

**ALLOWAY BOARD OF EDUCATION
REGULAR MEETING AGENDA
September 24, 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, Mrs. Elizabeth Cavallaro, Ms. Elizabeth Decktor, Mr. Philip Donohue, Mr. Joseph Fedora, Mrs. Colleen Fulmer, Mr. Jeffrey Hitchner, Mr. David Lounsbury, Mr. Richard Morris

IV. EDUCATIONAL HIGHLIGHTS

Program Presentation: Adrienne Davis from Southwest Council

V. 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 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.

VI. APPROVAL OF MINUTES

The Superintendent and the Business Administrator recommend the Board approve the regular minutes and the executive session minutes of August 27, 2019 as submitted by the Board Secretary.

Motion: _____ Second: _____ #Yes: _____ #No: _____ #Abstain _____

VII. SUPERINTENDENT'S RECOMMENDATIONS

The Superintendent recommends the following:

A. PERSONNEL - PROFESSIONAL

1. List of Staff Trained for Health Emergencies

The Board approve the staff who have been trained for health emergencies: Epi Pen, AED, and glucagon.

2. Workshop Participation

The Board approve the following workshop participation:

Staff	Location	Workshop	Date	Cost	Sub Cost	Mileage
Loretta Osborn	Rowan/LRC South	<u>Engaging All Students in Rich Tasks and Mathematically Productive Struggle</u>	12/11/19	\$0	\$90	Yes
Chelsea Abhau	Rowan/LRC South	<u>Small Group Instruction</u>	11/4/19	\$0	\$90	Yes
Melissa Emel	Rowan/LRC South	<u>Beyond the ABC's</u>	10/15/19	\$0	\$90	Yes
Terry Turner	Rowan/LRC South	<u>Beyond the ABC's</u>	10/15/19	\$0	\$90	Yes
Lauren Granate	Mt. Laurel	NJASBO - Legislative & Legal Update; State Comptroller Purchasing/ASSA /DRTRS; Tax Shelters; Health Benefits & Insurance; Purchasing; Audit Review	9/26/19, 10/15/19, 11/19/19, 12/17/19, 3/17/20, 4/21/20	\$100 each (\$600 total)	n/a	Yes
Maria Bellia	St. John's Church Salem, NJ	<u>Homeless Liasion Training</u>	10/17/19	\$0	n/a	Yes
Tara Reinerth	Princeton Marriott Princeton NJ	<u>NJ Science Convention</u>	10/23/19	\$180	\$90	Yes
Lauren Granate	Rowan/LRC South	FY20 Fall Special Education Medicaid Initiative (SEMI) Regional Meeting	10/15/19	\$0	n/a	Yes

3. Homebound Instruction

The Board approve all certificated teaching staff to provide homebound instruction as needed during the 2019-20 school year at the AEA contracted rate of \$30/hour.

4. Facilities Use Request

The Board approve the following facilities use request for the 2019-20 school year:

Group	Dates Requested	Time	Where	Activity
<u>Child Evangelism</u>	Mondays (10/19r to 6/20)	2:30 pm - 4:00 pm	Classroom	Good News Club
<u>Alloway Twp. Youth League</u>	10/1/19 thru 3/1/20	4:15 pm - 9:00 pm	All-Purpose Room	Boys/Girls Basketball
Alloway School Student Government	10/23/19	6:00-7:00 pm	Front of the School	Trunk or Treat

5. Title I Staff providing Title I Services

The Board approve the following staff to provide Title I Services to students for the 2019-20 school year:

Grades 1-5 Math: Karen Murphy

Grades K-5 LAL: Kim DeFebo

Motion: ___ Second: ___ CA ___ EC ___ ED ___ PD ___ JF ___ CF ___ JH ___ DL ___ RM ___

B. PERSONNEL - SUPPORT

1. Resignation - Instructional Aide

The Board accept, with regret, the resignation of Mr. Zach Feron, Instructional Aide, effective September 27, 2019. In addition, the Board approve Mr. Feron be added to the following substitute lists for the remainder of the 2019-2020 school year: teacher, instructional aide, and custodian.

2. Employment - Part Time Instructional Aide

The Board approve the employment of Dana Crandall as a Part-Time Instructional Aide, effective September 25, 2019 through June 30, 2019, at a prorated salary of \$13,831.20 per year, 5.75 hours per day, and will receive 9 sick, 2 personal days and Section 125 Plan per Policy 4240. There are no health benefits associated with this contract. Ms. Crandall is replacing Ms. Nutt, who resigned.

3. Employment - Part Time Instructional Aide

The Board approve the employment of Caitlin Musser as a Part-Time Instructional Aide, effective September 25, 2019 through June 30, 2019, at a prorated salary of \$13,831.20 per year, 5.75 hours per day, and will receive 9 sick, 2 personal days and Section 125 Plan per Policy 4240. There are no health benefits associated with this contract. Ms. Musser is replacing Mr. Feron, who resigned.

Motion:___ Second:___ CA ___ EC ___ ED ___ PD ___ JF ___ CF ___ JH ___ DL ___ RM ___

C. OTHER BUSINESS

1. Week of Respect, Violence Awareness Week and Red Ribbon Week

The Board approve the week of October 1, 2019 as Week of Respect and the week of October 21, 2019 as Red Ribbon Week/Violence Awareness Week.

2. Crisis Plan

The Board approve the Crisis Plan for 2019-20.

3. Field Trips

The Board approve the following field trip for the 2019-2020 school year:

Date	Grade	Location	Teacher	Sub Cost	Bus Cost
10/17/19	8	Ag Day - Salem Community College	Loretta Osborn Tara Reinerth	\$90 each	\$200.00 approx.

4. Uniform Memorandum of Agreement

The Board approve "A Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials," for the 2019-2020 school year.

5. School Doctor Standing Orders/School Nurse Protocols - Revised

The Board approve the *revised* annual School Doctor Standing Orders and the School Nurse Protocols for the 2019-2020 school year as reviewed and approved by the school Physician. Protocol was added for the administration of Narcan.

6. Fundraising Requests

The Board approve the following fundraising requests:

Teacher	Fundraiser Name	Dates	Funds Used For
Melissa Emel	<u>Donors Choose Project</u>	Sept. - Dec. 2019	Scholastic News and Science Readers
Bethany Garrison	<u>Donors Choose Project</u>	Oct. - Dec. 2019	Flexible seating for students

7. Homebound Instruction

The Board approve homebound instruction for one Alloway resident student (SID # 4662597032) for 10 hours/week, effective September 19, 2019 and until an out-of-district placement is procured. Mrs. Hope Mortimer will be providing the homebound instruction service.

Motion:___ Second:___ CA ___ EC___ ED___ PD___ JF___ CF___ JH___ DL___ RM___

VIII. 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 July 31, 2019 and August 31, 2019, 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 July 31, 2019 and August 31, 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 July 31, 2019 and August 31, 2019.

2. Cash Reconciliation Report

The Board approve the cash reconciliation report for the months of July and August, 2019.

3. Transfers

The Board approve the transfers for the months of July and August, 2019.

4. Bills to be Paid

The Board approve payroll and agency for July and August, 2019 and bills list for September, 2019.

5. Resolution - Legal Controls

RESOLUTION NO. 092419 IMPLEMENTATION OF LEGAL CONTROLS FOR 2019-2020

WHEREAS, N.J.A.C. 6A:23A-5.2(a)(3) requires school districts with legal costs that exceed 130 percent of the statewide average per pupil amount to establish specific internal control procedures for the reduction of costs or to provide evidence that such procedures would not result in a reduction of costs, and

WHEREAS, the Alloway Township School District's audited June 30, 2018 legal costs of \$143 per pupil exceed 130% of the 2017-18 audit statewide average of \$44 per pupil as published in the 2019 Taxpayer Guide to Education Spending,

NOW THEREFORE BE IT RESOLVED, the Alloway Township Board of Education, per N.J.A.C. 6A:23A-5.2(a)(3), establishes the following procedures or provides evidence the procedures will not result in a reduction of costs:

- Limit the number of contact persons with authority to request services or advice from contracted legal counsel;
- Establish criteria or guidance to prevent the use of legal counsel unnecessarily for management decisions;
- Requests for legal advice shall be made in writing and maintained on file in the school district offices; and
- A log of all legal counsel contact shall be maintained and compared to legal bills.

BE IT FURTHER RESOLVED, the Alloway Township Board of Education shall implement the controls specified in N.J.A.C. 6A:23A-5.2(a)(3) as listed above, effective for the fiscal year 2019-2020.

6. Transportation Jointure-Woodstown

The Board approve the Joint Transportation Agreement in the amount of \$4,000 between the Woodstown Pilesgrove Regional Board of Education and the Alloway Board of Education, effective September 1, 2019 through June 30, 2020. This agreement is for the transportation of Woodstown students from/to Woodstown High School to home on Alloway high school buses. This is income to Alloway.

Motion: ___ Second: ___ CA ___ EC ___ ED ___ PD ___ JF ___ CF ___ JH ___ DL ___ RM ___

IX. SUPERINTENDENT DISCUSSION ITEMS/FYI

1. Enrollment - 326
2. Fire Drill - 9/10/19
3. Security Drill - 9/20/19
4. Communication surveys
5. School Newsletter "All About Alloway" September
6. Forthcoming events

X. PRESIDENT'S REPORT

A. COMMUNICATIONS TO THE BOARD

1. Memo from President Morris RE: Board Goal #2
2. Thank you letter from Aldine United Methodist Church RE: Chairs
3. Letter from SDA RE: Section 15 Grant (ROD Grant) Closeout

B. OLD BUSINESS

1. Letter notifying Township Committee of Regionalization Pilot Resolution
2. Board Goal #2 - Finance

The Finance Committee will establish and schedule finance related presentations that will result in a better understanding of the content knowledge that pertains to the school's financial affairs.

SEPTEMBER PRESENTATION: Board Minutes

C. NEW BUSINESS

D. COMMITTEE REPORTS

1. Woodstown Pilesgrove Report - Mr. Morris
2. Property Committee - update

XI. 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 _____; **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: _____

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 procedures:

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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: _____