

Alloway Board of Education Regular Meeting Minutes - May 28, 2019

CALL TO ORDER

The regular meeting of the Alloway Township Board of Education was called to order by Mr. Richard Morris, on Tuesday, May 28, 2019 at 6:30 p.m. in the Gymnasium of the Alloway Township School. (Note: Meeting location moved due to Book Fair in the Library)

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. Richard Morris led the group in the pledge to the flag.

ROLL CALL OF MEMBERS

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

Members absent: Mr. David Lounsbury

Also in attendance: Mrs. Kristin Schell, Superintendent and Mrs. Shannon DuBois-Brody, Business Administrator/Board Secretary

EDUCATIONAL HIGHLIGHTS

Red Wagon Award: Nancy Brawley (unable to attend)

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

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

PUBLIC COMMENT - AGENDA ITEMS ONLY

None

APPROVAL OF MINUTES

Motion made by Ms. Decktor, second by Mr. Donohue to approve the regular and executive minutes of the April 30, 2019 meeting as submitted by the Board Secretary.

VOICE VOTE: Mr. Angelus, Ms. Decktor, Mr. Donohue, Mr. Fedora, Mr. Hitchner, Mr. Morris

ABSTAIN: Mrs. Fulmer

Motion carried: 6-0-1

PRESENTATION - Eagle Scout Project

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

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Eagle Scout Project

Motion made by Mr. Angelus, second by Mrs. Fulmer to approve Gavin Roth's Eagle Scout Project (Troop 7724), which consists of building and installing benches by the school basketball court for school and public use.

VOICE VOTE: Unanimously approved

Motion carried: 7-0-0

SUPERINTENDENT'S RECOMMENDATIONS

Motion made by Mr. Donohue, second by Mrs. Fulmer to approve the following as recommended by the Superintendent:

PERSONNEL - PROFESSIONAL

2019-2020 Administrative Salaries

The 2019-2020 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 2019-2020, 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.

Workshop Participation

The following workshop participation:

Staff	Location	Workshop	Date	Cost	Sub Cost	Mileage
Maria Bellia	Woodstown NJ	Homeless Liaison Training	5/31/19	\$0	\$0	yes
Kristin Schell	Stockton Univ Galloway NJ	All Things Google 2019 "Discover, Learn, Implement"	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

Summer Supplemental Reading and Math Program

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).

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Request for Maternity Leave of Absence

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 and Child Care.

Request for Maternity Leave of Absence

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 and Child Care.

Homeless Liaison

The appointment of Maria Bellia, CST member, as the Alloway School Homeless Liaison for the 2019-2020 school year. She will be replacing Jennifer Schino.

Homebound Instruction

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.

Mentor Teacher

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

Discussion: Mr. Angelus inquired about the contribution from LAC to cover administrative salaries. Ms. Decktor inquired about the summer program at Alloway. Ms. Schell stated the need is IEP driven.

ROLL CALL VOTE: YES: Mr. Angelus, Ms. Decktor, Mr. Donohue, Mr. Fedora, Mrs. Fulmer, Mr. Hitchner, Mr. Morris

Motion carried: 7-0-0

PERSONNEL - SUPPORT

Motion made by Mrs. Fulmer, second by Mr. Donohue to approve the following as per the recommendation of the Superintendent:

Employment - Administrative Support Staff

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)

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Employment - Classroom Aides

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

Employment - Bus Driver

The contract and salary for the 2019-2020 school year for the following bus (minivan) driver:
Kenneth Simmerman

Employment - Cafeteria Staff - 10 Month

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

Employment - Custodial Staff - 12 Month

The contracts and salaries for the 2019-2020 school year for the following custodial staff:
Ray Eckert - Head Custodian
Dawn Harding - Night Custodian
Boonjun Bolden - Night Custodian

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

Employment - SACC

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 2019-2020 school year.

Employment - Substitute Teacher

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.

Substitute Calling Stipend

The 2019-2020 stipend for substitute calling for Barbara Rishel at the rate of \$3,400 per year, to be paid twice yearly.

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Substitute Salaries

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 the 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.

Summer Hours - Office Staff

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.

Bus Driver On The Road Training

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. Mr. Mathews-Singh would be trained by the current Alloway employed bus driver utilizing the Alloway (van) bus.

Discussion: Mr. Donohue inquired about the substitute calling stipend. Mr. Fedora inquired about the number of classroom aides on the agenda versus what is in the budget for 19-20.

ROLL CALL VOTE: YES: Mr. Angelus, Ms. Decktor, Mr. Donohue, Mr. Fedora, Mrs. Fulmer, Mr. Hitchner, Mr. Morris

Motion carried: 7-0-0

OTHER BUSINESS

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

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HIB Report - Approval

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

HIB Report - Acknowledgement

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

Acceptance of Donations

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"

Curriculum Pacing Guides

The Curriculum Pacing Guides for the following Specials:

Art; Kindergarten through Eighth

Spanish: Kindergarten through Eighth

8th Grade Class Trip

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.

Discussion: Mrs. Fulmer inquired about the cost of the 8th grade bus and Mr. Fedora inquired about the pacing guides.

ROLL CALL VOTE: YES: Mr. Angelus, Ms. Decktor, Mr. Donohue, Mr. Fedora, Mrs. Fulmer, Mr. Hitchner, Mr. Morris

Motion carried: 7-0-0

BOARD SECRETARY/BUSINESS ADMINISTRATOR'S REPORT

Motion made by Mr. Donohue, second by Mr. Fedora to approve the following:

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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 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.

Cash Reconciliation Report

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

Transfers

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

Bills to be Paid

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

Professional Appointments 2019-2020

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

Petty Cash Fund 2019-2020

A petty cash account in the amount of \$250.00, with Mary Aliberti as the custodian of the account.

Section 125 Plan

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 hours) with 4 or more years of service:	\$1,000
Full time employees (over 30 hours) with <4 years of service:	\$ 525
Part time employees who work over 25-30 hours per week:	\$ 300

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Educational Services with GCSSSD for Teacher of Deaf

The contract with GCSSSD for Educational Consult Services for Teacher of the Deaf for a total of 8 hours for the 2019-2020 school year at a rate of \$131 per hour for a total cost of \$1,048.00.

Out-of-District ESY 2019 Placements

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

In-House 2019 Supplemental Summer Program Placements

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

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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

GCSSSD - Non Public Aid-in-Lieu Program

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.

GCSSSD - Choice Student Transportation Program

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.

GCSSSD - MVC On-Line Abstract Request Program

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.

CSI Payroll Software

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 per month for the 2019-2020 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.

Pre-Tax Transportation Fringe Benefit

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.

Discussion: Mr. Donohue feels special education costs are a problem.

ROLL CALL VOTE: YES: Mr. Angelus, Ms. Decktor, Mr. Donohue, Mr. Fedora, Mrs. Fulmer, Mr. Hitchner, Mr. Morris

Motion carried: 7-0-0

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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. (Cancelled due to not enough commitment)
8. Gymnasium Floor Update - Some Mercury has been detected in the Gymnasium floor. Air quality testing was conducted as a follow-up. Results should be back in a few weeks.
9. Upcoming Events

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/>
Mr. Morris would like to form an Ad Hoc Committee of the board to review the effects of the Path to Progress on Alloway.

D. COMMITTEE REPORTS

1. 2018-2019 Detailed Summary of Club/Sport Participation by District
2. 2018-2019 Total Club/Sport Participation by District

BOARD CANDIDATE INTERVIEWS

The Board of Education conducted board candidate interviews in public for the board seat let open by the resignation of Mr. Michael Clarke on April 25, 2019. Two letters of interest were received. Mrs. Cavallero was interviewed first, followed by Mr. Simpson. Each candidate excused themselves from the room while the other was interviewed.

EXECUTIVE SESSION

Motion made by Mr. Donohue, second by Mrs. Fulmer, that the Board enter into Executive Session by Resolution at 7:28 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

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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 8:07 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:

**Unwarranted invasion of individual privacy - BOE Member Appointment
Litigation, contract negotiations, or attorney-client privilege
Personnel matters - Superintendent Evaluation**

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: 7-0-0

(7:58 p.m. Mr. Hitchner excused himself from the meeting.)

RESUME PUBLIC PORTION

Motion made by Mr. Donohue, second by Mr. Fedora to return to the public portion of the meeting at 8:07 p.m.

VOICE VOTE: Unanimously approved

Motion carried: 6-0-0

BOARD MEMBER VACANCY - APPOINTMENT

Motion made by Mr. Angelus, second by Mrs. Fulmer to approve the appointment of Elizabeth Cavallero 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.

ROLL CALL VOTE: YES: Mr. Angelus, Ms. Decktor, Mr. Donohue, Mrs. Fulmer, Mr. Morris
ABSTAIN: Mr. Fedora

Motion carried: 5-0-1

PUBLIC COMMENT - OPEN

None

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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 8:11 p.m.

VOICE VOTE: Unanimously approved

Motion carried: 6-0-0

Respectfully submitted,

Shannon DuBois-Brody
Business Administrator/Board Secretary