

**ALLOWAY BOARD OF EDUCATION  
REGULAR MEETING AGENDA  
November 27, 2018**

**I. CALL TO ORDER**

The New Jersey Open Public Meetings Law was enacted to ensure the rights of the public to have advance notice of and to attend the meetings of the public bodies at which any business affecting their interest is discussed or acted upon. In accordance with the provisions of this Act, the Alloway Township Board of Education transmitted notice of this regular 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**

**III. ROLL CALL OF MEMBERS**

Board Secretary will roll call the attendance: Mrs. Caltabiano, Mr. Clarke, Ms. Decktor, Mr. Dennison, Mr. Donohue, Mr. Dyer, Mrs. Fulmer, Mr. Lounsbury, Mr. Morris

**IV. EDUCATIONAL HIGHLIGHTS**

Presentation, "In An Alloway Minute"

Red Wagon Award: Alison Derenberger

November Star Students: Julian Startare (grade 7); Mason Collins (grade 1)

**V. 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 7:30 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
- 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: \_\_\_\_\_

**VI. PUBLIC COMMENT-AGENDA ITEMS ONLY**

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 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.

**VII. APPROVAL OF MINUTES**

The Superintendent and the Business Administrator recommend the Board approve the regular and executive session minutes of October 23, 2018 as submitted by the Board Secretary.

Motion: \_\_\_\_\_ Second: \_\_\_\_\_ #Yes: \_\_\_\_\_ #No: \_\_\_\_\_ #Abstain \_\_\_\_\_

**VIII. SUPERINTENDENT'S RECOMMENDATIONS**

**A. PERSONNEL - PROFESSIONAL**

1. Workshop Participation

The Board approve the participation in the following workshops:

Staff	Location	Workshop	Date	Cost	Sub Cost	Mileage
Maria Bellia	E. Windsor NJ	NJ Association of School Psychologists Winter Conference	12/14/18	\$115	\$0	no
Kim DeFebo	Atlantic City NJ	NJ Conference for PK Teachers	2/25/19	\$244 \$5-parking	\$90	yes
Shannon DuBois-Brody	Mt. Laurel, NJ	NJASBO - Student Residency & Homeless Issues	11/27/18	\$100 each	no	yes
		NJASBO - Pensions	2/7/19			

		Review & Update				
Lauren Granate	NJASBO - Robbinsville, NJ	NJASBO - Certification Program Classes (School Law, Insurance, Risk Management, School Plant Planning, Personnel Admin/Labor Relations, Pupil Transportation, 7 Core Curriculum	12/8/18 - 5/4/19 (18 Saturday Classes)	\$1,260	no	no
Kim DeFebo	Cherry Hill, NJ	Increase all your Students' Learning with Practical Time Saving Workstations	1/17/19	\$259	\$90	yes

2. Approval of After School Clubs

The Board approve the following after school clubs:

Club	Advisor	Pay	No. of Meetings
Yearbook	Hope Mortimer	\$850 stipend annually	2x monthly

3. Hire of Maternity Replacement

The Board approve the employment of Eileen Rothstein as a maternity replacement for Ms. Chelsea Abhau, Fifth Grade Teacher, effective December 7, 2018 through March 1, 2019 at a rate of \$140.00 per day. There are no health benefits associated with this position.

4. NJEA Indemnification Agreement

The Board approve the Agreement with the National Education Association, the New Jersey Education Association, and various local affiliates. The Agreement, which was negotiated by the school's solicitor, will help limit and/or avoid potential litigation resulting from the Janus v. AFSCME decision that addressed the deduction of union dues from the paychecks of public employees.

5. Employment - Assistant Principal/Director of Curriculum

The Board approve the employment of Jeff Podolski as Assistant Principal/Director of Curriculum (10-month position) effective January 1, 2019 (or as soon thereafter of receipt of Principal Certification) through June 30, 2019 at an annual salary of \$72,000 per annum (prorated to \$43,200) with a sick day bank of 30 days and 2 personal days, pending receipt of the required Principal Certification from the State of New Jersey.

6. Homebound Instruction Teachers

The Board approve all Alloway School certified teachers as homebound instructors for the 2018-2019 school year at the contracted rate of \$30 per hour.

7. SIT Committee- Member

The Board approve Lindsey Gioielli, Guidance Counselor, as a member of the SIT Committee for the 2018-2019 school year.

8. Rowan University Student Teacher

The Board approve Casey Urion, an Elementary Education Major from Rowan University, to perform her Full Year Clinical Practice Placement at the Alloway School in the Spring and Fall, 2019. Ms. Urion will be working with Mrs. Ramos in Second Grade.

**B. PERSONNEL - SUPPORT**

1. Employment - Substitutes

The Board approve the employment of Cynthia Hardwick and Regan Wilson as substitute teachers at the rate of \$90.00 per day for the remainder of the 2018-2019 school year.

2. Employment - Substitute Aide/Cafeteria Worker/Custodian

The Board approve the hire of Debra Dickinson as a substitute aide, substitute cafeteria worker and substitute custodian at the rate of \$10.00 per hour for the remainder of the 2018-2019 school year.

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

**C. OTHER BUSINESS**

1. HIB Report - Approval

The Board approve the Superintendent's monthly Harassment, Intimidation and Bullying Report for September 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

2. HIB Report - Acknowledgement

The Board acknowledge 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

3. Field Trips

The Board approve the following field trips for the 2018-2019 school year:

Date	Grade	Location	Teacher	# Buses	Bus Cost
May 2019	PK	Please Touch Museum - Phila	DeFebo	1	\$358.00
5/17/19	K	Delaware Children's Museum	Derenberger/ Leyman	1	\$282.00
May 2019	1	Adventure Aquarium Camden NJ	Acton/Turner	1	\$310.00
May 2019	2	Academy of Natural Science - Phila	Emel/Ramos	2	\$716.00
Spring 2019	3	Edelman Fossil Park Mantua NJ	Garrison/ Mortimer	1	\$282.00
Spring 2019	4	Franklin Institute	Principe/ Wildermuth	1	\$358.00
Spring 2019	5	American Revolution Museum - Phila	Abhau/Osborn	1	\$358.00
Spring 2019	6	Wheaton Village and Levoy Theater	Gechter/ Kaufmann	1	\$270.00
June, 2019	7	Citizen Bank Park and FDR Park	Katz/Rishel	1	\$358.00
June 2019	8	Washington DC	Gioielli	1/2	Covered by Students
12/20/18	8	SCC for Academy Showcase	Gioielli	1	Paid by SCVTS
Dec 2018	PEP Team	Alloway Municipal Building	Gioielli	na	na
June 2019	8	WHS Honors Meeting	Gioielli	1	\$160.00
May 2019	8	WHS 8th Grade Orientation	Gioielli	1	\$160.00
1/8/19	8	SCVTS Tour	Gioielli	1	Paid by SCVTS
1/10/19	2, 3, 4	KIC Conference	Wildermuth	2	\$380.00
		<b>Total</b>			<b>\$3,992.00</b>

4. Policies for Approval:

The Board approve the following policies:

CODE	POLICY	STATUS
<u>5141.26</u>	<i>Opioid Overdose Prevention</i>	First Reading
<u>1251</u>	<i>Loitering or Causing a Disturbance</i>	Review
<u>2230</u>	<i>School District Annual Report</i>	Review
<u>3541.32</u>	<i>Educationally Disabled Transportation</i>	Review
<u>3541.33</u>	<i>Procedures for Emergencies; Safety</i>	Review
<u>4112.2</u>	<i>Instructional &amp; Support Personnel Certification</i>	Review
<u>5110</u>	<i>Student Attendance</i>	Review
<u>5114.4</u>	<i>Improper Student Conduct</i>	Review
<u>5129</u>	<i>Campus Disturbances</i>	Review
<u>5131.3</u>	<i>Student Use of Bicycles &amp; Motor Vehicles</i>	Review
<u>5131.7</u>	<i>Weapons &amp; Dangerous Instruments</i>	Review
<u>5132.1</u>	<i>Accidents &amp; Illness</i>	Review
<u>5137</u>	<i>Safety Drills</i>	Review

5. NJ Quality Single Accountability Continuum (QSAC)

The Board approve the following Resolution:

**Resolution**

**NJQSAC - School Year 2018-2019**

**WHEREAS**, 18A:7A-10 establishes the New Jersey Quality Single Accountability Continuum (NJQSAC) for evaluating performance of each school district; and

**WHEREAS**, the evaluation of the district will be based upon five (5) key quality performance indicators of school district effectiveness in the following District Performance Review (DPR)

areas: instruction and program; personnel; fiscal management; operations; and governance; and

**WHEREAS**, the Alloway Township Board of Education has completed the DPR's for the period 2018-2019 in the key components to assess the district's capacity and effectiveness using quality performance indicators and will file the required reporting information with the NJ Department of Education; and

**WHEREAS**, the Alloway Township Board of Education has determined that the district has scored as follows:

<u>83</u>	<u>Instruction and Program</u>
<u>91</u>	<u>Fiscal Management</u>
<u>100</u>	<u>Governance</u>
<u>100</u>	<u>Personnel</u>
<u>102</u>	<u>Operations</u>

**NOW THEREFORE BE IT RESOLVED**, the Alloway Township Board of Education deems the above 2018-2019 DPR scores as accurate and approves the submission of each DPR and the DPR Declaration Page to the Department of Education before December 15, 2018.

6. Parent Handbook and Student Handbook

The Board approve the Parent Handbook and Student Handbook for the 2018-2019 school year. These handbooks outline the Student Code of Conduct in its entirety: expectations for academic achievement, behavior and attendance. The handbooks are available on the school's website.

7. Comprehensive Equity Plan

The Board approve the Comprehensive Equity Plan - Annual Statement of Assurance for the 2018-2019 school year. Plan available upon request.

8. Glucagon Delegate

The Board approve Amber Hann as a Glucagon Delegate for the 2018-2019 school year.

9. Threat Assessment Team

The Board approve the formation of a Threat Assessment Team, which will include the following members: Kristin Schell, Superintendent; Patricia Gaburo, Assistant Principal; Lindsey Gioielli, Guidance Counselor; Kellie Whelan, School Nurse; and Mark Jaep, PE Teacher.

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

## IX. 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 October 31, 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 October 31, 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 October 31, 2018.

#### 2. Cash Reconciliation Report

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

#### 3. Transfers

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

#### 4. Bills to be Paid

The Board approve payroll/agency for October, 2018 and bills list for November, 2018. Further, since the December board meeting has been cancelled, the Board approve the payment of December bills, with approval at the January 8, 2019 board meeting.

#### 5. Approval of Tentative Budget Calendar

The Board approve the 2019-2020 tentative Budget Calendar (pending any changes mandated by the state and release of state aid numbers). Approval of an annual budget calendar is part of the NJQSAC requirement.

#### 6. 2016-2017 NLCB - Title I Audit Discussion/Findings/CAP

*A discussion of of the findings of and Corrective Action Plan for the NCLB - Title I Audit for the period July 1, 2016 to June 30, 2017 shall take place.*

The Board adopt the following Resolution:

### RESOLUTION 2016-2017 NCLB - TITLE I AUDIT

**WHEREAS**, the New Jersey Department of Education, Office of Fiscal Accountability and Compliance, has completed a fiscal audit/investigation of federal funds disbursed by the Alloway Township School District for the period July 1, 2016 through June 30, 2017, and

**WHEREAS**, the Alloway Township Board of Education is required to discuss the finding of the audit/investigation at a public school district meeting no later than 30 days after receipt of the findings, and

**WHEREAS**, the NJDOE, Office of Fiscal Accountability and Compliance found the following:

1. Adequate documentation was not provided demonstrating the \$30,984.00 charged to the Title I, Part A program represent allowable costs, and
2. Expenditures totaling \$29,560.82 were incurred and charged to the Title I, Part A grant which did not meet the purposes of the federal program, and
3. Title I funded personnel did not prepare detailed time and activity reports in a manner consistent with the requirements of UGG, 2 C.F.R. § 200.430(i) and department guidelines, and
4. The district did not provide evidence of consultation with nonpublic school officials, and
5. Appointments of Title I, Part A instructional personnel recorded in the board of education meeting minutes did not contain all of the required information, and

**WHEREAS**, the total recovery of funds by the State of New Jersey as a result of the audit totals \$34,990.33, and

**NOW THEREFORE BE IT RESOLVED**, the Alloway Township Board of Education certifies that it held a discussion of of the findings of the NCLB - Title I Audit/investigation covering the period July 1, 2016 through June 30, 2017 at its Regular Board Meeting held on this, the 27th day of November, 2018.

**BE IT FURTHER RESOLVED**, the the Alloway Township Board of Education approve the corrective action plan as submitted by the Superintendent and Business Administrator, addressing the issues raised in the findings.

**BE IT FURTHER RESOLVED**, the Alloway Township Board of Education will post a copy of the OFAC audit and corrective action plan on the school's website.

**BE IT FURTHER RESOLVED**, the Alloway Township Board of Education will submit a copy of this Resolution, dated the 27th day of November, 2018, to the NJDOE, Office of Fiscal Accountability and Compliance, within 10 days of adoption.

7. 2018-2019 Emergency Aid - Acceptance

The Board accepts the NJ Department of Education's award of \$82,937 in Emergency Aid for the 2018-2019 fiscal year. An application was submitted to the NJDOE and after a thorough review of district records, approved.

8. ESEA 2018-19 Title I Amendment

The Board approve the submission of the ESEA Title I Amendment in the amount of \$1,700 to transfer funds from 20-231-100-101C (Tutoring Center - Teacher Stipends) to 20-231-200-800 (Parental Involvement).

9. Tuition Contract Agreement - East Orange BOE

The Board approve the Tuition Contract Agreement between the Alloway Township Board of Education and the East Orange Board of Education for educational services for one non-resident student (IN) residing at Ranch Hope in Alloway Township, effective November 2, 2018 through June 30, 2019 at a tuition charge of \$11,000 (prorated to \$8,555.40 for this contract). This is income to Alloway.

10. Affiliation Agreement - Pupil Transportation

The Board approve the 2018-2019 Affiliation Agreement for Pupil Transportation with the East Orange School District for transportation services to/from Ranch Hope in Alloway Township for one non-student (IN) on an existing Alloway bus route, effective November 2, 2018 through June 30, 2019 at the rate of \$6 per day (\$840 per year). This is income to Alloway.

11. Out of District Tuition Contracts

The Board approve the out-of-district tuition contracts as presented below:

Student	Program	Location	Tuition Rate
JD	Preschool Disabled Program (effective 11/26/18 - 6/30/19)	SCSSSD - LAC	\$25,000* (*amount to be prorated)
KS	ESY 2018	Woodstown High School	\$2,500

12. 1-1 Contract for Teacher and Aide-WHS

The board approve the contract with Woodstown High School for a 1-1 teacher and 1-1 Aide for an Alloway student (CQ) attending Woodstown High School:

1-1 Teacher Salary and Benefits:	\$65,160.99
1-1 Aides Salary and Benefits:	\$25,492.11
Total	\$90,653.10

In addition, the board approve teacher support for the student during extracurricular activities at a rate of \$32 per hour for the 2018-19 school year..

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

**X. SUPERINTENDENT DISCUSSION ITEMS/FYI**

1. Enrollment - 361
2. Fire Drill - 11/19/18
3. Suspensions - 0 for November

4. Monthly School Nurse Report - October 2018
5. NJOSEPP Letter/Child Find Targeted Review Data Report

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

## **XI. PRESIDENT'S REPORT**

### **A. COMMUNICATIONS TO THE BOARD**

- i. NJSBA - Ready, Set, Bargain 11/30/18 or 1/25/19 - contact the board office if you wish to attend.
- ii. NJSBA - Are you Future Ready? Various Session Available. Please contact the board office if you wish to attend.
- iii. NJSBA's 3Rs: "Regional Informational Programs for New and Not-So-New Board Members," Wednesday, November 28, 2018 6:30 p.m.-9:00 p.m. at Hammonton High School, 566 Old Fork Road, Hammonton. Notify the Board Office if you wish to attend.

### **B. OLD BUSINESS**

1. Annual Reorganization Meeting scheduled for Tuesday, January 8, 2019

### **C. NEW BUSINESS**

1. Annual School Election Results: Mr. Hitchner, Mr. Fedora, Mr. Angelus were elected to 3 year terms expiring December 31, 2021.  
The official count was: Mr. Hitchner 716 votes, Mr. Fedora 691 votes, Mr. Angelus 613 votes, Ms. Cavallaro 600 votes, Mr. Dyer 580 votes, Mr. Booth 333 votes, Mr. Dennison 314 votes, Mr. Simpson 269 votes.

### **D. COMMITTEE REPORTS**

1. Woodstown-Pilesgrove board notes from November 19, 2018 Board meeting --Mr. Morris

## **XII. RESUME PUBLIC PORTION**

Motion:\_\_\_ Second:\_\_\_ Time:\_\_\_ #Yes:\_\_\_ #No:\_\_\_

## **XIII. 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.
9. Members of the public that neglect to follow Board procedures may be asked to leave the meeting.

**XIV. 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: \_\_\_\_\_