

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, June 18, 2024, at the Downe Township Elementary School.

Members Present: Mr. Casper, Mr. Chaplin, Mr. Coleman (entered at 7:00pm), Mr. Daly, Mr. Myers, Mr. Pignatelli, Mrs. Stratton
Members Absent: Mrs. Blizzard
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 6:30 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

PRESENTATIONS

None

PUBLIC COMMENT

None

CORRESPONDENCE

Moved by Mr. Myers and seconded by Mr. Daly to accept with regrets the resignation of part-time classroom aide, Megan Cooper, effective July 1, 2024. (*See page 6711*)
Unanimously approved.

RESIGNATIONS

Moved by Mr. Chaplin and seconded by Mr. Daly to accept with regrets the resignation of part-time classroom aide, Alysa Higman, effective July 1, 2024. (*See page 6711*)
Unanimously approved.

MINUTES

Moved by Mr. Chaplin and seconded by Mr. Myers that the Board of Education approve the regular session and the executive session minutes of the May 7, 2024, meeting of the Downe Township Board of Education.

Ayes: (5) Mr. Casper, Mr. Chaplin, Mr. Daly, Mr. Myers, Mrs. Stratton

Noes: (0)

Abstain: (1) Mr. Pignatelli

Motion carried.

MINUTES

BUDGET/FINANCE

Moved by Mrs. Stratton and seconded by Mr. Myers that the Board of Education approve the additional bills paid in May 2024, and the bills presented in June 2024. Also, authorize the Business Administrator to pay any bills due and owing before the next Board of Education meeting. Any additional bills paid, and transfers made will be presented at the next Board of Education meeting. (*See pages 6712-6715*)
Unanimously approved.

BUDGET/FINANCE

Moved by Mr. Chaplin and seconded by Mr. Daly that the Board of Education approve to Certify the Implementation of the Corrective Action Plan for the Fiscal Year Ended June 30, 2023.

(*See page 6716*)

Unanimously approved.

CERTIFY
IMPLEMENTATION
OF CAP

HORIZON RATES

Moved by Mr. Daly and seconded by Mr. Myers that the Board of Education approve the Horizon Dental renewal rates for 2024-2025 school year with no increase from current year. *(See page 6716)*
Unanimously approved.

**BURGESS
PSYCHIATRIC
SERVICES LLC
AGREEMENT**

Moved by Mr. Pignatelli and seconded by Mr. Myers that the Board of Education approve the Agreement between the Downe Township Board of Education Burgess Psychiatric Services, LLC for consultant services provided for the 2024-2025 school year in the amount of \$500 per case. *(See page 6717)*
Unanimously approved.

**SELFIDGE
CONSULTANTS
AGREEMENT**

Moved by Mr. Daly and seconded by Mr. Pignatelli that the Board of Education approve the Agreement between the Downe Township Board of Education and Sharleen Johnson/ Selfridge Consultants to provide Learning Evaluations/ Screenings for the 2024-2025 school year including ESY in the amount of \$470 per evaluation. *(See page 6717)*
Unanimously approved.

**SHEPPARDS BUS
SERVICE
CONTRACT**

Moved by Mrs. Stratton and seconded by Mr. Chaplin that the Board of Education approve the Transportation Contract between the Downe Township Board of Education and Sheppard Bus Service, Inc. in the amount of \$147,945.60 for the 2024-2025 school year. *(See pages 6718-6720)*
Unanimously approved.

**SHEPPARDS BUS
SERVICE BID
APPROVAL CCTEC
ROUTE**

Moved by Mr. Chaplin and seconded by Mr. Daly that the Board of Education approve the Transportation Bid between the Downe Township Board of Education and Sheppard Bus Service, Inc. for CCTEC Route at a rate of \$193 per diem for the 2024-2025 school year. *(See pages 6720-6722)*
Unanimously approved.

**PITTSBORO TWP
BOE MECHANIC
SERVICES
AGREEMENT**

Moved by Mr. Pignatelli and seconded by Mr. Daly that the Board of Education approve the 2024-2025 Agreement for Mechanic between the Downe Township Board of Education and Pittsboro Township Board of Education effective July 1, 2024, through June 30, 2025 at an hourly rate of \$ 64 per hour. *(See page 6722)*
Unanimously approved.

**CAPE MAY CSSSD
ITINERANT
SERVICES
AGREEMENT**

Moved by Mr. Myers and seconded by Mr. Daly that the Board of Education approve the Agreement between the Downe Township Board of Education and Cape May Special Services School District for Itinerant Services for the 2024-2025 school year, rates per agreement. *(See pages 6723-6724)*
Unanimously approved.

**CAPE MAY CSSSD
PRIVATE NURSE
CONTRACT**

Moved by Mr. Pignatelli and seconded by Mr. Myers that the Board of Education approve Private Duty Nurse Agreement between the Downe Township Board of Education and the Cape May County Special Services School District Board of Education for the 2024-2025 school year, effective July 1, 2024 through June 30, 2025. *(See pages 6725-6726)*
Unanimously approved.

**LAWRENCE TWP
BOE TUITION
CONTRACT SE/MD**

Moved by Mr. Chaplin and seconded by Mr. Daly that the Board of Education approve the Tuition Contract Agreement between the Downe Township Board of Education and Lawrence Township Board of Education, effective January 3, 2024 through June 30, 2024, for one resident student (SID# 6411984063) for the SE/MD Program for the estimated amount of \$ 17,127 as listed in the agreement. *(See page 6726)*
Unanimously approved.

Moved by Mr. Pignatelli and seconded by Mr. Myers that the Board of Education Approve the Public Donor Agreement between Community Health Care, Inc. and Downe Township Elementary School effective July 1, 2024, through June 30, 2025. *(See pages 6727-6729)*
Unanimously approved.

COMMUNITY HEALTH
CARE PUBLIC DONOR
AGREEMENT

Moved by Mr. Myers and seconded by Mr. Pignatelli that the Board of Education approve Sodexo Food Service Management Company, Inc., as FSMC effective July 1, 2024 through June 30, 2025. The Total Cost for the 2024-2025 school year contract is \$81,184.81. The Base Year Management Fee for the 2024-2025 school year is an annual amount of \$10,000. There is no Guarantee for the 2024-2025 school year.
Unanimously approved.

SODEXO AGREEMENT

Moved by Mr. Myers and seconded by Mr. Chaplin that the Board of Education approve the following school lunch and breakfast prices for the 2024-2025 school year:

LUNCH & BREAKFAST
PRICES

- *Student Breakfast, Full* \$2.20
- *Student Lunch, Full* \$3.15

Unanimously approved.

Moved by Mr. Chaplin and seconded by Mr. Pignatelli that the Board of Education approve the Agreement between the Downe Township Board of Education and the New Jersey Schools Insurance Group Educational Risk & Insurance Consortium – South Indemnity and Trust Agreement Resolution to join/ renew membership for a period of three years, beginning on July 1, 2024, and ending July 1, 2027. *(See pages 6729-6731)*
Unanimously approved.

NJSIG ER&I
AGREEMENT

BOARD SECRETARY REPORT

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

1. Budget Summary

The Budget Summary for the month of May 2024 was presented for review. *(See pages 6732-6742)*

BUDGET
SUMMARY

2. Revenue Summary

A Revenue Summary for the months of April 2024 and May 2024, 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 6742-6751)*

REVENUE
SUMMARY

3. Transfers of Funds

Approve the Transfer Status Report through May 2024, and the transfers of funds for the months of April 2024 and May 2024. *(See pages 6751-6753)*

TRANSFERS

4. 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 April 2024 and May 2024 Report of the Board Secretary, pending audit adjustments. *(See pages 6753-6800)*

TREASURER'S
REPORT

Unanimously approved.

CURRICULUM

None

POLICY

Moved by Mr. Chaplin and seconded by Mr. Myers that the Board of Education adopt the following update to policy:

SPORTS RELATED
CONCUSSION &
HEAD INJURY

5141.8 Sports Related Concussion and Head Injury *(See pages 6801-6803)*

Unanimously approved.

PERSONNEL

FUND 20 GRANT SALARY ALLOCATIONS

Moved by Mr. Myers and seconded by Mr. Chaplin that the Board of Education approve the 2023-2024 Fund 20 Grant Salary allocations. *(See page 6803)*
Unanimously approved.

SUBSTITUTES

Moved by Mr. Myers and seconded by Mr. Chaplin that the Board of Education approve the following substitute, pending successful completion of all requisite paperwork including credentials and criminal history review:

Maria Hemple Substitute Teacher – Noncertified, Aide

Unanimously approved.

ESY STAFF

Moved by Mr. Pignatelli and seconded by Mr. Myers that the Board of Education Approve the following for the district extended school year program to be held July 9, 2024 – August 8, 2024.

<u>Classroom Aides</u>	<u>Rate</u>	<u>Time Period</u>
Brittany Coggins*	18.00/hr.	9 hours/week for 5 weeks
<u>Substitute Aides</u>	<u>Rate</u>	<u>Time Period (up to 9 hrs/week for 5 weeks)</u>
Ethel Adamini	\$18.00/hr.	Substitute – as needed
Stephanie Brown*	\$18.00/hr.	Substitute – as needed
Karley Moore	\$18.00/hr.	Substitute – as needed
Emma Sedeyn	\$18.00/hr.	Substitute – as needed
Terrilynn Whildin	\$18.00/hr.	Substitute – as needed
Rachel Yerkes	\$18.00/hr.	Substitute – as needed

*May be used as a substitute teacher. Summer teaching substitutes will be paid at the rate of \$20.00 per hour

<u>Teachers</u>	<u>Rate</u>	<u>Time Period</u>
Jillian DeMore	\$40.00/hr.	10 hours/week for 5 weeks
William Castone	\$40.00/hr.	10 hours/week for 5 weeks
Joseph Henault	\$40.00/hr.	10 hours/week for 5 weeks
Nicole Gilson	\$40.00/hr.	Substitute – as needed
Megan Jacobson	\$40.00/hr.	Substitute – as needed
Chelsea Langley	\$40.00/hr.	Substitute – as needed
<u>Nurse</u>	<u>Rate</u>	<u>Time Period</u>
Giulia Sacco	\$40.00/hr.	10 hours/week for 5 weeks

Unanimously approved

ESY MAINTENANCE

Moved by Mr. Coleman and seconded by Mr. Myers that the Board of Education Approve the appointment of the following summer maintenance worker:

<u>Worker</u>	<u>Rate</u>	<u>Hours/Time Period</u>
Nicholas Weber	\$15.85	20 hr/week – Number of weeks to be determined

Unanimously approved.

ESY CAPE MAY ROUTE NURSE

Moved by Mrs. Stratton and seconded by Mr. Chaplin that the Board of Education Appoint the following district employees for the extended school year program:

<u>LPN Nurse</u>	<u>Rate</u>	<u>Route/Time Period</u>
Sharon Cresci	\$32.68/hr	To be determined
<u>On-Call RN</u>	<u>Rate</u>	<u>Route/Time Period</u>
Giulia Sacco	\$200.00 Stipend	To be determined

Unanimously Approved.

Moved by Mr. Myers and seconded by Mr. Daly that the Board of Education approve the lateral movement on the guide for the following two staff members for the 2024-2025 school year:

MOVEMENT ON THE
GUIDE

Melody Carr BA+30 to MA
Misty Pottorff BA to MA

Unanimously approved.

Moved by Mr. Coleman and seconded by Mr. Chaplin that the Board of Education Approve the contracted staff salaries for the 2024-2025 school year as delineated. These salaries reflect no increase other than advance on the guide and are based on the current negotiated salary guide. (See page 6804)

Unanimously approved.

Moved by Mr. Chaplin and seconded by Mr. Myers that the Board of Education Approve the contract between the Board of Education and the following employees these salaries reflect no increase and will be revised once the Board of Education settles negotiations with DTEA/ CARES: (See pages 6804-6821)

Ralph Gale
Sandra Lore
Alysia Thomson (increase result of summer hours)
Judy Williams

Unanimously approved.

Moved by Mr. Pignatelli and seconded by Mr. Coleman that the Board of Education approve to rescind the appointment of employee# 33761057 for the 2024-2025 school year.

RECIND APPOINTMENT
2024-2025 SY

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

Noes: (0)

Abstain: (0)

Motion carried.

BUILDING & GROUNDS / TRANSPORTATION

Moved by Mr. Chaplin and seconded by Mr. Daly that the Board of Education approve the Security/Safety Drills (See pages 6821-6822)

- a. Fire Drills 5/29/2024 & 6/4/2024
- b. Front of the Building Evacuation 5/30/2024
- c. Bomb Evacuation 6/5/2024

Unanimously approved.

EXECUTIVE SESSION

EXECUTIVE SESSION

Moved by Mr. Chaplin and seconded by Mr. Daly that the Board of Education to 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. (7:06 p.m.)

Unanimously approved.

Items discussed in Executive Session:

1. Personnel
2. Negotiations: update on negotiations
3. Legal matter: update on status of fence

Moved by Mr. Chaplin and seconded by Mrs. Stratton that the Board of Education adjourn from Executive Session. (7:36 p.m.)

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

Noes: (0)

Abstain: (0)

Motion carried.

**DISTRICT'S SAFE
RETURN PLAN**

SUPERINTENDENT REPORT

Moved by Mr. Pignatelli and seconded by Mr. Daly that the Board of Education approve the updates to the District's Safe Return Plan for the 2024-2025 school year. *(See pages 6823-6825)*
Unanimously approved.

OLD BUSINESS

BOARD OF EDUCATION BUSINESS

Old Business

Gaga pit was installed and looks great

NEW BUSINESS

New Business

Moved by Mr. Daly and seconded by Mr. Pignatelli to change the grade scale for the 2024-2025

Ayes: (4) Mr. Coleman, Mr. Daly, Mr. Myers, Mr. Pignatelli

Noes: (3) Mr. Chaplin, Mrs. Stratton, Mr. Casper Abstain: (0) Motion carried.

**SUPERINTENDENT
EVALUATION**

Moved by Mr. Pignatelli and seconded by Mr. Coleman that the Board of Education acknowledge the completion of the 2023-2024 Superintendent Evaluation for Sherri Miller, which was completed by June 30, 2024.

Unanimously approved.

HIB

HIB Report

Moved by Mr. Coleman and seconded by Mr. Pignatelli that the Board of Education affirm the action taken, review, and approve the May and June 2024 HIB Reports. *(See page 6826)*

Unanimously approved.

**2022-2023 HIB
GRADE**

Moved by Mr. Daly and seconded by Mr. Coleman that the Board of Education Review and acknowledge the official report of the District's 2022-2023 HIB Grade of 77. Copies of this report were made available to the public and the report will be posted to the district website in accordance with the Anti-Bullying Bill of Rights (P.L. 2021, c122). *(See page 6827)*

OTHER DISTRICT REPORTS

A. Nurse's Reports *(See pages 6828-6830)*

B. Enrollment *(See pages 6830-6831)*

PUBLIC PARTICIPATION

- Stephanie Robertson
 - Reimbursement for course work at college
- Jeffrey Parks
 - Issues with homework over the summer & 3rd party: 6154 policy it is violating
- Julie Daly
 - Submitted letter to the Superintendent
- Mrs. Pignatelli
 - Thanked Mrs. Miller for reaching out to the community and getting them involved with the Recreation Committee
- Mr. Chaplin
 - Distain about student accident bill being paid
 - Spoke about summer homework and felt it was put in left field, felt it was sneaky since it was given out the last day of school

ADJOURN

Moved by Mr. Pignatelli and seconded by Mr. Myers that the Board of Education meeting be adjourned 8:12 p.m.)

Unanimously approved.