

## Alloway Board of Education Regular Meeting Minutes – September 24, 2019

### **CALL TO ORDER**

The regular meeting of the Alloway Township Board of Education was called to order by Mr. Richard Morris, Board President, on Tuesday, September 24, 2019 at 6:30 p.m. in the Gereau Library of 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. Richard Morris led the group in the pledge to the flag.

### **ROLL CALL OF MEMBERS**

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

Members absent: None

Also in attendance: Mrs. Kristin Schell, Superintendent, Mrs. Shannon DuBois-Brody, Business Administrator/Board Secretary and Mr. William (Bill) Morlock, Board Solicitor.

### **EDUCATIONAL HIGHLIGHTS**

Adrienne Davis from the Southwest Council provided an overview of the curriculum utilized by the SWC in Grades 1-4 & 6-8 related to the prevention of substance abuse and awareness.

### **PUBLIC COMMENT - AGENDA ITEMS ONLY**

Mike DeHart, 34 West Main Street, inquired about legal costs and stated the school has an obligation to taxpayers. Ms. Schell stated the Board is unable to comment on litigation.

### **APPROVAL OF MINUTES**

Motion made by Mr. Lounsbury, second by Mr. Donohue to approve the regular minutes and the executive session minutes of August 27, 2019 as submitted by the Board Secretary.

#### **Regular Minutes:**

**VOICE VOTE:** Approved

**ABSTAIN:** None

**Motion carried: 9-0-0**

#### **Executive Session:**

**VOICE VOTE:** Approved

**ABSTAIN:** Mr. Lounsbury

**Motion carried: 8-0-1**

### **SUPERINTENDENT'S RECOMMENDATIONS**

#### **PERSONNEL – PROFESSIONAL**

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

#### **List of Staff Trained for Health Emergencies\*\***

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

\*\*Motion made by Mr. Lounsbury, seconded by Mr. Donohue to table the motion for further review.

**VOICE VOTE:** Approved

**ABSTAIN:** None

**Motion carried: 9-0-0**

## Alloway Board of Education Regular Meeting Minutes – September 24, 2019

### Workshop Participation

The following workshop participation:

| Staff               | Location                        | Workshop   | Date  | Cost                     | Sub Cost | Mileage |
|---------------------|---------------------------------|--|---|--------------------------|----------|---------|
| Loretta Osborn      | Rowan/LRC South                 | Engaging All Students in Rich Tasks and Mathematically Productive Struggle   | 12/11/19  | \$0                      | \$90     | Yes     |
| Chelsea Abhau       | Rowan/LRC South                 | Small Group Instruction  | 11/4/19   | \$0                      | \$90     | Yes     |
| Melissa Emel        | Rowan/LRC South                 | Beyond the ABC's   | 10/15/19  | \$0                      | \$90     | Yes     |
| Terry Turner        | Rowan/LRC South                 | Beyond the ABC's   | 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     | Homeless Liaison Training  | 10/17/19  | \$0                      | n/a      | Yes     |
| Tara Reinerth       | Princeton Marriott Princeton NJ | NJ Science Convention  | 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     |
| Allison Derenberger | Rowan/LRC South                 | Beyond the ABC's   | 10/15/19  | \$0                      | \$90     | Yes     |
| Claire Gechter      | Rowan/LRC South                 | Literature Circles for Secondary Classrooms  | 10/21/19  | \$0                      | \$90     | Yes     |
| Melissa Strawderman | Rowan/LRC South                 | Literature Circles for Secondary Classrooms  | 10/21/19  | \$0                      | \$90     | Yes     |

## Alloway Board of Education Regular Meeting Minutes – September 24, 2019

### Homebound Instruction

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

### Facilities Use Request

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

| Group                             | Dates Requested          | Time              | Where               | Activity              |
|-----------------------------------|--------------------------|-------------------|---------------------|-----------------------|
| Child Evangelism                  | Mondays (10/19r to 6/20) | 2:30 pm - 4:00 pm | Classroom           | Good News Club        |
| Alloway Twp. Youth League         | 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        |

**ABSTAIN: Mr. Hitchner**

**Motion carried: 8-0-1**

### Title I Staff providing Title I Services

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

*Discussion: Mr. Hitchner questioned about the staff listed on the agenda trained for health emergencies.*

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

**Motion carried: 9-0-0\***

**\*SEE ABOVE FOR TABLED MOTION AND ABSTENTION**

### **PERSONNEL - SUPPORT**

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

#### Resignation - Instructional Aide

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.

#### Employment - Part Time Instructional Aide

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.

#### Employment - Part Time Instructional Aide

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.

## Alloway Board of Education Regular Meeting Minutes – September 24, 2019

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

**Motion carried: 9-0-0**

### OTHER BUSINESS

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

#### Week of Respect, Violence Awareness Week and Red Ribbon Week

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

#### Crisis Plan

The Crisis Plan for 2019-20.

**ABSTAIN: Mrs. Fulmer**

**Motion Carried: 8-0-1**

#### Field Trips

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<br>Tara Reinerth | \$90 each | \$200.00 approx. |

#### Uniform Memorandum of Agreement

“A Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials,” for the 2019-2020 school year.

#### School Doctor Standing Orders/School Nurse Protocols - Revised

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.

#### Fundraising Requests

The following fundraising requests:

| Teacher             | Fundraiser Name       | Dates                | Funds Used For                      |
|---------------------|-----------------------|----------------------|-------------------------------------|
| Melissa Emel        | Donors Choose Project | Sept. - Dec. 2019    | Scholastic News and Science Readers |
| Bethany Garrison    | Donors Choose Project | Oct. - Dec. 2019     | Flexible seating for students       |
| Maryann Action      | Donors Choose Project | Oct. 2020 – Jan 2021 | Charging Station                    |
| Melissa Strawderman | Wawa Coupons          | October 2019         | 8 <sup>th</sup> Grade               |

## Alloway Board of Education Regular Meeting Minutes – September 24, 2019

### Homebound Instruction

The 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.

*Discussion: Mr. Fedora asked for clarification on Red Ribbon Week.*

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

**Motion carried: 9-0-0\***

**\*SEE ABOVE FOR ABSTENTION**

### **BOARD SECRETARY/BUSINESS ADMINISTRATOR'S REPORT**

Motion made by Mr. Lounsbury, second by Mrs. Fulmer to approve the following as recommended by the Business Administrator:

### **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 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.

#### Cash Reconciliation Report

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

#### Transfers

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

#### Bills to be Paid

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

#### 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

## Alloway Board of Education Regular Meeting Minutes – September 24, 2019

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.

### Transportation Jointure-Woodstown

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.

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

***Motion carried: 9-0-0***

### **SUPERINTENDENT DISCUSSION ITEMS/FYI**

Enrollment - 326  
Fire Drill - 9/10/19  
Security Drill - 9/20/19  
Communication surveys  
School Newsletter "All About Alloway" September  
Forthcoming events

### **PRESIDENT'S REPORT**

#### **COMMUNICATIONS TO THE BOARD**

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

#### **OLD BUSINESS**

Letter notifying Township Committee of Regionalization Pilot Resolution  
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

## Alloway Board of Education Regular Meeting Minutes – September 24, 2019

### **NEW BUSINESS**

None

### **COMMITTEE REPORTS**

Woodstown Pilesgrove Report - Mr. Morris reported that they will be working on fundraising policies at the next meeting.

Property Committee – Mr. Hitchner reported the discussion that was held about the turning on the lights for the outside basketball courts by the Township Building, It was determined it would be in the District’s best interest not to turn the lights on at night. Mr. Hitchner also reported on the installation of a knox box and security lighting.

Negotiations – Mr. Lounsbury stated since his term on the board expires in January and he did not re-run for the board, he would be open to be brought back as a “historical consultant” to help with negotiations.

SCSBA – Mrs. Fulmer reported on the recent SCSBA meeting that discussed regionalization.

### **EXECUTIVE SESSION**

Motion made by Mr. Lounsbury, second by Mrs. Fulmer, that the Board enter into Executive Session by Resolution at 7:21 p.m. from which the general public will be excluded.

### **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 8:06 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:

**Confidential matters per statute or court order (student matter)  
Litigation, contract negotiations, or attorney-client privilege  
Personnel matters**

**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: 9-0-0***

### **RESUME PUBLIC PORTION**

Motion made by Mr. Lounsbury, second by Mr. Angelus to return to the public portion of the meeting at 8:06 p.m.

**VOICE VOTE:** Unanimously approved

***Motion carried: 9-0-0***

## Alloway Board of Education Regular Meeting Minutes – September 24, 2019

### **PERSONNEL – PROFESSIONAL**

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

#### List of Staff Trained for Health Emergencies

The staff who have been trained for health emergencies: Epi Pen, AED, and glucagon, pending legal review.

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

***Motion carried: 9-0-0***

### **PUBLIC COMMENT – OPEN**

Mike DeHart, 34 West Main Street, inquired about the activities during the week of respect. Ms. Schell reviewed some of the activities that take place.

Susan Dorrell, 13 East Canal Street, expressed her concerns over the recent LGBT curriculum mandates from the State.

### **ADJOURNMENT**

Motion made by Mr. Lounsbury, second by Mrs. Fulmer that there being no further business to be brought before the board that the meeting be adjourned at 8:20 p.m.

**VOICE VOTE:** Unanimously approved

***Motion carried: 9-0-0***

Respectfully submitted,

Shannon N. DuBois-Brody  
Business Administrator/  
Board Secretary