

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, September 17, 2024, at the Downe Township Elementary School.

Members Present: Mrs. Blizzard, Mr. Casper, Mr. Coleman, Mr. Daly, Mr. Myers, Mr. Pignatelli, Mrs. Stratton
Members Absent: Mr. Chaplin
Also Present: Mrs. Miller, Principal/Superintendent, Mrs. Lisa DiNovi, Business Administrator/Board Secretary, staff, and community

ROLL CALL

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

None

MINUTES

Moved by Mr. Pignatelli and seconded by Mr. Daly that the Board of Education approve the regular and executive session minutes of the August 20, 2024 meeting of the Downe Township Board of Education.

MINUTES

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

BUDGET/FINANCE

Moved by Mrs. Stratton and seconded by Mr. Daly that the Board of Education approve the additional bills paid in July and August 2024 and the bills presented for payment in September 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)*
Unanimously approved.

WARRANTS

Moved by Mr. Daly and seconded by Mr. Myers that the Board of Education approve to set the staff meal price at \$3.65 for the 2024-2025 school year
Unanimously approved.

STAFF MEAL
PRICE

Moved by Mr. Pignatelli and seconded by Mr. Coleman that the Board of Education approve the Special Education Tuition Contract Agreement (ESY) between the Downe Township Board of Education and the Cumberland County Board of Vocational Education, effective July 1, 2024 through August 1, 2024 for one resident student attending the STRIVE ESY program. *(See pages)*
Unanimously approved.

TUITION
CONTRACT - CC
BD OF VOC EDUC

AWARD BID FOR
HVAC PROJ-
GAUDELLI

Moved by Mr. Myers and seconded by Mr. Blizzard that the Board of Education approve to award the bid for the HVAC Upgrades (Project 20.010) to Gaudelli Bros. Inc. in the amount of \$2,492,000. The only other bidder was Falasca Mechanical in the amount of \$3,064,000. (See pages)
Roll Call

Ayes (6): Mrs. Blizzard, Mr. Coleman, Mr. Daly, Mr. Myers, Mr. Pignatelli, Mrs. Stratton, Mr. Casper

Noes: (0)

Abstain (0)

Motion carried.

BOARD SECRETARY REPORT

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

REV SUMMARY

1. Budget Summary

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

2. Revenue Summary

Approve the Revenue Summary presented for the month of July 2024. 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)

TRANSFERS

3. Transfers of Funds

Approve the Transfer Status Report through July 2024, and the transfers of funds for the month of July and August 2024. (See pages)

BD SE RPT

4. Board Secretary's Report

Pursuant to N.J.A.C. 6A:23A-16.10(c)3, I certify that as of July 31, 2024, 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)l. (See pages)



Lisa M. DiNovi, Board Secretary

September 17, 2024

Date

TREAS. RPT

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 2023-2024 SY is in agreement with the July 2024 Report of the Board Secretary, pending audit adjustments. (See pages)

BD CERT

6. Board Certification

Pursuant to N.J.A.C. 6A23A-16.10(c)4, the Downe Township Board of Education certifies that as of September 12, 2024, and after review of the Secretary's Monthly Financial Report and the Treasurer's Monthly Financial Report for July, 2024, 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

None

RE-ADOPT
POLICIES

POLICY

Moved by Mrs. Stratton and seconded by Mr. Myers that the Board of Education approve to re-adopt the following Board of Education policies which are on file in the Board office:

5144

Discipline/Consequences

5131

Conduct/Discipline & Student Code of Conduct

5131.1

Harassment, Intimidation & Bullying

Unanimously approved.

PERSONNEL

Moved by Mrs. Blizzard and seconded by Mr. Pignatelli that the Board of Education approve the Professional Day Requests, as presented. *(See page)*
Unanimously approved.

PROF DAY
REQUESTS

Moved by Mr. Coleman 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.

SUBSTITUTES

Rachel Yerkes

Substitute Teacher (Non-Certificated)

Alexia Freeman

Substitute Aide, Custodian, Office Aide

Unanimously approved.

Moved by Mrs. Blizzard and seconded by Mrs. Stratton that the Board of Education approve the Instructional Assignments for the 2024-2025 school year. *(See page)*
Unanimously approved.

INSTRUCIONAL
ASSIGNMENTS

Moved by Mr. Pignatelli and seconded by Mr. Myers that the Board of approve the co-curricular advisors for the 2024-2025 school year, as delineated:

CO-CURRICULAR
ADVISOR APPT

8th Grade Class Advisor

\$546

Brooke Morvay

(1 ½ activity)

\$546

Carli Beckett

Yearbook Club

\$364

Jillian DeMore

\$364

Lindsay Palombo

STEM Enrichment

\$728

Melanie Hough

\$728

Megan Jacobson

Garden Club

\$728

Megan Jacobson

Intramurals

\$728

William Caston

Student Council

\$182

Emily Hudson

½ Activity

\$182

Brooke Morvay

Unanimously approved.

BUILDING & GROUNDS / TRANSPORTATION

Moved by Mrs. Blizzard and seconded by Mr. Daly that the Board of Education approve to submit to the County Office of Education an Application for Dual Use of Educational Space for the 2024-2025 school year. *(See pages)*
Unanimously approved.

DUAL USE
APPLICATION

Moved by Mrs. Stratton and seconded by Mr. Daly that the Board of Education approve to submit to the County Office of Education a waiver request for the Preschool-4 classroom (Room 127), the Kindergarten classroom (Room 128), and the MD classroom (Room 141) for the 2024-2025 school year for alternate method of compliance in accordance with NJAC 6A:26-6.3(h)4ii by providing toilet rooms adjacent to the classroom instead of within the classroom. A classroom aide will be provided to assist with toilet room supervision. *(See pages)*
Unanimously approved.

CLASSROOM
WAIVER

Moved by Mr. Daly and seconded by Mr. Pignatelli that the Board of Education approve to submit to the County Office of Education a renewal application for Temporary Instructional Space for use of the modular building to provide student counselling for the 2024-2025 school year. *(See page)*
Unanimously approved.

TEMP ISTR SPACE
APPLICATION

FACILITY USE

Moved by Mr. Myers 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:

<u>Organization</u>	<u>Activity/Fund Raiser</u>	<u>Date/Time</u>
<i>DTEA CARES Union Meetings</i>		<i>9/17/24, 11/12/24, 2/11/25,</i>
<i>5/13/25</i>		
<i>PTO</i>	<i>PTO Meeting</i>	<i>9/19/24</i>
<i>Kids' Center</i>	<i>Falling for Families</i>	<i>9/26/24</i>
<i>Afterglow</i>	<i>Back to School Dance</i>	<i>9/27/24</i>
<i>PTO</i>	<i>Scholastic Book Fair</i>	<i>10/7-11/24</i>
<i>Kids' Center</i>	<i>Hedge Field Farm</i>	<i>Tentative 10/10/24</i>
<i>Tentative Rain Date 11/1/24</i>		
<i>Kids' Center</i>	<i>Thanksgiving Food Drive</i>	<i>10/18/24-11/26/24</i>
<i>PTO</i>	<i>Trunk-or-Treat</i>	<i>10/25/24</i>
<i>Kids' Center</i>	<i>Family Bingo Night</i>	<i>11/14/2024</i>
<i>Kids' Center</i>	<i>Gift Collection</i>	<i>12/2/24-12/16/24</i>
<i>Afterglow</i>	<i>Donations and Sales</i>	<i>2024-2025 School Year</i>

Unanimously approved.

EXEC SESSION

EXECUTIVE SESSION

Moved by Mr. Pignatelli and seconded by Mr. Myers 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. (6:46 p.m.)

Items discussed in Executive Session:

1. Negotiations

Unanimously approved.

Moved by Mr. Coleman and seconded by Mr. Daly that the Board of Education adjourn from Executive Session. (6:58 p.m.)

Unanimously approved.

**NURSING
STANDARD
ORDERS**

SUPERINTENDENT'S REPORT

Moved by Mr. Pignatelli and seconded by Mr. Coleman that the Board of Education approve the Nursing Standard Orders for the 2024-2025 school year. (*See pages*)

Unanimously approved.

**DISTRICT
OPERATIONAL
PLAN UPDATES**

Moved by Mrs. Stratton and seconded by Mr. Daly that the Board of Education approve the following updated district safety and health operational plans which are on file in the Superintendent's office:

- School Safety & Security Plan
- School Integrated Pest Management Plan
- Written Hazard Communication Program
- Foodservice Biosecurity Management Plan
- HACCP-Based Standard Operating Procedures
- Emergency Office Management Plan
- Exposure Control Plan
- Downe Indoor Air Quality

Unanimously approved.

BOARD OF EDUCATION BUSINESS

Old Business

None

New Business

None

HIB Report

Moved by Mr. Daly and seconded by Mr. Myers that the Board of Education review the September 2024 HIB Reports. *(See page)*

AFFIRM HIB

Unanimously approved.

PUBLIC PARTICIPATION

- Ashley Sanza stated the Book Fair would be held October 7th-11th.

OTHER DISTRICT REPORTS

None

Moved by Mr. Pignatelli and seconded by Mr. Coleman that the Board of Education meeting be adjourned (7:02 p.m.)

ADJOURN

Unanimously approved.