

**ALLOWAY BOARD OF EDUCATION
REORGANIZATION MEETING - VIRTUAL
January 5, 2021**

I. CALL TO ORDER

Mrs. Shannon DuBois-Brody, Board Secretary, will call to order the reorganization meeting of the Alloway Township Board of Education on Tuesday, January 5, 2021 at 6:30 p.m. remotely through the Zoom platform.

II. OPEN PUBLIC MEETINGS ACT ANNOUNCEMENT

In accordance with the provisions of the Open Public Meeting Act, Chapter 231, Public Law 1975, the Alloway Township Board of Education transmitted notice of this meeting, to be held remotely through the Zoom platform 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, district's website, district's Facebook page and on the front door. Due to Governor Murphy's Executive Order No. 107, implementing social mitigating strategies to combat COVID-19, the Alloway Township Board of Education conducted a virtual meeting.

III. PLEDGE TO THE FLAG

Mrs. Shannon DuBois-Brody, Board Secretary, will lead the group in the pledge to the flag.

IV. OATH OF OFFICE

Mrs. Shannon DuBois-Brody, Board Secretary, will issue the Oath of Office to newly elected Board Members:

- Ms. Sara Cobb - Three Year Term, 2021-2023
- Mr. Michael Dennison - Three Year Term, 2021-2023
- Mr. Richard Morris - Three Year Term, 2021-2023

V. ROLL CALL OF MEMBERS

Mrs. Shannon DuBois-Brody, Board Secretary, will roll call the attendance:

Mr. Chuck Angelus, Ms. Sara Cobb, Ms. Elizabeth Decktor, Mr. Michael Dennison, Mr. Joseph Fedora, Mr. Jeffrey Hitchner, Mr. Kenneth McKelvey, Jr., Mr. Richard Morris, Mrs. Deborah Zarin

VI. REORGANIZATION OF THE BOARD OF EDUCATION

Election of President

Board Secretary will open the floor for nominations for the Office of the **President** of the Alloway Township Board of Education.

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

Motion by _____ and second by _____ to nominate _____ to serve as President of the Alloway Township Board of Education.

Being no further nominations, the Alloway Township Board of Education approve that the nominations for the position of President of the Alloway Township Board of Education be closed.

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

The Board approve to elect _____ as President of the Alloway Township Board of Education for a term of one year, commencing January 5, 2021, and until his/her successor is elected and shall qualify.

CA___ SC___ ED___ MD___ JF___ JH___ KM___ RM___ DZ___

Election of Vice President

Board Secretary will open the floor for nominations for the Office of the **Vice President** of the Alloway Township Board of Education.

Motion:___ Second:___ Voice Vote #Yes:___ #No:___ #Abstain___

Motion by _____ and second by _____ to nominate _____ to serve as Vice President of the Alloway Township Board of Education.

Being no further nominations, the Alloway Township Board of Education approve that the nominations for the position of Vice President of the Alloway Township Board of Education be closed.

Motion:___ Second:___ Voice Vote #Yes:___ #No:___ #Abstain___

The Board approve to elect _____ as Vice President of the Alloway Township Board of Education for a term of one year, commencing January 5, 2021, and until his/her successor is elected and shall qualify.

CA___ SC___ ED___ MD___ JF___ JH___ KM___ RM___ DZ___

BOARD SECRETARY TURNS THE MEETING OVER TO THE BOARD PRESIDENT

VII. 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 procedure:

1. Indicate your wish to speak in the comment section of Zoom.
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.

VIII. **APPOINTMENTS AND DESIGNATIONS**

The Superintendent & Business Administrator recommend the following:

Designation of Newspaper

The Board approve the designated official newspaper for 2021 as the *South Jersey Times*. This publication covers Salem, Gloucester & Cumberland Counties.

Designation of Regular Meeting Dates

The Board approve the 2021 Board Meeting Schedule with the fourth Tuesday of the month (unless noted) for 2021 board meeting dates. Meeting start time is 6:30 p.m.

Appointment of Board Secretary

The Board approve the appointment of Shannon DuBois-Brody, as Board Secretary and Lauren Granate as alternate, effective January 2021 and until the next reorganization meeting in January 2022.

Designation of Depository of Funds

The Board approve the designated depositories for Alloway Funds:

Fulton Bank and Century Savings Bank (general account, payroll, agency, capital reserve, school account, cafeteria and flexible spending).

Designation of Signatories

The board approve the following signatories for the 2021 year:

General Account: (3) President, Superintendent/Interim Superintendent, Board Secretary/Bus. Admin.

Payroll/Agency/Flexible Spending Accounts: (2) Board Secretary/Bus. Admin. and Superintendent/Interim Superintendent

Student Activity: (2) Board Secretary/Bus. Admin., Administrative. Secretary or Board Clerk

Cafeteria: (2) Superintendent/Interim Superintendent and Business Administrator

Capital Reserve Account @ Fulton: Board President or Board Secretary/Business Administrator

Capital Reserve Account @ Century Savings Bank: Board President or Board Secretary/Business Administrator

Adopt Policy Manual

The Board approve all existing policies, bylaws and regulations for 2021 as per the recommendation of the Superintendent. *The policy manual can be found under the board section of the district's website.*

Approval of Danielson Teacher Evaluation Framework

The Board approve the Danielson Teacher Evaluation Framework for observing and evaluating professional staff. This Evaluation Tool has been used at Alloway School since 2012.

Standard Operating Procedures and Internal Controls Manual

The Board approve the Guide for Standard Operating Procedures and Internal Controls manual, which describes the standard business office practices of the Alloway Business Office. This manual was originally approved by the Board of Education on November 17, 2009 with the most recent revisions as of January 7, 2020. It is mandated by the Fiscal Accountability, Efficiency and Budgeting Procedures per N.J.A.C. 6A:23A-6.4 and 6.6.

Food Service - Standard Operating Procedures

The Board approve the Food Service Standard Operating Procedures. This document is required by the New Jersey Department of Agriculture as part of the Hazard Analysis Critical Control Point (HACCP) Food Safety System.

Cafe Biosecurity Management Plan

The Board approve the Cafe Biosecurity Management Plan, which contains policies and procedures to minimize the risk of intentional contamination of food and reduce the risk of illness or death in our school community. The plan is required per QSAC.

School Nutrition Programs Code of Conduct for Procurement

The Board approve the School Nutrition Programs Code of Conduct for Procurement as presented.

School Nutrition Programs Procurement Procedures for School Food Authorities

The Board approve the School Nutrition Programs Procurement Procedures for School Food Authorities as presented.

Purchasing Manual

The Board approve the Purchasing Manual, which defines the proper purchasing practices of the Alloway Business Office. This manual is required per QSAC and was originally approved by the Board of Education on October 23, 2007 and last revised on January 8, 2019.

Appointments of Committees/Representatives*

The Board approve the following appointments of committees/representatives effective January 5, 2021 until the next reorganization meeting in January 2022.

NJSBA Delegate & Alternate	SCSBA Delegate & Alternate
SACC Rep	PTA Rep
Quad District Rep	SIT Committee Rep
Personnel Committee	Policy Committee
Finance Committee	Property/Transportation
Negotiations	Educ Programs/Curriculum
Technology	Youth League Rep
Community Relations	

**These positions may be tabled until the next meeting allowing the elected president time to review the committee surveys prior to making any appointments.*

P.A.C.O. Officer Designation

The Board approve the designation of Shannon N. DuBois-Brody as the Public Agency Compliance Officer for the Alloway Township School District effective January 5, 2021.

AHERA - Designated Persons

The Board appoint Kevin Harris as the AHERA Designated Person for the Alloway Township School District effective January 5, 2021.

Motion: __ Second: __ CA __ SC __ ED __ MD __ JF __ JH __ KM __ RM __ DZ __

IX. PRESIDENT'S REPORT

A. COMMUNICATIONS TO THE BOARD

B. OLD BUSINESS

1. Restart Plan

C. NEW BUSINESS

1. Review of Code of Ethics for School Board Members
2. Acknowledgement of Receipt of the Code of Ethics
3. Filing of 2021 Personal/Relative and Financial Disclosure Statements

D. COMMITTEE REPORTS

E. FYI

Next Regular Board Meeting - January 26, 2021 @ 6:30 p.m.

X. EXECUTIVE SESSION

**ALLOWAY TOWNSHIP BOARD OF EDUCATION
RESOLUTION 2021-
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 ____ 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
- ___ 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 Search
- ___ 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:_____ #Abstain_____

XI. RESUME PUBLIC PORTION

Motion:___Second:_____ Time:_____ #Yes:_____ #No:_____ #Abstain_____

XII. PUBLIC COMMENT-OPEN

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

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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.
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XIII. 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:_____ #Abstain_____