

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 19, 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. Chaplin, Mr. Coleman, Mr. Daly, Mr. Myers, Mr. Pignatelli, Mrs. Stratton

ROLL CALL

REV SUMMARY

Members Absent: Mr. Casper

Also Present: Mrs. Sherri Miller, Principal/Superintendent, Mrs. Lisa DiNovi, School Business Administrator/Board Secretary, staff, and community

TRANSFERS

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

BOARD SEC RPT

PUBLIC COMMENT

None

CORRESPONDENCE

None

MINUTES

Moved by Mr. Coleman and seconded by Mr. Myers that the Board of Education approve the minutes of the June 17, 2025 meeting of the Downe Township Board of Education.

MINUTES

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

Noes (0) Abstain (1) Mr. Pignatelli Motion Carried.

TREAS RPT

BUDGET/FINANCE

Moved by Mr. Stratton and seconded by Mr. Pignatelli that the Board of Education approve the additional bills paid in June 2025, the bills paid in July 2025 and the bills presented for payment in August 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 2025-2026 school year. Any additional bills paid, and transfers made will be presented at the next Board of Education meeting. *(See pages 7-9)*
Unanimously approved.

WARRANTS

BD CERT

Moved by Mr. Myers and seconded by Mrs. Stratton that the Board of Education approve the submission and subsequent acceptance of the following FY26 grants as follows:

SUBMISSION &
ACCEPTANCE OF
GRANTS

ESSA Grant Funds

▪	Title IA	\$ 52,700
▪	Title IIA	\$ 6,449
▪	Title IV	\$ 10,000

IDEA Grant Funds

▪	IDEA Basic	\$ 62,169
▪	IDEA Preschool	\$ 970

Unanimously approved.

Moved by Mr. Pignatelli and seconded by Mr. Daly that the Board of Education approve Change Order #3 Revised from Gaudelli Bros. Inc Mechanical Contractors for Labor and Materials to repair the underground leak. *(See page 10)*

GAUDELLI
CHANGE ORDER#3

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

Noes (1) Mr. Chaplin, Abstain (0) Motion Carried.

BOARD SECRETARY REPORT

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

1. Budget Summary
Reviewed the Budget Summary for the month of August 2025 which was presented.
2. Revenue Summary
Approve the Revenue Summary for the months of June 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 11-14)*
3. Transfers of Funds
Approve the Transfer Status Report through June 2025, and the transfers of funds for the month of June 2025 for the 2024-2025 school year and the Transfer Status Report through July 2025 and the transfers for the month of July 2025 for the 2025-2026 school year *(See pages 15-19)*
4. Board Secretary's Report
Pursuant to N.J.A.C. 6A:23A-16.10(c)3, I certify that as of June 30, 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)l. *(See pages 19-31)*


Lisa M. DiNovi, Board Secretary

August 19, 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 June 2025 Report of the Board Secretary, pending audit adjustments. *(See pages 31-39)*
6. Board Certification
Pursuant to N.J.A.C. 6A23A-16.10(c)4, the Downe Township Board of Education certifies that as of August 19, 2025, and after review of the Secretary's Monthly Financial Report and the Treasurer's Monthly Financial Reports for June 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.

Unanimously approved.

CURRICULUM

None

POLICY

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

1. Review and readopt the following policies:

Annually Reviewed Policies

5131	Conduct/Discipline & Student Code of Conduct
5131.1	Harassment, Intimidation & Bullying
5144	Discipline/Consequences

Revisions

3220/3230	State/Federal Funds
5141.21	Administering Medication
9200	Orientation and Training of Board Members

POLICY REVISIONS

(See pages 40-64)

Unanimously approved.

PERSONNEL

Moved by Mr. Pignatelli and seconded by Mrs. Blizzard that the Board of Education accept the resignation of Stephanie Brown, part-time paraprofessional, effective July 22, 2025. (See page 65)

RESIGNATION
BROWN

Unanimously approved.

Moved by Mr. Myers and seconded by Mr. Daly that the Board of Education accept the resignation of Cameron Silvers, part-time paraprofessional, effective August 7, 2025. (See page 65)

RESIGNATION
SILVERS

Unanimously approved.

Moved by Mr. Myers and seconded by Mr. Coleman that the Board of Education approve the 2025-2026 Substitute Rates, as presented. (See page 66)

SUBRATES 25-26

Unanimously approved.

Moved by Mr. Myers and seconded by Mr. Pignatelli 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.

SUB LIST ADDS

<i>James Maccari</i>	<i>Substitute Teacher</i>
<i>Candace Robertson</i>	<i>Substitute Nurse</i>

Unanimously approved.

Moved by Mrs. Blizzard and seconded by Mr. Myers that the Board of Education approve the attached Professional Day Requests. (See page 66)

PROFESSIONAL
DAY REQUESTS

Unanimously approved.

With the recommendation of the Superintendent, it was moved by Mr. Pignatelli and seconded by Mr. Myers that the Board of Education approve to appoint the following individuals to the position of part-time paraprofessional, effective September 1, 2025 through June 30, 2026 for the 2025-2026 school year. Initial salary is based on the currently negotiated agreement. Upon ratification of a new contract and guides, individuals will be moved to the step that most closely corresponds with this initial salary.

PART TIME
PARAPROF.

<i>Marissa Holstead</i>	<i>Current Step 4 AA</i>	<i>\$21,122 (prorated to FTE 80%)</i>
<i>Meagan Charlton</i>	<i>Current Step 4 HS+30</i>	<i>\$20,431 (prorated to FTE 80%)</i>

Roll Call:

Ayes (7) Mrs. Blizzard, Mr. Chaplin, 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 FTE and corresponding salary adjustment for part-time paraprofessional Sarah Byers from FTE 88% to FTE 80%, effective September 1, 2025 through June 30, 2026 to reflect a change to a four day work week.

Roll Call:

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

Noes (1) ,

Abstain (0)

Motion Carried.

DUAL USE

STAFF EVAL
FORMS & RUBRICS

Moved by Mr. Myers and seconded by Mr. Pignatelli that the Board of Education approve all staff evaluation forms/rubrics.

Unanimously approved.

FACILITIES
REQUESTS

Moved by Mr. Pignatelli and seconded by Mr. Daly that the Board of Education approve to appoint the following staff as attendance officers for the 2025-2026 school year:

Judy Williams

School Register/Student Database

Alysia Thomson

Truancy and Enforcement Officer

Unanimously approved.

ADMIN OFFICE
MGR AGREEMENT

Moved by Mr. Pignatelli and seconded by Mr. Myers that the Board of Education approve the Agreement between the Board of Education and the Administrative Office Manager, Sandra Lore, effective July 1, 2025 through June 30, 2026. All terms and conditions of employment, including salary remain the same as the 2024-2025 Agreement. *(See pages 67-71)*

Unanimously approved.

ADMIN CONF SEC
AGREEMENT

Moved by Mrs. Blizzard and seconded by Mr. Daly that the Board of Education approve the Agreement between the Board of Education and the Administrative Confidential Secretary, Judy Williams, effective July 1, 2025 through June 30, 2026. All terms and conditions of employment, including salary remain the same as the 2024-2025 Agreement. *(See pages 72-76)*

Unanimously approved.

EXEC SESSION

SUPER OF
ASSESSMENT,
CURR, INSTR, &
STUDENT
SERVICES
AGREEMENT

Moved by Mr. Myers and seconded by Mrs. Stratton that the Board of Education approve the Agreement between the Board of Education and the Supervisor of Assessment, Curriculum, Instruction, and Student Services, Alysia Thomson, effective July 1, 2025 through June 30, 2026. All terms and conditions of employment, including salary remain the same as the 2024-2025 Agreement. *(See pages 77-78)*

Unanimously approved.

MCKINNEY-VENTO

HEAD CUSTODIAN/
MAINT SUPER
AGREEMENT

Moved by Mr. Myers and seconded by Mr. Daly that the Board of Education approve the Agreement between the Board of Education and the Head Custodian/Maintenance Supervisor, Ralph Gale, effective July 1, 2025 through June 30, 2026. All terms and conditions of employment, including salary remain the same as the 2024-2025 Agreement. *(See pages 79-83)*

Unanimously approved.

PROFESSIONAL
DEV & MENTORING
PLAN

BUILDING & GROUNDS / TRANSPORTATION

WAIVER
BATHROOM

Moved by Mrs. Blizzard and seconded by Mrs. Stratton that the Board of Education approve to submit to the county office a waiver request for the Preschool-4 classroom (Room 127), the Kindergarten classroom (Room 128), and the MD classroom (Room 141) for the 2025-2026 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 84-85)*

Unanimously approved.

SAFETY MONTH

RENEWAL APP
FOR TEMP INSTR
SPACE

Moved by Mr. Daly and seconded by Mr. Pignatelli that the Board of Education approve to submit to the county office a renewal application for Temporary Instructional Space for use of the modular building to provide student counselling for the 2025-2026 school year.. *(See page 85)*

Unanimously approved.

NON-RESIDENT
TUITION

Moved by Mr. Myers and seconded by Mr. Coleman that the Board of Education approve to submit to the county office an Application for Dual Use of Educational Space for the 2025-2026 school year. *(See pages 86)*

Unanimously approved.

Moved by Mr. Pignatelli and seconded by Mr. Myers that the Board of Education approve the following additions to the facilities requests/fund raisers calendar for the 2025-2026 school year:

<u>Organization</u>	<u>Activity/Fund Raiser</u>	<u>Date/Time</u>
PTO	Membership Drive and Bake Sale	09/11/2025
Afterglow Committee	Back to School Dance	09/19/2025
Afterglow/Green Team/Downe Srs.	Downe Home Day and Car Show	10/04/2025
PTO	Trunk-or-Treat	10/17/2025

Unanimously approved.

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 2025-2026 school year:

<u>Organization</u>	<u>Activity/Fund Raiser</u>	<u>Date/Time</u>
Kids' Center	Falling for Families	09/25/2025
Kids' Center	Back to School Bingo	10/16/2025
Kids' Center	Holiday Food Drive/Christmas Program	10/16/25-11/21/2025
Kids' Center	Latin Night at Kids' Center	11/05/2025
Kids' Center	Family Night at Legacy Lanes	12/03/2025

Unanimously approved.

EXECUTIVE SESSION

None

SUPERINTENDENT'S REPORT

Moved by Mr. Pignatelli and seconded by Mr. Daly that the Board of Education approve the McKinney-Vento Education for Homeless Children and Youth Program LEA General Intent to Collaborate for the 2025-2026 school year. *(See page 87)*

Unanimously approved.

Moved by Mrs. Stratton and seconded by Mr. Daly that the Board of Education approve the district's Professional Development Plan and Mentoring Plan for the 2025-2026 school year and the submission of the Statement of Assurances to the Department of Education. *(On File in the Superintendent's Office)*

Unanimously approved.

Per NJSA 18A:36-5.1 and NJAC 6A:16-5.2) and Week of Respect (ABBR Act P.L. 2010, c.122), it was moved by Mr. Myers and seconded by Mr. Coleman that the Board of Education approve to designate October "Safety Month" to include the week of October 6-10, 2025 as the district's School Week of Respect and the week of October 20-24, 2025 as the district's School Violence Awareness Week.

Unanimously approved.

Moved by Mr. Pignatelli and seconded by Mrs. Stratton that the Board of Education approve the following non-resident tuition students for the 2025-2026 school year:

<u>Grade</u>	
Pre-K 3	Tuition
Pre-K 3	Tuition
Pre-K 3	Tuition
Pre-K 4	Tuition
Pre-K 4	Continuing Staff Member Child
Pre-K 4	Continuing Staff Member Child

Ayes (6) Mrs. Blizzard, Mr. Coleman, Mr. Daly, Mr. Myers, Mr. Pignatelli, Mrs. Stratton
Noes (0) Abstain (1) Mr. Chaplin, Motion Carried.

BOARD OF EDUCATION BUSINESS

Old Business

The Board asked for an update on the window blinds.

New Business

NJSAC

With the recommendation of the district's NJQSAC Committee and after the Board's review of the 2024-2025 Placement Scores and the proposed District Improvement Plan, it was moved by Mr. Pignatelli and seconded by Mrs. Stratton that the Board of Education approve submitting the District Improvement Plan to the Department of Education. *(See pages 87-88)*
Unanimously approved.

HIB

HIB Report

Moved by Mr. Pignatelli and seconded by Mr. Daly that the Board of Education approve the June 2025 HIB Report. *(See pages 88)*
Unanimously approved.

OTHER DISTRICT REPORTS

- Nurse's Report *(See page 89)*
- Enrollment *(See pages 90-91)*

FOR YOUR INFORMATION

The next meeting will be Tuesday, September 16, 2025.

PUBLIC PARTICIPATON

- Ashley Sanza (staff member) asked if the building would be ready for the start of school.

ADJOURN

Moved by Mr. Pignatelli and seconded by Mr. Myers that the Board of Education meeting be adjourned (7:01 p.m.)
Unanimously approved.