

**ALLOWAY BOARD OF EDUCATION
REGULAR MEETING AGENDA
May 28, 2019**

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: Mr. Charles Angelus, Ms. Elizabeth Decktor, Mr. Philip Donohue, Mr. Joseph Fedora, Mrs. Colleen Fulmer, Mr. Jeffrey Hitchner, Mr. David Lounsbury, Mr. Richard Morris

IV. EDUCATIONAL HIGHLIGHTS

Red Wagon Award: Nancy Brawley

Star Student: Victoria McMackin (grade 4) nominated by Mrs. Principe

Star Student: Mason Murray (grade 5) nominated by Mrs. Osborn

V. PRESENTATION

Gavin Roth will present his Eagle Scout Project (Troop 7724) to build and install benches by the school basketball court for school and public use.

VI. 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 procedures:

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 minutes of the April 30, 2019 as submitted by the Board Secretary.

Motion:_____ Second:_____ #Yes:_____ #No:_____ #Abstain_____

VIII. SUPERINTENDENT'S RECOMMENDATIONS

The Superintendent recommends that:

A. PERSONNEL - PROFESSIONAL

1. 2019-2020 Administrative Salaries

The Board approve the 2019-20 administrative contracts and salaries for Shannon DuBois-Brody, Business Administrator; Lauren Granate, Assistant Business Administrator; and Jeff Podolski, Assistant Principal/Director of Curriculum reflecting salary increases of 2.0%. The County Office has approved Mrs. DuBois-Brody's contract, as required. County Office approval is not required for Mrs. Granate's or Mr. Podolski's contract.

Note: For 2019-20, LAC will pay \$136,000 for shared services and Elsinboro will pay \$71,500 for shared BA services, which will offset the salaries of Mrs. DuBois-Brody and Mrs. Granate.

2. Workshop Participation

The Board approve the following workshop participation:

Staff	Location	Workshop	Date	Cost	SubCost	Mileage
Maria Bellia	Woodstown NJ	Homeless Liaison Training	5/31/19	\$0	\$0	yes
Kristin Schell	Stockton Univ Galloway NJ	<u>All Things Google 2019 "Discover, Learn, Implement"</u>	8/6/19	\$178	\$0	yes
Stephanie Owens	LAC School LRC Rowan University	Observe PK programs at both locations	5/30/19	\$0	\$90	yes

3. Summer Supplemental Reading and Math Program

The Board approve Mrs. Nancy Brawley, Special Education Teacher, to run the Summer Supplemental Reading and Math Program held at the Alloway Township School from July 8, 2019 through August 1, 2019 (Monday through Thursday) at the contractual AEA rate of \$30 per hour for up to 5 hours per day (Max \$2,400).

4. Request for Maternity Leave of Absence

The Board approve the request for a maternity leave of absence from Colleen Rishel, Math Teacher, effective September 5, 2019 through January 1, 2020, with a return date of January 2, 2020. Mrs. Rishel will be utilizing sick days in accordance with Board Policy 4151.4/4251.4, Maternity Leaves: Disability & Child Care

5. Request for Maternity Leave of Absence

The Board approve the request for a maternity leave of absence from Lindsey Gioielli, Guidance Counselor, effective September 30, 2019 through June 2, 2020, with a return date of June 3, 2020. Mrs. Gioielli will be utilizing sick days in accordance with Board Policy 4151.4/4251.4, Maternity Leaves: Disability & Child Care.

6. Homeless Liaison

The Board approve the appointment of Maria Bellia, CST member, as the Alloway School Homeless Liaison for the 2019-20 school year. She will be replacing Jennifer Schino.

7. Homebound Instruction

The Board approve the homebound instruction for one student (SID #4662597032) effective May 22, 2019 through June 14, 2019 for a maximum of five hours per week. Homebound Instruction will be provided by Stephanie Owens.

8. Mentor Teacher

The Board approve Karen Wildermuth as a mentor teacher to Bethanny Garrison, mentee teacher, for the 2018-2019 school year.

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

B. PERSONNEL - SUPPORT

1. Employment-Administrative Support Staff

The Board approve the contracts and salaries for the 2019-2020 school year for the following staff:

- Barbara Rishel - Administrative Secretary - full time
- Elizabeth Lodge - Main Office Secretary (part time, 10 month - plus 40 summer hours)
- Mary Aliberti - Board Clerk (Alloway and Elsinboro)
- Cindi Seip - Board Clerk (Alloway, Elsinboro and LAC)
- Deanna Bowling - CST Secretary (part time, 10 month - plus 70 summer hours)

2. Employment-Classroom Aides

The Board approve the contracts and salaries for the 2019-2020 school year for the following classroom aides (*all aides support Title I and special education programs*):

Part Time:	Terri Bowen	Alyson Gilmore	Cody Bowen
	Zachary Feron	Lorrie Wagner	Jose Cardona
	Deann Nutt	Jamie Wilson	Bethanny Garrison

3. Employment-Bus Driver

The Board approve the contract and salary for the 2019-20 school year for the following bus (minivan) driver: Kenneth Simmerman

4. Employment -Cafeteria Staff – 10 Month

The Board approve the contracts and salaries for the 2019-2020 school year for the following cafeteria staff:

- Cindy Tarry, Cafeteria Manager
- Susan Remster, Cafeteria Worker
- Rosemarie McAllister, Cafeteria Worker

5. Employment - Custodial Staff – 12 Month

The Board approve the contracts and salaries for the 2019-2020 school year for the following custodial staff: Head Custodian: Ray Eckert

Night Custodians: Dawn Harding and Boonjun Bolden

Note: Due to budget cuts, the part-time night custodial position held by Tammy Mathews-Singh was eliminated for the 2019-2020 school year.

6. Employment-SACC

The Board approve the contracts and salaries for the 2019-2020 school year for the following School Age Child Care (SACC) workers:

Katie Handte, Lead Aide Susan Remster, Leader

Alexis Hoglen, Leader Cindy Tarry, Leader

Rosemarie McAllister, Leader Lorrie Wagner, Leader

In addition, Mrs. Elizabeth Lodge will serve as the Alloway SACC Director for the 2019-20 school year.

7. Employment - Substitute Teacher

The Board approve the hire of Kelin Eachus as a substitute teacher for the remainder of the 2018-2019 school year at the rate of \$90 per day.

8. Substitute Calling Stipend

The Board approve the 2019-20 stipend for Substitute Calling for Barbara Rishel at the rate of \$3,400 per year, to be paid twice yearly.

9. Substitute Salaries

The Board approve the following substitute rates for the 2019-2020 school year:

Substitute Teacher	\$90.00 per diem
Teachers - Long Term Sub (working > 10 consecutive days in same classroom)	\$140.00 per diem
Substitute School Nurse	\$145.00 per diem
Substitute Teacher's Aide	\$10.00 per hour (7/1/19 - 12/31/19) \$11.00 per hour (1/1/20 - 6/30/20)
Substitute Secretary	\$10.00 per hour (7/1/19 - 12/31/19) \$11.00 per hour (1/1/20 - 6/30/20)
Substitute Custodian	\$10.00 per hour (7/1/19 - 12/31/19) \$11.00 per hour (1/1/20 - 6/30/20)
Substitute Cafeteria Worker	\$10.00 per hour (7/1/19 - 12/31/19) \$11.00 per hour (1/1/20 - 6/30/20)
Substitute Bus Driver	\$17.50 per hour

*Please note: NJ minimum wage increases to \$11/hour effective 1/1/20.

10. Summer Hours-Office Staff

The Board approve the summer work schedule for twelve month administrative and office staff - Monday through Thursday, effective July 1, 2019 through August 16, 2019. The school is not operational on Fridays from July 1 through August 16.

11. Bus Driver On The Road Training

The Board approve on the road training for Tammy Mathews-Singh, who has her CDL Class B learner's permit with P and S endorsements and is a current employee of the Alloway Township School District. Ms. Mathews-Singh would be trained by the current Alloway employed bus driver utilizing the Alloway (van) bus.

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

C. OTHER BUSINESS

1. HIB Report - Approval

The Board approve the Superintendent's monthly Harassment, Intimidation and Bullying Report for April 2019 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 May 2019 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. Acceptance of Donations

The Board accept the following donations:

- DonorsChoose.org for Mrs. Turner's class (grade 1) -"Comfort and STEM Activities = Loving to Learn!"
- DonorsChoose.org for Mrs. Acton's class (grade 1) - "STEM for Third Graders".
- DonorsChoose.org for Mrs. Emel's class (grade 2) - "Full STEAM Ahead"

4. Curriculum Pacing Guides

The Board approve the Curriculum Pacing Guides for the following Specials:

Art: Kindergarten through Eighth

Spanish: Kindergarten through Eighth.

The guides are available for review in the board office.

5. 8th Grade Class Trip

The Board approve the contribution of \$700 from the Board of Education towards the bus cost of the 8th grade class trip to Washington, DC to be held in June 2019.

Motion:___ Second:___ CA___ LD___ PD___ JF___ CF___ JH___ 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 April 30, 2019 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 April 30, 2019, 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 April 30, 2019.

2. Cash Reconciliation Report

The Board approve the cash reconciliation report for the month of April, 2019.

3. Transfers

The Board approve the transfers for the months of April and May, 2019.

4. Bills to be Paid

The Board approve payroll and agency for April, 2019, and bills list for May, 2019.

5. Professional Appointments 2019-2020

The Board approve the Professional Appointments/Renewals for 2019-2020 school year as per the attached list.

6. Petty Cash Fund 2019-2020

The Board approve a petty cash account in the amount of \$250.00, with Mary Aliberti as the custodian of the account.

7. Section 125 Plan

The Board approve the continuance of a Section 125 plan (flexible spending account) to support staff for the 2019-2020 school year. Board contributions shall be as follows:

Full time employees (over 30 hrs) with 4 or more years of service: \$1,000

Full time employees (over 30 hrs) with < 4 years of service: \$ 525
 Part time employees who work over 25-30 hours per week: \$ 300

8. Educational Services with GCSSSD for Teacher of Deaf

The Board approve the contract with GCSSSD for Educational Consult Services for Teacher of the Deaf for a total of 8 hours for the 2019-20 school year at a rate of \$131 per hour for a total cost of \$1,048.

9. Out-of-District ESY 2019 Placements

The Board approve the following Extended School Year Placements and contracts for ESY 2019:

Placement	SID#	Dates	Tuition Cost	Additional Costs
Yale School - Medford Campus	8016505382	7/5/19 - 8/15/19 (Mon - Thurs)	\$ 7,778.40 ESY \$ 6,000 1:1 Aide	Transportation
Bankbridge	9245456756	7/8/19 - 8/8/19 (Mon - Thurs)	\$ 4,320 ESY \$ 3,550 1:1 Aide	Transportation
Daretown School	4917809583	7/8/19 - 8/15/19 (Mon-Thurs)	\$4,800 ESY	Transportation
Bankbridge	1992290194	7/8/19 - 8/8/19 (Mon - Thurs)	\$ 4,320 ESY	Transportation
Upper Pittsgrove School	9435131520	7/29/19 - 8/22/19 (Mon- Thurs)	\$TBD	Speech/OT Parent Providing Transportation

10. In-House 2019 Supplemental Summer Program Placements

The Board approve the following in-house 2019 Supplemental Summer Program Placements at the Alloway Township School from July 8, 2019 through August 1, 2019:

SID #	Program Description	Related Services
1520471721	Reading & Math	none
6794845091	Reading & Math	none
7799421305	Reading & Math	none
9617046126	Reading & Math	none
3084643250	Reading	none
2667995590	Reading	none
2746199125	Reading	none
4077479262	Reading & Math	OT
5448950066	Reading & Math	OT
3251476776	Reading & Math	none

3721449792	Reading & Math	none
8138838891	Reading & Math	Speech
5420349642	Reading & Math	none
3007921430	Reading & Math	none
6482326786	Reading & Math	none
1536934532	n/a	Speech only
4127853487	n/a	Speech only
3857573203	n/a	Speech only
3462393200	n/a	Speech only

11. GCSSSD – Non Public Aid-in-Lieu Program
The Board approve the District's participation in the 2019-2020 Gloucester County Special Services School District Non Public Aid-In-Lieu Program to fulfill required state regulations, at a cost of \$3.50 per eligible nonpublic student.
12. GCSSSD – Choice Student Transportation Program
The Board approve the District's participation in the 2019-2020 Gloucester County Special Services School District Choice Student Transportation Program to fulfill required state regulations, at a cost of \$3.50 per eligible choice student.
13. GCSSSD – MVC On-line Abstract Request Program
The Board approve the District's participation in the 2019-2020 Gloucester County Special Services School District MVC On-line Abstract Request Program to fulfill required state regulations, at a cost of \$30.00 per district.
14. CSI Payroll Software
The Board approve Computer Solutions, Inc.(CSI) to provide Payroll software to the Alloway Board of Education effective July 1, 2019. The initial cost (one time fee) for the installation of the software is \$16,500, with a conversion fee of \$1,200. Monthly costs will be \$344/month for the 2019-20 school year plus \$344 for the month of June 2019. The switch to Computer Solutions, Inc. from CASA for payroll will allow the alignment of the Board Office's budgetary (CSI is currently utilized) and payroll software to promote efficiency throughout.
15. Pre-Tax Transportation Fringe Benefit
The Board authorize the offering of a pre-tax transportation fringe benefit as per Section 3 of P.L.1992, c.32 (C.27:26A-3), which was signed into law on March 1, 2019 to take effect immediately. This benefit will be offered through the Board's current Section 125 Plan vendor, Wageworks, at no extra cost to the Board.

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

X. SUPERINTENDENT DISCUSSION ITEMS/FYI

1. Enrollment - 351
2. Fire Drill - April 8, 2019
3. Security Drill - April 29, 2019 - Lockdown
4. Suspensions - Month of April 2019: 2 Internal Suspensions
5. Monthly School Nurse Report
6. Letter from Stacy Pennington regarding 8th Grade Shadow Day.
7. Summer SACC Update
8. Gymnasium Floor Update

XI. PRESIDENT'S REPORT

A. COMMUNICATIONS TO THE BOARD

B. OLD BUSINESS

1. Board Self Evaluation--instructions emailed to all board members on 5/17/18 for requested completion by June 10, 2018, with acceptance at the June board meeting.
2. Superintendent Evaluation - Please complete by June 10th.

C. NEW BUSINESS

1. School Election Petitions to be distributed to board members Elizabeth Decktor, Philip Donohue and David Lounsbury who are up for re-election on November 5, 2019. Completed Petitions shall be filed with the County Clerk on or before 4:00 p.m. on the last Monday of July, which is July 29, 2019. The County Clerk's Office is located at 110 Fifth St., Suite 200 - Salem, NJ 08079.
2. Senate President Sweeney's "Path to Progress" 27 bill package
<https://www.njsba.org/category/news-publications/school-board-notes/may-21-2019-vol-xlii-no-41/>

D. COMMITTEE REPORTS

1. 2018-19 Detailed Summary of Club/Sport Participation by District
2. 2018-19 Total Club/Sport Participation by District

XII. BOARD CANDIDATE INTERVIEWS

The Board of Education will conduct board candidate interviews in public for the board seat left open by the resignation of Mr. Michael Clarke on April 25, 2019. Two letters of interest were received.

XIII. 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 7:45 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 - BOE Member Appointment
- 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 - Superintendent Evaluation
- 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: _____

XIV. RESUME PUBLIC PORTION

Motion: _____ Second: _____ Time: _____ #Yes: _____ #No: _____

XV. BOARD MEMBER VACANCY - APPOINTMENT

The Board approve the appointment of _____ to the Alloway Township Board of Education to fill the open seat left vacant by the resignation of Michael Clarke on April 25, 2019. This appointment expires on December 31, 2019. The appointee will be sworn in at the next board of education meeting upon successful completion of the Criminal History Review.

Motion: ___ Second: ___ CA ___ LD ___ PD ___ JF ___ CF ___ JH ___ DL ___ RM ___

XVI. PUBLIC COMMENT - OPEN

The Board President will recognize those individuals in the audience who wish to comment. Please respect the following procedures:

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.

XVII. 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: _____