

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 17, 2025, at the Downe Township Elementary School.

The Superintendent 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, Mrs. Stratton

ROLL CALL

Members Absent: Mr. Myers, Mr. Pignatelli

Also Present: Mrs. Miller, Principal/Superintendent, staff, and community

The New Jersey Open Public Meetings Statement was read by the Superintendent. 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

None

## PUBLIC COMMENT

- Merissa Hickman (parent) addressed the Board stating her displeasure regarding the decision and investigation stating she did not feel it was thorough.
- Ashley Sanza (staff member) read a statement regarding the budget and district spending. And asked what measures were being taken to reduce spending. She also advised that there is a drainage hose that is within reach of students.

## CORRESPONDENCE

None

## MINUTES

Moved by Mr. Daly and seconded by Mr. Chaplin that the Board of Education approve the regular session minutes of the May 6, 2025 meeting of the Downe Township Board of Education. Unanimously approved.

MINUTES

## BUDGET/FINANCE

Moved by Mrs. Stratton and seconded by Mrs. Blizzard that the Board of Education approve the bills paid in May 2025 and the bills presented for payment in June 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 609-610)* Unanimously approved.

WARRANTS

Moved by Mr. Daly and seconded by Mr. Coleman that the Board of Education approve the Itinerant Services Agreement between the Downe Township Board of Education and Cape May County SSSD Board of Education, effective July 1, 2025 through June 30, 2026. Services will be utilized on an as needed basis at the rates listed in the contract. *(See pages 611-612)* Unanimously approved.

ITINERANT SRVCS  
CONTRACT-  
CMCSSD

Moved by Mrs. Stratton and seconded by Mr. Chaplain that the Board of Education approve the contract between the Downe Township Board of Education and Yvonne Burgess/Burgess Psychiatric Services, LLC, effective July 1, 2025 through June 30, 2026. Mrs. Burgess will provide psychiatric evaluations/reports on an as needed basis at the rate of \$550 per case. *(See page 613)* Unanimously approved.

CONTRACT  
w/BURGESS  
PSYCH SERVICES

NO ACTION-  
CHANGE ORDER  
#3

No action was taken on the motion to approve Change Order #3 from Gaudelli Bros. Inc Mechanical Contractors for Labor and Materials related to backhoe rental to repair the underground leak.

MECHANIC SRVCS  
w/PITTSRGROVE

Moved by Mr. Coleman and seconded by Mr. Daly that the Board of Education approve the 2025-2026 Agreement for Mechanic between the Downe Township Board of Education and the Pittsgrove Township Board of Education, effective July 1, 2025 through June 30, 2026. Mechanic services will be utilized on an as needed basis at the rate of \$65 per hour plus any supplies or materials, if needed. *(See pages 613)*  
Unanimously approved.

TRANSP  
CONTRACT  
RENEWAL #13  
w/SHEPPARD BUS

Moved by Mrs. Blizzard and seconded by Mr. Daly that the Board of Education approve the Student Transportation Contract Renewal #13 between the Downe Township Board of Education and Sheppard Bus Service, Inc., effective September 1, 2025 through June 30, 2026. The total annual cost of the contract is \$153,230.40 and is for DT1, DT2, DT3, and DT4 at the per diem rate of \$212.82 each which was only increased over the 2024-2025 cost by CPI. *(See pages 614-616)*  
Unanimously approved.

TRANSP  
CONTRACT  
RENEWAL #1  
w/SHEPPARD BUS

Moved by Mr. Chaplin and seconded by Mr. Daly that the Board of Education approve the Student Transportation Contract Renewal #1 between the Downe Township Board of Education and Sheppard Bus Service, Inc., effective September 1, 2025 through June 30, 2026. The total annual cost of the contract is \$35,080.20 and is for DT5 Route at the per diem rate of \$199.89 which was only increased over the 2024-2025 cost by CPI. *(See page 617-619)*  
Unanimously approved.

FUND 20 SAARY  
ALLOCATION

Moved by Mrs. Stratton and seconded by Mr. Coleman that the Board of Education approve the final Fund 20 Grant Salary allocations for the 2024-2025 school year. *(See page 620)*  
Unanimously approved.

YE  
TRANSACTIONS

Moved by Mrs. Blizzard and seconded by Mrs. Stratton that the Board of Education authorize the Business Administrator to complete the appropriate year-end transactions in order to properly close the 2024-2025 school year, including the depositing of funds into reserves if the budget allows as of June 30, 2025 and all necessary transfers, adjustments and payments for the 2024-2025 school year.  
Unanimously approved.

PUBLIC DONOR  
AGRMT w/COMM  
HLTH

Moved by Mr. Chaplin and seconded by Mrs. Stratton that the Board of Education approve the Public Donor Agreement between Community Health Care, Inc. and the Downe Township Board of Education effective July 1, 2025 through June 30, 2026. *(See pages 620-622)*  
Unanimously approved.

SAFETY GRANT  
AWARD

Moved by Mr. Chaplin and seconded by Mr. Daly that the Board of Education approve the submission of the 2025 NJSIG Safety Grant and subsequent acceptance of the award in the amount of \$2,000.  
Unanimously approved.

CERT OF  
IMPLEMENTATION  
CAP FY24

Moved by Mrs. Blizzard and seconded by Mr. Chaplin that the Board of Education approve the Certification of Implementation of the Correction Action Plan for Fiscal Year Ended June 30, 2024 as presented. *(See pages 623)*  
Unanimously approved.

## BOARD SECRETARY REPORT

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

1. Budget Summary  
Review the Budget Summary for the month of June 2025 which was presented.
2. Revenue Summary  
Approve the Revenue Summary for the months of April and May 2025. 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 633-640)* REV SUMMARY
3. Transfers of Funds  
Approve the Transfer Status Report through May 2025, and the transfers of funds for the months of April and May 2025. *(See pages 641-643)* TRANSFERS
4. Board Secretary's Report  
Pursuant to N.J.A.C. 6A:23A-16.10(c)3, I certify that as of April 30, 2025 and May 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. 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 643-667)* BOARD SEC RPT

  
\_\_\_\_\_  
Lisa M. DiNovi, Board Secretary

June 17, 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 Report of the Board Secretary, pending audit adjustments. *(See pages 668-683)* 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 June 17, 2025, and after review of the Secretary's Monthly Financial Report and the Treasurer's Monthly Financial Reports for April and May 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

SUMMER MAINT  
STAFF

Moved by Mrs. Stratton and seconded by Mr. Chaplin that the Board of Education approve the appointment of the following summer maintenance workers:

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

Unanimously approved.

ESY STAFF  
APPOINTMENTS-  
NURSING

Moved by Mrs. Blizzard and seconded by Mr. Daly that the Board of Education approve to 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.

ESY STAFF  
APPOINTMENTS-  
INSTRUCTIONAL

Moved by Mrs. Stratton and seconded by Mr. Coleman that the Board of Education approve to appoint the following for the district extended school year program to be held July 8, 2025 – August 7, 2025.

<u>Classroom Aides</u>	<u>Rate</u>	<u>Time Period</u>
Emily Peters	\$18.00/hr.	9 hours/week for 5 weeks
Cameron Silvers	\$18.00/hr.	9 hours/week for 5 weeks
Kelli Torres*	\$18.00/hr.	9 hours/week for 5 weeks
<u>Substitute Aides</u>	<u>Rate</u>	<u>Time Period (up to 9 hours/week for 5 weeks)</u>
Maryann Maccri	\$18.00/hr.	Substitute – as needed
Kylie Keen	\$18.00/hr.	Substitute – as needed
Brittany Coggins*	\$18.00/hr.	Substitute – as needed
Amanda Poplardo	\$18.00/hr.	Substitute – as needed
Emily Hudson	\$18.00/hr.	Substitute – as needed
Sarah Byers	\$18.00/hr.	Substitute – as needed
<i>*May be used as a substitute teacher. Summer teaching substitutes will be paid at the rate of \$20.00 per hour</i>		
<u>Teachers</u>	<u>Rate</u>	<u>Time Period</u>
Jillian DeMore	\$40.00/hr.	10 hours/week for 5 weeks
Madelynne Leyman	\$40.00/hr.	10 hours/week for 5 weeks
Emily Hudson	\$40.00/hr.	10 hours/week for 5 weeks
Nicole Gilson	\$40.00/hr.	Substitute – as needed
Holly Ruscica	\$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.

FMLA LEAVE-  
MILLER

Moved by Mrs. Stratton and seconded by Mr. Chaplin that the Board of Education approve an FMLA leave for staff member, Sherri Miller, effective May 19, 2025 through May 30, 2025. 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**

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

**FIRE/SECURITY  
DRILLS**

Fire Drill	5/12/2025, 6/5/2025
Front of Building Evacuation	5/21/25
Bomb Evacuation	6/10/25

*(See pages 684-685)*

Unanimously approved.

## **EXECUTIVE SESSION**

Moved by Mr. Chaplin and seconded by Mr. Daly 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. (6:49 p.m.)

**EXEC SESSION**

Unanimously approved.

Item(s) discussed in Executive Session:

1. Student Matter

Unanimously approved.

Moved by Mr. Chaplin and seconded by Mr. Coleman that the Board of Education adjourn from Executive Session. (7:08 p.m.)

Unanimously approved.

## **SUPERINTENDENT'S REPORT**

Moved by Mr. Chaplin and seconded by Mr. Coleman that the Board of Education approve the Emergency Virtual or Remote Instruction Plan for 2025-2026. *(See pages 685-687)*

**VIRTUAL REMOTE  
INSTR PLAN**

Unanimously approved.

## **BOARD OF EDUCATION BUSINESS**

### Old Business

Board Self-Evaluation Tally.

### New Business

Moved by Mrs. Stratton and seconded by Mr. Chaplin that the Board of Education acknowledge the completion of the 2024-2025 Superintendent Evaluation for Sherri Miller, which was completed by June 30, 2025.

**SUPER EVAL**

Unanimously approved.

Moved by Mr. Chaplin and seconded by Mr. Coleman that the Board of Education approve the Affirmative Action Committee to conduct the Comprehensive Equity Plan Needs Assessment for School Years 2025-2026 through 2027-2028. *(See pages 687-694)*

**CEP NEEDS  
ASSMNT**

Unanimously approved.

Moved by Mr. Daly and seconded by Mr. Chaplin that the Board of Education approve the 2025-2028 Comprehensive Equity Plan and subsequent submission to the County Office of Education for certification of completion.

**CEP SUBMISSION**

Unanimously approved.

HIB

### HIB Report

Moved by Mr. Chaplin and seconded by Mr. Daly that the Board of Education affirm the action taken and review the June 2025 and approve the April and May 2025 HIB Reports. *(See pages 694-695)*

Unanimously approved.

23-24 HIB GRADE

Moved by Mrs. Blizzard and seconded by Mr. Coleman that the Board of Education review and acknowledge the official report of the District's 2023-2024 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 696)*

Unanimously approved.

### **OTHER DISTRICT REPORTS**

- Nurse's Report *(See pages 697-698)*
- Enrollment *(See pages 699-700)*

### **FOR YOUR INFORMATION**

- There is no July Board of Education meeting. The next meeting will be Tuesday, August 19, 2025.

### **PUBLIC PARTICIPATON**

- Ashley Sanza (staff member) commented that the demands of a teacher increase every year while the appreciation decreases every year.

ADJOURN

Moved by Mr. Chaplin and seconded by Mr. Coleman that the Board of Education meeting be adjourned (7:20 p.m.)

Unanimously approved.