

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, October 15, 2024, at the Downe Township Elementary School.

Members Present: Mr. Casper, Mr. Chaplin, Mr. Coleman, Mr. Daly, Mr. Myers, Mrs. Stratton
Members Absent: Mrs. Blizzard, Mr. Pignatelli
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

PUBLIC HEARINGS

School Self-Assessment for Determining Grades

In accordance with the Anti-Bullying Bill of Rights Act (P.L. 2021,c.122), a public hearing was specifically conducted to fulfill the district's legal obligation for the Superintendent to report the results of the district's 2023-2024 School Self-Assessment for Determining Grades and obtain public comment, if any. (See pages)

PUBLIC HEARINGS
- SELF-
ASSMNT
DETERMINI
NG GRADES
- SSDS RPT
PD 2 23-24

Violence and Vandalism and Harassment, Intimidation or Bullying- Investigations, Trainings and Program (SSDS) 2023-2024 Report Period 2

In accordance with Public School Safety Law (N.J.S.A. 18A:17-46), a public hearing is specifically conducted to fulfill the district's legal obligation to report all acts of violence, vandalism, intimidation and bullying (HIB), substance and weapons offenses and HIB incidents and trainings and programs to the public. (See pages)

▪ OPEN PUBLIC HEARINGS

Moved by Mr. Chaplin and seconded by Mr. Myers that the Board of Education open the Public Hearings on the 2023-2024 School Self-Assessment for Determining Grades and the Violence and Vandalism and Harassment, Intimidation or Bullying Investigations, Trainings and Programs to the Public (SSDS) 2023-2024 Report Period 2.
Unanimously approved.

▪ PRESENTATION

Superintendent, Sherri Miller, reported the results of the district's 2023-2024 School Self-Assessment for Determining Grades.

The Superintendent presented information on the following:

Category	Description	Data Collection Date	Certify to DOE
Violence, Vandalism , Weapons, Substance Abuse & HIB Confirmed	(1) HIB Incidents	January 1, 2024-June 30, 2024	July 18, 2024
Other Incidents Leading to Removal	(5) Incident Leading to Removal	January 1, 2024-June 30, 2024	July 18, 2024
HIB Alleged	(2) Alleged	January 1, 2024-June 30, 2024	July 18, 2024
HIB Incidents – Confirmed	(0) Confirmed Incidents	January 1, 2024-June 30, 2024	July 18, 2024
Violence	(1) Reports	January 1, 2024-June 30, 2024	July 18, 2024
Reports of Restraint/Seclusion	(0) Reports	January 1, 2024-June 30, 2024	July 18, 2024

HIB Programs	(3) Programs	January 1, 2024-June 30, 2024	July 18, 2024
HIB Training	(1) Training	January 1, 2024-June 30, 2024	July 18, 2024

Copies of these reports will be attached to the minutes, posted on the district's website, and will be kept on file in the Board office.

▪ **AUDIENCE PARTICIPATION**

None

▪ **CLOSE PUBLIC HEARINGS**

Moved by Mr. Chaplin and seconded by Mr. Daly that the Board of Education close the Public Hearings on the 2023-2024 School Self-Assessment for Determining Grades and the Violence and Vandalism and Harassment, Intimidation or Bullying- Investigations, Trainings and Programs for the Public (SSDS) 2023-2024 Report Period 2. Unanimously approved.

▪ **RESOLUTIONS**

Moved by Mr Chaplin and seconded by Mr. Daly that the Board of Education approve, by Resolution, the submission of the NJ DOE School Self-Assessment for Determining Grades under the Anti-Bullying Bill of Rights Act for the Period July 1, 2023 through June 30, 2024. Furthermore, following the public comment opportunity, it is recommended that the Board of Education approve the Superintendent to formally submit the ratings to the NJDOE. Unanimously approved.

Moved by Mr Chaplin and seconded by Mr. Daly that the Board of Education approve, by Resolution, the submission of the School Safety Data System information regarding all acts of violence, vandalism, intimidation and bullying (HIB), substance and weapons offenses and HIB incidents and trainings and programs to the public for 2023-2024 Report Period 2, January 1, 2024 through June 30, 2024. Unanimously approved.

PRESENTATIONS

NJSLA SPRING
2024 RESULTS

The Superintendent presented NJSLA Spring 2024 Assessment District Results, 5-year Reports, and ACCESS and DLM Testing.

PUBLIC COMMENT

None

CORRESPONDENCE

FMLA – COGGINS

- Letter dated October 3, 2024 from staff member, Brittany Coggins, requesting an FMLA/NJFLA leave of absence commencing on or about December 2, 2024 and ending on or about March 21, 2025. *(See page)*

Moved by Mr. Coleman and seconded by Mr. Myers that the Board of Education approve the FMLA/NJFLA leave request submitted by staff member, Brittany Coggins. Mrs. Coggins' FLMA leave shall commence on or about December 2, 2024 and end on or about December 20, 2024. Mrs. Coggins' NJFLA leave shall commence on January 2, 2025 and end on or about March 21, 2025.

NJFLA - WEST

- Letter dated October 10, 2024 from staff member, Zachary West, requesting an NJFLA leave of absence commencing on February 3, 2025 and ending on May 2, 2025. *(See page)*

Moved by Mr. Chaplain and seconded by Mr. Myers that the Board of Education approve the NJFLA leave request submitted by staff member, Zachary West commencing on February 3, 2025 and ending on May 2, 2025. Unanimously approved.

MINUTES

Moved by Mr. Coleman and seconded by Mr. Myers that the Board of Education approve the regular and executive session minutes of the September 17, 2024 meeting of the Downe Township Board of Education

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

Noes: (0)

Abstain (1) Mr. Chaplain

Motion carried.

MINUTES

BUDGET/FINANCE

Moved by Mrs. Stratton and seconded by Mr. Daly that the Board of Education approve the additional bills paid in September 2024 and the bills presented for payment in October 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 Mrs. Stratton and seconded by Mr. Chaplain that the Board of Education approve the out of district placement and corresponding Special Education Tuition Contract Agreement-Extended School Year between the Downe Township Board of Education and the Lawrence Township Board of Education, effective July 9, 2024 through August 8, 2024 for three (3) non-resident students attending the PSD/MD ESY class at Downe Township Elementary School at a cost of \$2,000.00 per student. This contract represents revenue to the District. *(See pages)*

Unanimously approved.

TUITION
CONTRACT
w/LAWRENCE
PSD/MD ESY

Moved by Mr. Chaplain and seconded by Mr. Daly that the Board of Education approve the Special Education Tuition Contract Agreement between the Downe Township Board of Education and the Lawrence Township Board of Education, effective September 5, 2024 through June 30, 2025 for seven (7) non-resident students attending the PSD/MD programs at Downe Township Elementary School at an annual cost \$14,772 per student. This contract represents revenue to the district.

((See pages)

Unanimously approved.

TUITION
CONTRACT
w/LAWRENCE
PSD/MD RSY

Moved by Mr. Daly and seconded by Mr. Chaplain that the Board of Education approve the out of district placement and corresponding Special Education Tuition Contract Agreement between the Downe Township Board of Education and the Lawrence Township Board of Education, effective September 5, 2024 through June 30, 2025 for one (1) Downe Township student attending the MD program at Myron Powell Elementary School at an annual cost \$11,400 for tuition and \$18,339 for a shared aide. *(See pages)*

Unanimously approved.

TUITION
CONTRACT
w/LAWRENCE
MD

Moved by Mrs. Stratton and seconded by Mr. Chaplain that the Board of Education approve the Tuition Contract Agreement between the Downe Township Board of Education and the Cumberland County Board of Vocational Education, effective September 1, 2024 through June 30, 2025 for sixteen (16) resident students in grades 9-12 attending CCTEC at an annual cost \$1,800 per student or \$28,800 less the 2022-2023 tuition adjustment of \$22,590 due back to Downe. *(See page)*

Unanimously approved.

TUITION
CONTRACT
w/CCTEC

Moved by Mr. Chaplain and seconded by Mr. Myers that the Board of Education approve the Special Education Tuition Contract Agreement between the Downe Township Board of Education and the Cumberland County Board of Vocational Education, effective September 1, 2024 through June 30, 2025 for one (1) resident student attending the STRIVE program at CCTEC at an annual cost \$11,000. *(See page)*

Unanimously approved.

TUITION
CONTRACT w/CC
BD VOC ED

BOARD SECRETARY REPORT

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

1. Budget Summary

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

REV SUMMARY

2. Revenue Summary

Approve the Revenue Summary presented for the month of August 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

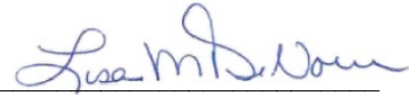
3. Transfers of Funds

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

BD SEC RPT

4. Board Secretary's Report

Pursuant to N.J.A.C. 6A:23A-16.10(c)3, I certify that as of August 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

October 15, 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 2024-2025 SY is in agreement with the August 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 October 15, 2024, and after review of the Secretary's Monthly Financial Report and the Treasurer's Monthly Financial Report for August, 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

THREE YR
PRESCHOOL PLAN
25-26

Moved by Mrs. Stratton and seconded by Mr. Chaplain that the Board of Education approve the 2025-2026 Three-year Preschool Program Plan and Annual Update and submission of the plan to the NJDOE. *(See pages)*

Unanimously approved.

POLICY

None

PERSONNEL

PROF DAY
REQUESTS

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

Unanimously approved.

Moved by Mr. Chaplain and seconded by Mr. Myers 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 Shelton

Substitute Teacher (Non-Certificated), Aide

Mackenzey Robbins

Substitute Teacher (Non-Certificated), Aide

Unanimously approved.

Moved by Mrs. Stratton and seconded by Mr. Myers that the Board of Education approve to appoint Joseph Henault as Mentor Teacher for CE/CEAS Provisional Teacher, Luke Tozour for the 2024-2025 school year. In addition, approve corresponding payment as follows:

MENTOR –
TOZOUR

CE/CEAS Teacher

Mentor

Payment

Luke Tozour

Joseph Henault

\$550.00

Unanimously approved.

BUILDING & GROUNDS / TRANSPORTATION

Moved by Mr. Coleman and seconded by Mr. Myers that the Board of Education accept the Annual Facilities Checklist, Health and Safety Evaluation of School Buildings for the Downe Township School District. *(See pages)*

FACILITIES
CHECKLIST

Unanimously approved.

Moved by Mr. Daly and seconded by Mr. Myers that the Board of Education authorize, by Resolution, the Business Administrator to submit the three-year Comprehensive Maintenance Plan (2023-2024 to 2025-2026) and the M-1 for the Downe Township School District. *(See pages)*

CMP/M1

Unanimously approved.

Moved by Mr. Myers and seconded by Mr. Chaplain that the Board of Education approve the Fire, Safety and Security Drill Report for September, 2024, as follows:

FIRE/SECURITY
DRILL RPT

Fire Drills: 9/11/2024

Safety Drills: 9/23/2024 (Lockdown)

(See page)

Unanimously approved.

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

FACILITY
USE/FUNDRAISER

Organization

Activity/Fund Raiser

Date/Time

PTO

Mrs. Fields and Crossroads Fundraiser 11/1 start – On-going

Kids' Center

Family Bowling Night

12/4/2024

5th and 6th Grade

School Dance

12/6/2024

PTO

Holiday Extravaganza

12/13/2024

Kids' Center

Holiday Treat and Video

12/19/2024

Unanimously approved.

Moved by Mr. Coleman and seconded by Mr. Chaplain that the Board of Education approve the Student Transportation Contract-Multi Route (DT-5) between the Downe Township Board of Education and Sheppard Bus Service, effective September 1, 2024 through June 30, 2025 in the amount of \$34,740. *(See pages)*

TRANSPORTATION
CONTRACT
w/SHEPPARD BUS

Unanimously approved.

Moved by Mrs. Stratton and seconded by Mr. Daly that the Board of Education approve the Parental Contract for Student Transportation (Route P-01) between the Downe Township Board of Education and Crystal and Mark Upham, effective September 5, 2024 through June 30, 2025 in the amount of \$1,500. *(See pages)*

PARENT
CONTRACT FOR
TRANSP

**FACILITIES
REQUEST/
FUNDRAISERS**

Moved by Mr. Chaplain 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:

<i>Organization</i>	<i>Activity/Fund Raiser</i>	<i>Date/Time</i>
<i>Field Day</i>	<i>Krispy Kreme Fundraiser</i>	<i>11/25-11/27 tentative</i>
<i>Field Day</i>	<i>Freeze Pop Sale</i>	<i>Multiple, On-going</i>
<i>Field Day</i>	<i>Basketball Night</i>	<i>TBD</i>
<i>Field Day</i>	<i>Chick-Fil-A Fundraiser</i>	<i>TBD</i>
<i>Field Day</i>	<i>Texas Roadhouse Fundraiser</i>	<i>TBD</i>

Unanimously approved.

EXECUTIVE SESSION

None

SUPERINTENDENT'S REPORT

**NURSING
SERVICES PLAN**

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

Unanimously approved.

**NON-RESIDENT
TUITION
STUDENTS**

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

<u>Grade</u>	
3	Staff Member Child
4	Staff Member Child

Unanimously approved.

NJQSAC/DPR's

Moved by Mr. Chaplain and seconded by Mr. Daly that the Board of Education approve the following resolution to submit the District Performance Review (DPR) for NJQSAC:

RESOLUTION

To Submit the District Performance Review (DPR)
New Jersey Quality Single Accountability Continuum

Whereas, the Downe Township Board of Education in the County of Cumberland is undergoing evaluation under NJQSAC for the 2024-2025 school year, and

Whereas, N.J.A.C 6A:30-3.2 (f) requires participating school districts to hold a public meeting to approve the submission of the district's DPR with respect to this process, and

Whereas, the Downe Township Board of Education in the County of Cumberland has reviewed the districts DPR responses and attests to the accuracy of all responses,

Now Therefore Be It Resolved, that the Downe Township Board of Education does hereby authorize the Superintendent of Schools to submit the attached DPR to the Commissioner of Educations in compliance with the provisions of N.J.A.C. 6A:30-3.1 (e)

(See pages)

Roll Call

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

Noes: (0)

Abstain (0)

Motion carried.

**ACENDA
RESOLUTION**

Moved by Mr. Chaplain and seconded by Mr. Myers that the Board of Education approve the Commitment to Collaborate with ACENDA Integrated Health's New Jersey Statewide Student Support Services (NJ4s) Resolution. *(See pages)*

Unanimously approved.

BOARD OF EDUCATION BUSINESS

Old Business

None

New Business

Moved by Mr. Coleman and seconded by Mr. Myers that the Board of Education approve the Board Goals and Objectives with Action Plan for the 2024-2025 school year. *(See page)*
Unanimously approved.

BOARD GOALS &
OBJECTIVES 24-25

Moved by Mr. Chaplain and seconded by Mr. Daly that the Board of Education approve the District Goals and Objectives with Action Plan for the 2024-2025 school year. *(See page)*
Unanimously approved.

DISTRICT GOALS &
OBJECTIVES 24-25

Moved by Mrs. Stratton and seconded by Mr. Daly that the Board of Education approve member travel, as delineated:

BD MEMBER
TRAVEL

Ray Chaplin

NJSBA Workshop Conference 2024

October 21-24, 2024

Atlantic City, NJ

Cost: \$550 per person

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

Noes: (0)

Abstain (1) Mr. Chaplain

Motion carried.

HIB Report

Moved by Mr. Chaplain and seconded by Mr. Coleman that the Board of Education affirm the action taken and approve the September 2024 HIB Report and review the October 2024 HIB Report. *(See page)*
Unanimously approved.

HIB

PUBLIC PARTICIPATION

Members of the public questioned the following items:

- Fundraisers on the addendum

OTHER DISTRICT REPORTS

- Nurse's Report *(See pages)*
- Enrollment *(See pages)*

Moved by Mr. Chaplain and seconded by Mr. Coleman that the Board of Education meeting be adjourned (7:38 p.m.)
Unanimously approved.

ADJOURN