

CALL TO ORDER

The regular meeting of the Alloway Township Board of Education was called to order by Mr. Morris, Board President, on Tuesday, March 19, 2024 at 6:31 p.m.

OPEN PUBLIC MEETING 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 the Open Public Meetings Act, Chapter 231, Public Law 1975, the Alloway Township Board of Education transmitted notice of this regular meeting, to be held in the Library of the Alloway Township School at 6:30 p.m., to the *Elmer Times* and the *South Jersey Times*, the Township Clerk and all board members. A copy is also posted in the lobby of the Alloway Township School, on the district's Facebook page and website, and on the front door.

PLEDGE TO THE FLAG

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

ROLL CALL OF MEMBERS

Members present: Ms. Elizabeth Decktor, Mr. Michael Dennison, Mrs. Jeanie Horner, Mrs. Carla Leady, Mr. Jamie Spears, Mr. Richard Morris
Absent: Mrs. Sara Cobb, Mr. Joseph Fedora, Mr. Kenneth McKelvey, Jr.
Also in attendance: Mrs. Amy Morley, Chief School Administrator; Ms. Melanie M. Allen, Business Administrator/Board Secretary; Staff; Public

PRESENTATION

An overview of the proposed rain gardens to be created by Rutgers University staff via the South Jersey Land and Water Trust Implementation Project was reviewed by Heather Principe, Assistant Principal, and a representative from Rutgers University.

Alloway Township School 2024-2025 School Year Tentative Budget was presented by Melanie M. Allen, School Business Administrator.

APPROVAL OF MINUTES

Motion made by Mrs. Leady, second by Mr. Dennison that the regular session and the executive session minutes of February 27, 2024 be approved as submitted by the Board Secretary and as per the recommendation of the Chief School Administrator.

Roll Call Vote: YES: Ms. Decktor, Mr. Dennison, Mrs. Horner, Mrs. Leady, Mr. Spears, Mr. Morris
Motion Carried: 6-0-0

PUBLIC COMMENT - AGENDA ITEMS ONLY

Cynthia Sutton (54 East Main Street) voiced concern over the Board approving Requests for Facility Use after the event/use has already taken place.

Sharon Coleman (129 Canhouse Road) asked if Policy 5121.1 Honor Roll, as revised, will be placed in the Student Handbook and/or Student Code of Conduct. First and second honors were removed from the Policy, yet she was told students meeting such criteria would still be recognized. Where will this be written? The recognition criteria/procedure should be in writing.

Mr. Morris replied that Policy 5121.1 will be tabled and brought back to the Board at a future meeting.

Mrs. Sutton asked that the Board keep in mind Alloway resident senior citizens and the increase in cost of living expenses and inflation when voting on the 2024-2025 budget. Declining enrollment must play a part in the district's state aid decrease.

CHIEF SCHOOL ADMINISTRATOR'S RECOMMENDATIONS

The Chief School Administrator recommends the following:

PERSONNEL – PROFESSIONAL

Motion made by Mr. Dennison, second by Ms. Decktor to approve the following as recommended by the Chief School Administrator:

Resignation - Special Education Teacher

The resignation, with regret, of Jacqueline West, Special Education Teacher, effective June 30, 2024. Mrs. West has been with the district since September, 2020.

PERSONNEL – SUPPORT

Employment - Substitute

The employment of the following individual as a substitute for the 2023-2024 school year at the Board established rate pending successful completion of all pre-employment requirements:

- Robert Gant - substitute custodian

Roll Call Vote: YES: Ms. Decktor, Mr. Dennison, Mrs. Horner, Mrs. Leady, Mr. Spears, Mr. Morris

Motion Carried: 6-0-0

OTHER BUSINESS

Motion made by Ms. Decktor, second by Mr. Spears to approve the following as recommended by the Chief School Administrator:

HIB Report - Approval

The CSA's monthly Harassment, Intimidation and Bullying Report for February 2024 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

Policy

The policies as listed below:

Policy #	Description	Status
4117	Resignation and Retirement	Second Reading - Revisions
5113	Attendance, Absences, and Excuses	Second Reading - Revisions

Table Policy #5121.1, Honor Roll (Second Reading – Revisions)

2024-2025 SJ Land & Water Trust Garden

The submission of the district’s plan to participate in the SJ Land and Water Trust’s Implementation Project.

Request for Use of Facilities

The Request for Use of Facilities from the Alloway PTA for use of the Gym on March 18, 2024 from 2:30 p.m. - 3:30 p.m. for Talent Show practice and on March 21, 2024 from 4:00 p.m. - 8:00 p.m. for the PTA Talent Show.

Request for Use of Facilities

The Request for Use of Facilities from the Alloway Education Association/NJEA Pride for use of the Gym on April 25, 2024 from 5:00 p.m. - 9:00 p.m. for Candy Bar Bingo.

Request for Use of Facilities

The Request for Use of Facilities from the Alloway Township Fire Company for use of the Athletic Field on June 8, 2024 from 7:00 a.m. - 8:00 p.m. for a car show fundraiser.

2024 In-House Extended School Year Program

The 2024 In-House Extended School Year Program to be held at the Alloway Township School from July 8, 2024 through July 25, 2024, Monday through Thursday, with student hours of approximately 8:30 a.m to 11:30 am.

2024 In-House Summer Supplemental Program

The 2024 In-House Summer Supplemental Program to be held at the Alloway Township School from July 8, 2024 through July 25, 2024, Monday through Thursday, with student hours of approximately 8:30 a.m to 11:30 am.

Roll Call Vote: YES: Ms. Decktor, Mr. Dennison, Mrs. Horner, Mrs. Leady, Mr. Spears, Mr. Morris

Motion Carried: 6-0-0

BOARD SECRETARY/BUSINESS ADMINISTRATOR’S REPORT

Motion made by Mr. Dennison, second by Mrs. Horner to approve the following as recommended by the School Business Administrator:

FINANCIAL

Bills to be Paid

Payroll and agency for July, 2023 through February, 2024 and the bills list for March, 2024.

FY24 ESEA Amendment for FY23 Carryover

The submission of an Amendment to the district’s FY2024 ESEA Application to add in the following FY2023 carryover amounts:

Title IA	\$9,110
Title II	\$663
Title IV	\$3,130

Bus Routes with GCSSSD for Out-of District Transportation

The following Out-Of-District Transportation Route for 2023-2024 as contracted through GCSSSD, noting that GCSSSD charges an additional 7% administrative fee in addition to the cost listed:

Route Number	Destination	# of Alloway Students	Total Route Daily Cost	Contractor
Y1878 (4/1/2024-6/30/2024) (replaces Y1830)	Woodstown Regional Learning Academy	3	\$162.00/day*	BRW

*route contains students from other districts; cost to be prorated accordingly

SCVTS Tuition Contract 2024-2025

The 2024-2025 tuition contract with Salem County Vocational Technical School as follows:

Full Time Vocational and Academy (47 students @ \$4,050)	\$ 190,350.00
Shared Time Vocational (1 student @ \$2,025)	\$ 2,025.00
Tuition Adj due FROM SCVTS 2022-2023	<u>\$ (14,591.80)</u>
Total	\$ 177,783.20

Woodstown High School Tuition 2024-2025

Entering into a Tuition Agreement with Woodstown-Pilesgrove Regional School District for students in 9th through 12th grades for the 2024-2025 school year as follows:

Regular Education Students: (98 Full-Time @ \$14,990)	\$1,469,020.00
Regular Education Students: (1 Shared-Time @ \$7,495)	\$ 7,495.00
Learning/Language Disabilities: (1 @ \$18,000)	\$ 18,000.00
Resource Room: (4,322 hours @ \$22/hr)	\$ 95,084.00
Tuition Adjustment Due TO Woodstown 2022-2023	<u>\$ 202,207.75)</u>
Total	\$1,791,806.75

2024-2025 Preschool Education Aid Budget

The submission of Alloway Township School District’s 2024-2025 school year Preschool Education Aid Budget in the amount of \$819,662, including \$138,767 in carryover from the 2022-2023 school year, and supporting Budget Narrative to the New Jersey Department of Education Division of Early Childhood Education.

Insurance Broker of Record

The Employee Benefits Brokerage & Consultancy Agreement with Conner Strong & Buckelew in the amount of \$3,600 for the period July 1, 2024 through June 30, 2025 for providing brokerage and consultancy services on behalf of Alloway Township Board of Education. There is no increase in cost over the 2023-2024 school year.

Resolution 2024-9 Tentative Budget Submission 2024-2025

After review and discussion of the proposed 2024-2025 budget and upon discussion with the full Board,

**RESOLUTION 2024-9
ALLOWAY TOWNSHIP BOARD OF EDUCATION**

**RESOLUTION APPROVING 2024-2025 TENTATIVE BUDGET
MARCH 19, 2024**

BE IT RESOLVED, that the tentative budget be approved for the 2024-2025 school year and the Secretary to the Board of Education be authorized to submit the tentative budget to the Salem County Executive County Superintendent for approval, in accordance with the statutory deadline:

	<u>BUDGET</u>	<u>LOCAL TAX LEVY</u>
General Fund	\$7,901,796	\$4,513,285
Special Revenue Fund	\$1,092,970	\$ 0
Debt Service	<u>\$ 200,119</u>	<u>\$ 200,118</u>
Total Base Budget	\$9,194,885	\$4,713,403

BE IT RESOLVED to acknowledge that the 2024-2025 school year budget as described results in a 3.35% or \$146,437 increase in the tax levy for a total of **\$4,513,285**; and

BE IT RESOLVED that the general fund appropriations include a \$90,000 withdrawal from the Maintenance Reserve Account for required maintenance expenses pursuant to N.J.A.C. 6A:23A-14.2(d); and

BE IT RESOLVED that the general fund appropriations include use of the allowable 2024-2025 health care adjustment in the amount of \$25,584 which is part of the tax levy; and

BE IT RESOLVED that the general fund appropriations include use of banked cap generated in the 2023-2024 school year in the amount of \$33,516 which is part of the tax levy; and

BE IT RESOLVED in accordance with the N.J.A.C. 6A:23B-1.2(b), the maximum expenditure for travel for the 2024-2025 school year for all staff and Board members is \$10,000; and

BE IT RESOLVED the supporting documentation of this budget also contains an itemization of certain expenditures required under administrative regulations; and

BE IT RESOLVED that a public hearing on the 2024-2025 School Year Budget will be held in the Library of the Alloway Township School on April 25, 2024 at 6:30 p.m.; and

THEREFORE BE IT RESOLVED that the Alloway Township Board of Education approves the 2024-2025 Budget for submission to the Salem County Executive County Superintendent for approval.

NO: Mr. Spears

Motion Carried: 5-1-0

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, 2023 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 July 31, 2023, 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, 2023.

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 August 31, 2023 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 August 31, 2023, 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 August 31, 2023.

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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, 2023 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 October 31, 2023, 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 October 31, 2023.

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 November 30, 2023 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.

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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 December 31, 2023 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 December 31, 2023, 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 December 31, 2023.

Cash Reconciliation Report

The cash reconciliation report for the month of July, 2023.

Cash Reconciliation Report

The cash reconciliation report for the month of August, 2023.

Cash Reconciliation Report

The cash reconciliation report for the month of September, 2023.

Cash Reconciliation Report

The cash reconciliation report for the month of October, 2023.

Cash Reconciliation Report

The cash reconciliation report for the month of November, 2023.

Cash Reconciliation Report

The cash reconciliation report for the month of December, 2023.

Transfers

The transfers for the month ending July, 2023.

Transfers

The transfers for the month ending August, 2023.

Transfers

The transfers for the month ending September, 2023.

Transfers

The transfers for the month ending October, 2023.

Transfers

The transfers for the month ending November, 2023.

Transfers

The transfers for the month ending December, 2023.

Roll Call Vote: YES: Ms. Decktor, Mr. Dennison, Mrs. Horner, Mrs. Leady, Mr. Spears, Mr. Morris
NO on 2024-2025 SY Budget: Mr. Spears (see above)

Motion Carried: 5-1-0

All Other Motions Carried: 6-0-0

CSA DISCUSSION ITEMS/FYI

Enrollment - 297

Monthly Drills:

Bomb Threat Drill - March 13, 2024 at 10:00 a.m.

Fire Drill - March 15, 2024 at 10:13 a.m.
Suspensions: In School Suspensions 0
Out of School Suspensions 2
Monthly School Nurse Report: February 2024

PRESIDENT’S REPORT
COMMUNICATIONS TO THE BOARD
OLD BUSINESS

- Filing of Personal/Relative and Financial Disclosure Statements - School officials must file no later than April 30, 2023. An email with instructions for completing the Disclosure Statements was sent by the Business Administrator on January 8, 2024.
- 2024 NJSBA mandated training:
 - Governance I - Spears
 - Governance II - Horner
 - Governance III - Leady
 - Governance IV - Cobb, Dennison, Morris*(Self-Paced Governance II - IV training not yet released by NJSBA.)*

NEW BUSINESS

- Motion made by Mr. Dennison, second by Mrs. Leady to change the date of the April 2024 Board meeting based on allowable dates for the Public Hearing on the 2024-2025 school year budget from Tuesday, April 23, 2024 to Thursday, April 25, 2024 at 6:30 p.m.
VOICE VOTE: Approved
Motion Carried: 6-0-0
- Board Self Evaluation – Information will be forthcoming

COMMITTEE REPORTS

- Finance Committee - 3/14/2024
- Policy Committee - 3/19/2024
- Woodstown Pilesgrove Report - Mr. Morris 3/14/2024

FYI

Next Regular Board Meeting and Public Hearing on the 2024-2025 School Year Budget - April 25, 2024 (Thursday)

EXECUTIVE SESSION

None

PUBLIC COMMENT - OPEN

None

ADJOURNMENT

Motion made by Mrs. Leady, second by Mr. Spears that there being no further business to be brought before the Board that the meeting be adjourned at 7:39 p.m.

VOICE VOTE: Approved

Motion Carried: 6-0-0

Respectfully submitted,

Melanie M. Allen
Business Administrator/Board Secretary