

**CALL TO ORDER**

The regular meeting of the Alloway Township Board of Education was called to order by President Michael Dennison on Tuesday, May 26, 2015 at 7:00 p.m. at the Alloway School.

**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 in the Gereau Library of the Alloway Township School at 7:00 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. Dennison, President, led the group in the pledge to the flag.

**ROLL CALL OF MEMBERS**

Members Present: Cathleen Caltabiano, Michael Clarke, Elizabeth Decktor, Michael Dennison, Joseph Dyer, Philip Donohue, Colleen Fulmer, David Lounsbury, Richard Morris.

Members Absent: None.

Also in Attendance: Dr. Robert Bazzel, Superintendent, and Mrs. Rebecca Joyce.

A list of the public attending is on file in the board office.

**EDUCATIONAL HIGHLIGHTS**

Board President, Mr. Michael Dennison reviewed the book entitled "Five Habits of High Impact School Boards," Chapter 1. This chapter concentrated on governing. Some questions to think about were "What is our vision for the future?" and "How well is our district performing?"

Retiring personnel were recognized for their many years of service to Alloway School. They were: Mrs. JoAnn Corvino, Mrs. Lorraine Pfeffer, Mrs. Kathy Hoglen, Mrs. Linda Dickinson and Mrs. Donna Dolbow. Mr. Dennison presented each staff member with a bouquet of flowers and thanks them for their many years of dedication and service to the Alloway School and children of Alloway Township.

**PUBLIC COMMENT**

Mrs. Doris Ann Hildebrand expressed her appreciation for the five retirees.

Mrs. Kathy Hoglen, Pre-K Teacher, announced that she had collected Home Depot gift cards from parents this past Christmas, in lieu of children giving her Christmas gifts. These gift cards were used to purchase landscaping stones to be used as borders in the garden area of the school. \$160 was collected. Parents will be volunteering their time on May 30<sup>th</sup>, to lay the stones and replace the old wooden planter beds.

**APPROVAL OF MINUTES**

Motion by Mr. Clarke, second by Ms. Decktor, that the regular meeting minutes of April 28, 2015 be approved as per the recommendation of the Superintendent and Business Administrator.

**VOICE VOTE:** Unanimously Approved.

Motion Carried: 9-0

**SUPERINTENDENT'S RECOMMENDATIONS**

Motion made by Mr. Donohue, second by Mrs. Fulmer, to approve the following recommendations:

**PERSONNEL – PROFESSIONAL**

Workshop Participation

The Board approve the following workshop participation:

Staff	Location	Workshop	Date	Cost	Sub Cost	Mileage
J. Schino	Voorhees, NJ	ABA 101 Understanding & Imp. Beh.	6/1/15	0		X
D. Morton	Monroe Twp., NJ	NJ Leadership Academy	8/25/15 9/30/15 11/11/15	\$750		X

Request for Family Leave

A request for Family Leave (unpaid) for Jessica Douglass effective September 1, 2015 through October 13, 2015 for the purpose of caring for her newborn baby. Mrs. Douglass intends to return on October 14, 2015.

ESY Instructors

The following ESY instructors for the summer session at the rate of \$30 per hour from July 7, 2015 through July 30, 2015, for 9 hours per week:

Nancy Brawley                      Alison Derenberger  
 Marcie DiGregorio                Martin Altersitz

Homebound Instruction

Authorization for the Superintendent to hire an instructor for homebound instruction for a student, effective immediately, at the rate of \$30 per hour. Board approval will be made at the next board meeting.

**ROLL CALL VOTE:** YES: C. Caltabiano, M. Clarke, E. Decktor, M. Dennison, P. Donohue, J. Dyer, C. Fulmer, D. Lounsbury, R. Morris

Motion carried: 9-0

**PERSONNEL - SUPPORT**

Motion made by Mr. Lounsbury, second by Ms. Caltabiano, to approve the following recommendations:

Substitutes 2014-2015

The following substitute for the 2014-2015 school year:

Emily Mayhew, Pittsgrove, NJ, Sub. Teacher & Aide (\$90/day, \$10/hour)

Employment-Administrative Support Staff

The contracts and salaries for the 2015-2016 school year for the following staff:

12 Month Full Time

Kathy Elmer – Secretary to the Superintendent  
Barbara Rishel – Secretary to the Principal/Attendance Officer  
Mary Aliberti – Board Clerk (Alloway Shared Business Services)  
Cindi Seip – Board Clerk (Alloway Shared Business Services)

10 Month Part Time

Elizabeth Lodge – CST Secretary

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Employment-Classroom Aides

The contracts and salaries for the 2015-2016 school year for the following classroom aides (all aides required as per IEPs with the exception of the kindergarten and pre-k aide):

Full time:	Connie Freeman	Jane Johnson (K)
Part Time:	Teri Bowen	Kathy Feron
	Deann Nutt (Pre-K)	Bethany Garrison
	Theresa Turner	Joyce Pompper
	Lorrie Wagner	Jamie Wilson

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Employment-Cafeteria Staff – 10 Month

The contracts and salaries for the 2015-2016 school year for the following cafeteria staff:

Cindy Tarry, Manager  
Dawn Harding, Cafeteria Worker  
Rosemarie McAllister, Cafeteria Worker  
Nancy Brown, Cafeteria Worker

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Employment - Lunchroom Aides – 10 Month

The contracts and salaries for the 2015-2016 school year for the following lunchroom aides:

Rachel Frank  
Katie McAllister

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Employment-Custodial Staff – 12 Month

The contracts and salaries for the 2015-2016 school year for the following custodial staff

Charles Atkinson, Head Custodian  
Ray Eckert  
Boonjun Bolden  
Charles Osborn (part time - 10 hours per week)

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Employment-Custodial Staff – 12 Month (new hires)

The following employees to work 6 hours per day during the summer months when school is not in session, and 2.5 hours per day during the months that school is in session at the rate of \$12.00 per hour, for the 2015-2016 school year for the following staff:

Cindy Tarry  
Dawn Harding (Note: Cindy and Dawn are replacing Karl Schenck)

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Employment-Bus Aide

The Board approve the following bus aides per student IEP:

- Barbara Rishel, morning bus run per IEP
- Kathy Feron, afternoon bus run per IEP
- Deann Nutt, mid day Pre-K bus route for first marking period only (45 days)

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Employment-SACC

The Board approve the following for the School Age Child Care (SACC) Program, effective 7/1/15:

- Deanna Bowling, Director
- Katie Handte, Lead Aide
- Susan Remster, Leader
- Stephanie McElroy, Leader
- Lori Thompson, Leader
- Ella Parish, Leader
- Alexis Hoglen, Leader
- Morgan P. Schultz, Leader

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Support Staff Stipends

Stipends for the following support staff:

- Barbara Rishel – substitute calling \$3,340
- Elizabeth Lodge - NJSmart \$2,500

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Substitute Salaries

The salaries of all substitutes for the school year 2015-2016, noting no increases over the previous year:

- Teachers - Substitute \$ 90.00 per day
- Teachers – Long-Term Sub. (sub. cert. only) \$100.00 per day
- Nurse Substitute \$120.00 per day
- Teacher's Aides Substitute \$ 10.00 per hour
- Custodian Substitute \$ 10.00 per hour
- Secretary Substitute \$ 10.00 per hour
- Cafeteria Worker Substitute \$ 10.00 per hour

Summer Work Hours -Office Staff

Summer work hours for office staff - Monday through Friday, 7:30 a.m. to 4:15 p.m., effective July 1, 2015 through August 28, 2015. Office employees will work four days per week with different days off to ensure full coverage.

Employment-Part Time Board Office Clerk

The hire of Jacqueline McAllister as a part time board clerk (replacing Mrs. Dolbow) in the Alloway office, effective July 1, 2015. Ms. McAllister will be compensated at the annual rate of \$15,600 (20 hours per week), and will receive 12 sick days and 2 personal days. There are no health benefits associated with this contract.

**ROLL CALL VOTE:** YES: C. Caltabiano, M. Clarke, E. Decktor, M. Dennison, P. Donohue, J. Dyer, C. Fulmer, D. Lounsbury, R. Morris

Motion carried: 9-0

**OTHER BUSINESS**

Motion made by Mr. Lounsbury, second by Mr. Clarke, to approve the following recommendations:

Policy #3335 - Travel Expenses Policy

The revision of Policy #3335 - Travel Expenses Policy.

Policy #5145.4 - Equal Educational Opportunity

The revision of Policy #5145.4 - Equal Educational Opportunity.

HIB Report

The HIB Report for May 26, 2015 – 0 incidents.

Field Trip

A field trip, on June 15, 2015, for first grade to Scoops & Slices, Alloway, for a treat as a culmination to their book report project.

**ROLL CALL VOTE:** YES: C. Caltabiano, M. Clarke, E. Decktor, M. Dennison, P. Donohue, J. Dyer, C. Fulmer, D. Lounsbury, R. Morris

Motion carried: 9-0

**FINANCIAL**

Motion made by Mr. Lounsbury, second by Mr. Morris, to approve the following recommendations:

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, 2015 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 April 30, 2015, 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, 2015.

(Pages 5348-5360)

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Cash Reconciliation Report

The cash reconciliation report for the month of April, 2015. (Page 5361)

Transfers

The transfers for the months of April and May, 2015. (Page 5362)

Bills to be Paid

The payroll and agency for April, 2015 and bills list for May, 2015. (Pages 5363-65)

Professional Appointments 2015-2016

The Professional Appointments/Renewals for 2015-2016 school year. (Pages 5366-5367)

Designation of Depository of Funds

The following as designated depositories for Alloway funds:

Fulton Bank of New Jersey and Century Savings (general, payroll, agency, capital reserve, school account, flexible spending) for the 2015-2016 school year as per the recommendation of the Superintendent.

Designation of Signatories

The following for the 2015-2016 school year as per the recommendation of the Superintendent:

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

Finance Chairperson (as an Alternate)

Payroll/Agency: (2) Board Secretary and Superintendent

Student Activity: (2) Board Secretary/Bus Admin. and Admin. Secretary

Petty Cash Funds 2015-16

The following petty cash accounts and custodians of the following accounts effective July 1, 2015:

Bd. Office/Custodial/Admin.	\$250	Mary Aliberti
SACC	\$250	Mary Aliberti

Section 125 Plan

Offering the section 125 plan (flexible spending account) to staff for the 2015-16 school year.

Reimbursements shall be as follows:

Full time employees with 4 or more years of service: \$1,000

Full time employees with less than 4 years of service: \$ 525

Part time employees who work 25 -30 hours per week: \$ 300

Lunch Prices 2015-2016

Setting lunch prices for 2015-2016:

Pre-K Snack (w/ milk)	\$0.60
Student Lunch (K-8)	\$2.50 (increase of 10 cents over 2014-15)
Main Entree (w/out lunch)	\$2.00
Extra Entree (w/lunch)	\$2.00

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Milk/juice	\$0.60 (increase of 10 cents over 2014-15)
Chips, cookies, snacks	\$.30-\$1.00
Salads (Wed/Thurs K-8)	\$2.50
Teacher lunch	\$4.25 (increase of 25 cents over 2014-15)
Teacher Salad	\$4.25 (increase of 25 cents over 2014-15)
Reduced Price Lunch	\$.40

Occupational Therapy Services 2015-2016

Entering into agreement with Professional Therapy Services, LLC, for providing Occupational Therapy Services to students, per I.E.P. for 2015-2016 school year at \$70 per hour up to 10 hours per week including direct, indirect, consultations, screenings and administrative services. Additional services of parent education series and staff inservice training may be provided upon request at no charge.

Salem County Special Services School District-Services

Entering into agreement with Salem County Special Services School District for PT/Speech and any related services as per the fee schedule as may be required in the 2015-2016 school years.

Salem County Homeless Agreement 2015-2016

The agreement that states Alloway district will not seek tuition for any resident student, excluding special education students, determined to be homeless in accordance with law from any Salem County school district in the 2015-2016 school year.

Transportation Renewals 2015-2016

The 2015-2016 transportation renewals for Alloway District at the state renewable rate of 1.34% increase\* with contractor B.R. Williams, Inc., MC#1, renewal #3

E1	Alloway School	\$23,905.80
E2	Alloway School	\$23,905.80
E3	Alloway School	\$23,905.80
E4	Alloway School	\$23,905.80
E5	Alloway School	\$23,905.80
E6	Alloway School	\$23,905.80
ELP	Various homes	\$13,686.00
HS1	Woodstown High Sch	\$24,634.80
HS2	Woodstown High Sch	\$24,634.80
HS3	Woodstown High Sch	\$24,634.80
HS4	Woodstown High Sch	\$24,634.80
PRK	Midday Alloway Sch	\$24,634.80
	<b>Total</b>	<b>\$280,294.80</b>

\*Elementary routes E1,E2,E3,E4,E5,E6 at no increase –held for 2<sup>nd</sup> year w/ change in school /bus times per consolidated routes from two years ago – this is last year held with no increase on elementary routes

**ROLL CALL VOTE: YES: C. Caltabiano, M. Clarke, E. Decktor, M. Dennison, P. Donohue, J. Dyer, C. Fulmer, D. Lounsbury, R. Morris**  
Motion carried: 9-0

**DISCUSSION ITEMS/FYI**

Enrollment - 378  
Security Drill – 4/9/15  
Fire Drill - 4/13/15

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Suspensions - Month of April, 2015:  
Gr. 7 student, disrespect to staff, 1 day internal

**PRESIDENT'S REPORT**

**COMMUNICATIONS TO THE BOARD**

Correspondence from AEA regarding new AEA officers effective 5/1/15:  
President-Richard Kaufmann, Vice President-Loretta Osborn, Secretary-Debbie Dilks,  
Treasurer-Kim DeFebo

**UNFINISHED BUSINESS**

An exit interview survey was handed out by Dr. Bazzel. Mr. Dennison thanked the Personnel Committee and Dr. Bazzel for working on this survey. Surveys will be given to all employees who leave the district.

Policy Manual – meeting to be held in early June.

Superintendent Evaluation – Dr. Bazzel working on this. An automatic email will be sent to all board members once Dr. Bazzel has finalized his portion of the evaluation. Board members can then go in and complete the evaluation.

**NEW BUSINESS**

Nominating Petitions were handed out to incumbents Michael Dennison, Joseph Dyer and Cathleen Caltabiano for the November, 2015 election. Completed petitions are due in the County Office no later than July 27, 2015 at 4:00 p.m.

Mr. Morris handed out his final compilation of cost per pupil for all districts as reported in the *South Jersey Times*. The costs were based on the proposed 2015-16 school budgets for schools in Salem, Cumberland and Gloucester Counties.

**COMMITTEE REPORTS**

Set date for policy meeting.

Mr. Donohue attended delegate assembly on May 16, 2015 in West Windsor, NJ.

**PUBLIC COMMENT**

Ms. Michele Ferry ask to follow up on a comment made by Mr. Donohue last month about the power plant providing \$1 billion in revenues to the state per year.

Mr. Clarke thanked the four retirees in the audience for the impact they've had on his children's lives.

**EXECUTIVE SESSION**

Motion by Mr. Donohue, second by Mrs. Fulmer, that the Board enter into executive session by Resolution at 7:54 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 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

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closed session, at approximately 8:15 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(s) as outlined in N.J.S.A. 10:4-12: and nature of discussion is: Personnel matters.

**ROLL CALL VOTE:** YES: C. Caltabiano, M. Clarke, E. Decktor, M. Dennison, P. Donohue, J. Dyer, C. Fulmer, D. Lounsbury, R. Morris  
Motion carried: 9-0

Mr. Lounsbury left the meeting at 7:54 p.m., prior to the start of the executive session.

Motion by Mr. Dyer, second by Mr. Clarke, to return to the public portion of the meeting at 8:19 p.m.

**VOICE VOTE:** Unanimously Approved.

Motion Carried: 8-0

**ADJOURNMENT**

Motion by Mrs. Fulmer, second by Ms. Decktor, that there being no further business to be brought before the board that the meeting be adjourned at 8:21 p.m.

**VOICE VOTE:** Unanimously Approved.

Motion Carried: 8-0

Respectfully submitted,

Rebecca S. Joyce  
Business Administrator

ALLOWAY BOARD OF EDUCATION  
Closed Session Minutes

Date: May 26, 2015 Type of Meeting : Regular

Motion to enter by Resolution: P. Donohue

Second: C. Fulmer

Time: 7:54 p.m.

**Vote:**

C. Caltabiano	Yes	M. Clarke	Yes
E. Decktor	Yes	P. Donohue	Yes
J. Dyer	Yes	C. Fulmer	Yes
R. Morris	Yes	M. Dennison	Yes

Motion Carried: 8-0

Mr. Lounsbury left prior to Executive Session at 7:54 p.m.

Discussion:

1. Personnel matter.

Conclusions:

1. No action taken in open session.

Resume Open Session

Motion to resume public session of meeting (motion made in public)

Motion: J. Dyer

Second: M. Clarke

Voice Vote: Unanimously Approved

Motion Carried: 8-0

Time: 8:19 p.m.

Respectfully submitted,

Rebecca S. Joyce  
Business Administrator