

REGULAR BOARD MEETING OF THE ELK TOWNSHIP BOARD OF EDUCATION ON THURSDAY, FEBRUARY 8, 2018 IN THE AURA ELEMENTARY SCHOOL MEDIA CENTER.

Purpose: 2017-18 SCHOOL YEAR REGULAR BOARD MEETING FOR FEBRUARY

Special Note: THE MEETING APPROVED AND PRE-SCHEDULED BEGAN 7:00 P.M.

Board Mem. President Mrs. Jessica Dadak
Pres. Mr. Kevin French - Absent Mrs. Jennifer Wirtz
Ms. Cheryl Potter Mrs. Mary Spring
Mrs. Mary Snively Mr. J. Wilson Hughes, Jr.
Mr. Douglas Gominger - Absent Mr. Edward Walter

Admin. Pres. Dr. Piera Gravenor, Superintendent, Mr. Joseph Collins, Business Administrator/Board Secretary, Dr. Melissa Williams, Assistant Superintendent

Statement: As President of the Elk Township Board of Education, I hereby certify that all provisions of the "Open Public
Regular Meeting Law" P.L. 1975, Chapter 231, have been met. Notice of this meeting was mailed to "The South Jersey
Session: Times", "The Sentinel", as well as to the Municipal Clerk of Elk Township.

Pledge: Mrs. Jessica Dadak led the Pledge of Allegiance.

MINUTES:

Aprv- Motion by Mrs. Jennifer Wirtz, seconded by Mr. J. Wilson Hughes, Jr. to approve the Regular and Executive
Minutes minutes of January 9, 2018

Voice Vote:

Yes – 7 No – 0 Abstentions – 0

Mr. Kevin French -Absent

Mr. Douglas Gominger - Absent

COMMUNICATIONS/PRESENTATIONS

Letter was presented to the Board from Mrs. Kathy Nichols

Letter was presented to the Board from Dr. Melissa Williams

Mr. Wayne Murschell presented the Principals Report

CITIZENS

Aprv. Motion by Mr. J. Wilson Hughes, Jr., seconded by Mrs. Mary Snively to open the first public portion
Open First

Public Portion:

Voice Vote:

Yes – 7 No – 0 Abstentions – 0

Mr. Kevin French -Absent

Mr. Douglas Gominger - Absent

Mr. George Ricley introduced himself to the board and stated that he will be the new liaison for the township

Aprv. – Motion by Mr. J. Wilson Hughes, Jr., seconded by Mrs. Mary Spring to close the first public portion
Close First

Public Portion:

Voice Vote:

Yes – 7 No – 0 Abstentions – 0

Mr. Kevin French -Absent

Mr. Douglas Gominger - Absent

COMMITTEES:

PERSONNEL COMMITTEE - Ms. Cheryl Potter

Aprv. W.
Murschell
SSP:

Based upon the recommendation of the Superintendent approved Wayne Murschell as the School Safety Specialist

Motion by Ms. Cheryl Potter, seconded by Mrs. Mary Snively

Voice Vote:

Yes – 7 No – 0 Abstentions – 0

Mr. Kevin French -Absent

Mr. Douglas Gominger - Absent

Motion carried unanimously

POLICY – Mrs. Mary Snively

Aprv. Policies: Based upon the recommendation of the Superintendent approved on first reading the following policies as listed:

3160	Physical Examination (M)
R3160	Physical Examination (M) (New)
3431.3	New Jersey's Family Leave Insurance Program (New)
4160	Physical Examination (M)
R4160	Physical Examination (M) (New)
5111	Eligibility of Resident/Nonresident Students (m)
5111.2	Children of Nonresident Staff Members
6740	Reserve Accounts (N)
6831	Withholding or Recovering State Aid (N)
7101	Educational Adequacy of Capital Projects (N)

Motion by Mrs. Mary Snively, seconded by Ms. Cheryl Potter

Voice Vote:

Yes – 7 No – 0 Abstentions – 0

Mr. Kevin French -Absent

Mr. Douglas Gominger - Absent

Motion carried unanimously

Aprv.
Abolishment
of Policy:

Based upon the recommendation of the Superintendent approved the abolishment of the following policy as listed:

<u>2000/2010</u>	Concepts and Rules in Administration, Goals & Objectives
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Motion by Mrs. Mary Snively, seconded by Mr. J. Wilson Hughes, Jr.

Voice Vote:

Yes – 7 No – 0 Abstentions – 0

Mr. Kevin French -Absent

Mr. Douglas Gominger - Absent

Motion carried unanimously

CURRICULUM & TECHNOLOGY – Mrs. Jennifer Wirtz

Aprv. Three
Yr. Preschool
Update
Submission:

Based upon the recommendation of the Superintendent approved submission of the 2018-2019 Annual Update to the 2017-2020 Three-Year Preschool program plan
Motion by Mrs. Jennifer Wirtz, seconded by Ms. Cheryl Potter

Voice Vote:
Yes – 7 No – 0 Abstentions – 0
Mr. Kevin French -Absent
Mr. Douglas Gominger – Absent

Motion carried unanimously

Aprv. 2018
ESEA
Carryover
Amendment
Submission:

Based upon the recommendation of the Superintendent approved submission of the 2018 ESEA carryover amendment
Motion by Mrs. Jennifer Wirtz, seconded by Ms. Cheryl Potter

Voice Vote:
Yes – 7 No – 0 Abstentions – 0
Mr. Kevin French -Absent
Mr. Douglas Gominger – Absent

Motion carried unanimously

Aprv. Clinics/
Workshops:

Based upon the recommendation of the Superintendent approved the following clinics/workshops as listed:

<u>Name</u>	<u>Location</u>	<u>Workshop</u>	<u>Date</u>	<u>Reg. Fee</u>	<u>Mileage & Tolls</u>	<u>Lodging & Meals</u>	<u>Total</u>
Brooke Tharp	Atlantic City Convention Center	Mandatory District Test Coordinator Training 2018	3/08/18	\$0.00	\$59.00	\$0.00	\$59.00

^ Paid for by Title II

Motion by Mrs. Jennifer Wirtz, seconded by Mr. J. Wilson Hughes, Jr.

Roll Call Vote:
Yes – 7 No – 0 Abstentions – 0
Mrs. Jessica Dadak – Yes
Mr. Kevin French – Absent
Ms. Cheryl Potter – Yes
Mr. J. Wilson Hughes, Jr. - Yes
Mrs. Jennifer Wirtz - Yes
Mrs. Mary Spring - Yes
Mr. Douglas Gominger - Absent
Mrs. Mary Snively - Yes
Mr. Edward Walter – Yes

Motion carried unanimously

BUDGET & FINANCE/FACILITIES/CAFETERIA/TRANSPORTATION

BUDGET & FINANCE – Mrs. Mary Spring

Aprv. Secretary's Report: Approved Board Secretary's Report in accordance with 18A: 17-36 and 18A: 17-9 for the month of December 2017. The Board Secretary certifies that no line item account has been over expended in violation of N.J.A.C. 6A: 23A – 16.10 (c) 3 and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year

Motion by Mrs. Mary Spring, seconded by Mr. J. Wilson Hughes, Jr.

Voice Vote:

Yes – 7 No – 0 Abstentions – 0

Mr. Kevin French -Absent

Mr. Douglas Gominger – Absent

Motion carried unanimously

Aprv. Treasurer Report: Approved the Treasurer's Report in accordance with 8A:17-9 and 18A:17-36 for the month of December 2017. The Treasurer's Report and Secretary's Report are in agreement for the month of December 2017.

Motion by Mrs. Mary Spring, seconded by Mr. J. Wilson Hughes, Jr.

Voice Vote:

Yes – 7 No – 0 Abstentions – 0

Mr. Kevin French -Absent

Mr. Douglas Gominger – Absent

Motion carried unanimously

Aprv. Secretary Certification: Approved in accordance with N.J.A.C. 6A:23A – 16.10 (c) 2 the certification of the Board Secretary that there are no changes in anticipated revenue amounts or revenue sources

Motion by Mrs. Mary Spring, seconded by Mrs. Mary Snivley

Voice Vote:

Yes – 7 No – 0 Abstentions – 0

Mr. Kevin French -Absent

Mr. Douglas Gominger – Absent

Motion carried unanimously

Aprv. BOE Certification: Approved Board of Education Certification – pursuant to N.J.A.C. 6A:23A – 16.10 (c) 4. We certify that after review of the secretary's monthly financial report (appropriations section) and upon consultation with the appropriate district officials, that to the best of our knowledge no major accounts or funds have been over expended in violation of N.J.A.C. 6A:23A – 16.10 (b) and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year

Motion by Mrs. Mary Spring, seconded by Mrs. Mary Snivley

Voice Vote:

Yes – 7 No – 0 Abstentions – 0

Mr. Kevin French -Absent

Mr. Douglas Gominger – Absent

Motion carried unanimously

Aprv. Transfer Report: Approved the December 2017 Transfer Report

Motion by Mrs. Mary Spring, seconded by Ms. Cheryl Potter

Roll Call Vote:

Yes – 7 No – 0 Abstentions – 0

Mrs. Jessica Dadak – Yes

Mr. Kevin French – Absent

Ms. Cheryl Potter – Yes
 Mr. J. Wilson Hughes, Jr. - Yes
 Mrs. Jennifer Wirtz - Yes
 Mrs. Mary Spring - Yes
 Mr. Douglas Gominger - Absent
 Mrs. Mary Snively - Yes
 Mr. Edward Walter – Yes

Motion carried unanimously

Aprv.
 Monthly Bill
 List:

Based upon the recommendation of the Superintendent approved the monthly bill list as distributed:

1. General Bill List	\$	422,914.29
2. Hand Check	\$	9,151.54
3. Cafeteria Bill List	\$	10,222.99

Motion by Mrs. Mary Spring, seconded by Ms. Cheryl Potter

Roll Call Vote:

Yes – 7 No – 0 Abstentions – 0

Mrs. Jessica Dadak – Yes
 Mr. Kevin French – Absent
 Ms. Cheryl Potter – Yes
 Mr. J. Wilson Hughes, Jr. - Yes
 Mrs. Jennifer Wirtz - Yes
 Mrs. Mary Spring - Yes
 Mr. Douglas Gominger - Absent
 Mrs. Mary Snively - Yes
 Mr. Edward Walter – Yes

Motion carried unanimously

FACILITIES – Mr. J. Wilson Hughes, Jr.

Garrison
 Architects:

For the information of the Board, Garrison Architects completed the drawings for the three options discussed as an alternative for the front entrance

1. Option 1
2. Option 2
3. Option 3
4. Estimated Cost

CAFETERIA – Mrs. Jennifer Wirtz

Aprv. Café
 Report:

Based upon the recommendation of the Superintendent approved the December 2017 cafeteria report as listed:

Total Income	\$ 12,077.12
Total Expense	(\$ 10,081.23)
Net Income or (Loss)	\$ 1,995.89
Average Daily Attendance	362
Average Daily Participation	231
Percentage of Participation	66%

Motion by Mrs. Jennifer Wirtz, seconded by Mr. J. Wilson Hughes, Jr.

Voice Vote:

Yes – 7 No – 0 Abstentions – 0
 Mr. Kevin French -Absent

Mr. Douglas Gominger – Absent

Motion carried unanimously

For the information of the Board, the Nutri-Serve monthly report is attached

TRANSPORTATION - Mr. Edward Walter

None

SUPERINTENDENT'S REPORT

For the information of the Board, as part of the Governor’s K-12 School Security Task Force Initiative, Aura Elementary was visited by the DOE Office of School Preparedness and Emergency Planning team for an unannounced drill observation

Aprv. Dec.
HIB Report:

Based upon the recommendation of the Superintendent approved the December 2017 HIB report as previously reported

Motion by Mrs. Jennifer Wirtz, seconded by Mrs. Mary Spring

Voice Vote:

Yes – 7 No – 0 Abstentions – 0

Mr. Kevin French -Absent

Mr. Douglas Gominger – Absent

Motion carried unanimously

Aprv.
Board Reports:

Based upon recommendation of the Superintendent acknowledge the receipt of the following reports as listed:

- Enrollment - None
- Staff Attendance
- Nurse’s Report - None
- HIB Report – None
- Facility Manager’s Report
- Principal’s Report
- Fire Drills/Crisis Drills

Fire Drill	01/30/18	9:07am
Lockdown Drill	01/25/18	10:30am

Motion by Mrs. Cheryl Potter, seconded by Mr. J. Wilson Hughes, Jr.

Voice Vote:

Yes – 7 No – 0 Abstentions – 0

Mr. Kevin French -Absent

Mr. Douglas Gominger – Absent

Motion carried unanimously

Aprv. Field
Trips:

Based upon the recommendation of the Superintendent approved the following field trips in accordance with our fee schedule and educational significance as listed:

<u>Date</u>	<u>Name/Location</u>	<u>Grade/Time</u>
2/06/18	Investors Bank Performing Arts Center Washington Twp. High School	1st Grade 9:45am - 12:00pm
3/02/18	Delsea Regional High School Read Across America	2nd Grade 9:20am - 11:10am
3/05/18	Delsea Regional High School Reading Challenge	AM Pre-K Kindergarten through 6th Grade

3/23/18	Pitman Broadway Theatre	2nd Grade 10:00am - 11:45am
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Motion by Mrs. Cheryl Potter, seconded by Mr. J. Wilson Hughes, Jr.

Voice Vote:

Yes – 7 No – 0 Abstentions – 0

Mr. Kevin French -Absent

Mr. Douglas Gominger – Absent

Motion carried unanimously

LEGISLATION - Mrs. Mary Snively

Legislative Update

GLOUCESTER COUNTY SCHOOL BOARDS ASSOCIATION – Ms. Cheryl Potter

For the information of the Board Mrs. Mary Snively and Ms. Cheryl Potter attended the Gloucester County School Boards Association meeting

SCHOOL BUSINESS ADMINISTRATOR’S REPORT – Mr. Joseph Collins

Budget Updates

OLD BUSINESS

None

NEW BUSINESS

Dr. Piera Gravenor stated that that the County had been in and monitored the school

Mr. J. Wilson Hughes, Jr. questioned what Superintendent Evaluation would be used

Mrs. Jessica Dadak stated that they would continue to use the current form

Aprv. Supt.
Eval:

Approved the use of the current Superintendent Evaluation tool for the current year

Motion by Mr. J. Wilson Hughes, Jr., seconded by Mrs. Jennifer Wirtz

Voice Vote:

Yes – 7 No – 0 Abstentions – 0

Mr. Kevin French -Absent

Mr. Douglas Gominger – Absent

Motion carried unanimously

CITIZENS

Aprv.
Open Second
Public Portion:

Motion by Mr. J. Wilson Hughes, Jr., seconded by Mrs. Jennifer Wirtz to open the second public portion

Voice Vote:

Yes – 7 No – 0 Abstentions – 0

Mr. Kevin French -Absent

Mr. Douglas Gominger – Absent

Motion carried unanimously

Mrs. Jennifer Everwine questioned if any teachers were part of the committee for the front entrance
Mrs. Jessica Dadak stated that there were no teachers on the committee at this time, however they would reach out to see if any teachers would like to be a part of the committee

Mrs. Jennifer Everwine stated that the custodial staff was very helpful in trying to locate her daughters lost glasses

Aprv. –
Close Second
Public Portion:

Motion by Mrs. Mary Snivley, seconded by Mr. J. Wilson Hughes, Jr. to close the second public portion

Voice Vote:

Yes – 7 No – 0 Abstentions – 0

Mr. Kevin French -Absent

Mr. Douglas Gominger – Absent

Motion carried unanimously

Executive Session

Aprv. –
Open
Executive
Session
8:11p.m.

Motion by Mr. J. Wilson Hughes, Jr., seconded by Mrs. Mary Spring to enter into the executive session to discuss matters as listed.

ELK TOWNSHIP SCHOOL DISTRICT BOARD OF EDUCATION Resolution 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 Elk 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 8:20 p.m. this evening.

NOW, THEREFORE, BE IT RESOLVED that the Board of Education of the Elk Township School District will go into closed session for the following reason(s) as outlined in N.J.S.A. 10:4-12:

1. Negotiations

BE IT FURTHER RESOLVED that the Board of Education hereby declares that it's discussion of the aforementioned subject(s) may be made public at a time 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 declares 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.

I, Joseph Collins, Board Secretary do hereby certify the above to be a true and correct copy of a resolution adopted by the Elk Township School District Board of Education at their meeting held on February 8, 2018.

Joseph M. Collins,
School Business Administrator/Board Secretary

Voice Vote:

Yes – 7 No – 0 Abstentions – 0

Mr. Kevin French -Absent

Mr. Douglas Gominger – Absent

Motion carried unanimously

Aprv. Close
Executive
Session
8:15p.m.:

Motion by Mrs. Mary Spring, seconded by Mr. J. Wilson Hughes, Jr. to close executive session

Voice Vote:

Yes – 7 No – 0 Abstentions – 0
Mr. Kevin French -Absent
Mr. Douglas Gominger – Absent

Motion carried unanimously

Aprv.
Nonresident
Enrollment:

Motion by Ms. Cheryl Potter, seconded by Mrs. Mary Spring to approve a Non Resident student to attend Aura School (pending policy change)

Roll Call Vote:

Yes – 7 No – 0 Abstentions – 0
Mrs. Jessica Dadak – Yes
Mr. Kevin French – Absent
Ms. Cheryl Potter – Yes
Mr. J. Wilson Hughes, Jr. - Yes
Mrs. Jennifer Wirtz - Yes
Mrs. Mary Spring - Yes
Mr. Douglas Gominger - Absent
Mrs. Mary Snively - Yes
Mr. Edward Walter – Yes

Motion carried unanimously

Aprv.
Nonresident
Enrollment:

Motion by Ms. Cheryl Potter, seconded by Mrs. Mary Snivley to approve a Non Resident student to attend Aura School (pending policy change)

Roll Call Vote:

Yes – 7 No – 0 Abstentions – 0
Mrs. Jessica Dadak – Yes
Mr. Kevin French – Absent
Ms. Cheryl Potter – Yes
Mr. J. Wilson Hughes, Jr. - Yes
Mrs. Jennifer Wirtz - Yes
Mrs. Mary Spring - Yes
Mr. Douglas Gominger - Absent
Mrs. Mary Snively - Yes
Mr. Edward Walter – Yes

Motion carried unanimously

Aprv. -
Meeting
Adjourned
8:53 p.m.:

Motion by Mr. J. Wilson Hughes, Jr., seconded by Mrs. Mary Snively French that the meeting be adjourned 8:53 p.m.

Voice Vote:

Yes – 7 No – 0 Abstentions – 0
Mr. Kevin French -Absent
Mr. Douglas Gominger – Absent

Motion carried unanimously

Respectfully Submitted,

Joseph M. Collins,
School Business Administrator/Board Secretary