(c)3, I certify that as of August 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 6276-6291)*



Lisa M. DiNovi, Board Secretary

October 17, 2023

Date

**TREASURER'S REPORT**

## 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 2023-2024 school year is in agreement with the August 2023 Report of the Board Secretary, pending audit adjustments. *(See pages 6292-6299)*

**BOARD CERT**

## 5. Board Certification

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 August 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.

**24-25 ANNUAL  
PRESCHOOL  
OPERATIONAL PLAN  
UPDATE A****CURRICULUM**

Moved by Mr. Casper and seconded by Mr. Chaplin that the Board of Education approve the 2024-2025 Annual Preschool Operational Plan Update A and submission to the NJDOE. *(See pages 6300-6304)* Unanimously approved.

**POLICIES****POLICY**

Moved by Mr. Casper and seconded by Mrs. Blizzard that the Board of Education review and readopt the following policies:

## Annually Reviewed Policies

- |      |  |
|------|--|
| 5131 | Conduct/Discipline & Student Code of Conduct |
| 5144 | Discipline/Consequences                      |

## Revisions

- |        |   |
|--------|---|
| 4151.1 | Instructional Operations – Personal Illness and Injury; Health and Hardship |
|--------|---|

4251.1	Support Staff Operations – Personal Illness and Injury; Health and
Hardship	
5113	Attendance, Absences, and Excuses
5131.1	Harassment, Intimidation, and Bullying
5131.5	Vandalism/Violence
6142.2	English as a Second Language; Bilingual Education

**PERSONNEL**

Moved by Mrs. Blizzard and seconded by Mr. Casper that the Board of Education approve the Professional Day Request as attached. *(See page 6305)*

PROFESSIONAL  
DEVELOPMENT

Unanimously approved.

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

SUBSTITUTE 23-24

Ronald Blizzard, Jr.                      Substitute Van Aide, Cafeteria

Unanimously approved.

Moved by Mr. Daly and seconded by Mr. Casper that the Board of Education approve the following co-curricular advisor for the 2023-2024 school year:

CO-CURRICULAR  
ADVISOR

Yearbook Club                      \$ 728    Chelsea Langley

Unanimously approved.

Moved by Mr. Chaplin and seconded by Mr. Daly 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

Alicia Casper	Substitute Aide, Teacher – noncertified
Marquita Herrera	Substitute Aide, Cafeteria, Office Aide
Jennalee Silvers	Substitute Aide, Cafeteria, Office Aide
Samantha Buehler	Substitute Aide

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

Moved by Mr. Casper and seconded by Mr. Chaplin that the Board of Education appoint Carole Cossaboon as the long-term substitute elementary teacher for fifth grade, per the approved substitute rate of \$150 per diem, effective October 2, 2023.

LONG TERM  
SUBSTITUTE 5<sup>TH</sup>  
GRADE

Unanimously approved.

**BUILDING & GROUNDS / TRANSPORTATION**

Moved by Mrs. Blizzard and seconded by Mr. Casper that the Board of Education approve the following additions to the facilities request/ fundraiser calendar for the 2023-2024 school year: *(See pages 6306-6307)*

CALENDAR ITEMS

<u>Organization</u>	<u>Activity/Fund Raiser</u>	<u>Date/Time</u>
Kids' Center	Activities at Hedge Field Farms	10/20/23, 5:30-8:30 pm
Kids' Center	Annual Thanksgiving Food Drive	10/18/23-11/21/23
Kids' Center	Fall Family Paint Night	11/2/23, 6:00-7:30 pm
Kids' Center	Christmas Gift Bag Collection	11/30/23-12/19/23

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. (7:59 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. (8:12 p.m.)

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

Noes: (0)

Abstain: (0)

Motion carried.

**SUPERINTENDENT REPORT****BOARD OF EDUCATION BUSINESS****Old Business**BOARD VACANCY  
INTERVIEW

- The Board interviewed a potential candidate for the existing vacancy on the Board of Education.

**New Business**BOARD PRESIDENT  
RESIGNATION

Letter of resignation from the Board President *(See page 6307)*

NURSING SERVICE  
PLAN 23-24

Moved by Mr. Casper and seconded by Mr. Chaplin that the Board of Education approve the Nursing Service Plan for the 2023-2024 school year. *(See pages 6308-6310)*

Unanimously approved.

HIB

Moved by Mr. Casper and seconded by Mr. Chaplin that the Board of Education approve the September 2023 HIB Report and review the October 2023 HIB Report. *(See page 6311)*

Unanimously approved.

**OTHER DISTRICT REPORTS**

- A. Nurse's Reports *(See pages 6312)*
- B. Enrollment *(See pages 6313-6314)*
- C. Security/Safety Drills *(See page 6315)*
  1. Fire Drills: 9/12/2023
  2. Safety Drills: 9/19/2023 (Bomb Evacuation)

**PUBLIC PARTICIPATION**

- Ashley Sanza thanked Dyron Corley for his time on the Board of Education.
  - Trunk or Treat is October 27, 2023, so any Board member interested should come out.
  - Asking for any treats for that night as well.
- Brent Daly said that weekend is the 8<sup>th</sup> Grade Afterglow & Community Car Show.

ADJOURN

Moved by Mrs. Blizzard and seconded by Mr. Pignatelli that the Board of Education meeting be adjourned. (8:43 p.m.)

Unanimously approved.