

**CALL TO ORDER**

The reorganization and regular meeting of the Alloway Township Board of Education was called to order by Mrs. Rebecca Joyce, Business Administrator on Tuesday, January 2, 2018 at 6:30 p.m. at the Alloway Township School.

**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.

**PLEDGE TO THE FLAG**

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

**OATH OF OFFICE**

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

**ROLL CALL OF MEMBERS**

Members present: Ms. Decktor, Mr. Dennison, Mr. Donohue, Mr. Dyer, Mrs. Fulmer, Mr. Lounsbury, Mr. Morris, Mr. Clarke (arrived 6:36)

Members absent: Mrs. Caltabiano

Also in attendance: Mrs. Kristin Schell, Superintendent and Mrs. Rebecca Joyce, Board Secretary

**Nominations**

Mrs. Joyce, Board Secretary opened the floor for nominations for President.

Motion made by Mr. Morris, second by Mr. Lounsbury to nominate Mr. Dennison as President.

**ROLL CALL VOTE:** YES: Ms. Decktor, Mr. Dennison, Mr. Donohue, Mr. Dyer, Mrs. Fulmer, Mr. Lounsbury, Mr. Morris.

Motion carried: 7-0

The Board Secretary opened the floor for nominations for Vice President.

Motion made by Mr. Dennison, second by Mr. Dyer to nominate Mr. Morris as Vice-President.

**ROLL CALL VOTE:** YES: Ms. Decktor, Mr. Dennison, Mr. Donohue, Mr. Dyer, Mrs. Fulmer, Mr. Lounsbury, Mr. Morris

Motion carried: 7-0

The meeting was turned over to the elected board president.

Mr. Clarke arrived at 6:36 p.m. and was sworn in at that time.

Motion made by Mr. Lounsbury, second by Mrs. Fulmer to approve the following motions:

**Designation of Newspaper**

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

**Designation Of Regular Meeting Dates**

The fourth Tuesday of the month (unless noted ) for the 2018 board meeting dates. Meeting start time is 6:30 p.m. (page 6457)

**Appointment Of Board Secretary**

The appointment of Rebecca Joyce, as Board Secretary and Shannon DuBois-Brody as alternate, effective January 2018 and until next reorganization meeting in January 2019.

**Designation Of Depository Of Funds**

The designated depositories for Alloway Funds:

Fulton Bank of New Jersey and Century Savings Bank  
(general account, payroll, agency, capital reserve, school account, cafeteria and flexible spending).

**Designation Of Signatories**

The following signatories for the 2017-2018 school year:

General Account: (3) President, Superintendent, Board Secretary/Business Administrator

Payroll/Agency Account: (2) Board Secretary/Business Admin. and Superintendent

Student Activity: (2) Board Secretary/Business Admin. and Administrative Secretary

Cafeteria: (2) Superintendent and Board Secretary/Business Administrator

**Adopt Policy Manual**

All existing policies, bylaws and regulations for 2018 as per the recommendation of the Superintendent.

**Approval of Danielson Teacher Evaluation Framework**

The Danielson Teacher Evaluation Framework for observing and evaluating professional staff. This Evaluation Tool has been used at Alloway School since 2012.

**Standard Operating Procedures and Internal Controls Manual**

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.

**Purchasing Manual**

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.

**Board Representative to the Woodstown-Pilesgrove BOE**

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. (page 6458)

**ROLL CALL VOTE:** YES: Mr. Clarke, Ms. Decktor, Mr. Dennison, Mr. Donohue, Mr. Dyer,  
Mrs. Fulmer, Mr. Lounsbury, Mr. Morris  
Motion carried: 8-0-0

**Regular Meeting following Reorganization Meeting**

**PRESENTATION**

Mrs. Schell recognized and thanked all board members for their service to the Alloway Community and School, and recognized 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. 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. (page 6459)

**EDUCATIONAL HIGHLIGHTS**

Red Wagon Award: **Kerry Hars**, Long Term Substitute for 2017-2018. Ms. Hars was not able to attend the board meeting, as she is a basketball coach in another school district and she had a game the same evening as the board meeting.

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

Agricultural Grant: Mrs. Loretta Osborn was awarded \$500 from the Salem County Bridge for a STEM Grant that she applied for. Ms. Osborn plans to use the grant to start an Agricultural Club at Alloway.

**PUBLIC COMMENT-AGENDA ITEMS ONLY**

None

**APPROVAL OF MINUTES**

Motion made by Mrs. Fulmer, second by Ms. Decktor that the regular session and executive session minutes of November 28, 2017 be approved as per the recommendation of the Superintendent and the Business Administrator.

**VOICE VOTE:** Approved

Abstain: Mr. Donohue

Motion carried: 7-0-1

**SUPERINTENDENT’S RECOMMENDATIONS**

Motion made by Mr. Lounsbury, second by Ms. Decktor to approve the following Superintendent recommendations:

**PERSONNEL – PROFESSIONAL**

Approval of Homebound Teachers

All certified Alloway School teachers to be homebound instructors, at the rate of \$30.00 per hour.

**PERSONNEL – SUPPORT**

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. Mr. Handy was approved as a substitute custodian at the board meeting held on November 28, 2017.

Hire of Substitute Teacher

The hire of Rhiannon Bruynell as a substitute teacher for the 2017-18 school year. The rate of pay is \$90.00 per day. (page 6460)

**OTHER BUSINESS**

HIB Report

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

Policy-Revision

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

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

(pages 6461-6465)

8th Grade Class Trip

The 8th grade class trip to Washington, DC. The Board will contribute \$700.00 towards the cost of the bus. The trip will take place in June, 2018.

6th Grade Class Trip - Change of Venue

The change of venue for the 6<sup>th</sup> grade 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.

**ROLL CALL VOTE:** YES: Mr. Clarke, Ms. Decktor, Mr. Dennison, Mr. Donohue, Mr. Dyer, Mrs. Fulmer, Mr. Lounsbury, Mr. Morris

**BOARD SECRETARY/BUSINESS ADMINISTRATOR'S REPORT**  
**FINANCIAL**

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. (pages 6466-6476)

Cash Reconciliation Report

The cash reconciliation report for the month of November, 2017. (page 6477)

Transfers

The transfers for the month of December, 2017. (page 6478)

Bills to be Paid

The payroll and agency for November, 2017 and bills list for December, 2017. (pages 6479-6481)

**ROLL CALL VOTE:** YES: Mr. Clarke, Ms. Decktor, Mr. Dennison, Mr. Donohue, Mr. Dyer, Mrs. Fulmer, Mr. Lounsbury, Mr. Morris

Motion carried: 8-0-0

**SUPERINTENDENT DISCUSSION ITEMS/FYI**

1. Enrollment: 368 (page 6482)
2. Fire Drill- December 5, 2017; Security Drill - Shelter in Place - December 19, 2017
3. Suspensions: November - 0; December - 1
4. Assistant Principals Report (page 6483)
5. Governor's Educator of the Year Award: Alloway nominee to be announced at January 23, 2018 board meeting. Nominations are due to the state by January 5, 2018. There will be one Teacher Of The Year and one Educational Specialist Of The Year chosen.
6. Mid-Year Budget Review 2017-18 Efficiency Standards - Correspondence from Salem County Office of Education. (page 6484)

**PRESIDENT'S REPORT**

**COMMUNICATIONS TO THE BOARD**

SCVTS invited the President and Vice President of each BOE to a meeting on January 25, 2018 at 6:00 pm. Mr. Dennison and Mr. Morris have conflicts that evening so Mr. Donohue will plan to attend. NJSBA-Notification of completion of Board Training-Governance IV for Mr. Donohue (completed 12/20/17).

**OLD BUSINESS**-None

**NEW BUSINESS**

1. Each board member reviewed their Code of Ethics for School Board Members & signed the Acknowledgement of Receipt of the Code of Ethics. (page 6485)
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 were tabled until the next board meeting to allow the elected president time to review the committee appointment surveys prior to making any appointments.

**COMMITTEE REPORTS**

Woodstown-Pilesgrove board notes from 12-13-17 board meeting-Mr. Morris. (page 6486)

**PUBLIC COMMENT - OPEN**

Mr. Chris Headley, Quaker Neck Rd., Alloway, inquired as to how the substitute list works and whether the procedure used to call subs is fair and equitable. Mr. Dennison replied that he would discuss this issue with the superintendent.

**EXECUTIVE SESSION**

Motion made by Mr. Lounsbury, second by Mrs. Fulmer, that the Board enter into Executive Session by Resolution at 7:25 p.m. from which the general public will be excluded.

**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 7:50 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: Collective bargaining with the AEA (grievance) and Litigation (residency issue).

**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.

**VOICE VOTE:** Unanimously approved

Motion carried: 8-0-0

**RESUME PUBLIC PORTION**

Motion made by Mr. Lounsbury, second by Mr. Dyer to return to the public portion of the meeting at 7:50 p.m.

**VOICE VOTE:** Unanimously approved

Motion carried: 8-0-0

**ADJOURNMENT**

Motion made by Mr. Donohue, second by Mrs. Fulmer that there being no further business to be brought before the board that the meeting be adjourned at 7:51 p.m.

**VOICE VOTE:** Unanimously approved

Motion carried: 8-0-0

Respectfully submitted,

Rebecca S. Joyce  
Business Administrator