

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, January 7, 2025, at the Downe Township Elementary School.

The Board Secretary led the group in the pledge to the flag and called the meeting to order at 6:30 p.m.

PLEDGE

Members Present: Mrs. Blizzard, Mr. Casper, Mr. Chaplin Mr. Coleman, Mr. Daly, Mr. Pignatelli, Mrs. Stratton
Members Absent: Mr. Myers
Also Present: Mrs. Miller, Principal/Superintendent, Mrs. Lisa DiNovi, Business Administrator/Board Secretary, staff, and community

ROLL CALL

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.

ELECTION RESULTS

The official results of the election are as follows:

ELECTION RESULTS

Board of Education

Totals votes cast	745
Full three (3) year term:	
Albert Casper Jr.	555
Candy Stratton	533
Raymond Chaplin	516
Unexpired two (2) year term:	
No Qualified Candidate	
School Board Question	
No	373
Yes	267

ELECTION OF VICE
PRESIDENT-MR.
CHAPLIN

(See page)

Board Secretary, Lisa DiNovi, administered the oath of office to re-elected Board of Education members, Albert Casper, Candy Stratton, and Raymond Chaplin whose terms shall run through December 31, 2027.

NJSBA DELEGATE
& ALTERNATE

ELECTION OF OFFICERS

The Board Secretary called for a motion to open the floor to nominations for the Office of President of the Downe Township Board of Education.

NJSBA COUNTY
REP & ALTERNATE

Moved by Mr. Chaplin and seconded by Mrs. Stratton that the Board of Education open the floor to nominations for the office of President of the Downe Township Board of Education.

Unanimously approved.

BOE MTG
SCHEDULE

Moved by Mr. Chaplin and seconded by Mr. Daly to nominate Mr. Casper to serve as President of the Downe Township Board of Education.

Unanimously approved.

There being no other nominations, it was moved by Mr. Chaplin and seconded by Mrs. Stratton that the Board of Education close the nominations for the office of President of the Downe Township Board of Education. The Board Secretary closed the floor for nominations and called for a roll call vote on the election of Mr. Casper as President of the Board of Education for a term of one year, commencing January 7, 2025 and until such time as his successor is elected and shall qualify.

Roll Call:

ELECTION OF
PRESIDENT-MR.
CASPER

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

Noes: (0)

Abstain (0)

Motion carried.

The Board Secretary declared Mr. Casper elected to the Office of President.

The Board Secretary called for a motion to open the floor to nominations for the Office of Vice President of the Downe Township Board of Education.

Moved by Mr. Daly and seconded by Mr. Chaplin that the Board of Education open the floor to nominations for the office of Vice President of the Downe Township Board of Education.

Unanimously approved.

Moved by Mr. Daly and seconded by Mr. Coleman to nominate Mr. Chaplin to serve as Vice President of the Downe Township Board of Education.

Unanimously approved.

There being no other nominations, it was moved by Mr. Daly and seconded by Mr. Coleman that the Board of Education close the nominations for the office of Vice President of the Downe Township Board of Education.

Unanimously approved.

The Board Secretary called for a roll call vote on the election of Mr. Chaplin as Vice President of the Board of Education for a term of one year, commencing January 7, 2025 and until such time as his successor is elected and shall qualify.

Roll Call:

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

Noes: (0)

Abstain (0)

Motion carried.

The Board Secretary declared Mr. Chaplin as elected to the Office of Vice President.

Moved by Mrs. Stratton and seconded by Mr. Pignatelli that the Board of Education approve the appointment of Mr. Daly as a Legislative Delegate to NJSBA and Mr. Chaplin as an Alternate.

Unanimously approved.

Moved by Mr. Chaplin and seconded by Mrs. Blizzard that the Board of Education approve the appointment of Mr. Daly as the NJSBA County Representative and Mr. Chaplin as the alternate.

Unanimously approved.

Moved by Mr. Daly and seconded by Mr. Chaplin that the Board of Education designate the third Tuesday of each month at 6:30 p.m. at Downe Township Elementary School as the date, time, and location of the regular Board of Education meetings.

February 18, 2025
(HIB & SSDS Hearing)

March 2025 TBD

April 2025 TBD

May 6, 2025
(Public Hearing on Budget and
Reappointment of Staff)

June 17, 2025

July 2025 – No Meeting

August 19, 2025

September 16, 2025

October 21, 2025

November 18, 2025

December 2025 – No Meeting

January 2026 TBD
(Annual Reorganization of the
Board of Education)

WARRANTS

Note: Except as otherwise provided by law, regulations of the State Department of Education, or by this Board of Education, meetings of the Downe Township Board of Education shall be conducted in accordance with Robert's Rules of Order, Revised. Legal Reference: NJSA 18A:11-1 General Mandatory Powers and Duties.
Unanimously approved.

VOIDED CHECKS-
STUD ACTIV

Moved by Mr. Daly and seconded by Mr. Chaplin that the Board of Education approve, by Resolution, to appoint Lisa M. DiNovi, School Business Administrator, to serve as the Public Agency Compliance Officer (PACO) in accordance with N.J.A.C. 17:27-3.2. This is an annual appointment.
Unanimously approved.

APPOINT PACO

CHANGE ORDER

Moved by Mr. Pignatelli and seconded by Mr. Daly that the Board of Education approve, by Resolution, to accept and reaffirm the current district curriculum guide in all subject areas as they are aligned with the New Jersey Student Learning Standards, textbooks, five-year curriculum plan, policies, (including Student Records Policy 5125.1) practices and procedures of the Downe Township Board of Education for the 2024-2025 and 2025-2026 school year recognizing that these items may be amended, when necessary, with Board approval. *(See pages)*
Unanimously approved.

ACCEPT/
REAFFIRM
CURRICULUM
GUIDE

SE TUITION
CONTRACT-
BRIDGETON

Moved by Mr. Chaplin and seconded by Mr. Daly that the Board of Education approve, by Resolution the readoption of all current board policies and regulations.
Unanimously approved.

READOPT
CURRENT BD
POLICIES

Moved by Mrs. Blizzard and seconded by Mr. Chaplin that the Board of Education approve, by Resolution, The South Jersey Times and The Press of Atlantic City as the official newspapers of the Board of Education.
Unanimously approved.

OFFICIAL
NEWSPAPER

SE TUITION
CONTRACT-LLD
BRIDGETON

Moved by Mr. Pignatelli and seconded by Mr. Daly that the Board of Education approve the following Committees for 2025.,

BOARD
COMMITTEES

Administrative Efficiency & Safety	Operations
Budget/Finance	Personnel
Liaison to High Schools	Policy
Long-Range Planning	Technology

Unanimously approved.

TUITION
CONTRACT-MD
BRIDGETON

PRESENTATIONS

Mrs. DiNovi, Board Secretary/School Business Administrator, provided a review of the NJSBA Code of Ethics to the members of the Board of Education after which each Board member signed the Acknowledgement of Receipt which will be kept on file in the Board Office.

ETHICS REVIEW

ARTS GRANT
AWARD

PUBLIC COMMENT

None

CORRESPONDENCE

None

MINUTES

Moved by Mr. Pignatelli and seconded by Mr. Blizzard that the Board of Education approve the regular minutes of the November 19, 2024 meeting of the Downe Township Board of Education.
Ayes (6): Mrs. Blizzard, Mr. Casper, Mr. Pignatelli, Mr. Coleman, Mr. Daly, Mrs. Stratton
Noes: (0) Abstain (1) Mr. Chaplin Motion carried.

MINUTES

BUDGET/FINANCE

Moved by Mrs. Stratton and seconded by Mr. Daly that the Board of Education approve the additional bills paid in November 2024 and the bills paid in December 2024. 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 2024-2025 school year. Any additional bills paid, and transfers made will be presented at the next Board of Education meeting. *(See pages)*
Unanimously approved.

Moved by Mrs. Stratton and seconded by Mrs. Blizzard that the Board of Education approve to void and not reissue the list of checks drawn on the Student Activities Account, effective December 31, 2024. *(See pages)*
Unanimously approved.

Moved by Mr. Pignatelli and seconded by Mr. Chaplin that the Board of Education approve the revised Request for Change Order from Gaudelli Bros. Inc. for Chammings Electrical, Inc. in the amount of \$8,966.25. This change order is for additional electrical work required at the new mechanical unit.
Unanimously approved.

Moved by Mr. Chaplin and seconded by Mr. Daly that the Board of Education approve the Special Education Tuition Contract Agreement between the Downe Township Board of Education and Bridgeton Board of Education, effective September 5, 2024 through June 30, 2025 for eight (8) resident students attending grades 9-12 at Bridgeton High School at an annual cost of \$114,720. There is a 2022-2023 Tuition Adjustment lowering the total 2024-2025 cost for regular education tuition to \$56,046. *(See page)*
Unanimously approved.

Moved by Mrs. Stratton and seconded by Mr. Chaplin that the Board of Education approve the Special Education Tuition Contract Agreement between the Downe Township Board of Education and Bridgeton Board of Education, effective September 5, 2024 through June 30, 2025 for one (1) resident student (SID#7382466767) attending the LLD program at Bridgeton High School at an annual cost of \$17,488. *(See page)*
Unanimously approved.

Moved by Mrs. Stratton and seconded by Mr. Daly that the Board of Education approve the Special Education Tuition Contract Agreement between the Downe Township Board of Education and Bridgeton Board of Education, effective September 5, 2024 through June 30, 2025 for two (2) resident students (SID# 6815951583/SID#2441846424) attending the MD program at Bridgeton High School at an annual cost of \$22,680 each, total \$45,360. *(See page)*
Unanimously approved.

Moved by Mr. Chaplin and seconded by Mrs. Stratton that the Board of Education approve to accept the grant award of \$7,000 in programming from Young Audiences Arts Lab.
Unanimously approved.

BOARD SECRETARY REPORT

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

1. Budget Summary
Review the Budget Summary for the month of January 2025 which was presented.

2. Revenue Summary

Approve Revenue Summary for the month of November 2024, is 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. (See pages)

REVENUE
SUMMARY

3. Transfers of Funds

Approve the Transfer Status Report through December 2024, and the transfers of funds for the months of November and December 2024. (See pages)

TRANSFERS

4. Board Secretary's Report

Pursuant to N.J.A.C. 6A:23A-16.10(c)3, I certify that as of November 30, 2024 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)

BOARD SEC RPT


Lisa M. DiNovi, Board Secretary

January 7, 2025
Date

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 2024-2025 school year is in agreement with the November 2024 Report of the Board Secretary, pending audit adjustments.. (See pages)

TREAS RPT

6. Board Certification

Pursuant to N.J.A.C. 6A23A-16.10(c)4, the Downe Township Board of Education certifies that as of January 7, 2025, and after review of the Secretary's Monthly Financial Report and the Treasurer's Monthly Financial Report for November, 2024, 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 2024-2025 school year.

BD CERT

Unanimously approved.

CURRICULUM

None

POLICY

None

PERSONNEL

Moved by Mr. Daly and seconded by Mr. Chaplin that the Board of Education approve the Professional Day Requests, as presented. (See page)
Unanimously approved.

PROF DAY
REQUESTS

Moved by Mr. Daly and seconded by Mr. Chaplin that the Board of Education approve to add the following individual(s) to the Master Substitute List for the 2024-2025 school year pending successful completion of all requisite paperwork including Criminal History Review.

SUBSTITUTES

Sandra Rivera
Marissa Holstead
Keontray Jamison, Jr.
Aniya Peel

Substitute Aide, Office Aide
Substitute Aide, Teacher (Non-Certified)
Substitute Aide
Substitute Aide

Unanimously approved.

RESIGNATION-KM

Moved by Mr. Pignatelli and seconded by Mrs. Blizzard that the Board of Education accept with regret the resignation of part-time paraprofessional Karley Moore. effective December 21, 2024
Unanimously approved.

LATERAL MOVE
ON GUIDE – SR

Moved by Mrs. Stratton and seconded by Mrs. Blizzard that the Board of Education approve the lateral movement on the salary guide and corresponding salary adjustment for staff member, Stephanie Robertson. Effective January 1, 2025, Ms. Robertson will move from Step 6 HS+45 (\$21,676-prorated .80 FTE) to Step 6 AA+15 (\$22,368-Prorated .80 FTE).

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

FMLA – MO

Moved by Mr. Chaplin and seconded by Mr. Daly that the Board of Education approve an FMLA leave for staff member, Melody Orme, effective November 15, 2024 through December 4, 2024. As required by law, an employer shall place an employee on FMLA after five (5) consecutive days absence for an FMLA qualifying circumstance.
Unanimously approved.

BUILDING & GROUNDS / TRANSPORTATION

FIRE/SECURITY
DRILLS

Moved by Mr. Chaplin and seconded by Mr. Daly that the Board of Education approve the Fire, Safety and Security Drill Report for November, 2024, as follows:

Fire Drills: 11/12/2024

Safety Drills: 11/21/2024 (Inside Lockdown)

(See pages)

Unanimously approved.

L

Moved by Mrs. Blizzard and seconded by Mrs. Stratton that the Board of Education approve the following additions to the facilities requests/fund raisers calendar for the 2024-2025 school year:

FACILITY
USE/FUNDRAISRS

<u>Organization</u>	<u>Activity/Fund Raiser</u>	<u>Date/Time</u>
Field Day	Chick Fil A Night	03/13/2025
5 th /6 th Grade Class	Gertrude Hawk Candy Sale	01/21-25-02/28/25
5 th /6 th Grade Field Trip	School Dance Fundraiser	03/28/2025

Unanimously approved.

EXECUTIVE SESSION

None

SUPERINTENDENT’S REPORT

NJDOE EDUC
EQUIVALENCY
APPLICATION

Moved by Mrs. Stratton and seconded by Mr. Daly that the Board of Education approve the New Jersey Department of Education Equivalency Application, requesting to utilize the weighted quality performance indicators set forth at proposed Appendix A, Instruction and Program (I&P), Indicators 1 through 7 and existing indicators 8-16 to satisfy the I&P portion of the NJQSAC 2024-25 monitoring and evaluation process. (See pages)

BOARD OF EDUCATION BUSINESS

Old Business

- The Board would like to investigate whether there is room on the grid for solar.
- The Gaga Pit had wood chips in it and the students do not like it.
- The Boad asked if any work had begun on the HVAC project and the Business Administrator advised them that only some work that did not interfere with the instructional program had been started.

New Business

None

HIB Report

Mrs. Miller reported that there is one HIB case still in the process of being investigated.

Moved by Mr. Chaplin and seconded by Mr. Daly that the Board of Education affirm the action taken and approve the November 2024 HIB Report, review and approve the December 2024 HIB Report, and review the January 2025 HIB Report (*See pages*)
Unanimously approved.

OTHER DISTRICT REPORTS

- Nurse's Report (*See pages*)
- Enrollment (*See pages*)

PUBLIC PARTICIPATION

- A board member asked if parents can send in a note stating that their student cannot purchase lunch.

Moved by Mr. Pignatelli and seconded by Mr. Chaplin that the Board of Education meeting be adjourned (7:24 p.m.)
Unanimously approved.