

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, November 19, 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

The Board President led the group in the pledge to the flag and called the meeting to order at 6:30 p.m.

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.

PRESENTATIONS

None

PUBLIC COMMENT

None

CORRESPONDENCE

None

MINUTES

Moved by Mr. Myers and seconded by Mr. Coleman that the Board of Education approve the regular minutes of the October 15, 2024 meeting of the Downe Township Board of Education.

MINUTES

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

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

BUDGET/FINANCE

Moved by Mrs. Stratton and seconded by Mr. Daly that the Board of Education approve the additional bills paid in September and October 2024 and the bills presented for payment in November 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. Pignatelli and seconded by Mr. Daly that the Board of Education approve the out of district placement and corresponding Mandated Tuition Contract for Students With Disabilities between the Downe Township Board of Education and Pineland Learning Center, effective November 4, 2024 through June 30, 2025 for one (1) resident student (SID#1209785195) attending PLC at a cost of \$47,260 (139 days at \$340/day).
Unanimously approved.

TUITION
CONTRACT
w/PINELANDS

BOARD SECRETARY REPORT

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

1. Budget Summary
Review the Budget Summary for the month of November 2024 which was presented.

REV SUMMARY

2. Revenue Summary

Approve the Revenue Summary presented for the months of September and October 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 October 2024, and the transfers of funds for the months of September and October 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 September 30, 2024 and October 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

November 19, 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 school year is in agreement with the September and October 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 November 19, 2024, and after review of the Secretary's Monthly Financial Report and the Treasurer's Monthly Financial Report for September and October, 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

FIELD TRIPS

Moved by Mr. Myers and seconded by Mr. Daly that the Board of Education approve the Master Field Trip List and the field trips for the 2024-2025 school year as delineated. *(See pages)*
Unanimously approved.

LIEP THREE YR
PLAN 24-27

Moved by Mr. Myers and seconded by Mr. Pignatelli that the Board of Education review and approve the Language Instruction Education Program Three-Year Plan for 2024-2027. The purpose of a Language Instruction Educational Program (LIEP) is to help English learners (ELs) develop English language proficiency while also meeting academic content standards. *(See pages)*
Unanimously approved.

POLICY

POLICY REVISIONS

Moved by Mrs. Stratton and seconded by Mr. Myers that the Board of Education review and approve for adoption the proposed revised Board of Education policies as follows:

3542.2	School Meal Program Arrears
3570	District Records and Reports
3571.4	Audit
5113	Attendance, Absences, and Excuses

5141.8	Sports Related Concussion and Head Injury
6114	Emergencies and Disaster Preparedness
6140	Curriculum Adoption
6146	Graduation Requirements

(See pages)

Unanimously approved.

PERSONNEL

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

PROF DAY
REQUESTS

Unanimously approved.

Moved by Mr. Myers 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

Elizabeth Yerkes

Substitute Aide, Office Aide

Thomas Hunter

Adjust to Substitute Teacher – Certified

Unanimously approved.

Moved by Mr. Daly and seconded by Mrs. Stratton that the Board of Education approve to appoint Thomas Hunter to the position of part-time music teacher, effective December 1, 2024 through June 30, 2025 for the 2024-2025 school year at a salary of \$66,267 (Step 1 BA - Prorated to .40 FTE). Mr. Hunter's instructional assignment for the 2024-2025 school year will be music teacher.

PT MUSIC
TEACHER – TH

Roll Call:

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

Noes: (0)

Abstain (0)

Motion carried.

Moved by Mr. Myers and seconded by Mr. Pignatelli that the Board of Education approve to appoint Karley Moore to the position of part-time Instructional Aide, effective December 1, 2024 through June 30, 2025 for the 2024-2025 school year at a salary of \$20,431 (Current) Step 4 HS+30 (prorated to .80 FTE). Upon ratification of a new contract and guides, staff member will be moved to the step that most closely corresponds with this initial salary. Ms. Moore's instructional assignment for the 2024-2025 school year will be PSD aide.

PT INSTR AIDE –
KM

Roll Call:

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

Noes: (0)

Abstain (0)

Motion carried

Moved by Mr. Pignatelli and seconded by Mr. Myers that the Board of Education approve the lateral movement on the salary guide and corresponding salary adjustment for staff member, Chelsi Riley. Effective January 1, 2025, Mrs. Riley will move from Step 8 BA (\$68,767) to Step 8 BA+15 (\$69,267).

LATERAL MOVE
ON GUIDE – CR

Roll Call:

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

Noes: (0)

Abstain (0)

Motion carried

FIRE/SECURITY
DRILLS

BUILDING & GROUNDS / TRANSPORTATION

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

Fire Drills: 10/16/2024

Safety Drills: 10/22/2024 (Back of Building Evacuation)

(See pages)

Unanimously approved.

BUS EVAC DRILL

Moved by Mr. Pignatelli and seconded by Mr. Myers that the Board of Education approve the School Bus Emergency Evacuation Drill Report for the month of October, 2024. (See page)

Unanimously approved.

FACILITY
USE/FUNDRAISRS

Moved by Mr. Pignatelli and seconded by Mrs. Blizzard 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>
Field Day	Movie Night	TBD
Student Council	Candy Gram	12/2-12/10/2024
PK and K Field Trip	Pretzel Fundraiser	12/2-12/13/2024
PK and K Field Trip	Chick Fil A Nugget Fundraiser	1/6-2/7/2025
PTO	School Shirt Sale	Ongoing
PTO	Parent Night Out	2/7/24
Downe Twsp School	School Store Fundraiser	Ongoing

Unanimously approved.

EXECUTIVE SESSION

None

NON-RESIDENT
TUITION STUDENT

SUPERINTENDENT'S REPORT

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

<u>Grade</u>	
Pre-K 4	Tuition

Unanimously approved.

CAP FOR CHRONIC
ABSENTEEISM

Moved by Mr. Pignatelli and seconded by Mr. Coleman that the Board of Education approve the Corrective Action Plan for Chronic Absenteeism 2024-2025. Pursuant to N.J.S.A. 18A:38-25.1, in the event that ten percent or more of the students enrolled in a public school are chronically absent, the school shall develop a corrective action plan to improve the absenteeism rate. The plan will be presented to the local board of education and reviewed and revised annually until absenteeism rates are below ten percent. (See pages)

Unanimously approved.

BOARD OF EDUCATION BUSINESS

Old Business

None

New Business

SCH REORG MTG
DATE

Moved by Mr. Pignatelli and seconded by Mr. Myers that the Board of Education approve to schedule the Reorganization and regular January meeting of the Board of Education on Tuesday, January 7, 2025 at 6:30 pm.

Unanimously approved.

HIB Report

Moved by Mr. Myers and seconded by Mr. Daly that the Board of Education affirm the action taken and approve the October 2024 HIB Report and review the November 2024 HIB Report (no cases).
(See page)

HIB REPORTS

Unanimously approved.

OTHER DISTRICT REPORTS

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

PUBLIC PARTICIPATION

- Mrs. Sanza asked when the new POS system in the cafeteria would be up and running.
- Mr. Pignatelli stated that there was a lot of flooding the previous week and parents were not notified that the bus would not be coming.

Moved by Mr. Pignatelli and seconded by Mrs. Blizzard that the Board of Education meeting be adjourned (7:05 p.m.)

ADJOURN

Unanimously approved.