

March 16, 2021

**DOWNE TOWNSHIP BOARD OF EDUCATION
WORK SESSION MEETING &
REGULAR BOARD OF EDUCATION MEETING – 6:30 P.M.
March 16, 2021
DOWNE TOWNSHIP ELEMENTARY SCHOOL
REVISED AGENDA**



- I. CALL TO ORDER (Board President)**
- II. ROLL CALL (Board Secretary)**
- III. NEW JERSEY OPEN PUBLIC MEETING LAW** - The New Jersey Open Public Meeting Law was enacted to ensure the rights of the public to have advance notice of and to attend the meetings of public bodies at which any business affecting their interests is discussed or acted upon. In accordance with the provisions of the Act, public notice of the meeting has been given by the Board Secretary in the following manner: Posting written notice to the “The South Jersey Times,” “The Press of Atlantic City,” and at the Elementary School, Newport, NJ.
- IV. PLEDGE OF ALLEGIANCE**
- V. WORK SESSION - COMMITTEE REPORTS**
- VI. COMMENCEMENT OF REGULAR MEETING**
- VII. APPROVAL OF MINUTES:**
Work Session and Regular Meeting Minutes of February 16, 2021
- VIII. LETTERS OF CORRESPONDENCE**
- IX. FINANCIAL REPORTS**
- X. PUBLIC PARTICIPATION**
- XI. OLD BUSINESS**

XII. SCHOOL BUSINESS ADMINISTRATOR’S ACTION ITEMS

2021-2022 School Budget Presentation Revised

Approve the following Resolution:

BE IT RESOLVED that the tentative budget is approved for the 2021-2022 School Year and the Secretary to the Downe Township Board of Education be authorized to submit the tentative budget to the Cumberland County Office of Education for approval as follows:

Current Expense	\$	3,424,563
Capital Outlay	\$	39,734
Total General Fund	\$	3,464,297
Special Revenue	\$	654,601
Debt Service	\$	0
TOTAL BUDGET	\$	4,118,898

BE IT RESOLVED to acknowledge that the 2021-2022 school year budget as described results in a general fund tax levy of \$1,551,347 for a total tax levy of \$1,551,347; and

BE IT RESOLVED that the school business administrator/board secretary is authorized to advertise said tentative budget in the South Jersey Times with County Office approval of the budget, as directed by the Department of Education in accordance with the format required by the State Department of Education and according to law; and

BE IT RESOVLED in accordance with the N.J.A.C. 6A:23B-1.2(b), the maximum expenditure for travel for the 2021-2022 school year for all staff and board members is \$25,000; and

BE IT FURTHER RESOLVED that a public hearing will be held at the Downe Township School (or virtual) on **May 4, 2021**, at 6:30 p.m. for a Public Hearing on the budget for the 2021-2022 School Year.

NOW THEREFORE, BE IT RESOLVED by the Downe Township Board of Education to approve the tentative 2021-2022 school district budget for submission and approval by the New Jersey Department of Education along with the supporting documentation of certain itemized expenditures required under administrative regulations as follows:

2021-2022 School Year

Public relations and professional services; board policies; efficiency

(a) Each school district and county vocational school district board shall establish by policy or policies a strategy or strategies in order to minimize the cost of public relations as defined in N.J.A.C. 6A:23A-9.3(c)14, and professional services. In accordance with Board Policy 9160, to the extent practicable and cost effective, but need not be limited to, the following provisions:

1. A maximum dollar limit, established annually prior to budget preparation, for public relations, as defined in N.J.A.C. 6A:23A-9.3(c)14, and each type of professional service, with appropriate notification to the board of education if it becomes necessary to exceed the maximum. Upon such notification, the board of education may adopt a dollar increase in the maximum amount through formal board action.

<u>Service</u>	<u>Maximum Amount</u>
Architect	\$25,000 for non-bid projects, inspections, analysis and other services, 6% of bid amount and change orders for large scale building projects, \$60,000 for additional Construction Administration services
Engineer	\$25,000 for non-bid projects, inspections, analysis and other services, 6% of bid amount and change orders for large scale building projects
Auditing Services	\$30,000 for district audit and misc services
Solicitor	\$50,000 for district attorney and litigation services
Construction Litigation	\$10,000 for district construction litigation services
Negotiations & Personnel Litigation	\$20,000 for district negotiations & personnel litigation services
Medical Inspector	\$7,500 for medical inspector services
Environmental Consultant	\$10,000 for environmental consultant services
Public Relations	N/A – The district does not budget for a public relations firm

SEMI Participation Waiver

Approve submission of the SEMI participation waiver to the Department of Education requesting participation and to waive budgeting the projected SEMI funds in the 2021-2022 budget.

XIII. SUPERINTENDENT'S ACTION ITEMS

HIB (Harassment, Intimidation & Bullying)

Affirm the action taken and approve the February 2021 HIB Report.

Appointment of Long-Term Elementary Substitute Teacher

With the recommendation of the Superintendent, approve the appointment of Melanie Hough, effective 3/29/2021 as the long-term substitute Elementary Teacher to cover Grade 5.

Appointment of Substitutes

With the recommendation of the Superintendent, approve the following substitute:

Terrilynn Whildin Substitute Secretary

Preschool Program Plan 2021-2022

Approve submission of the district's Preschool Program Plan and the Budget Planning Workbook for 2021-2022.

Substitute Rates for Spring 2021

Approve the attached COVID-19 Substitute Rates effective March 16, 2021 through June 30, 2021.

Non-Resident Tuition Rate

Establish the non-resident tuition rate for Preschool programs for the 2021-2022 school year:

\$3,000 for 1st child
\$2,000 for 2nd child and other children

Facilities Request/Fund Raisers

Approve the following additions to the facilities requests/fund raisers calendar for the 2020-2021 school year:

<u>Organization</u>	<u>Activity/Fund Raiser</u>	<u>Date/Time</u>
a. Afterglow	Basket Raffle	2020-2021 school year

Other District Reports

- a. Nurse's Report
- b. Enrollment
- c. Security/Safety Drills
 - (1) Fire Drill 2/22/21, 2/26/2021
 - (2) Back of Building Evacuation 2/22/2021, 2/26/2021

For Your Information

- a. Updated Board Lists
- b. Public Notice – Board Vacancy
- c. CCIA Recycling Tonnage Figures
- d. Mandated Training Memo
- e. Reminder to Please Complete Personal and Financial Disclosures

XIV. NEW BUSINESS

XV. PUBLIC PARTICIPATION

XVI. ADJOURNMENT