

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, August 20, 2024, at the Downe Township Elementary School.

Members Present: Mrs. Blizzard, Mr. Casper, Mr. Chaplin, Mr. Coleman, Mr. Daly, Mr. Pignatelli, Mr. Pignatelli (arrived 6:32pm), Mrs. Stratton
Members Absent: Mr. Myers
Also Present: Mrs. Miller, Principal/Superintendent, Mrs. Lisa DiNovi, Business Administrator/Board Secretary, 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

- Ms. Low stated she works with the community in Cumberland County to help with bullying and other similar issues

CORRESPONDENCE

- Letter of resignation of part-time Music Teacher, Misty Pottorff (nee Fiske), effective July 25, 2024. *(See page 7)*

RESIGNATIONS

Moved by Mr. Coleman and seconded by Mr. Chaplin that the Board of Education accept, with regret, the resignation of part-time Music Teacher, Misty Pottorff (Fiske), effective July 25, 2024. Unanimously approved.

MINUTES

Moved by Mr. Daly and seconded by Mr. Pignatelli that the Board of Education approve the regular and executive session minutes of the June 18, 2024 meeting of the Downe Township Board of Education. Unanimously approved.

MINUTES

BUDGET/FINANCE

Moved by Mrs. Stratton and seconded by Mr. Chaplin that the Board of Education approve the additional bills paid in June 2024 and the bills presented for payment in August 2024. 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 7-10)* Unanimously approved.

BUDGET/FINANCE

Moved by Mr. Daly and seconded by Mr. Chaplin that the Board of Education approve the School Contract Academic Year 2024-2025 between the Downe Township Board of Education and the NJ Commission For the Blind & Visually Impaired, effective September 1, 2024 through June 30, 2025 for one resident student (SID#4403104752) receiving Level 1 services at the cost of \$2,420 for the year. *(See page 11)* Unanimously approved.

COMMISSION OF
THE BLIND

2024 ESY
CONTRACT
SCSSSD

Moved by Mr. Coleman and seconded by Mr. Chaplin that the Board of Education approve the Special Education 2024 ESY Tuition Contract Agreement between the Downe Township Board of Education and the SCSSSD, effective July 8, 2024 through August 15, 2024, for two resident students (SID#4264769275 & SID#4295984629) attending the Regional Day School at a cost of \$7,101 per student. (See pages 11-12)
Unanimously approved.

FSMC CONTRACT

Moved by Mr. Daly and seconded by Mr. Chaplin that the Board of Education approve the following revised motion for the award of the FSMC contract to Sodexo. The revision to the motion, which was required by the NJDOA, is indicated in bold below:

*“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. The Base Year Management Fee for the 2024-2025 school year is an annual amount of \$10,000. **There is a Guarantee to break even for the 2024-2025 school year.**”*
Unanimously approved.

CCTEC NURSING
SERVICES
AGREEMENT

Moved by Mr. Daly and seconded by Mr. Pignatelli that the Board of Education approve the Shared Services Agreement – Nursing Service between the Downe Township Board of Education and the Cumberland County Board of Vocational Education, effective September 1, 2024 through June 30, 2025 for nursing services on an as needed basis at the rates set forth in Section Five of the Agreement. (See pages 12-16)
Unanimously approved.

FY25 IDEA

Moved by Mrs. Stratton and seconded by Mr. Coleman that the Board of Education approve the submission and subsequent acceptance of FY25 IDEA Consolidated Grant funds as follows:

– IDEA Basic	\$64,684
– IDEA Preschool	\$ 1,010

(See page 17)
Unanimously approved.

FY25 ESEA

Moved by Mrs. Stratton and seconded by Mr. Coleman that the Board of Education approve the submission and subsequent acceptance of FY25 ESEA Consolidated Grant funds as follows:

– Title I	\$58,983
– Title IIA	\$6,454
– Title IV Part A	\$10,000

(See page 17)
Unanimously approved.

COUNTY
VOCATIONAL
DISTRICTS ESY

Moved by Mrs. Blizzard and seconded by Mr. Daly that the Board of Education approve the Special Education Tuition Contract Agreement for County Vocational Districts (ESY) between the Downe Township Board of Education and Cumberland County Board of Education, effective July 1, 2024 through August 1, 2024 for one (1) resident student (SID# 4148942192) attending the Strive ESY program at the cost of \$1,500. (See page 18)
Unanimously approved.

BOARD SECRETARY REPORT

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

1. Budget Summary

The Budget Summary for the month of August 2024 was presented for review.

(See pages 19-27)

BUDGET
SUMMARY

2. Revenue Summary

A Revenue Summary for the month of June 2024, 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 28-32)*

REVENUE
SUMMARY

3. Transfers of Funds

Approve the Transfer Status Report through June 2024, and the transfers of funds for the month of June 2024. *(See pages 32-36)*

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 SY is in agreement with the June 2024 Report of the Board Secretary, pending audit adjustments. *(See pages 37-44)*

TREASURER'S
REPORT

5. Board Secretary Report *(See pages 44-60)*

Unanimously approved.

CURRICULUM

Moved by Mr. Coleman and seconded by Mr. Pignatelli that the Board of Education approve the following field trip requests:

FIELD TRIPS

Date

9/25/2024

Class

4th Grade

Destination

Raybins Beach, Fortescue

Unanimously approved.

POLICY

None

PERSONNEL

With the recommendation of the Superintendent, it was moved by Mrs. Stratton and seconded by Mr. Pignatelli that the Board of Education approve to appoint Luke Tozour to the position of elementary school teacher, effective September 1, 2024 through June 30, 2025 at a salary of \$67,667 (Step 1 MA). Mr. Tozour's instructional assignment for the 2024-2025 school year will be eighth grade and middle school math.

APPOINTMENT
ELEMENTARY
TEACHER

Roll call:

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

Noes: (0)

Abstain (0)

Motion carried.

Moved by Mr. Coleman and seconded by Mr. Chaplin that the Board of Education approve the 2024-2025 Substitute Rates, as presented. *(See page 61)*

2024-2025 SUB
RATES

Unanimously approved.

Moved by Mr. Coleman and seconded by Mr. Chaplin that the Board of approve the Education Professional Day Requests, as presented. *(See page 61)*

PROFESSIONAL
DAY REQUESTS

Unanimously approved

Moved by Mrs. Stratton and seconded by Mr. Daly 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.

AIDES

Ashley Carvo

Instructional Aide

Meagan Charlton

Teacher (Non-Certified), Instructional Aide

Makensy Munyon

Instructional Aide

Sandra Sacharnoski

Instructional Aide

Unanimously approved.

APPOINTMENT OF
STAFF

Moved by Mr. Pignatelli and seconded by Mrs. Blizzard that the Board of Education approve to appoint the following staff members as attendance officers for the 2024-2025 school year:

<i>Judy Williams</i>	<i>School Register/Student Database</i>
<i>Alysia Thomson</i>	<i>Truancy and Enforcement Officer</i>

Unanimously Approved.

LATERAL MOVEMENT
ON THE BUIDE

With the recommendation of the Superintendent, it was moved by Mrs. Blizzard and seconded by Mr. Coleman that the Board of Education approve the lateral movement on the Support Salaried Guide for Stephanie Robertson from Step 6 HS+30 to Step 6 HS+45 for the 2024-2025 school year. Mrs. Robertson's salary will be \$21,676 (prorated to 80%) and is to be adjusted upon ratification of a new contract & salary guide.

Ayes (6): Mrs. Blizzard, Mr. Coleman, Mr. Daly, Mr. Pignatelli, Mrs. Stratton, Mr. Casper
Noes: (0) Abstain (1) Mr. Chaplin Motion carried.

INSTRUCTIONAL AIDE
POSITIONS

With the recommendation of the Superintendent, it was moved by Mrs. Stratton and seconded by Mr. Chaplin that the Board of Education to hire the following individuals to the position of Instructional Aide, effective September 1, 2024 through June 30, 2025 for the 2024-2025 school year. Initial salaries are based on the currently negotiated agreement. Upon ratification of a new contract and guides, individuals with be moved to the step that most closely corresponds with this initial salary.

<i>Terrilynn Whildin</i>	<i>(Current) Step 4 HS</i>	<i>\$19,740 (prorated to .80 FTE)</i>
<i>Rachel Yerkes</i>	<i>(Current) Step 4 HS+30</i>	<i>\$20,431 (prorated to .88 FTE)</i>
<i>Stephanie Brown</i>	<i>(Current) Step 4 AA</i>	<i>\$21,122 (prorated to .88 FTE)</i>
<i>Kelli Torres</i>	<i>(Current) Step 4 AA</i>	<i>\$21,122 (prorated to .80 FTE)</i>

Roll call:

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

Noes: (0) Abstain (0) Motion carried.

COURSE APPROVAL

Moved by Mr. Coleman and seconded by Mrs. Stratton that the Board of Education approve the Course Approval Request for Stephanie Robertson for the following undergraduate course for the 2024-2025 school year:

<i>Wellness Early Childhood</i>	<i>Liberty University</i>	<i>3 Credits</i>	<i>10/21-12/13</i>
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Ayes (6): Mrs. Blizzard, Mr. Coleman, Mr. Daly, Mr. Pignatelli, Mrs. Stratton, Mr. Casper

Noes: (0) Abstain (1) Mr. Chaplin Motion carried.

STAFF EVALUATIONS

Moved by Mrs. Stratton and seconded by Mr. Chaplin that the Board of Education approve all staff evaluation forms/rubrics.

Unanimously approved.

2024-2025 MASTER
SUBSTITUTE LIST
ADDITIONS

Moved by Mr. Pignatelli and seconded by Mr. Daly 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>Thomas Hunter</i>	<i>Teacher (Non-Certificated)</i>
<i>Heather Etter</i>	<i>Teacher (Certified)</i>

Unanimously approved.

INSTRUCTIONAL AIDE
HIRE

With the recommendation of the Superintendent, it was moved by Mr. Pignatelli and seconded by Mr. Daly that the Board of Education to hire the following individual to the position of Instructional Aide, effective September 1, 2024 through June 30, 2025 for the 2024-2025 school year. Initial salary is based on the currently negotiated agreement. Upon ratification of a new contract and guides, individuals with be moved to the step that most closely corresponds with this initial salary.

<i>Cameron Silvers</i>	<i>(Current) Step 4 HS</i>	<i>\$19,740 (prorated to .88 FTE)</i>
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WEEK OF
RESPECT

Roll call:
Ayes (7): Mrs. Blizzard, Mr. Chaplin, Mr. Coleman, Mr. Daly, Mr. Pignatelli, Mrs. Stratton, Mr. Casper
Noes: (0) Abstain (0) Motion carried.

BUILDING & GROUNDS / TRANSPORTATION

Moved by Mr. Coleman and seconded by Mr. Chaplin that the Board of Education approve the Addendum To Interlocal Agreements with Several Cumberland County School Districts for Joint Transportation. This Agreement is effective July 1, 2024 through June 30, 2025 with route costs based on participation with a 6% administrative fee added. (See pages 62-63)
Unanimously approved.

ADDENDUM TO
INTERLOCAL
AGREEMENTS

Moved by Mr. Chaplin and seconded by Mr. Daly that the Board of Education approve the following additions to the facilities request/ fundraiser calendar for the 2024-2025 school year:

CALENDAR ITEMS

EMERGENCY
VIRTUAL REMOTE
INSTRUCTION
PLAN 2024-2025

<u>Organization</u>	<u>Activity/Fundraiser</u>	<u>Date/Time</u>
PTO	Membership Drive	Ongoing
	Bake Sale	09/12
8 th Grade Afterglow	Car Show	10/19/24 8am-4pm

Unanimously approved. (See pages 63-64)

OLD BUSINESS

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. (6:51 p.m.)

EXECUTIVE
SESSION

Items discussed in Executive Session:

BALLOT QUESTION

1. Personnel
2. Negotiations

Unanimously approved.

Moved by Mr. Daly and seconded by Mr. Coleman that the Board of Education adjourn from Executive Session. (7:10 p.m.)
Unanimously approved.

HIB

SUPERINTENDENT’S REPORT

Moved by Mr. Daly and seconded by Mr. Pignatelli that the Board of Education approve the Student Internship Agreement with Rowan University, effective September 1, 2024 through September 1, 2025.
Unanimously approved.

STUDENT
INTERNSHIP
AGREEMENT

Moved by Mr. Coleman and seconded by Mrs. Blizzard that the Board of Education approve the placement of Taylor Chard, school nursing candidate, at Downe Township School from September 3, 2024 through December 19, 2024.
Unanimously approved.

ONSITE CLONICAL
EXPERIENCE

ADJOURN

Moved by Mr. Chaplin and seconded by Mr. Daly that the Board of Education approve the district’s Professional Development Plan and Mentoring Plan for the 2024-2025 school year and the submission of the Statement of Assurances to the Department of Education. (On file in the Superintendents Office)
Unanimously approved.

PROFESSIONAL
DEVELOPMENT
PLAN

Moved by Mr. Pignatelli and seconded by Mr. Daly that the Board of Education approve per NJSA 18A:36-5.1 and NJAC 6A:16-5.2) and Week of Respect (ABBR Act P.L. 2010, c.122), approve to designate October “Safety Month” to include the week of October 7-11, 2024 as the district’s

School Week of Respect and the week of October 21-25, 2024 as the district's School Violence Awareness Week
Unanimously approved.

Moved by Mrs. Stratton and seconded by Mr. Pignatelli that the Board of Education approve the following non-resident tuition students for the 2024-2025 school year:

<i>Grade</i>	
<i>Pre-K 3</i>	<i>Staff Member Child</i>
<i>Pre-K 3</i>	<i>Staff Member Child</i>
<i>Pre-K 3</i>	<i>Tuition</i>

Unanimously approved.

Moved by Mrs. Blizzard and seconded by Mr. Coleman that the Board of Education approve the Emergency Virtual or Remote Instruction Plan for the 2024-2025 school year. *(See pages 64-66)*
Unanimously approved.

BOARD OF EDUCATION BUSINESS

Old Business

Mrs. DiNovi provided the Board with an update on the HVAC project.

New Business

Moved by Mr. Coleman and seconded by Mr. Chaplin that the Downe Township Board of Education approve, by Resolution, to direct the Business Administrator to submit a ballot question to the County Clerk of Cumberland County to be posed to the voters of Downe Township at the November 4, 2024 General Election, as follows:

"Do you approve the Downe Township Board of Education raising an additional \$100,000 for the 2024-2025 school year, increasing the 2024-2025 tax levy from \$1,934,475 to \$2,034,475, for the purpose of hiring an armed security guard?" (See page 66)

Roll call:

Ayes (7): Mrs. Blizzard, Mr. Chaplin, Mr. Coleman, Mr. Daly, Mrs. Stratton, Mr. Casper
Noes: (1) Mr. Pignatelli Abstain (0) Motion carried.

HIB Report

No Report

OTHER DISTRICT REPORTS

- A. Nurse's Reports *(See page 67)*
- B. Enrollment *(See pages 68)*

PUBLIC PARTICIPATION

- Staff member, Carly Beckett advised that the Car Show will be held on October 19th from 8am-4pm
- Staff member Ashley Sanza inquired about the dates when staff can return to the building and asked for the names of the new aides and teachers.

Moved by Mr. Pignatelli and seconded by Mr. Daly that the Board of Education meeting be adjourned (7:17 p.m.)
Unanimously approved.