

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, February 18, 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. Myers, Mr. Pignatelli, Mrs. Stratton

ROLL CALL

Members Absent: None

Also Present: Mrs. Miller, Principal/Superintendent, Mrs. Lisa DiNovi, Business Administrator/Board Secretary, staff, and community

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.

PRESENTATIONS

- Student Attendance and Academic Recognition was presented by Superintendent/Principal Sherri Miller and Supervisor of ACIS Alysia Thomson.
- FY24 Audit Presentation – Mrs. Lisa DiNovi, School Business Administrator, provided an overview of the FY24 Annual Audit.

STUDENT
RECOGNITION

FY24 AUDIT
PRESENTATION

Following public presentation and discussion, it was moved by Mr. Daly and seconded by Mr. Pignatelli that the Board of Education accept and approve the Annual Audit for Fiscal Year Ended June 30, 2024, the Synopsis of Audit for Fiscal Year Ended June 30, 2024, and the Corrective Action Plan submitted by the Business Administrator. *(See page 407)*

Roll Call:

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

Noes (0)

Abstain (0)

Motion carried.

PUBLIC HEARING

The Board of Education held a Public Hearing on Violence and Vandalism and Harassment, Intimidation or Bullying-Investigations, Trainings and Program (SSDS) 2024-2025 Period 1.

PUBLIC HEARING
(SSDS)

Moved by Mr. Pignatelli and seconded by Mr. Myers that the Board of Education Open the Public Hearing.

Unanimously approved.

Superintendent/Principal Sherri Miller provided the Board of Education and public with information related to Violence and Vandalism and Harassment, Intimidation or Bullying-Investigations, Trainings and Program (SSDS) 2024-2025 for Period 1, which covered the period from September 1, 2024 through December 31, 2024.

There were no comments or questions from the audience, so it was moved by Mrs. Blizzard and seconded by Mr. Myers that the Board of Education close the Public Hearing.

Moved by Mr. Myers and seconded by Mr. Coleman that the Board of Education approve the reports below as presented by the Superintendent. In accordance to Public School Safety Law (N.J.S.A. 18A:17-46), a public hearing is specifically conducted to fulfill the district's legal obligation to report all acts of violence, vandalism, intimidation and bullying (HIB), substance and weapons offenses and HIB incidents and trainings and programs to the public.

Category	Description	Data Collection Date	Certify to DOE
Violence, Vandalism , Weapons, Substance Abuse & HIB Confirmed	(0) HIB Incidents	September 1, 2024 to December 31, 2024	January 29, 2025
Other Incidents Leading to Removal	(0) Incident Leading to Removal	September 1, 2024 to December 31, 2024	January 29, 2025
HIB Alleged	(1) Alleged	September 1, 2024 to December 31, 2024	January 29, 2025
HIB Incidents – Confirmed	(0) Confirmed Incidents	September 1, 2024 to December 31, 2024	January 29, 2025
Reports of Restraint/Seclusion	(0) Reports	September 1, 2024 to December 31, 2024	January 29, 2025
HIB Programs	(3) Program	July 1, 2024 to December 31, 2024	January 29, 2025
HIB Training	(4) Trainings	July 1, 2024 to December 31, 2024	January 29, 2025

In addition to be included in the minutes, copies of these reports will be posted on the district's website, and will be kept on file in the Board office. *(See page 407)*

Roll Call:

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

Noes (0)

Abstain (0)

Motion carried.

PUBLIC COMMENT

None

CORRESPONDENCE

None

MINUTES

MINUTES

Moved by Mrs. Blizzard and seconded by Mr. Pignatelli that the Board of Education approve the regular minutes of the January 7, 2025 meeting of the Downe Township Board of Education.

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

Noes: (0)

Abstain (1) Mr. Myers

Motion carried.

BUDGET/FINANCE

WARRANTS

Moved by Mrs. Stratton and seconded by Mr. Daly that the Board of Education approve the additional bills paid in December 2024 and January 2025 and the bills presented for payment in February 2025. 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 408-410)*
Unanimously approved.

NJ COMM FOR
THEBLIND
CONTRACT

Moved by Mrs. Blizzard and seconded by Mr. Myers that the Board of Education approve the School Contract Academic Year 2024-2025 between the Downe Township Board of Education and State of NJ-Commission For The Blind & Visually Impaired, effective September 1, 2024 through June 30, 2025 for one (1) resident student (SID# 4569617780) at a cost of \$2,420 per year. *(See page 410)*
Unanimously approved.

2025-2026 BUDGET
CALENDAR

Moved by Mrs. Stratton and seconded by Mr. Myers that the Board of Education approve to accept the 2025-2026 Budget Calendar. *(See page 411)*
Unanimously approved.

Moved by Mr. Chaplin and seconded by Mrs. Blizzard that the Board of Education approve to schedule the March meeting for March 18, 2025.
Unanimously approved.

MARCH MTG DATE

Moved by Mr. Chaplin and seconded by Mr. Pignatelli that the Board of Education approve Change Order #2 with Gaudelli in the amount of \$76,600 for the boiler installation and rental. *(See page 411)*
Unanimously approved.

CHANGE ORDER
#2

BOARD SECRETARY REPORT

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

1. Budget Summary
Review the Budget Summary for the month of February 2025 which was presented. *(See Pages 412-420)*
2. Revenue Summary
Approve Revenue Summary for the month of December 2024, which 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. *(See pages 421-424)*
3. Transfers of Funds
Approve the Transfer Status Report through December 2024, and the transfers of funds for the month of December 2024. *(See pages 425-427)*
4. Board Secretary's Report
Pursuant to N.J.A.C. 6A:23A-16.10(c)3, I certify that as of December 31, 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)1. *(See pages 428-439)*

REV SUMMARY

TRANSFERS

BD SEC RPT


Lisa M. DiNovi, Board Secretary

February 18, 2025
Date

TREAS. RPT.

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 December 2024 Report of the Board Secretary, pending audit adjustments. *(See pages 440-447)*
6. Board Certification
Pursuant to N.J.A.C. 6A23A-16.10(c)4, the Downe Township Board of Education certifies that as of February 18, 2025, and after review of the Secretary's Monthly Financial Report and the Treasurer's Monthly Financial Report for December, 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.

BOARD CERT

Unanimously approved.

CURRICULUM

Moved by Mr. Coleman and seconded by Mrs. Blizzard that the Board of Education:

FIELD TRIPS

1. Approve the following additions and changes to the field trips for 2025-2026:

<i>Grade</i>	<i>Destination</i>	<i>Date</i>
4	Bayshore Center at Bivalve	3/19/2025

Unanimously approved.

POLICY

None

PERSONNEL

SUBSTITUTES

Moved by Mr. Chaplin and seconded by Mr. Coleman 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.

<i>Glenn Scheyhing</i>	<i>Substitute Teacher (Non-Certified)</i>
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Unanimously approved.

HIRE INST AIDE (EP)

At the recommendation of the Superintendent, it was moved by Mrs. Blizzard and seconded by Mr. Chaplain that the Board of Education approve to appoint Emily Peters to the position of part-time Instructional Aide, effective March 1, 2025 through June 30, 2025 for the 2024-2025 school year at a salary of \$19,740 (Current) Step 4 HS (prorated to .80 FTE). Upon ratification of a new contract and guides, staff member will be moved to the step that most closely corresponds with this initial salary

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

Noes (0)

Abstain (0)

Motion carried.

MENTORING (TH)

Moved by Mrs. Stratton and seconded by Mr. Chaplain that the Board of Education approve the payment between the following CE/CEAS Provisional Teacher and Mentor for the 2024-2025 school year. Mr. Hunter will complete 24 weeks of mentoring.

<u>CE/CEAS Teacher</u>	<u>Mentor</u>	<u>Payment</u>
Thomas Hunter	Brooke Morvay	\$440 (\$18.333/wk. for 24 weeks)

Ayes (6): Mrs. Blizzard, Mr. Casper, Mr. Pignatelli, Mr. Coleman, Mr. Daly, Mrs. Stratton

Noes: (0)

Abstain (0)

Motion carried.

BUILDING & GROUNDS / TRANSPORTATION

SEC/FIRE DRILLS

Moved by Mrs. Blizzard and seconded by Mr. Pignatelli that the Board of Education approve the Fire, Safety and Security Drill Report for December 2024 and January 2025, as follows:

Fire Drills: 12/18/2024, 1/31/2025

Outside Lockdown: 12/12/2024

Lockdown: 1/29/2025

(See pages 448-449)

Unanimously approved.

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

FACILITY REQUESTS/ FUNDRAISERS

<u>Organization</u>	<u>Activity/Fund Raiser</u>	<u>Date/Time</u>
Student Council	Lollipop Sale	Ongoing
Kids' Center	Honor Roll Pizza Party	2/13/2025
Afterglow	Basket Raffle	3/6/2025, 5-9 pm
PTO	Pi Day Assembly/Fundraiser	3/14/2025
Kids' Center	Mothers Day Flower Sale	3/27/25-5/4/25
Kids' Center	Family Bingo Night	4/10/25, 6-8 pm

PTO	Bake Sale	4/15-17/25
Kids' Center	Honor Roll Sundae Party	4/17/2025
Kids' Center	Muffins with Moms	5/8/25, 8:30 am
Kids' Center	Butterfly Project Event	5/13/25 (Tentatively)
Kids' Center	Honor Roll Barbecue	June TBD
Kids' Center	Donuts with Dads	6/12/25, 8:30 am

Unanimously approved.

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. (7:03 p.m.)

EXEC SESSION

Unanimously approved.

Items discussed in Executive Session:

1. Student Matter

Unanimously approved.

Moved by Mr. Chaplin and seconded by Mr. Myers that the Board of Education adjourn from Executive Session. (7:23 p.m.)

Unanimously approved.

SUPERINTENDENT'S REPORT

The Superintendent recommended that the Board of Education approve the HIB report.

SUPERINTENDET
RPT

BOARD OF EDUCATION BUSINESS

Old Business

Moved by Mr. Pignatelli and seconded by Mr. Myers that the Board of Education approve the appointment of Board Committees.

BOARD
COMMITTEES 2025

Unanimously approved.

New Business

Moved by Mr. Coleman and seconded by Mr. Myers that the Board of Education approve the Revised 2024-2025 school calendar. (*See page 449*)

2024-2025
REVISED
CALENDAR

Unanimously approved.

Moved by Mrs. Blizzard and seconded by Mr. Coleman that the Board of Education approve the 2025-2026 school calendar as presented. (*See page 450*)

2025-2026
DISTRICT
CALENDAR

Unanimously approved.

HIB Report

Moved by Mr. Myers and seconded by Mr. Coleman that the Board of Education affirm the action taken and approve the December 2024 and January 2025 HIB Report and review the February 2025 HIB Report. (*See page 451*)

HIB REPORT

Unanimously approved.

OTHER DISTRICT REPORTS

REPORTS

- Nurse's Report (*See page 452*)
- Enrollment (*See pages 453-454*)

FOR YOUR INFORMATION

- Mandated Training Memo
- Annual Board Meeting Schedule
- The Authority Recycling and Tonnage Figures
- Please complete Personal and Financial Disclosures

PUBLIC PARTICIPATON

- Mrs. Sanza asked the Board about the following items:
 - The heater and the contractors in the building.
 - Posting of the minutes and agendas on the District website
 - Buses for field trips and balances in the Student Activities accounts
 - Pie Day and Board volunteers

ADJOURN

Moved by Mr. Pignatelli and seconded by Mr. Myers that the Board of Education meeting be adjourned (7:34 p.m.)
Unanimously approved.