

**ALLOWAY BOARD OF EDUCATION  
REORGANIZATION & REGULAR MEETING AGENDA  
January 2, 2018**

**I. Call To Order**

Mrs. Rebecca Joyce, Board Secretary, will call to order the reorganization meeting of the Alloway Township Board of Education on Tuesday, January 2, 2018 at 6:30 p.m. at the Alloway School.

**II. Open Public Meetings Act Announcement**

In accordance with the provisions of the Open Public Meeting Act, Chapter 231, Public Law 1975, the Alloway Township Board of Education transmitted notice of this meeting, to be held in the Gereau Library of the Alloway Township School at 6:30 p.m. to the *South Jersey Times*, Township Clerk and all board members. A copy is also posted in the lobby of the Alloway Township School and on the front door.

**III. Pledge To The Flag**

Mrs. Rebecca Joyce, Board Secretary, will lead the group in the pledge to the flag.

**IV. Oath of Office**

Mrs. Joyce, Board Secretary, will issue the Oath of Office to re-elected Board Members: Michael Clarke, Colleen Fulmer and Richard Morris.

**V. Roll Call of Members**

Mrs. Rebecca Joyce, Board Secretary, will roll call the attendance: Cathleen Caltabiano, Michael Clarke, Elizabeth Decktor, Michael Dennison, Philip Donohue, Joseph Dyer, Colleen Fulmer, David Lounsbury, Richard Morris

**VI. Nominations**

Board Secretary will open the floor for nominations for President, close the nominations for President and vote on same.

Motion:\_\_\_ Second:\_\_\_ CC\_\_\_ MC\_\_\_ LD\_\_\_MD\_\_\_ PD\_\_\_ JD\_\_\_ CF\_\_\_ DL\_\_\_ RM\_\_\_

Board Secretary will open the floor for nominations for Vice President, close the nominations for Vice President and vote on same. .

Motion:\_\_\_ Second:\_\_\_ CC\_\_\_ MC\_\_\_ LD\_\_\_MD\_\_\_ PD\_\_\_ JD\_\_\_ CF\_\_\_ DL\_\_\_ RM\_\_\_

Meeting turned over to the elected board president.

**VII. Designation of Newspaper**

The Board approve the designated official newspaper for 2018 as the *South Jersey Times*. This publication covers Salem, Gloucester & Cumberland Counties.

- VIII. Designation of Regular Meeting Dates**  
The Board approve the fourth Tuesday of the month (unless noted ) for the 2018 board meetings dates. Meeting start time is 6:30 p.m.
- IX. Appointment of Board Secretary**  
The Board approve the appointment of Rebecca Joyce, as Board Secretary and Shannon DuBois-Brody as alternate(s), effective January 2018 and until next reorganization meeting in January 2019.
- X. Designation of Depository of Funds**  
The Board approve the designated depositories for Alloway Funds:  
Fulton Bank of New Jersey and Century Savings (general account, payroll, agency, capital reserve, school account, cafeteria and flexible spending).
- XI. Designation of Signatories**  
The board approve the following for the 2017-2018 school year:  
General Account: (3) President, Supt., Board Secretary/Bus. Admin.  
Payroll/Agency Account: (2) Board Secretary/Bus. Admin. and Supt.  
Student Activity: (2) Board Secretary/Bus. Admin. and Admin. Secretary  
Cafeteria: (2) Superintendent and Business Administrator
- XII. Adopt Policy Manual**  
The Board approve all existing policies, bylaws and regulations for 2018 as per the recommendation of the Superintendent.
- XIII. Approval of Danielson Teacher Evaluation Framework**  
The Board approve the Danielson Teacher Evaluation Framework for observing and evaluating professional staff. This Evaluation Tool has been used at Alloway School since 2012.
- XIV. Standard Operating Procedures and Internal Controls Manual**  
The Board approve the Guide for Standard Operating Procedures and Internal Controls manual, which describes the standard business office practices of the Alloway Business Office. This manual was originally approved by the Board of Education on November 17, 2009 and revised on January 5, 2016 and is mandated by the Fiscal Accountability, Efficiency and Budgeting Procedures per N.J.A.C. 6A:23A-6.4 and 6.6.
- XV. Purchasing Manual**  
The Board approve the Purchasing Manual, which defines the proper purchasing practices of the Alloway Business Office. This manual is required per QSAC and was originally approved by the Board of Education on October 23, 2007 and revised on January 5, 2016.
- XVI. Appointment of the board representative on the Woodstown-Pilesgrove BOE**  
The Board approve the appointment of Mr. Richard Morris as the Alloway board representative on the Woodstown-Pilesgrove Board of Education for 2018. The letter has been received from the Department of Education documenting Alloway's entitlement to one representative to Woodstown Pilesgrove Board of Education.

Motion:\_\_\_ Second:\_\_\_ CC\_\_\_ MC\_\_\_ LD\_\_\_ MD\_\_\_ PD\_\_\_ JD\_\_\_ CF\_\_\_ DL\_\_\_ RM\_\_\_

## **Regular Meeting following Reorganization Meeting**

### **I. PRESENTATIONS**

The Administration recognizes and thanks all board members for their service to the Alloway Community and School, and observes January as the 15th Annual NJ School Board Recognition Month.

New Jersey's local boards of education play an essential role in our students' lives. They oversee 581 school districts which, in turn, operate nearly 2,500 public schools and provide educational services to nearly 1.4 million children. They set the policies for our schools and make important decisions affecting curriculum, financing and staffing. At this time the administration wishes to raise public awareness of the role and responsibilities of our local board of education and to thank the Alloway school board members for their efforts. Collectively, the Alloway board members have over 125 years of service as board members for the Alloway Board of Education. (see attached resolution).

### **II. EDUCATIONAL HIGHLIGHTS**

Red Wagon Award: **Kerry Hars**

December Star Students: **Angelina Jones and Brody Williams** as Caring Ambassadors.

Agricultural Grant: Mrs. Loretta Osborn was awarded \$500 from Salem County Bridge for a STEM Grant to be used for her to start an Agricultural Club at Alloway.

### **III. PUBLIC COMMENT-AGENDA ITEMS ONLY**

The Board President will recognize those individuals in the audience who wish to comment on any items listed on the agenda for tonight's meeting. As such, the Board asks that members of the public please confine their comments, during this comment portion, to only those items which are listed on the agenda. A separate Public Comment session is provided for later in the agenda, for those individuals in the audience who wish to comment on items which are not listed on tonight's agenda. Please respect the following procedure:

1. Sign in.
2. Wait to be recognized by the Board President before speaking.
3. When recognized by the Board President, state your full name and address.
4. Identify the topic on which you wish to comment.
5. Limit your comments to that specific topic.
6. There will be a time limit of 3 minutes for each individual speaking.
7. If you would like to make any additional comments, please wait until all others have spoken before asking to be recognized again.
8. Please refrain from interrupting without being recognized.
9. Members of the public that neglect to follow Board procedures may be asked to leave the meeting.

### **IV. APPROVAL OF MINUTES**

The Superintendent and Business Administrator recommend the Board approve the regular session minutes of November 28, 2017 as submitted by the Board Secretary.

Motion:\_\_\_ Second :\_\_\_ Voice Vote: Yes \_\_\_ No \_\_\_ Abstain\_\_\_\_\_

**V. SUPERINTENDENT'S RECOMMENDATIONS**

The Superintendent recommends that:

**A. PERSONNEL - PROFESSIONAL**

1. Approval of Homebound Teachers

The Board approve all certified Alloway School teachers to be homebound instructors, at the rate of \$30.00 per hour.

**B. PERSONNEL - SUPPORT**

1. Employment of Part-Time Night Custodian

The hire of Shane Handy as part-time night custodian at the annual salary of \$13,650.00 (\$10.50 per hour for 5 hours per night), prorated for the 2017-18 school year and effective January 1, 2018 through June 30, 2018. Mr. Handy will receive 6 sick days and 1 personal day. There are no other benefits associated with this contract.

2. Hire of Substitute Teacher

The Board approve Rhiannon Bruynell as a substitute teacher. The rate of pay is \$90.00 per day.

**C. OTHER BUSINESS**

1. HIB Report

The Board accept the HIB report for November, noting there were no incidents to report.

2. Policy-Revision

The Board approve the first reading of policy 6147.2 and revisions to policies 5111 & 5118

<b>Code</b>	<b>Policy</b>	<b>Status</b>
<u>6147.2</u>	<i>State Mandated Assessments/Tests</i>	First Reading
<u>5111</u>	<i>Students Admission</i>	Revision
<u>5118</u>	<i>Nonresident Students</i>	Revision

3. 8th Grade Class Trip

The Board approve the 8th grade class trip to Washington, DC. Bus cost will be \$700.00. No date has been confirmed for the trip; but, it will take place in June, 2018.

4. 6th Grade Class Trip - Change of Venue

The Board approve the change of venue for the grade 6 class trip. The sixth grade teachers are asking to change their class trip from Medieval Times in

Lyndhurst, New Jersey to Wheaton Village and the Levoy Theatre in Millville, New Jersey. The trip will take place in April, 2018.

Motion:\_\_\_ Second:\_\_\_ CC\_\_\_ MC\_\_\_ LD\_\_\_ MD\_\_\_ PD\_\_\_ JD\_\_\_ CF\_\_\_ DL\_\_\_ RM\_\_\_

## **VI. BOARD SECRETARY/BUSINESS ADMINISTRATOR'S REPORT**

### **A. FINANCIAL**

#### **1. Board Secretary Certification**

Board's Certification:

Pursuant to N.J.A.C. 6A:23A-16.10(c) 4, the Alloway Township Board of Education certifies that as of November 30, 2017 and after review of the Secretary's Monthly Financial Reports 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 are available to meet the district's financial obligations for the remainder of the fiscal year.

Board Secretary's Certification:

Pursuant to N.J.A.C. 6A:23A-16.10 (c) 3, I certify that as of November 30, 2017, no budgetary line item account has obligations and payments (contractual orders) which in total exceed the amount appropriated by the Alloway Township Board of Education pursuant to N.J.S.A. 18A:22-8.1 and N.J.S.A. 18A:22-8.2 and no budgetary line item account has been over-expended in violation of N.J.A.C. 6A:23A-16.10 (c) 4. And, in accordance with N.J.A.C. 6A:23A-16.10(c) 2, it is certified that there are no changes in anticipated revenue amounts and sources for the month ending November 30, 2017.

#### **2. Cash Reconciliation Report**

The Board approve the cash reconciliation report for the month of November, 2017.

#### **3. Transfers**

The Board approve the transfers for the month of December, 2017.

#### **4. Bills to be Paid**

The Board approve payroll and agency for November, 2017 and bills list for December, 2017.

Motion:\_\_\_ Second:\_\_\_ CC\_\_\_ MC\_\_\_ LD\_\_\_ MD\_\_\_ PD\_\_\_ JD\_\_\_ CF\_\_\_ DL\_\_\_ RM\_\_\_

## **VII. SUPERINTENDENT DISCUSSION ITEMS/FYI**

1. Enrollment - 368
2. Fire Drill-December 5, 2017; Security Drill-Shelter in Place-December 19, 2017
3. Suspensions - November: none, December: 1
4. Assistant Principals Report
5. Governor's Educator of the Year Award-Alloway nominee to be announced at January 23, 2018 board meeting.

6. Mid Year Budget Review-2017-18 Efficiency Standards -Correspondence from Salem County Office of Education.

**VIII. PRESIDENT'S REPORT**

**A. COMMUNICATIONS TO THE BOARD**

1. Invitation from SCVTS to meet with President and Vice President of each BOE-January 25, 2018 6:00 pm at SCVTS

**B. OLD BUSINESS**

**C. NEW BUSINESS**

1. Review of Code of Ethics for School Board Members & Acknowledgement of Receipt of the Code of Ethics.
2. Appointment of Committees/Representatives by Board President:
- |                            |                                   |
|----------------------------|-----------------------------------|
| NJSBA Delegate & Alternate | SCSBA Delegate & Alternate        |
| SACC Rep                   | PTA Rep                           |
| Personnel Committee        | Policy Committee                  |
| Finance Committee          | Property/Transportation           |
| Negotiations               | Educ Programs/Community Relations |
| Long Range Ad Hoc          | Curriculum Committee              |

These positions may be tabled until the next meeting allowing the elected president time to review the committee appointment surveys prior to making any appointments. A copy of the 2017 Committee Appointments is attached.

**D. COMMITTEE REPORTS**

1. Woodstown-Pilesgrove board notes from 12-13-17 board meeting-Mr. Morris.

**IX. EXECUTIVE SESSION**

**ALLOWAY BOARD OF EDUCATION RESOLUTION  
AUTHORIZING EXECUTIVE SESSION**

**WHEREAS**, N.J.S.A. 10:4-12 allows for a Public Body to go into closed session during a Public Meeting; and  
**WHEREAS**, the Board of Education of the Alloway School District has deemed it necessary to go into closed session to discuss certain matters which are exempted from the Public; and  
**WHEREAS**, the regular meeting of this Board of Education will reconvene at approximately \_\_\_ p.m.;  
**NOW, THEREFORE, BE IT RESOLVED** that the Board of Education of the Alloway School District will go into closed session for the following reason(s) as outlined in N.J.S.A. 10:4-12:

1. Confidential matters per statute or court order (student matter)  
 2. Matters that would impact rights to receive federal funds  
 3. Unwarranted invasion of individual privacy  
 4. Collective bargaining with the Alloway Education Association (grievance)  
 5. Acquisition of real property or investment of public funds  
 6. Tactics or techniques utilized in public safety procedures  
 7. Litigation, contract negotiations, or attorney-client privilege  
 8. Personnel matters  
 9. Imposition of penalties upon an individual

**BE IT FURTHER RESOLVED** that the Board of Education hereby declares that its discussion of the aforementioned subject(s) may be made public at a time when the Board Attorney advises the Board of Education that the disclosure of the discussion will not detrimentally affect any right, interest or duty of the School District or any other entity with respect to said discussion.

**BE IT FURTHER RESOLVED** that the Board of Education, for the aforementioned reasons, hereby declare that the public is excluded from the portion of the meeting during which the above discussion shall take place and hereby directs the Board Secretary to take the appropriate action to effectuate the terms of this resolution.

Motion:\_\_\_Second:\_\_\_ Time:\_\_\_\_\_ #Yes:\_\_\_\_\_ #No:\_\_\_\_\_ #Abstain\_\_\_\_\_

**X. RESUME PUBLIC PORTION**

Motion:\_\_\_Second:\_\_\_ Time:\_\_\_\_\_ #Yes:\_\_\_\_\_ #No:\_\_\_\_\_ #Abstain\_\_\_\_\_

**XI. PUBLIC COMMENT-OPEN**

The Board President will recognize those individuals in the audience who wish to comment.

Please respect the following procedure:

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2. Wait to be recognized by the Board President before speaking.
3. When recognized by the Board President, state your full name and address.
4. Identify the topic on which you wish to comment.
5. Limit your comments to that specific topic.
6. There will be a time limit of 3 minutes for each individual speaking.
7. If you would like to make any additional comments, please wait until all others have spoken before asking to be recognized again.
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**XII. ADJOURNMENT**

It is recommended that there being no further business to be brought before the board that the meeting be adjourned.

Motion:\_\_\_Second:\_\_\_ Time:\_\_\_\_\_ #Yes:\_\_\_\_\_ #No:\_\_\_\_\_ #Abstain\_\_\_\_\_