

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, May 6, 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. Daly, Mr. Myers, Mr. Pignatelli, Mrs. Stratton ROLL CALL
Members Absent: Mr. Coleman,
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.

PUBLIC HEARING – 2025-2026 SCHOOL BUDGET

Moved by Mr. Pignatelli and seconded by Mr. Daly that the Board of Education open the Public Hearing on the 2025-2026 proposed budget. (6:35 p.m.)
Unanimously approved.

Business Administrator, Lisa DiNovi, presented a brief overview of the proposed budget for the 2025-2026 school year. 2025-2026 BUDGET
PRESENTATION &
SUBMISSION

AUDIENCE PARTICIPATION

None

There being no questions from the public, it was moved by Mr. Pignatelli and seconded by Mr. Daly that the Board of Education close the Public Hearing on the 2025-2026 proposed budget. (6:45 p.m.)
Unanimously approved.

Subsequent to the public hearing and discussion, it was moved by Mr. Pignatelli and seconded by Mr. Daly that the Board of Education approve, by Resolution, the 2025-2026 School Year Budget totaling \$5,559,014. The local tax levy to be raised for current expense is \$2,104,779. The local tax levy to be raised for debt service is \$184,983.

BE IT RESOLVED, to approve a school district budget for the FY 2025-2026 School Year, as follows:

		<u>Budget</u>		<u>Local Tax Levy</u>
Total General Fund	\$	4,590,775	\$	2,104,779
Total Special Revenue Fund	\$	687,964	\$	-0-
Total Debt Service Fund	\$	280,275	\$	184,983
TOTALS:	\$	5,559,014	\$	2,289,762

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

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

Roll Call:

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

Noes (0)

Abstain (0)

Motion carried.

PRESENTATIONS

None

PUBLIC COMMENT

- Two students, Morgan and Natalie, read a letter regarding disruptive students. *(See page 536)*
- Mr. Henault questioned how IEP & SE students in middle school will be handled next year without a resource room teacher.

CORRESPONDENCE

- Letter dated April 15, 2025 from staff member, Carli Beckett, requesting an FMLA/NJFLA leave of absence commencing on or about September 4, 2025 and ending on or about December 1, 2025. *(See page 536)*

Moved by Mr. Myers and seconded by Mrs. Stratton that the Board of Education approve the FMLA/NJFLA leave request submitted by staff member, Carli Beckett. Mrs. Beckett's FLMA leave shall commence on or about September 4, 2025 and continue through approximately December 1, 2025.

Unanimously approved.

MINUTES

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

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

Noes (0)

Abstain (0)

Motion carried.

BUDGET/FINANCE

Moved by Mrs. Stratton and seconded by Mrs. Blizzard that the Board of Education approve the additional bills paid in March 2025, the bills paid in April 2025 and the bills presented for payment in May 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 537-540)*

Unanimously approved.

Moved by Mr. Daly and seconded by Mr. Pignatelli that the Board of Education approve the Itinerant and Shared Services Agreement between the Downe Township Board of Education and Salem County SSSD Board of Education, effective July 1, 2025 through June 30, 2026. Services will be utilized on an as needed basis only and rates are listed in the contract.. *(See pages 540-541)*

Unanimously approved.

FMLA/NJFLA

MINUTES

WARRANTS

ITINERANT &
SHARED SERVICES
AGGREEMENT
w/SCSSSD

TUITION
CONTRACT WITH
CMCSSSD –

Moved by Mr. Pignatelli and seconded by Mrs. Blizzard that the Board of Education approve the Related Services Agreement between the Downe Township Board of Education and Salem County SSSD Board of Education, effective July 1, 2025 through June 30, 2026 in the amount of \$10,593.44 per year. This rate is based on .42 days (.08FTE) of Physical Therapy Services provided to district students. *(See pages 542-545)*
Unanimously approved.

RELATED
SERVICES
AGGREEMENT
w/SCSSSD

Moved by Mrs. Blizzard and seconded by Mr. Chaplin that the Board of Education approve the following school lunch and breakfast prices for the 2025-2026 school year, which reflect a \$0.10 increase over the 2024-2025 school year prices:

BREAKFAST &
LUNCH PRICES
TUITION
CONTRACT WITH
CMCSSD –
AUTISM PROGRAM

- *Student Breakfast, Full \$2.30*
- *Student Lunch, Full \$3.25*
- *Staff Lunch \$3.75*

Unanimously approved.

Moved by Mr. Chaplin and seconded by Mrs. Blizzard that the Board of Education approve Sodexo Food Service Management Company, Inc., as FSMC effective July 1, 2025 through June 30, 2026. The total cost for the 2025-2026 school year contract is \$98,430.70. The Base Year Management Fee for the 2025-2026 school year reflects a 2.5% increase and is in an annual amount of \$10,250. Sodexo guarantee the district will break even for the 2025-2026 school year. *(See pages 545-549)*

FSMC

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

Noes (0)

Abstain (0)

Motion carried.

Moved by Mr. Pignatelli and seconded by Mr. Daly that the Board of Education approve the Business Services Agreement between the Lawrence Township Board of Education and the Downe Township Board of Education, effective July 1, 2025 through June 30, 2026 in the amount of \$78,795. *(See pages 550-551)*
Unanimously approved.

BUSINESS
SERVICES
AGGREEMENT
w/DOWNE

Moved by Mr. Daly and seconded by Mr. Pignatelli that the Board of Education approve the Computer Services Agreement between the Lawrence Township Board of Education and the Downe Township Board of Education, effective July 1, 2025 through June 30, 2026 in the amount of \$8,000. *(See page 552)*
Unanimously approved.

COMPUTER
SERVICES
AGREEMENT
w/DOWNE

Moved by Mrs. Blizzard and seconded by Mr. Chaplin that the Board of Education approve the Itinerant Shared Services Agreement–Summer 2025 between the Lawrence Township Board of Education and the Downe Township Board of Education, effective July 1, 2025 through August 30, 2025. Services will be provided on an as needed basis and billed as utilized. *(See page 552)*
Unanimously approved.

ITINERANT
SHARED SERVICES
AGREEMENT
w/DOWNE ESY

Moved by Mr. Daly and seconded by Mr. Pignatelli that the Board of Education approve the Memorandum of Understanding for Child Study Team Services between the Lawrence Township Board of Education and the Downe Township Board of Education, effective July 1, 2025 through June 30, 2026 in the amount of \$120,000. *(See page 553)*
Unanimously approved.

CHILD STUDY
TEAM AGREEMENT
w/ DOWNE

Moved by Mr. Chaplin and seconded by Mrs. Blizzard that the Board of Education approve by Resolution, to renew membership in the Southern Regional Employee Benefits Fund and approve the Indemnity and Trust Agreement between the Downe Township Board of Education and the Southern Coastal Regional Employee Benefits Fund, effective July 1, 2025 through June 30, 2028.

(See pages 553-555)

Unanimously approved.

Moved by Mr. Myers and seconded by Mr. Daly that the Board of Education approve to establish the following Non-Resident Tuition rates for the 2025-2026 school year, which reflects no increase from the 2024-2025 rates:

First Child	\$3,000
Second Child and Other Children	\$2,000 (per child)

Unanimously approved.

BOARD SECRETARY REPORT

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

1. Budget Summary

Article I. Review the Budget Summary for the month of May 2025 which was presented.

2. Revenue Summary

Approve Revenue Summary for the month of March 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 556-559)

3. Transfers of Funds

Approve the Transfer Status Report through March 2025, and the transfers of funds for the months of March and April 2025. (See pages 560-562)

4. Board Secretary's Report

Pursuant to N.J.A.C. 6A:23A-16.10(c)3, I certify that as of March 31, 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. 18A:22-8.1 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 563-574)



Lisa M. DiNovi, Board Secretary

May 6, 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 March 2025 Reports of the Board Secretary, pending audit adjustments. (See pages 575-582)

6. Board Certification

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

Unanimously approved.

CURRICULUM

Moved by Mr. Daly and seconded by Mr. Pignatelli that the Board of Education approve the following field trip destinations for the 2024-2025 school year:

FIELD TRIPS

<u>Grades</u>	<u>Location</u>	<u>Date</u>
4 th	Belleplaine State Park	May 13, 2025
6 th -8 th	Jewish Federation of Cumberland Cty	TBD

Unanimously approved.

POLICY

None

PERSONNEL

Moved by Mrs. Blizzard 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.

SUBS

<i>Skye Santiago</i>	<i>Substitute Aide</i>
<i>Gabrielle Rue</i>	<i>Substitute Aide</i>

Unanimously approved.

At the recommendation of the Superintendent, it was moved by Mr. Daly and seconded by Mr. Myers that the Board of Education approve the re-appointment of administrative, certificated and non-certificated staff and corresponding salaries for the 2025-2026 school year. *(See page 583).*

REAPPOINTMENT
OF STAFF

Roll call:

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

Noes (0)

Abstain (0)

Motion carried.

Moved by Mr. Pignatelli and seconded by Mr. Daly that the Board of Education approve an FMLA leave for staff member, Ralph Gale, effective April 7, 2025 through April 18, 2025. As required by law, an employer shall place an employee on FMLA after five (5) consecutive days absence for an FMLA qualifying circumstance.

FMLA

Unanimously approved.

Moved by Mrs. Blizzard and seconded by Mr. Daly that the Board of Education approve a retroactive 3% salary increase and corresponding Agreement between the Board of Education and the Supervisor of Assessment, Curriculum, Instruction, and Student Services, Alysia Thomson, effective September 1, 2024 through June 30, 2025. All other terms and conditions of employment remain the same. *(See pages 583-585).*

SUPERVISOR
ASSESSMENT,
CURRICULUM,
INSTRUCTION &
STUDENT SERV
AGREEMENT

Roll call:

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

Noes (0)

Abstain (0)

Motion carried.

Moved by Mr. Chaplin and seconded by Mrs. Blizzard that the Board of Education approve a retroactive 3% salary increase and corresponding Agreement between the Board of Education and the Administrative Office Manager, Sandra Lore, effective July 1, 2024 through June 30, 2025. All other terms and conditions of employment remain the same. *(See pages 585-590).*

ADMIN OFFICE
MANAGER
AGREEMENT

Roll call:

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

Noes (0)

Abstain (0)

Motion carried.

Moved by Mrs. Blizzard and seconded by Mr. Daly that the Board of Education approve the reappointment of substitutes for the 2025-2026 school year. Following approval, a letter of intent will be sent to each sub. *(See page 590-591)*.
Unanimously approved.

BUILDING & GROUNDS / TRANSPORTATION

*FIRE/SECURITY
DRILL RPT*

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

Fire Drill	3/12/25, 4/2/25
Inside Lockdown	3/26/25
Outside Lockdown	4/14/25

(See pages 591-592)

Unanimously approved.

*FACILITY/
FUNDRAISER
REQUESTS*

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

<u>Organization</u>	<u>Activity/Fund Raiser</u>	<u>Date/Time</u>
Kids' Center	Butterfly Project Open House	May 13, 2025 5:30-7:30 pm
Kids' Center	Honor Roll Barbeque	June TBA

Unanimously approved.

*KIDS CTR SUMMER
EVENTS*

Moved by Mrs. Blizzard and seconded by Mr. Myers that the Board of Education approve the following events and tentative dates for the Kids' Center 2025 Summer Program:

<u>Event</u>	<u>Date</u>
Phillies Game at Citizens Bank Park	June 30, 2025
Georgetown Pool Trip K-8	July 9 and 23, 2025
Legacy Lanes Bowling Night	July 16, 2025
Family Night at Frosty's Ice Cream	July 30, 2025

Unanimously approved.

*SCHOOL BUS
EMERGENCY
EVACUATION
DRILL*

Moved by Mr. Chaplin and seconded by Mrs. Blizzard that the Board of Education approve the School Bus Emergency Evacuation Drill Report for April, 2025. *(See page 593)*
Unanimously approved.

EXECUTIVE SESSION

None

SUPERINTENDENT'S REPORT

None

BOARD OF EDUCATION BUSINESS

Old Business

The Board was updated on solar and discussed the status of the window shades.

New Business

None

FINANCIAL REORG Financial Reorganization

Moved by Mr. Pignatelli and seconded by Mr. Myers that the Board of Education adopt the Uniform Minimum Chart of Accounts for New Jersey Public Schools, as issued by the State of New Jersey Department of Education.

Unanimously approved.

Moved by Mrs. Blizzard and seconded by Mr. Pignatelli that the Board of Education approve the following appointment of district assignments:

Business Administrator	-	Lisa M. DiNovi
Qualified Purchasing Agent	-	Lisa M. DiNovi
Public Agency Compliance Officer	-	Lisa M. DiNovi
ADA Coordinator	-	Sherri Miller
Transportation Coordinator	-	Lisa M. DiNovi
School Safety Specialist	-	Lisa M. DiNovi
Affirmative Action Officer	-	Alysia Thomson
504 Compliance Officer	-	Sherri Miller
Title IX Coordinator	-	Alysia Thomson
Integrated Pest Management Coordinator		Ralph Gale
Right to Know Officer	-	Ralph Gale
Asbestos Management Officer	-	Ralph Gale
Indoor Air Quality Designee	-	Ralph Gale
Health and Safety Compliance Officer	-	Lisa M. DiNovi
OPRA Appointments		
• Custodian of Government Records		Sherri Miller (Sandra Lore-Alternate)

Unanimously approved.

Moved by Mr. Pignatelli and seconded by Mr. Daly that the Board of Education authorize, by Resolution, the awarding of contracts for “professional services” for a one (1) year term, without competitive bidding, commencing July 1, 2025 through June 30, 2026.

PROF SRVCS
RESOLUTION

RESOLUTION

RESOLUTION AUTHORIZING THE APPOINTMENT OF INSURANCE BROKER OF RECORD, ARCHITECT OF RECORD, SCHOOL PHYSICIAN, BOARD SOLICITOR, REGULATORY/ENVIRONMENTAL SERVICES, AUDITOR, SECONDARY BOND COMPLIANCE AGENT, and BOND COUNSEL.

WHEREAS, the local Public Contracts Law (N.J.S.A. 40A:11.1 et seq.) requires that the Resolution authorizing the award of contracts for "professional services" without competitive bids must be publicly advertised,

NOW, THEREFORE, BE IT RESOLVED that the Board of Education of the Township of Downe, in the County of Cumberland, New Jersey, is hereby appointing the following persons to serve in the designated positions for a one (1) year term commencing July 1, 2025 through June 30, 2026:

<i>BROKER OF RECORD-EMPLOYEE BENEFITS</i>		<i>CONNER STRONG & BUCKELEW</i>
<i>ARCHITECT OF RECORD</i>	-	<i>MANDERS MERIGHI PORTADIN FARRELL ARCHITECTS, LLC</i>
<i>SCHOOL PHYSICIAN</i>	-	<i>COMPLETE CARE HEALTH NETWORK</i>
<i>BOARD SOLICITOR</i>	-	<i>WEINER LAW GROUP, LLC</i>
<i>REGULATORY/ENVIRONMENTAL SERVICES</i>	-	<i>EPIC ENVIRONMENTAL</i>
<i>AUDITOR</i>	-	<i>NIGHTLINGER, COLAVITA, & VOLPA PA</i>
<i>SECONDARY BOND MARKET COMPLIANCE AGENT</i>	-	<i>PHOENIX ADVISORS, LLC</i>
<i>BOND COUNSEL</i>	-	<i>MCMANIMON, SCOTLAND, & BAUMAN, LLC</i>

That these appointments and contracts are made without competitive bidding and public advertising. Pursuant to P.L. 2005, c. 271, appointments of professionals with a contract value exceeding \$36,000 may be required to complete a Political Contribution Disclosure making known their campaign contributions to the Board at least ten (10) days prior to the Board taking action on their appointment. A copy of this Resolution shall be published in the official newspapers of the Board of Education as required by law within ten (10) days of its passage.

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

Noes (0)

Abstain (0)

Motion carried.

OFFICIAL
NEWSPAPER

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

BUSINESS TRAVEL
THRESHOLD

Moved by Mr. Chaplin and seconded by Mr. Daly that the Board of Education approve a travel limitation for regular business travel up to \$1,500 and a maximum travel expense of \$25,000 for the 2025-2026 school year. Unanimously approved.

DEPOSITORY OF
SCHOOL FUNDS

Moved by Mr. Myers and seconded by Mr. Chaplin that the Board of Education approve the Ocean First Bank as the depository of school funds including the authorization for wire transfers/ACH transactions. Unanimously approved.

TREASURER

Moved by Mr. Myers and seconded by Mr. Daly that the Board of Education authorize the Business Administrator and Treasurer of School Funds to conduct wire transfers, as necessary. Unanimously approved.

BANK ACCOUNTS

Moved by Mr. Myers and seconded by Mr. Pignatelli that the Board of Education approve the following bank accounts and signatories:

Account Name/Number	Requirements/Signatories	Facsimile
General Fund Account	Business Administrator	Y
	Board President/Vice President	Y
	Treasurer of School Funds	Y
	<i>Requires three (3) signatures</i>	
Payroll Account	Business Administrator	Y
	Treasurer of School Funds	Y
	<i>Requires one (1) signature</i>	
Agency Account	Business Administrator	Y
	Treasurer of School Funds	Y
	<i>Requires one (1) signature</i>	
Flexible Spending Deposit Account	Business Administrator	Y
	Treasurer of School Funds	Y
	<i>Requires one (1) signature</i>	
Student Activities Account	Business Administrator	Y
	Treasurer of School Funds	Y
	<i>Requires one (1) signature</i>	
Unemployment Trust Account	Business Administrator	Y
	Treasurer of School Funds	Y
	<i>Requires one (1) signature</i>	
Capital Reserve Account	Business Administrator	Y
	Treasurer of School Funds	Y
	<i>Requires one (1) signature</i>	

Unanimously approved.

APPROVED
VENDORS

Moved by Mr. Myers and seconded by Mr. Chaplin that the Board of Education approve the list of current vendors for the 2025-2026 school year. *(See pages 594-599)* Unanimously approved.

T Moved by Mr. Chaplin and seconded by Mr. Day that the Board of Education approve the following tax shelter annuity companies for the 2025-2026 school year:

TSA VENDORS

- AXA Equitable/GWN

Unanimously approved.

Moved by Mr. Pignatelli and seconded by Mr. Myers that the Board of Education approve Colonial Life as the vendor for the district Flexible Spending Account for the 2025-2026 school year.

FSA VENDOR

Unanimously approved.

HIB Report

Moved by Mr. Myers and seconded by Mr. Daly that the Board of Education affirm the action taken and approve the March 2025 HIB Report and review the April and May 2025 HIB Reports. (See

HIB

page 600)

Unanimously approved.

OTHER DISTRICT REPORTS

- Nurse's Report (See page 601)
- Enrollment (See page 602)

FOR YOUR INFORMATION_

- 2023-2024 Performance Reports
- Please complete Mandated Training if you have not done so already
- Please submit Superintendent and Board Self Evaluations at the May Board Meeting.

PUBLIC PARTICIPATON

None

Moved by Mr. Pignatelli and seconded by Mr. Myers that the Board of Education meeting be adjourned (7:14 p.m.)

ADJOURN

Unanimously approved.