

CALL TO ORDER

The reorganization and regular meeting of the Alloway Township Board of Education was called to order by Mrs. Rebecca Joyce, Board Secretary, on Tuesday, January 5, 2016 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

Mrs. Rebecca Joyce, Board Secretary, led the group in the pledge to the flag.

OATH OF OFFICE

Mrs. Joyce issued the Oath of Office to re-elected Board Members:

Michael Dennison, Joseph Dyer, Cathleen Caltabiano
(all reelected to 3 year terms)

ROLL CALL OF MEMBERS

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

Members Absent: None

Also in Attendance: Dr. Bazzel, Superintendent, and Mrs. Joyce, Board Secretary.

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

Nominations

Mrs. Joyce, Board Secretary, opened the floor for nominations for President.

Motion made by Mrs. Fulmer, second by Mr. Morris, to nominate Mr. Michael Dennison for President.

VOICE VOTE: Unanimously Approved.

Motion carried: 9-0

Mrs. Joyce opened the floor for nominations for Vice President.

Motion made by Mr. Morris, second by Mrs. Caltabiano, to nominate Mrs. Colleen Fulmer for Vice President.

VOICE VOTE: Unanimously Approved.

Motion carried: 9-0

Mrs. Joyce turned over the meeting to Michael Dennison, elected board president.

Mr. Dennison thanked the board and public for their support of him and he thanked Mrs. Fulmer for filling in for him during his medical leave. He stated he is looking forward to working with the board, teachers, staff and students in the upcoming year.

5526 **Alloway Township School
Reorganization & Regular Meeting
January 5, 2016**

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

Designation of Newspaper

The designated official newspaper for 2016 as *South Jersey News Media*. (This publication covers Salem, Gloucester & Cumberland Counties.)

Designation of Regular Meeting Dates

The fourth Tuesday of the month (unless noted) for the 2016 calendar year as per the attached. Note new meeting start time of 6:30 pm, for all meetings in 2016. (Page 5534)

Appointment of Board Secretary

The appointment of Rebecca Joyce, as Board Secretary and Shannon DuBois-Brody as alternate, effective January 2016 and until the next reorganization meeting in January 2017.

Designation of Depository of Funds

The designated depositories for Alloway Funds:

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

Designation of Signatories

The following signatories for the 2015-2016 school year:

General Account: (3) President, Supt., Board Secretary/Bus. Administrator
Finance Chairperson as Alternate

Payroll/Agency Account: (2) Board Secretary/Bus. Admin. and Supt.

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

Adopt Policy Manual

All existing policies, bylaws and regulations for the 2016 year as per the recommendation of the Superintendent.

Adopt District Curriculum

The Board approve and adopt the district curriculum as listed below for the 2016 year as per the recommendation of the Superintendent:

Art, Technological Literacy; Family Life/Health; Language Arts Literacy, Mathematics, Science, Social Studies, Physical Education, Exploratory Cycles, Library/Media Skills, Visual/Performing Arts, World Language (Spanish) and Career Education.

Approve Textbooks

The textbooks associated with the approved curriculum that will be used during the 2016 school year as per the recommendations of the Superintendent.

Standard Operating Procedures and Internal Controls Manual

The revisions made to 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, as mandated by the Fiscal Accountability, Efficiency and Budgeting Procedures per N.J.A.C. 6A:23A-6.4 and 6.6.

Purchasing Manual

The revisions made to 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.

Appointment of Committees/Representatives

- | | |
|--|-------------------------|
| a. NJSBA Delegate | h. Curriculum Committee |
| b. NJSBA Alternate | i. Education Liaison |
| c. SCSBA Delegate | j. Personnel Committee |
| d. SCSBA Alternate | k. PTA |
| e. Academic/Policy Committee | |
| f. Building/Grounds Committee | |
| g. Budget/Finance/Negotiations Committee | |

(Page 5535)

Committees will remain the same from 2015 appointments unless board members notify Mr. Dennison that they wish to make changes.

Appointment of Woodstown-Pilesgrove Representative

The appointment of Mr. Richard Morris as the Woodstown-Pilesgrove Representative for the 2016 school year. Letter has been received from the Department of Education documenting Alloway's entitlement to one representative to Woodstown Pilesgrove Board of Education.

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

Mrs. Fulmer left the meeting at 7:15 p.m.

PRESENTATIONS

Dedication of books to the library in memory of Mary Beth Foster

The school received \$2,570 from donations in memory of Mary Beth Foster, former teacher at Alloway School. Donations were used to purchase a rocking chair, plaques and new books for the school library. The Board of Education recognized the Foster Family (husband, Ed Foster and son, Tom Foster were present for the dedication of the books) for their thoughtfulness. Mrs. Foster was a teacher at Alloway for 36 years, retiring in June of 2014.

NJ School Board Recognition Month

In observation of January being the 13th Annual NJ School Board Recognition Month, the Superintendent and Business Administrator recognized and thanked all board members for their service to the Alloway Community and School.

New Jersey's local boards of education play an essential role in our students' lives. They oversee 581 school districts which, in turn, operate nearly 2,500 public schools and provide educational services to nearly 1.4 million children. They set the policies for our schools and make important

5528 Alloway Township School
Reorganization & Regular Meeting
January 5, 2016

decisions affecting curriculum, financing and staffing. This is a time to raise public awareness of the roles and responsibilities of local boards of education and to thank your community's school board members for their efforts. Collectively, the Alloway board members have over 109 years of service as board members for the Alloway Board of Education.

A brief recess was held to allow the board members and public time to speak to the Foster family.

Mr. Lounsbury left the meeting at 7:30 p.m.

PUBLIC COMMENT

None

APPROVAL OF MINUTES

Motion by Mr. Donohue, second by Mr. Dennison, that the regular meeting minutes of November 17, 2015 be approved as per the recommendation of the Superintendent and Business Administrator.

VOICE VOTE: Approved

Abstain: C. Caltabiano, M. Clarke, Mr. Dennison

Motion Carried: 4-0-3

SUPERINTENDENT'S RECOMMENDATIONS

PERSONNEL - PROFESSIONAL

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

Movement on the Salary Guide

The movement on the salary guide for Mark Jaep, Physical Education Teacher, from step 8, BA+15 to step 8, MA at an annual salary of \$60,105, effective 1/1/16. This represents an increase of \$1,044/year.

Leaves of Absence

The following leaves of absence:

1. A maternity leave of absence for Melissa Emel, second grade teacher, effective February 1, 2016 through approximately April 1, 2016, utilizing sick days in accordance with board policy 4151.4. Following Mrs. Emel's paid leave; she will be utilizing unpaid Family Medical Leave through June 30, 2016. Mrs. Emel plans to return to her position on September 1, 2016.
2. A maternity leave of absence for Heather Principe, fourth grade teacher, effective February 16, 2016 through approximately April 18, 2016, utilizing sick days in accordance with board policy 4151.4. Following Mrs. Principe's paid leave; she will be utilizing unpaid Family Medical Leave through June 30, 2016. Mrs. Principe plans to return to her position on September 1, 2016.
3. A maternity leave of absence for Lisa Ramos, third grade teacher, effective February 29, 2016 through approximately April 30, 2016, utilizing sick days in accordance with board policy 4151.4. Following Mrs. Ramos's paid leave; she will be utilizing unpaid Family Medical Leave through June 30, 2016. Mrs. Ramos plans to return to her position on September 1, 2016.

**Alloway Township School
Reorganization & Regular Meeting
January 5, 2016**

Stipend Position 2015-2016

The following stipend position for the 2015-2016 school year:

Name	Position	Amount
M. DeGregorio	School Improvement Team Member	\$30.00/hour

Workshop Participation

The following workshop participation:

Staff	Location	Workshop	Date	Cost	Sub Cost	Milea
C. Tarry	New Brunswick, NJ	USDA Workshop	1/21/16	0	X	X

Unused Accumulated Sick Leave Payment for retiree

The payment for unused sick days to Ms. DorisAnn Hildebrand (retirement effective December 31, 2015), in the amount of \$945 for 21 unused sick days @\$45/day, as per the negotiated contract agreement with the AEA.

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

Motion carried: 7-0

PERSONNEL - SUPPORT

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

Change in hours-custodian

The hire of Mrs. Jun Bolden as cafeteria aide effective January 4, 2016 through June 30, 2016, at an annual salary of \$3,265 (prorated for this contract). Mrs. Bolden will replace Ms. McAllister (whose last day was 12/22/15) as cafeteria aide from 11:30-1:00, Monday through Friday. There are no additional benefits associated with this contract.

OTHER BUSINESS

HIB Report

The HIB Report for December 2015 - 0 incidents to report.

Policy #4151.3 & 4251.3 - Light Duty Assignments Due to Injury or Illness

The Board approve first reading of Policy #4151.3 & 4251.3, Light Duty Assignments Due to Injury or Illness.

**5530 Alloway Township School
Reorganization & Regular Meeting
January 5, 2016**

Policy #5122 - Examinations/Grading/Rating/Testing
The revision of Policy #5122 - Examinations/Grading/Rating/Testing.

Request to allow child of staff member to attend Alloway
The approval of Ms. Kellie Whelan's (new School Nurse) request to allow her child (EW-4th grade) to attend Alloway school tuition free as per policy #5118.

Field Trips
The following field trips for the 2015-2016 school year:

DATE	# STUD.	GRADE	LOCATION	TEACHER	BUS COST	SUB COST
Jan. 2016	15	Various (Acad. League)	Upper Pittsgrove School	Mrs. Ramos Mrs. Wildermuth	\$200 (est.)	X
April 2016	15	Various (Acad. League)	Elsinboro School	Mrs. Ramos Mrs. Wildermuth	\$200 (est.)	X

ROLL CALL VOTE: YES: C. Caltabiano, M. Clarke, E. Decktor, M. Dennison, P. Donohue, J. Dyer, R. Morris
Motion carried: 7-0

FINANCIAL

Motion made by Mr. Dyer, second by Ms. Decktor, 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 November 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 November 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 November 30, 2015.
(Pages 5536-5546)

Cash Reconciliation Report

The cash reconciliation report for the month of November, 2015. (Page 5547)

Transfers

The transfers for the months of December, 2015. (Page 5548)

Bills to be Paid

Payroll and agency for November and December, 2015 and bills list for December 2015.
(Pages 5549-5552)

Transfer of Surplus

The transfer of \$12,261.41 from our Shared Services Fund (Fund 70) to the General Fund. These funds are from the 2014-15 school year (from providing shared BA, CST and Cafeteria services) and will be utilized towards the 2016-17 budget to help balance our budget.

Out of District Transportation

The following out of district transportation:

Route 1193B through Gloucester County Special Services to transport student (CJ) from WHS to home mid-day. Cost will be \$9.90 per day plus mileage (plus 7.0% administrative fee), with a start date of December 14, 2015.

The transportation jointure with Upper Pittsgrove BOE, effective December 4, 2015 through June 30, 2016, to transport homeless student EK to/from Swedesboro to Alloway daily at the cost of \$80/day.

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

Motion carried: 7-0

2014-2015 Audit, Recommendations, Findings and Corrective Action Plan

Mrs. Joyce presented the 2014-15 CAFR, Auditor's Management Report and Audit Synopsis to the Board of Education and public. Motion made by Mr. Donohue, second by Mr. Clarke, to approve the 2014-2015 Comprehensive Annual Financial Report (CAFR), Management Report and Audit Synopsis, as presented and discussed. There is no Corrective Action Plan required since there are no audit comments, recommendations or findings. (Pages 5553-5556)

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

Motion carried: 7-0

DISCUSSION ITEMS

Enrollment – 378

Fire Drill – 11/12/15

Security Drill (Active Shooter) – 11/23/15

Suspensions - Month of November 2015:

Gr. 8 student, possession of weapon (pocket knife), 2 external, 3 internal

5532 Alloway Township School
Reorganization & Regular Meeting
January 5, 2016

Gr. 8 student, fighting, 1 day internal
Gr. 8 student, fighting, 1 day internal

PRESIDENT'S REPORT

COMMUNICATIONS TO THE BOARD

Letter from NJSBA regarding completion of 2015 training requirements for Mike Clarke.
NJSBA notice of Tri-County Legislative meeting (Salem, Gloucester and Camden) at Bogeys in Mantua Township on Monday, February 1, 2016. Dinner 6:00 pm, followed by program from 6:45-9:00 pm. Mr. Donohue and Mr. Dennison plan to attend.

Letter from the AEA requesting to begin the negotiations process and offering three dates in January to meet. Mrs. Joyce will ask the AEA for dates in February, as the January dates do not work for all involved in the negotiations process.

UNFINISHED BUSINESS

Mr. Donohue asked if the teachers were made aware of the NEH Grant. Dr. Bazzel invited Mr. Donohue to attend the next faculty meeting (sometime in February) to review the grant with staff.

NEW BUSINESS

Mr. Dennison would like to invite the new staff members to a future board meeting to be introduced to the Board.

COMMITTEE REPORTS

Woodstown-Pilesgrove BOE-2014-15 Test Scores-Dick Morris

EXECUTIVE SESSION

Motion by Mr. Donohue, second by Mr. Morris, that the Board enter into executive session by Resolution at 7:56 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 closed session, at approximately 8:30 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: Student Matter

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

Motion carried: 7-0

**Alloway Township School
Reorganization & Regular Meeting
January 5, 2016**

5533

Motion by Mr. Donohue, second by Mrs. Caltabiano, to return to the public portion of the meeting at 8:40 p.m.

VOICE VOTE: Unanimously Approved.

Motion Carried: 7-0

PUBLIC COMMENT

None.

ADJOURNMENT

Motion by Mr. Donohue, second by Mr. Morris, that there being no further business to be brought before the board that the meeting be adjourned at 8:41 p.m.

VOICE VOTE: Unanimously Approved.

Motion Carried: 7-0

Respectfully submitted,

Rebecca S. Joyce
Business Administrator