

**ALLOWAY BOARD OF EDUCATION
REORGANIZATION & REGULAR MEETING AGENDA
January 8, 2019**

I. Call To Order-Board Secretary

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.

II. Pledge To The Flag

Mrs. Shannon DuBois-Brody, Board Secretary, will lead the group in the pledge to the flag.

III. Oath of Office

Mrs. DuBois-Brody, Board Secretary, will issue the Oath of Office to newly elected Board Members: Charles Angelus, Joseph Fedora, Jeffrey Hitchner

IV. Roll Call of Members

Mrs. Shannon DuBois-Brody, Board Secretary, will roll call the attendance:
Charles Angelus, Michael Clarke, Elizabeth Decktor, Philip Donohue, Joseph Fedora, Colleen Fulmer, Jeffrey Hitchner, David Lounsbury, Richard Morris

V. Nominations

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

_____ nominates _____ Second _____

The Board approve to elect _____ as **President** of the Board of Education for a term of one year, commencing January 8, 2019 and until his/her successor is elected and shall qualify.

Motion:___ Second:___ CA___ MC___ LD___ PD___ JF___ CF___ JH___ DL___ RM___

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

_____ nominates _____ Second _____

The Board approve to elect _____ as **Vice President** of the Board of Education for a term of one year, commencing January 8, 2019 and until his/her successor is elected and shall qualify.

Motion:___ Second:___ CA___ MC___ LD___ PD___ JF___ CF___ JH___ DL___ RM___

****Meeting is turned over to the elected board president****

VI. Designation of Newspaper

The Board approve the designated official newspaper for 2019 as the *South Jersey Times*. This publication covers Salem, Gloucester & Cumberland Counties.

VII. Designation of Regular Meeting Dates

The Board approve the fourth Tuesday of the month (unless noted) for the 2019 board meeting dates. Meeting start time is 6:30 p.m.

VIII. Appointment of Board Secretary

The Board approve the appointment of Shannon DuBois-Brody, as Board Secretary and Lauren Granate as alternate, effective January 2019 and until next reorganization meeting in January 2020.

IX. Designation of Depository of Funds

The Board approve the designated depositories for Alloway Township School Funds:
Fulton Bank of New Jersey and Century Savings Bank (general account, payroll, agency, capital reserve, school account, cafeteria and flexible spending).

X. Designation of Signatories

The board approve the following signatories for the 2018-2019 school year:

General Account: (3) President, Superintendent, Board Secretary/Bus. Admin.

Payroll/Agency/Flexible Spending Accounts: (2) Board Secretary/Bus. Admin. and Supt.

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

Cafeteria: (2) Superintendent and Business Administrator

Capital Reserve Account @ Fulton Bank of NJ: Board President or
Board Secretary/Bus. Admin

Capital Reserve Account @ Century Savings Bank: (1) Shannon N. DuBois-Brody,
Business Administrator/Board Secretary or _____, Board
President.

XI. Adopt Policy Manual

The Board approve all existing policies, bylaws and regulations for 2019 as per the recommendation of the Superintendent.

XII. 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.

XIII. 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 is required by QSAC.

XIV. 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.

XV. 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 2019. 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:___ CA___ MC___ LD___ PD___ JF___ CF___ JH___ 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 16th 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.
(see attached resolution)

II. 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 agenda item 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.

III. APPROVAL OF MINUTES

The Superintendent and Business Administrator recommend the Board approve the regular session and executive session minutes of November 27, 2018 as submitted by the Board Secretary.

Motion:___ Second :___ Voice Vote: Yes ___ No ___ Abstain_____

IV. SUPERINTENDENT'S RECOMMENDATIONS

The Superintendent recommends that:

A. PERSONNEL - PROFESSIONAL

1. Medical Leave of Absence

The Board approve the request from Mrs. Stephanie Owens, Special Education Teacher, for a paid medical leave of absence effective January 16, 2019 through January 28, 2019 and unpaid medical leave of absence effective January 28, 2019 through approximately March 15, 2019.

2. Rowan University Student Teacher

The Board approve Dustin Collman, a Health & Physical Education Major from Rowan University, to perform his Full Year Clinical Practice Placement at the Alloway School in the Spring and Fall, 2019. Mr. Kollman will be working with Alloway's Physical Education Teacher, Mr. Jaep.

B. PERSONNEL - SUPPORT

1. Employment - Substitute

The Board approve the employment of Amelia Salinas as a substitute teacher at a rate of \$90 per day.

2. Medical Leave of Absence

The Board approve the request from Mrs. Deanna Bowling, CST Secretary/SACC Director, for a paid medical leave of absence effective January 2, 2019 through January 8, 2019 and unpaid medical leave of absence effective January 8, 2019 through approximately February 11, 2019.

3. Employment - Substitute Custodian

The Board approve the employment of Charles (Chick) Osborn as a substitute custodian/maintenance/buildings and grounds worker at \$14.00/hour for the remainder of the 2018-2019 school year.

C. OTHER BUSINESS

1. HIB Report - Approval

The Board approve the Superintendent's monthly Harassment, Intimidation and Bullying Report for October 2018 as presented:

HIB Investigations:

Reported:	1
Completed:	1
Number of incidents ruled as Harassment, Intimidation or Bullying:	0
Number of incidents ruled as not falling under the HIB provisions:	1

2. HIB Report - Acknowledgement

The Board acknowledge the Superintendent's monthly Harassment, Intimidation and Bullying Report for November 2018 as presented:

HIB Investigations:

Reported: 0
Completed: 0
Number of incidents ruled as Harassment, Intimidation or Bullying: 0
Number of incidents ruled as not falling under the HIB provisions: 0

3. HIB Report - Acknowledgement

The Board acknowledge the Superintendent's monthly Harassment, Intimidation and Bullying Report for December 2018 as presented:

HIB Investigations:

Reported: 0
Completed: 0
Number of incidents ruled as Harassment, Intimidation or Bullying: 0
Number of incidents ruled as not falling under the HIB provisions: 0

4. Homeless Student Agreement 2018-2019

The Board approves the Salem County Homeless Student Agreement for the 2018-2019 school year. All respective school districts in Salem County agree not to request a tuition payment from any other Salem County School District for any resident student, excluding special education students, determined to be homeless in accordance with law.

D. CURRICULUM

1. Curriculum Pacing Guides - Core Content Courses

The Board approve the Curriculum Pacing Guides for the following core content courses: Math, Language Arts, Science, and Social Studies. They are available for review in the board office.

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, 2018 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, 2018, 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, 2018.

2. Cash Reconciliation Report

The Board approve the cash reconciliation report for the month of November, 2018.

3. Transfers

The Board approve the transfers for the months of November and December, 2018.

4. Bills to be Paid

The Board approve payroll and agency for November, 2018 and bills list for December, 2018.

5. Gymnasium Door Replacement - Add On

The Board approve the add on quote from Elmer Door Co., Inc. in the amount of \$2,452.00 to add on the required fire rating to the doors and panics to the three sets of East end Gymnasium fire doors.

6. Withdrawal of Capital Reserve Funds

The Board approve by resolution, the transfer of an additional \$2,452.00 of Capital Reserve funds to the General Fund to support the following other capital project: Replacement of three sets of fire doors to the Gymnasium (add on). The Alloway Board of Education hereby declares that the above-mentioned project will be supported in full with local capital reserve funds, as there is no state support for this project.

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

VII. SUPERINTENDENT DISCUSSION ITEMS/FYI

1. Enrollment - 361
2. Fire Drill- 12/3/18
3. Security Drill - 12/17/18 (shelter in place)
4. Suspensions - 0
5. Monthly School Nurse Report-November 2018
6. Monthly School Nurse Report-December 2018
7. Alloway Ordinance Adopted by the Township Committee on December 20, 2018 -

*"Authorizing the Installation of a One-Way Sign on Cedar Street From The
Corner of School Lane to Waterworks Road"*

VIII. PRESIDENT'S REPORT

A. COMMUNICATIONS TO THE BOARD

1. NJSBA Weekly Program Update- contact the board office if you wish to attend any programs.

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 appointments prior to making any changes. A copy of the 2018 Committee Appointments is attached.

D. COMMITTEE REPORTS

1. Woodstown-Pilesgrove board notes from 12-13-18 board meeting-Mr. Morris.
2. Woodstown-Pilesgrove board notes from 01-03-19 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:

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.
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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_____