

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, November 21, 2023, at the Downe Township Elementary School.

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

Members Absent:

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 6:32 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

NEW BOARD MEMBER APPOINTMENT

Moved by Mrs. Blizzard and seconded by Mr. Chaplin to approve the appointment of Mr. Kevin Coleman to the unexpired three-year term of former Board member, Stanley Kershaw. This term shall expire on December 31, 2023.

NEW BOARD
MEMBER
APPOINTMENT

Unanimously approved.

Mrs. DiNovi administered the oath of office to newly appointed board member, Kevin Coleman.

PRESENTATIONS

None

PUBLIC COMMENT

None

CORRESPONDENCE

Moved by Mr. Chaplin and seconded by Mr. Myers to approve the FMLA/NJ FLA leave of absence request from staff member, Joseph Henault, effective on or about January 2, 2024 through approximately March 22, 2024. (See page 6321)

FMLA/NJ FLA

MINUTES

Moved by Mr. Chaplin and seconded by Mrs. Blizzard that the Board of Education approve the regular session and the executive session minutes of the October 17, 2023, meeting of the Downe Township Board of Education.

MINUTES

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

Noes: (0)

Abstain: (1) Mr. Myers

Motion carried.

BUDGET/FINANCE

BUDGET/FINANCE

Moved by Mrs. Stratton and seconded by Mr. Daly that the Board of Education approve the additional bills paid in October 2023, and the bills presented for payment in November. 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 pages 6321-6323)

Ayes: (8) Mrs. Blizzard, Mr. Chaplin, Mr. Coleman, Mr. Daly, Mr. Myers, Mr. Pignatelli, Mrs. Stratton, Mr. Casper.

Noes: (0)

Abstain (0)

Motion carried.

1:1 TEACHER AIDE SERVICES AGREEMENT WITH LAWRENCE

Moved by Mrs. Blizzard and seconded by Mr. Chaplin that the Board of Education approve the One-on-One Teacher Aide Services Agreement between the Downe Township Board of Education and the Lawrence Township Board of Education for one Lawrence Township student attending the PSD program at Downe, effective September 1, 2023 through June 30, 2024 in the amount of \$22,108. This contract represents revenue to the district. *(See page 6324)*

Unanimously approved.

YOUNG AUDIENCE ARTS LAB GRANT

Moved by Mrs. Stratton and seconded by Mr. Daly that the Board of Education approve the Young Audience Arts Lab Grant for the 2023-2024 school year. This grant is not a monetary award; it provides a service with a value up to \$10,000. *(See page 6324)*

BOARD SECRETARY REPORT

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

BUDGET SUMMARY

1. Budget Summary

The Budget Summary for the month of November 2023 was presented for review. *(See pages 6325-6333)*

REVENUE SUMMARY

2. Revenue Summary

A Revenue Summary for the months of September and October were 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 6333-6341)*

TRANSFERS

3. Transfers of Funds

Approve the Transfer Status Report through October 2023, and the transfers of funds for the months of September and October 2023. *(See pages 6341-6346)*

BOARD SEC RPT

4. Board Secretary's Report

Pursuant to N.J.A.C. 6A:23A-16.10(c)3, I certify that as of September 30, 2023 and October 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)1. *(See pages 6347-6371)*

TREASURER'S REPORT



Lisa M. DiNovi, Board Secretary

November 21, 2023

Date

TREASURER'S REPORT

5. 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 September and October 2023 Report of the Board Secretary, pending audit adjustments. *(See pages 6372-6386)*

BOARD CERT

6. Board Certification

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

CURRICULUM

None

POLICY

None

PERSONNEL

Moved by Mr. Chaplin and seconded by Mr. Myers that the Board of Education approve the following substitutes to the Master Sub List, pending successful completion of all requisite paperwork including credentials and criminal history review. Date of hire will be effective based upon date of completion:

SUBSTITUTES

Jamie Warner	Substitute Teacher, Non-Certified
Naomi Kellmyer	Substitute Teacher, Certified

Unanimously approved.

Moved by Mrs. Stratton and seconded by Mr. Myers that the Board of Education appoint the following tutors for the 2023-2024 school year. Per the negotiated agreement, compensation for this activity shall be at a fixed rate set by the Superintendent. The rate for this after-school activity shall be \$40 per hour and paid utilizing ESSER III grant funds.

TUTORS

<i>Holly Ruscica</i>	<i>Megan Jacobson</i>
<i>William Castone</i>	<i>Lindsay Goldstein</i>

Unanimously approved.

Moved by Mr. Daly and seconded by Mrs. Blizzard to approve the Professional Day Requests for staff member, Carli Beckett.

PROFESSIONAL DAY REQUESTS

BUILDING & GROUNDS / TRANSPORTATION

Moved by Mr. Chaplin and seconded by Mr. Myers that the Board of Education accept the Annual Facilities Checklist, Health, and Safety Evaluation of School Buildings for the Downe Township School District. (See pages 6387-6391)

ANNUAL FACILITIES CHECKLIST, HEALTH, & SAFETY EVALUATION

Unanimously approved.

Moved by Mr. Myers and seconded by Mr. Chaplin to Authorize, by Resolution, the Business Administrator to submit the three-year Comprehensive Maintenance Plan (2022/2023-2024/2025) and the M-1 for the Downe Township School District. (See pages 6392-6393)

3 YEAR COMPREHENSIVE MAINTENANCE PLAN & M1

Unanimously approved.

Moved by Mr. Daly and seconded by Mr. Chaplin to approve the School Bus Emergency Evacuation Drill Report for the month of October 2023. (See page 6393)

OCTOBER BUS EVACUATION DRILL

Unanimously approved.

Moved by Mr. Myers 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 6394-6395)

CALENDAR ITEMS

<u>Organization</u>	<u>Activity</u>	<u>Date/Time</u>
PTO	Double Good Popcorn	11/20/23-11/30/23
PTO	Ornament Night	12/01/23
Green Team	Toy Collection	12/02/23, 12:30-3:30pm
		Event 1-3pm
PTO	Holiday Grams/ Winter Gram	12/11/2023-12/21/23
Millville Soccer Association	Soccer	Wednesday Evenings
		- Ongoing

Unanimously approved.

AUTHORIZATION
TO DRIVE
DISTRICT TRUCK

Moved by Mr. Chaplin and seconded by Mr. Daly to approve adding Joshua Coggins to the list of staff members authorized to drive the district's pickup truck for school business.
Unanimously approved.

EXECUTIVE
SESSION**EXECUTIVE SESSION**

Moved by Mr. Chaplin. and seconded by Mr. Myers. that the Board of Education 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. (6:48 p.m.)

Unanimously approved.

Items discussed in Executive Session:

1. Contract
2. Legal

Moved by Mr. Chaplin and seconded by Mr. Pignatelli that the Board of Education adjourn from Executive Session. 7:17 p.m.)

Ayes: (8) Mrs. Blizzard, Mr. Chaplin, Mr. Coleman, Mr. Daly, Mr. Myers, Mr. Pignatelli, Mrs. Stratton, Mr. Casper

Noes: (0)

Abstain: (0)

Motion carried.

SUPERINTENDENT REPORT**BOARD OF EDUCATION BUSINESS**

OLD BUSINESS

Old Business - None

NEW BUSINESS

New Business

REORG MTG
JAN 2, 2024

Moved by Mr. Chaplin and seconded by Mrs. Blizzard to approve to establish the date and time of the Annual Reorganization and Regular monthly meeting of the Board of Education as Tuesday, January 2, 2024, at 6:30 pm.

Unanimously approved.

OTHER DISTRICT REPORTS

Moved by Mr. Chaplin and seconded by Mr. Daly that the Board of Education accepts the following reports:

- A. Nurse's Reports *(See page 6396)*
- B. Enrollment *(See page 6397)*
- C. Security/Safety Drills *(See page 6398-6399)*
 1. Fire Drills: 10/12/2023, 11/17/2023
 2. Safety Drills: 10/26/2023 (Back of Building Evacuation)

Unanimously approved.

PUBLIC PARTICIPATION

Ashley Sanza – asked if there are different levels for background checks.

Mrs. Calli /Green Team – said \$6,544.00 was raised from the Car Show. There was a great turnout and the Green Team and school work great together.

Also, the next upcoming Green Team event is on 12/2/2023 Play Day

ADJOURN

Moved by Mr. Pignatelli and seconded by Mr. Chaplin that the Board of Education meeting be adjourned 7:36 p.m.)

Unanimously approved.