

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, March 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 Awards were presented by Superintendent/Principal Sherri Miller and Supervisor of ACIS Alysia Thomson.
- 2025-2026 School Budget Presentation – Mrs. Lisa DiNovi, School Business Administrator, provided an overview of the FY24 Annual Audit.

STUDENT  
RECOGNITION

2025-2026 BUDGET  
PRESENTATION &  
SUBMISSION

Moved by Mr. Pignatelli and seconded by Mr. Myers that the Board of Education approve, by Resolution, to submit the 2025-2026 School Budget to the County Office of Education.

### RESOLUTION

**BE IT RESOLVED**, that the tentative budget be approved for the 2025-2026 School Year and the Secretary to the Board of Education be authorized to submit the tentative budget to the Cumberland County Office of Education for approval as follows:

Current Expense	\$4,558,021
Capital Outlay	32,754
Transfer to Charter	
Total General Fund	<hr/> \$4,590,775
Special Revenue	687,964
Debt Service	280,275
TOTAL BUDGET	<hr/> 5,559,014

Included in the base budget is \$326,170 in banked cap which is being used for increase in tuition and transportation.

**BE IT RESOLVED**, to acknowledge that the 2025-2026 school year budget as described results in a general fund tax levy of \$2,104,779 and a debt service tax levy of \$184,983 for a total tax levy of \$2,289,762; and

**BE IT RESOLVED**, that the school business administrator/board secretary is authorized to advertise said tentative budget in the South Jersey Times, as directed by the Department of Education in accordance with the form required by the State Department of Education and according to law; and

**BE IT RESOLVED**, in accordance with the N.J.A.C. 6A:23B-1.2(b), the maximum expenditure for travel for the 2025-2026 school year for all staff and board members is \$25,000; and

**BE IT FURTHER RESOLVED** that a public hearing will be held in the Downe Township Elementary School on **May 6, 2025** at 6:30 p.m. for a Public Hearing on the budget for the 2025-2026 School Year.

**NOW THEREFORE, BE IT RESOLVED** by the Downe Township Board of Education to approve the tentative 2025-2026 school district budget for submission and approval by the New Jersey Department of Education along with the supporting documentation of certain itemized expenditures required under administrative regulations as follows:

**2025-2026 School Year**

***Public relations and professional services; board policies; efficiency***

*(a) Each school district and county vocational school district board shall establish by policy or policies a strategy or strategies in order to minimize the cost of public relations as defined in N.J.A.C. 6A:23A-9.3(c)14, and professional services. In accordance with Board Policy 9160, to the extent practicable and cost effective, but need not be limited to, the following provisions:*

- 1. A maximum dollar limit, established annually prior to budget preparation, for public relations, as defined in N.J.A.C. 6A:23A-9.3(c)14, and each type of professional service, with appropriate notification to the board of education if it becomes necessary to exceed the maximum. Upon such notification, the board of education may adopt a dollar increase in the maximum amount through formal board action.*

**Service**

**Maximum Amount**

*Architect*

*\$25,000 for non-bid projects, inspections, analysis and other services, 6% of bid amount and change orders for large scale projects, \$60,000 for additional Construction Administration services.*

*Engineer*

*\$25,000 for non-bid projects, inspections, analysis and other services, 6% of bid amount and change orders for large scale building projects.*

*Auditing Services*

*\$30,000 for district audit and misc services*

*Solicitor*

*\$50,000 for district attorney and litigation services.*

*Construction Litigation*

*\$10,000 for district construction litigation services.*

*Negotiations & Personnel Litigation*

*\$20,000 for district negotiations & personnel litigation services.*

*Medical Inspector*

*\$7,500 for medical inspector services*

*Environmental Consultant*

*\$10,000 for environmental consultant services*

*Public Relations*

*N/A – The district does not budget for a public relations firm.*

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**

Staff Member, Ashley Sanza, thanked the Board members for their participation in Pi Day activities.

**CORRESPONDENCE**

None

## MINUTES

Moved by Mr. Myers and seconded by Mr. Chaplin that the Board of Education approve the regular and executive session minutes of the February 18, 2025 meeting of the Downe Township Board of Education.

MINUTES

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

Noes (0)

Abstain (0)

Motion carried.

## BUDGET/FINANCE

Moved by Mrs. Stratton and seconded by Mr. Daly that the Board of Education approve the additional bills paid in January and February 2025 and the bills presented for payment in March 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 462-464)*  
Unanimously approved.

WARRANTS

Moved by Mr. Daly and seconded by Mr. Myers that the Board of Education approve to submit the 2025-2026 Preschool Education Aid District Budget Planning Workbook in the amount of \$571,480. *(See page 465)*  
Unanimously approved.

25-26 PRESCHOOL  
BUDGET  
PLANNING  
WORKBOOK

Moved by Mrs. Blizzard and seconded by Mr. Daly that the Board of Education approve the out-of-district placement and corresponding Special Education Tuition Contract Agreement for County Special Services School Districts between the Downe Township Board of Education and Cape May County Special Services & Cape May County Vocational Technical High School Board of Education, effective September 1, 2025 through June 30, 2026 for two (2) resident students (SID# 44031047524 and 4569617780) enrolled in the MD program at the cost of \$49,750 (\$38,750 for tuition and \$11,000 out-of-county fee) per student per year for a total cost of \$99,500. *(See page 465)*

TUITION  
CONTRACT  
w/CMCSSD-MD  
PROGRAM

Unanimously approved.

Moved by Mr. Chaplin and seconded by Mr. Daly that the Board of Education approve the out-of-district placement and corresponding Special Education Tuition Contract Agreement for County Special Services School Districts between the Downe Township Board of Education and Cape May County Special Services & Cape May County Vocational Technical High School Board of Education, effective September 1, 2025 through June 30, 2026 for one (1) resident students (SID# 8605662800) enrolled in the Autism program at the cost of \$57,000 (\$46,000 for tuition and \$11,000 out-of-county fee) per year. *(See page 466)*

TUITION  
CONTRACT WITH  
CMCSSD –  
AUTISM PROGRAM

Unanimously approved.

Moved by Mr. Daly and seconded by Mr. Myers that the Board of Education approve the out-of-district placement and corresponding Special Education Tuition Contract Agreement for County Special Services School Districts between the Downe Township Board of Education and Cape May County Special Services & Cape May County Vocational Technical High School Board of Education, effective September 1, 2025 through June 30, 2026 for two (2) resident students (SID# 9003125407 and 6411984063) enrolled in the ERI program at the cost of \$56,900 (\$45,900 for tuition and \$11,000 out-of-county fee) per year for a total cost of \$113,800.

TUITION  
CONTRACT WITH  
CMCSSD – ERI  
PROGRAM

Unanimously approved. *(See page 466)*

1:1 CONTRACT  
WITH CMCSSSD

Moved by Mr. Daly and seconded by Mr. Myers that the Board of Education approve the One to One Agreement between the Downe Township Board of Education and Cape May County Special Services & Cape May County Vocational Technical High School Board of Education, effective July 1, 2025 through June 30, 2026 at the cost of \$30,240 per aide for the regular school year. (See pages 467-468)

Unanimously approved.

ESY CONTRACT  
WITH CMCSSSD

Moved by Mr. Coleman and seconded by Mr. Myers that the Board of Education approve the 2025-2026 Agreement for Extended School Year Program between the Downe Township Board of Education and Cape May County Special Services & Cape May County Vocational Technical High School Board of Education, effective July 1, 2025 through July 31, 2025 at the cost of \$3,500 per student. If a 1:1 aide is required for a student, that will be billed at an additional cost of \$3,025 each. (See page 468)

Unanimously approved.

25-26 SEMI  
BUDGET WAIVER

Moved by Mrs. Blizzard and seconded by Mr. Chaplin that the Board of Education approve the submission of the SEMI Participation Waiver to the Department of Education requesting participation and to waive budgeting the projected SEMI funds in the 2025-2026 budget. (See page 469)

Unanimously approved.

CONTRACT WITH  
AUTISM  
SPECTRUM  
MANDATE

Moved by Mr. Chaplin and seconded by Mrs. Stratton that the Board of Education approve the Agreement for Professional Services between the Downe Township Board of Education and Autism Spectrum Mandate Services, effective March 10, 2025 through April 30, 2025. This contract is for an FB Assessment for one (1) resident student (SID# 4100993171) and is in the amount of \$1,000. (See pages 469-470)

Unanimously approved.

## BOARD SECRETARY REPORT

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

1. Budget Summary

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

REV SUMMARY

2. Revenue Summary

Approve Revenue Summary for the months of January and February 2025, 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 471-478)

TRANSFERS

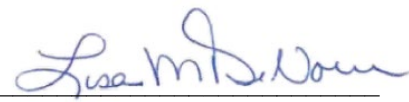
3. Transfers of Funds

Approve the Transfer Status Report through February 2025, and the transfers of funds for the months of January and February 2025. (See pages 479-480)

BD SEC REPORT

4. Board Secretary's Report

Pursuant to N.J.A.C. 6A:23A-16.10(c)3, I certify that as of January 31, 2025 and February 28, 2025 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 481-504)



Lisa M. DiNovi, Board Secretary

March 18, 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 January and February 2025 Reports of the Board Secretary, pending audit adjustments. *(See pages 505-520)*

TREASURER 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 March 18, 2025, and after review of the Secretary's Monthly Financial Report and the Treasurer's Monthly Financial Reports for January and February 2025, 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. Chaplin and seconded by Mr. Myers 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.

SUBS

*Barbara Gilson*

*Substitute Aide, Office Aide*

*Maryann Maccari*

*Substitute Aide*

Unanimously approved.

Moved by Mr. Pignatelli and seconded by Mr. Myers that the Board of Education accept with regret, the resignation of staff member, Joseph Henault, from the position of substitute caller effective June 30, 2025. *(See page 521).*

RESIGNATION-SUB  
CALLER

Unanimously approved.

**BUILDING & GROUNDS / TRANSPORTATION**

Moved by Mr. Chaplin and seconded by Mr. Myers that the Board of Education approve the Fire, Safety and Security Drill Report for February 2025, as follows:

FIRE/SECURITY  
DRILL RPT

Bomb Evacuation 2/21/2025

Fire Drill 2/10/2025

*(See page 522)*

Unanimously approved.

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

FACILITY/  
FUNDRAISER  
REQUESTS

Organization

Activity/Fund Raiser

Date/Time

Afterglow

High-End Raffle

April 2025

Kids' Center

Phillies Trip

June 30, 2025

PTO

Penny Wars Fundraiser

April 2025

Grades 1&2

Art Supply Basket Raffle

4/15/25-5/1/25

Grades 1&2

Art Show Fundraiser

May 1, 2025

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

Noes (1) Mr. Pignatelli (High End Raffle only)

Abstain (0)

Motion carried.

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. (7:07 p.m.)

Unanimously approved.

Item(s) discussed in Executive Session:

1. Legal Matter
2. Student Matter

Unanimously approved.

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

Unanimously approved.

## SUPERINTENDENT'S REPORT

None

## BOARD OF EDUCATION BUSINESS

### Old Business

The Board asked about the window project progress and an update on solar.

### New Business

CANCEL APRIL  
BOE MTG

Moved by Mr. Myers and seconded by Mr. Coleman that the Board of Education approve to cancel the April 15, 2025 Board of Education meeting.

Unanimously approved.

SET BUDGET PH  
DATE

Moved by Mr. Chaplin and seconded by Mr. Daly that the Board of Education approve to set the date and time and place of the Public Hearing on the 2025-2026 School Budget as Tuesday, May 6, 2025 at 6:30 p.m. at the Downe Township Elementary School.

Unanimously approved.

24-25 MOU WITH  
LAW  
ENFORCEMENT

Moved by Mr. Pignatelli and seconded by Mr. Myers that the Board of Education approve, by Resolution, the Memorandum of Understanding with Law Enforcement Officials, as presented for the 2024-2025 school year. There are no changes to the Agreement approved in 2023-2024.

Unanimously approved.

HIB REPORT

### HIB Report

Moved by Mr. Daly and seconded by Mr. Pignatelli that the Board of Education the action taken and approve the February 2025 HIB Report and review the March 2025 HIB Report. *(See page 523)*

Unanimously approved.

## OTHER DISTRICT REPORTS

- Nurse's Report *(See page 524)*
- Enrollment *(See page 525)*

## FOR YOUR INFORMATION

- Reminder to complete Personal and Financial Disclosures
- Superintendent and Board Self-Evaluation information distributed

**PUBLIC PARTICIPATON**

- Mrs. Sanza asked the Board transportation costs for field trips and was advised that the information was received earlier in the day and the Superintendent would speak to her tomorrow.

Moved by Mr. Pignatelli and seconded by Mr. Myers that the Board of Education meeting be *ADJOURN* adjourned (7:27 p.m.)

Unanimously approved.