



**ALLOWAY BOARD OF EDUCATION
REGULAR MEETING AGENDA
May 28, 2024**

I. CALL TO ORDER

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 *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.

II. PLEDGE TO THE FLAG

III. ROLL CALL OF MEMBERS

Board Secretary will roll call the attendance:

Mrs. Sara Cobb, Ms. Elizabeth Decktor, Mr. Michael Dennison, Mr. Joseph Fedora, Mrs. Jeanie Horner, Mrs. Carla Leady, Mr. Kenneth McKelvey, Jr., Mr. Jamie Spears, Mr. Richard Morris

IV. EXECUTIVE SESSION

**ALLOWAY BOARD OF EDUCATION
RESOLUTION No. 2023-13
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) HIB
- ___ 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
- X 8. Personnel matters - Teacher Assignment
- ___ 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:_____

V. RESUME PUBLIC PORTION

Motion:_____Second:_____ Time:_____ #Yes:_____ #No:_____

VI. APPROVAL OF MINUTES

The Chief School Administrator and the Business Administrator recommend the Board approve the regular and executive session meeting minutes of [April 25, 2024](#) as submitted by the Board Secretary.

Motion:_____ Second:_____ #Yes:_____ #No:_____ #Abstain_____

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 procedures:

1. Sign in.
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. The Board President or his/her designee may:
 - Interrupt, warn, and/or terminate a participant's statement, question, or inquiry when it is too lengthy;
 - Interrupt and/or warn a participant when the statement, question, or inquiry is abusive, obscene, or may be defamatory;
 - Request any person to leave the meeting when that person does not observe reasonable decorum;
 - Call for a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting; and
 - Waive these rules when necessary for the protection of privacy or to maintain an orderly operation of the Board meeting.

VIII. CHIEF SCHOOL ADMINISTRATOR'S RECOMMENDATIONS

The CSA recommends the following:

A. PERSONNEL - PROFESSIONAL

A-1 New Employment Appointments/Change in Employment Status – Certified Staff

Resolved that the following appointments of staff members be approved, as recommended by the Superintendent:

| Name | Position | Compensation | Comments | Effective Date |
|-------------------|--|--------------|------------------|----------------|
| Ondrea Gerlock | Special Education | \$71,291 | Step 10 MA | 9/1/2024 |
| Stephanie Minosse | Special Education/ Reading Specialist | \$75,606 | Step 12 MA+30 | 9/1/2024 |

A-2 New Employment Appointments/Change in Employment Status – Non-Certified Staff

Resolved that the following appointments of staff members be approved, as recommended by the Superintendent:

| Name | Position | Compensation | Comments | Effective Date |
|------------|-------------------|-----------------|---|------------------|
| Amy Mahala | Cafeteria Manager | \$19.00 an hour | Contract includes up to 20 hours in the Summer to prepare for school year | 9/1/2024-6/30/25 |

A-3 Employment Personnel Renewal of Contracts

Resolved that the following contracts for the 2024-2025 school year be approved, as recommended by the Superintendent:

| Staff Member | Department | Position | Comments | Effective |
|------------------|----------------|---|---------------------|----------------|
| Kari Foote | Administration | Director of Special Education | Full Time, 10 month | 9/1/24-6/30/25 |
| Heather Principe | Administration | Vice Principal | Full Time, 10 month | 9/1/24-6/30/25 |
| Alesia Carney | Board Office | Board Clerk | Part Time, 12 month | 7/1/24-6/30/25 |
| Lisa Hagan | Board Office | Board Clerk | Full Time, 12 month | 7/1/24-6/30/25 |
| Kara Moran | CST Office | Main Office/ CST/Preschool Secretary | Full Time, 10 month | 9/1/24-6/30/25 |
| Lori Hoffman | Cafeteria | Worker | 10 month | 9/1/24-6/30/25 |

| | | | | |
|------------------|------------------------------|--------------------------|---------------------|----------------|
| Susan Remster | Cafeteria | Worker | 10 month | 9/1/24-6/30/25 |
| Karl Schenck | Facilities | Manager | Full Time, 12 month | 7/1/24-6/30/25 |
| Jonathan Gould | Facilities | Custodian | Full Time, 12 month | 7/1/24-6/30/25 |
| Dawn Harding | Facilities | Custodian | Full Time, 12 month | 7/1/24-6/30/25 |
| Conni Lape | Main Office | Administrative Secretary | Full Time, 12 month | 7/1/24-6/30/25 |
| Katherine Handte | School Age Child Care (SACC) | Coordinator | 10 month | 9/1/24-6/30/25 |
| Lauren Dennison | School Age Child Care (SACC) | Leader | 10 month | 9/1/24-6/30/25 |
| Aimee Huff | School Age Child Care (SACC) | Leader | 10 month | 9/1/24-6/30/25 |
| Cindy Tarry | School Age Child Care (SACC) | Leader | 10 month | 9/1/24-6/30/25 |
| Nora Turner | School Age Child Care (SACC) | Leader | 10 month | 9/1/24-6/30/25 |

A-4 Employment Extra Curricular Assignments/ Stipend Positions

Resolved that the following extra-curricular assignments/stipend positions be approved, as recommended by the Superintendent:

| Staff Member | Position | Comments | Effective |
|------------------|------------------------------------|--|----------------|
| Heather Principe | Director of ESY/ Summer Program | Funded through ESSER III grant (64 hours total = \$4,000.00) | 7/8/24-7/25/24 |

A-5 Miscellaneous items- Personnel

Resolved that the following substitute rates be approved for the 2024-2025 school year, as recommended by the Superintendent:

| Position | Rate |
|--|-------------------|
| Teacher | \$105.00 per diem |
| Teachers - Long Term Sub (working > 10 consecutive days in same classroom) | \$145.00 per diem |
| School Nurse | \$200.00 per diem |
| Instructional Aide | \$15.13 per hour |
| Secretary | \$15.13 per hour |
| Custodian | \$15.13 per hour |
| Cafeteria Worker | \$15.13 per hour |

Motion: __ Second: __ SC __ ED __ MD __ JF __ JH __ JS __ CL __ KM __ RM __

B. Education

B-1 Practicum/Student Teachers/Visitation/Internships

Resolved that the following practicum/student teacher(s) & internship(s) be approved, as recommended by the Superintendent:

| Student Name | Assigned Staff | College/Org | Comments | Effective Date |
|---------------------------|----------------|-----------------------|--------------------------------------|-------------------------------------|
| Samantha Whitesall | Terry Turner | Wilmington University | Practicum 80 days | Start date 9/3/2024 |
| Erin Fogg | Loretta LaRoy | Wilmington University | Practicum 60 hours of observation | Fall 2024 Start date 9/5/2024 |
| Pia Saughelli | Lisa Ramos | Wilmington University | Practicum 60 hours of observation | Fall 2024 Start date 9/5/2024 |
| Rebecca (Donahue) Parkell | Kari Foote | Rowan University | Internship 1200 hours | 7/1/2024- 6/30/2025 |

B-2 Programs/Education Activities/Fundraisers

Resolved that the following programs/educational activities & fundraisers be approved for school year, as recommended by the Superintendent:

| Group | Activity | Dates | Comments |
|-------------|----------------|--------|------------------------------|
| Garden Club | Sale of plants | 6/5/24 | Proceeds go to clubs account |

B-3 Miscellaneous Education Items

Resolved that the following miscellaneous education items be approved, as recommended by the Superintendent:

| Description | Comments |
|---|--|
| Salem County Homeless Student Agreement for 2024-2025. | The agreement states that Alloway School will not seek tuition payment or transportation reimbursement for any resident student, excluding special education students, determined to be homeless in accordance with the law, from any Salem County school districts who participate. 100% district participation has been indicated. |
| Shared Service Speech Therapist (LAC) | The agreement states 2.5 days per week of service for the 2024-2025 school year at the cost of \$43,000.00 |
| Music Teacher (LAC) | The agreement states 3 days per week of service for the 2024-2025 school year at the cost of \$54,000.00 |
| Early Childhood Coordinator (Quinton) | The agreement states 3 days per week of service for the 2024-2025 school year at the cost of \$54,000.00 |
| Gloucester County Special Services School District for direct services of Teacher of the Deaf & Hard of Hearing | Rate of .5 hours a day for a total of 92.25 hours at \$122.00 per hour for a total contract of \$11,254.50 in the 2023-2024 school year. |

Motion: __ Second: __ SC __ ED __ MD __ JF __ JH __ JS __ CL __ KM __ RM __

C. General Administration/ CSA Report

C-1 Enrollment

| Grade Level | Grade Total |
|--------------|-------------|
| PK | 30 |
| Kindergarten | 23 |
| 1st | 27 |
| 2nd | 34 |
| 3rd | 29 |
| 4th | 28 |
| 5th | 25 |
| 6th | 36 |
| 7th | 38 |
| 8th | 27 |
| Grand Total | 298 |

C-2 Monthly Drills May 2024

| Type | Date/Time |
|------|---------------------|
| Fire | May 28, 2024 :15 am |

C-3 Student Discipline May 2024 (As of 5/24/2024)

| Type | Number |
|---|--------|
| After School Detentions | 0 |
| In School Suspensions (ISS) | 5 |
| Out of School Suspensions (OSS) | 4 |
| <i>OSS that will be reported as Violence, Vandalism, Substance Abuse to EVVRS</i> | 0 |

| | |
|---|---|
| Harassment/Intimidation/Bullying - (violation of policy) Reported | 0 |
| Harassment/Intimidation/Bullying - (violation of policy) Completed | 0 |
| <i>Number of incidents ruled as Harassment, Intimidation or Bullying</i> | 0 |
| <i>Number of incidents ruled as not falling under the HIB provisions</i> | 0 |

C-4 Monthly School Nurse Report

| Months | Nurse's Report | Comments |
|------------|------------------------|----------|
| April 2024 | report | NA |

Motion:___ Second:___ SC___ ED___ MD___ JF___ JH___ JS___ CL___ KM___ RM___

IX. BOARD SECRETARY/BUSINESS ADMINISTRATOR'S REPORT

D. Operations

D-1 Claims

Resolved to approve Bills to be Paid as recommended by the school business administrator/board secretary, as follows:

| Months | Bills To Be Paid | Comments |
|-------------------|----------------------|----------|
| To April 30, 2024 | list | NA |
| To May 7, 2024 | list | NA |
| To May 28, 2024 | list | NA |

D-2 Designation of Signatories - Updated

Resolved to approve Designation of Signatories as recommended by the school business administrator/board secretary for the 2024-2025 school year, as follows:

| Name | Position | Comments |
|------|----------|----------|
|------|----------|----------|

| | | |
|--------------------|-----------------------------|---|
| Kimberly Fleetwood | Board Secretary/Bus. Admin. | <i>Student Activity:</i> Two signatures required. |
| Conni Lape | Administrative Secretary | <i>Student Activity:</i> Two signatures required. |
| Lisa Hagan | Board Clerk | <i>Student Activity:</i> Two signatures required. |

D-3 Professional Appointments

Resolved to approve the following professional appointments as recommended by the school business administrator/board secretary for the 2024-2025, as follows:

| Service | Notes |
|--|-------|
| Professional Appointments/Renewals | NA |

D-4 Petty Cash Fund 2024-2025

Resolved to approve continuance of a petty cash fund for the 2024-2025 school year as recommended by the school business administrator/board secretary, as follows:

| Fund custodian | Amount |
|----------------|--------|
| Lisa Hagan | \$250 |

D-5 Section 125 Plan

Resolved to approve continuance of a Section 125 plan (flexible spending account) to support staff for the 2024-2025 school year as recommended by the school business administrator/board secretary, as follows:

| Employment type | Board contribution |
|---|--------------------|
| Full time employees (over 30 hrs) with 4 or more years of service | \$1,000 |
| Full time employees (over 30 hrs) with < 4 years of service | \$525 |
| Part time custodians who work over 29-30 hours per week | \$1,000 |
| Part time employees who work over 20-30 hours per week | \$300 |

D-6 Building

Resolved to approve the change order for the following building maintenance as recommended by the school business administrator/board secretary, as follows:

| Company | Cost | Comments |
|------------------------|-------------|---|
| CM3 Building Solutions | \$62,000.00 | Upgrade the existing Carrier Building Automation System to a Niagara Platform |

D-7 Transportation

Resolved to approve the change order for the following transportation arrangements as recommended by the school business administrator/board secretary, as follows:

| Provider | Cost | Comments |
|----------|-------------------------------------|---|
| GCSSSD | \$46.60 per eligible choice student | Fulfills required state regulations for the Choice Student Transportation Program |
| GCSSSD | \$46.60 per eligible non public | Fulfills required aid in lieu |
| GCSSSD | \$55.00 per eligible student | Fulfills required state regulations for the MVC On-Line Abstract Request Program |

D-8 Cash Reconciliation Report and Transfers

| Report | Month |
|---------------------|-------------------------|
| Cash Reconciliation | month of January, 2024 |
| Cash Reconciliation | month of February, 2024 |
| Cash Reconciliation | month of March, 2024 |

| | |
|----------|----------------------------|
| Transfer | month ending January 2024 |
| Transfer | month ending February 2024 |
| Transfer | month ending March 2024 |

D-9 Donation

Resolved to approve the following donation(s) as recommended by the school business administrator/board secretary, as follows:

| Donated Item(s) | By Whom |
|---|---------|
| Water Bottle Station & Fountain | PTA |

**RESOLUTION # 2024-12
2024-2025 NJSIG Safety Grant**

WHEREAS, the Alloway Township Board of Education hereby agrees that the information provided in this application is complete and correct; and

WHEREAS, the Alloway Township Board of Education hereby approves the digital submission of this application for the 2024-2025 Safety Grant Program through the New Jersey School Insurance Group for the purposes described in the application, in the amount of \$2,000.00 for the July 1, 2024 through June 30, 2025 program period;

NOW THEREFORE BE IT RESOLVED that the Alloway Township Board of Education hereby authorizes and grants authority to the undersigned Official Representative to submit the final required documents and digitally submit this application for review by the New Jersey Schools Insurance Group.

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 January 31, 2024 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 January 31, 2024, 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 January 31, 2024.

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 February 29, 2024 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 February 29, 2024, 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 February 29, 2024.

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 March 31, 2024 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 March 31, 2024, 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 March 31, 2024.

Motion: __ Second: __ SC __ ED __ MD __ JF __ JH __ JS __ CL __ KM __ RM __

X. PRESIDENT'S REPORT

A. COMMUNICATIONS TO THE BOARD

1. Salem County School Board Report

B. OLD BUSINESS

1. 2024 NJSBA mandated training
2. CSA Evaluation Timeline [W](#) Supt Timeline To Do List 2024 block ver.docx

3. BOE Self Evaluation Due by June 9, 2024

C. NEW BUSINESS

1. Security Suggestion from NJ State Police
2. Budget update: Stabilized School Budget Aid Grant Program and Increased Tax Levy Cap for Certain Districts

D. COMMITTEE REPORTS

1. Woodstown Pilesgrove Report - Mr. Morris [4/27/2023](#), [5/11/2023](#)

E. FYI

1. Next Regular Board Meeting - June 18, 2024

XI. PUBLIC COMMENT - OPEN

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

1. Sign in.
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.
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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. The Board President or his/her designee may:
 - Interrupt, warn, and/or terminate a participant's statement, question, or inquiry when it is too lengthy;
 - Interrupt and/or warn a participant when the statement, question, or inquiry is abusive, obscene, or may be defamatory;
 - Request any person to leave the meeting when that person does not observe reasonable decorum;
 - Call for a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting; and
 - Waive these rules when necessary for the protection of privacy or to maintain an orderly operation of the Board meeting.

XII. 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:_____