

Alloway Board of Education Regular Meeting Minutes - November 27, 2018

CALL TO ORDER

The regular meeting of the Alloway Township Board of Education was called to order by Mr. Michael Dennison, on Tuesday, November 27, 2018 at 6:30 p.m. at the Alloway Township School.

OPEN PUBLIC MEETINGS ACT ANNOUNCEMENT

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.

PLEDGE TO THE FLAG

Mr. Michael Dennison, led the group in the pledge to the flag.

ROLL CALL OF MEMBERS

Members present: Mrs. Caltabiano, Mr. Clarke, Ms. Decktor, Mr. Dennison, Mr. Dyer, Mrs. Fulmer, Mr. Morris

Members absent: Mr. Donohue, Mr. Lounsbury

Also present: Mrs. Kristin Schell, Superintendent and Mrs. Shannon DuBois-Brody, Board Secretary

EDUCATIONAL HIGHLIGHTS

Presentation: "In An Alloway Minute" - Mrs. Schell provided a summary of recent student/community activities held, which included: ABC Fashion Show, Science Presentation, American Education Week, Parent/Teacher Conferences, Silver Tea, Holiday Concert and Strategic Plan.

Red Wagon Award: Alison Derenberger

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

EXECUTIVE SESSION

Motion made by Mrs. Fulmer, second by Ms. Decktor, that the Board enter into Executive Session by Resolution at 6:39 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 Township 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 the conclusion of closed session, at approximately 7:56 p.m. this evening.

NOW, THEREFORE, BE IT RESOLVED that the Board of Education of the Alloway Township school District will go into closed session for the following reason as outlined in N.J.S.A. 10:4-12 and nature of discussion is **Confidential Student Matter, Personnel Matters, and Litigation**

VOICE VOTE: Unanimously approved

Motion carried: 7-0-0

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RESUME PUBLIC SESSION

Motion made by Mr. Dyer, second by Mr. Clarke, to return to the public portion of the meeting at 7:56 p.m.

VOICE VOTE: Unanimously approved

Motion carried: 7-0-0

Motion After Closed Session

Motion made by Mrs. Caltabiano, second by Mrs. Decktor, to approve the following:

Certain allegations having been presented to the Board of Education by an employee (whose name is on file in the Board Office), and the Board Attorney having been consulted and has made a recommendation, the Board does hereby authorize the retention of William S. Donio, Esq. of the Cooper Levenson firm, to conduct the necessary investigation of those allegations, and to present the Board with a report of the findings of said investigation; and that such work is authorized at the rate of \$175.00 per hour.

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

Motion carried: 7-0-0

PUBLIC COMMENT - AGENDA ITEMS ONLY

- Mr. Richard Kauffman, 87 Commissioners Pike, expressed a sincere thank you to the three outgoing board members as they set a high bar for those to come.

APPROVAL OF MINUTES

Motion made by Mrs. Caltabiano, second by Mrs. Fulmer, that the regular and executive meeting minutes of October 23, 2018 be approved as per the recommendation of the superintendent and the business administrator.

VOICE VOTE: Approved

Abstain: Mr. Clarke, Mr. Dyer and Mrs Fulmer

Motion carried: 4-0-3

SUPERINTENDENT'S RECOMMENDATIONS

Motion made by Ms. Decktor, second by Mr. Dyer to approve the following:

PERSONNEL -PROFESSIONAL

Workshop Participation

The following workshop participation:

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

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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 NJASBO - Pensions Review & Update	11/27/18 2/7/19	\$100 each	no	yes
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

Approval of After School Clubs

The following after school clubs for the 2018-19 school year:

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

Hire of Maternity Replacement

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. (page

NJEA Indemnification Agreement

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.

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Employment - Assistant Principal/Director of Curriculum

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

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sick day bank of 30 days and 2 personal days, pending receipt of the required Principal Certification from the State of New Jersey. (pages

Motion Carried: 5-2-0 (SEE BELOW)

Homebound Instruction Teachers

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

SIT Committee- Member

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

Rowan University Student Teacher

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. (pages

PERSONNEL - SUPPORT

Employment-Substitutes

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. (pages

Employment-Substitute Aide/Cafeteria Worker/Custodian

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. (page

ROLL CALL VOTE (*All except AP/DC Employment): YES: Mrs. Caltabiano, Mr. Clarke, Ms. Decktor, Mr. Dennison, Mr. Dyer, Mrs. Fulmer, Mr. Morris

Motion carried: 7-0-0

***Employment - Assistant Principal/Director of Curriculum**

YES: Mrs. Caltabiano, Mr. Clarke, Mr. Dyer, Mrs. Fulmer, Mr. Morris

NO: Ms. Decktor and Mr. Dennison

ABSTAIN: None

Motion Carried: 5-2-0

Ms. Decktor stated she voted "no" for the employment of Mr. Podolski because she believes Alloway needs to bring in someone with elementary and curriculum experience; she noted he is a good person.

OTHER BUSINESS

Motion made by Mrs. Fulmer, second by Mrs. Caltabiano to approve the following:

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HIB Report - Approval

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

HIB Report - Acknowledgement

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

Field Trips

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	Gechter/	1	\$270.00

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		Levoy Theater	Kaufmann		
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
		Total			\$3,992.00

Policies for Approval:

The following policies:

CODE	POLICY	STATUS
5141.26	Opioid Overdose Prevention	First Reading
1251	Loitering or Causing a Disturbance	Review
2230	School District Annual Report	Review
3541.32	Educationally Disabled Transportation	Review
3541.33	Procedures for Emergencies; Safety	Review
4112.2	Instructional & Support Personnel Certification	Review
5110	Student Attendance	Review
5114.4	Improper Student Conduct	Review

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5129	Campus Disturbances	Review
5131.3	Student Use of Bicycles & Motor Vehicles	Review
5131.7	Weapons & Dangerous Instruments	Review
5132.1	Accidents & Illness	Review
5137	Safety Drills	Review

NJ Quality Single Accountability Continuum (QSAC)

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:

- 83 Instruction and Program
- 91 Fiscal Management
- 100 Governance
- 100 Personnel
- 102 Operations

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.

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Parent Handbook and Student Handbook

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.

Comprehensive Equity Plan

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

Glucagon Delegate

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

Threat Assessment Team

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

Discussion: Mrs. Fulmer stated some policy language needs to be updated. Ms. Decktor suggested adding bike helmets language when the policies are updated.

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

Motion carried: 7-0-0

BOARD SECRETARY/BUSINESS ADMINISTRATOR'S REPORT

Motion made by Ms. Decktor, second by Mr. Morris to approve the following:

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 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 Boards' 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.**

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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. (pages

Cash Reconciliation Report

The Cash Reconciliation report for the month of October, 2018. (page

Transfers

The Transfers for the month of October and November, 2018. (page

Bills to be Paid

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 the the January 8, 2019 board meeting. (pages

Approval of Tentative Budget Calendar

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. (page

2016-2017 NCLB - Title I Audit Discussion/Findings/CAP

Discussion: Mrs. DuBois-Brody provided a summary of the findings of and Corrective Action Plan for the NCLB - Title 1 Audit for the period July 1, 2016 to June 30, 2017. Mrs. Schell stated the Corrective Action Plan has been implemented and current funds are utilized appropriately.

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

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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 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.

2018-2019 Emergency Aid - Acceptance

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. (page

ESEA 2018-19 Title I Amendment

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).

Tuition Contract Agreement - East Orange BOE

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,

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2019 at a tuition charge of \$11,000 (prorated to \$8,555.40 for this contract). This is income to Alloway. (page

Affiliation Agreement - Pupil Transportation

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. (page

Out of District Tuition Contracts

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

1-1 Contract for Teacher and Aide-WHS

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:	<u>\$25,492.11</u>
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..

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

Motion carried: 7-0-0

SUPERINTENDENT DISCUSSION ITEMS/FYI

1. Enrollment - 361 (page
2. Fire Drill - 11/19/18
3. Suspensions - Month of November - 0
4. Monthly School Nurse Report - October 2018 (pages
5. NJOSEPP Letter/Child Find Targeted Review Data Report (pages

PRESIDENT'S REPORT

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COMMUNICATIONS TO THE BOARD

- NJSBA - Ready, Set, Bargain 11/30/18 or 1/25/19 - contact the board office if you wish to attend.
- NJSBA - Are You Future Ready? Various sessions available. Please contact the board office if you wish to attend.
- 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 Rd., Hamonton. Notify the board office if you wish to attend.
- SCSBA - Path to Progress - November 28, 2018

OLD BUSINESS

- Annual Reorganization Meeting scheduled for Tuesday, January 8, 2019

NEW BUSINESS

- 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.

COMMITTEE REPORTS

- Woodstown-Pilesgrove board notes from November 19, 2018 board meeting from Mr. Morris
- PTA - Ms. Decktor reported that the PTA is working hard on the Holiday Shop and fundraisers to provide for students and families.

PUBLIC COMMENT - OPEN

- Mr. Ed Masker, 31 Alloway Aldine Road, thanked the three outgoing board members for their service. He also suggested having executive session at the end of the meeting.
- Mrs. Christy Horwell, 28 Alloway Aldine Road/81 Greenwich Street, inquired about the amount of money being spent on legal fees and private investigators. She stated that she offered to pay tuition when her family lived out of district, but was denied. She said no one ever communicated why her offer to pay tuition was denied. Mrs. Horwell asked for clarification and justification from the board of her concerns. (The 3-minute time limit was reached and Mrs. Horwell was asked set down from the podium to allow anyone else that wished to comment to do so before she continued.)
- Mr. Eddie Rieck, 50 Alloway Friesburg Road, expressed his displeasure on the amount of money spent on legal fees and believes it is a waste of his hard earned money.
- Mrs. Christy Horwell, expected someone to reach out to her after the last board meeting. She stated she had been a domicile Alloway resident for over 11 years and that Alloway is a great school and the teachers are great. Mrs. Horwell is expecting answers from board members in an email tomorrow.

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ADJOURNMENT

Motion made by Mrs. Caltabiano, second by Mrs. Fulmer that there being no further business to be brought before the Board that the meeting be adjourned at 8:35 p.m.

VOICE VOTE: Unanimously approved

Motion carried: 7-0-0

Respectfully submitted,

Shannon DuBois-Brody
Business Administrator/
Board Secretary