



Alloway Board of Education Regular Meeting Minutes - May 28, 2024

CALL TO ORDER

The regular meeting of the Alloway Township Board of Education was called order by Mr. Morris, Board President, on Tuesday, May 28, 2024 at 6:30 p.m. in the Library of the Alloway Township School.

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 *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: Mrs. Sara Cobb, Ms. Elizabeth Decktor, Mr. Joseph Fedora, Mrs. Jeanie Horner, Mrs. Carla Leady, Mr. Jamie Spears, Mr. Richard Morris

Absent: Mr. Michael Dennison, Mr. Kenneth McKelvey, Jr.

Also in attendance: Mrs. Amy Morley, Chief School Administrator; Ms. Kim Fleetwood, Business Administrator/Board Secretary; Staff, Public

EXECUTIVE SESSION

Motion made by Ms. Decktor, second by Mrs. Leady, that the Board enter into the Executive Session by Resolution at 7:00 p.m. from which the general public will be excluded:

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 7:00 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:

- Personnel matters - Teacher Assignment

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.

Roll Call Vote: YES: Mrs. Cobb, Ms. Decktor, Mrs. Hornor, Mr. Fedora, Mrs. Leady, Mr. Morris, Mr. Spears

Motion Carried: 7-0-0

RESUME PUBLIC PORTION

Motion made by Mrs. Cobb, second by Mr. Spears to return to the public portion of the meeting at 6:55 p.m.

Roll Call Vote: YES: Mrs. Cobb, Ms. Decktor, Mrs. Hornor, Mr. Fedora, Mrs. Leady, Mr. Morris, Mr. Spears

Motion Carried: 7-0-0

APPROVAL OF MINUTES

Motion made by Mrs. Leady, second by Mr. Fedora that the regular session minutes of April 25, 2024 be approved as submitted by the Board Secretary and as per the recommendation of the Chief School Administrator.

Roll Call Vote: YES: Mrs. Cobb, Ms. Decktor, Mrs. Hornor, Mr. Fedora, Mrs. Leady, Mr. Morris, Mr. Spears

Motion Carried: 7-0-0

PUBLIC COMMENT - AGENDA ITEMS ONLY

None

CHIEF SCHOOL ADMINISTRATOR'S RECOMMENDATIONS

The CSA recommends the following:

PERSONNEL - PROFESSIONAL

Motion made by Ms. Decktor, second by Mr. Spears to approve A-1 through A-5 as presented by the Chief School Administrator:

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 | Leader | 10 month | 9/1/24-6/30/25 |

| | | | | |
|-------------|------------------------------|--------|----------|----------------|
| | Care (SACC) | | | |
| 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 |

Roll Call Vote: YES: Mrs. Cobb, Ms. Decktor, Mrs. Hornor, Mr. Fedora, Mrs. Leady, Mr. Morris, Mr. Spears

Motion Carried: 7-0-0

EDUCATION

Motion made by Ms. Decktor, second by Mrs. Horner to approve B-1 through B-3 as presented by the Chief School Administrator:

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 2024-2025 school year. |

Roll Call Vote: YES: Mrs. Cobb, Ms. Decktor, Mrs. Hornor, Mr. Fedora, Mrs. Leady, Mr. Morris, Mr. Spears

Motion Carried: 7-0-0

General Administration/ CSA Report

Motion made by Mr. Spears, second by Mr. Fedora to approve C-1 through C-4 as presented by the Chief School Administrator:

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 | <u>report</u> | NA |

Roll Call Vote: YES: Mrs. Cobb, Ms. Decktor, Mrs. Hornor, Mr. Fedora, Mrs. Leady, Mr. Morris, Mr. Spears

Motion Carried: 7-0-0

BOARD SECRETARY/BUSINESS ADMINISTRATOR'S REPORT

Motion made by Ms. Decktor, second by Mr. Spears to approve D-1 through D-9 as presented by the Business Administrator/Board Secretary:

D-1 Claims

Bills to be Paid

| Months | Bills To Be Paid | Comments |
|--------|------------------|----------|
|--------|------------------|----------|

| | | |
|-------------------|-------------|----|
| To April 30, 2024 | list | NA |
| To May 7, 2024 | <u>list</u> | NA |
| To May 28, 2024 | list | NA |

D-2 Designation of Signatories - Updated

Designation of Signatories 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

The following professional appointments for the 2024-2025 school year, as follows:

| Service | Notes |
|---|-------|
| <u>Professional Appointments/Renewals</u> | NA |

D-4 Petty Cash Fund 2024-2025

The continuance of a petty cash fund for the 2024-2025 school year as follows:

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

D-5 Section 125 Plan

The continuance of a Section 125 plan (flexible spending account) to support staff for the 2024-2025 school year, 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

The change order for the following building maintenance 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

The change order for the following transportation arrangements, 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 |
|--|---------|
| <u>Water Bottle Station & Fountain</u> | 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.

Roll Call Vote: YES: Mrs. Cobb, Ms. Decktor, Mrs. Hornor, Mr. Fedora, Mrs. Leady, Mr. Morris, Mr. Spears

Motion Carried: 7-0-0

PRESIDENT'S REPORT

COMMUNICATIONS TO THE BOARD

- Salem County School Board Report

OLD BUSINESS

- 2024 NJSBA mandated training
- CSA Evaluation Timeline Supt Timeline To Do List 2024 block ver.docx
- BOE Self Evaluation Due by June 9, 2024

NEW BUSINESS

- Security Suggestion from NJ State Police – Mrs. Morley reviewed suggestions from the NJSP.
- Budget update: Stabilized School Budget Aid Grant Program and Increased Tax Levy Cap for Certain Districts. Discussion was held on aid received.

COMMITTEE REPORTS

- WP Mtg. 05-23-24.doc.pdf Woodstown- Pilesgrove meeting agenda – Mr. Morris sent committee report and has paper copies.

FYI

Next Regular Board Meeting - June 18, 2024

PUBLIC COMMENT - OPEN

Cindy Sutton was very upset that the ability to sign up to receive emails/correspondence.

Sharon Coleman had questions about the budget changes and timelines. She also expressed her displeasure on the elimination of emails.

ADJOURNMENT

Motion made by Mrs. Cobb, second by Mr. Spears that there being no further business to be brought before the Board that the meeting be adjourned at 7:35 p.m.

Roll Call Vote: YES: Mrs. Cobb, Ms. Decktor, Mrs. Hornor, Mr. Fedora, Mrs. Leady, Mr. Morris, Mr. Spears

Motion Carried: 7-0-0

Respectfully submitted,

Kim Fleetwood
Business Administrator/Board Secretary