

**REGULAR BOARD MEETING OF THE ELK TOWNSHIP BOARD OF EDUCATION ON THURSDAY, FEBRUARY 14, 2019 IN THE AURA ELEMENTARY SCHOOL MEDIA CENTER.**

Purpose: 2018-19 SCHOOL YEAR REGULAR BOARD MEETING FOR FEBRUARY  
SEE PAGE (S) \_\_\_\_\_ OF MINUTES AGENDA

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

Board Mem. Mrs. Mary Spring  
Pres. Ms. Cheryl Potter Mrs. Angelique Stoney-Siplin - Absent  
Mr. Kevin French Mrs. Jennifer Wirtz  
Mrs. Mary Snively Mr. J. Wilson Hughes, Jr.  
Mrs. Danielle Bland Mr. Matthew Carelli

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

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

Pledge: Mrs. Mary Spring led the Pledge of Allegiance.

**MINUTES:**

Aprv. Minutes: Motion by Mr. Kevin French, seconded by Mr. J. Wilson Hughes, Jr. to approve the amended regular minutes of January 3, 2019

Voice Vote:

Yes – 7 No – 0 Abstentions – 0  
Mrs. Angelique Stoney-Siplin - Absent  
Vacant

Motion carried unanimously

**COMMUNICATIONS/ PRESENTATIONS:**

Mr. Wayne Murschell presented the SSDS report

Board Member Candidate interviews/appointments were held:

Mr. Domian Siplin gave reasons for application

Mrs. Tracy Wolf gave reasons for application

Mr. Matthew Carelli gave reasons for application

The Board asked questions of each candidate

Aprv. – Motion by Mrs. Jennifer Wirtz, seconded by Mr. Kevin French to enter into the executive session to discuss  
Open matters as listed.

Executive  
Session  
7:49 p.m.

**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 8:03 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. Board Candidates

**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 14, 2019.

\_\_\_\_\_  
Joseph M. Collins,  
School Business Administrator/Board Secretary

Voice Vote:

Yes – 7    No – 0    Abstentions – 0  
Mrs. Angelique Stoney-Siplin - Absent  
Vacant

Motion carried unanimously

Aprv. - Close  
Executive  
Session 8:03  
p.m.:

Motion by Mr. Kevin French, seconded by Mrs. Mary Snively to close executive session

Voice Vote:

Yes – 7    No – 0    Abstentions – 0  
Mrs. Angelique Stoney-Siplin - Absent  
Vacant

Motion carried unanimously

Aprv. Cast  
Ballots:

Motion by Mrs. Mary Spring, seconded by Mr. Kevin French to cast ballots for Board Member of the Elk Township Board of Education

Ballots:

Mr. Domian Siplin: 2 Votes  
Mrs. Tracy Wolf: 1 Vote  
Mr. Matthew Carelli: 4 Votes

Aprv. M.  
Carelli BM:

Mr. Joseph Collins swore in Mr. Matthew Carelli

Aprv. Postpone  
VP Vote:

Motion by Mr. Kevin French, seconded by Mrs. Danielle Bland to postpone the Vice Principal election until the March 14, 2019 meeting

Voice Vote:

Yes – 8    No – 0    Abstentions – 0  
Mrs. Angelica Stony-Siplin - Absent

Motion carried unanimously

**CITIZENS:**

Aprv. Motion by Mr. J. Wilson Hughes, Jr., seconded by Mr. Kevin French to open the first public portion

Open First

Public Portion:

Voice Vote:

Yes – 8 No – 0 Abstentions – 0

Mrs. Angelica Stony-Siplin - Absent

Motion carried unanimously

Aprv. Motion by Mrs. Mary Spring, seconded by Mr. Kevin French to close the first public portion

Close First

Public Portion:

Voice Vote:

Yes – 8 No – 0 Abstentions – 0

Mrs. Angelica Stony-Siplin - Absent

Motion carried unanimously

**COMMITTEES:**

**PERSONNEL** - Mrs. Jennifer Wirtz

*(all hiring is pending completion of required state paperwork)*

Aprv. TIC Based upon the recommendation of the Superintendent approved the Teacher In Charge position

Position:

Motion by Mrs. Jennifer Wirtz, seconded by Mr. Kevin French

Voice Vote:

Yes – 8 No – 0 Abstentions – 0

Mrs. Angelica Stony-Siplin - Absent

Motion carried unanimously

Aprv. E. Price Based upon the recommendation of the Superintendent approved Eshe Price as a part time Evaluation and Research  
E&R Coordinator at a rate of \$34.00/hr and 20 hours per week

Coordinator:

Motion by Mrs. Jennifer Wirtz, seconded by Mr. Kevin French

Roll Call Vote:

Yes – 8 No – 0 Abstentions – 0

Mrs. Mary Spring – Yes

Mr. Kevin French – Yes

Ms. Cheryl Potter – Yes

Mr. J. Wilson Hughes, Jr. - Yes

Mrs. Jennifer Wirtz - Yes

Mrs. Danielle Bland - Yes

Mr. Angelique Stoney-Siplin - Absent

Mrs. Mary Snively - Yes

Mr. Matthew Carelli - Yes

Motion carried unanimously

Aprv. Leave of Based upon the recommendation of the Superintendent approved the following leave of absence:

Absence:

<u>Employee</u>	<u>Leave Requested</u>	<u>Family Medical Leave</u>	<u>State Medical Leave</u>	<u>Sick Days</u>
Dina Holmes	4/08/19 through 6/20/19	5/01/19 through 6/20/19 (benefit 8 weeks)	N/A	<b>Paid:</b> 4/08/19 through 4/30/19 <b>Unpaid:</b> 5/01/19 through 6/20/19

Motion by Mrs. Jennifer Wirtz, seconded by Mrs. Danielle Bland

Voice Vote:

Yes – 8 No – 0 Abstentions – 0

Mrs. Angelica Stony-Siplin - Absent

Motion carried unanimously

**POLICY** – Mr. J. Wilson Hughes, Jr.

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

<u>Policy # 2422</u>	Health and Physical Education (M)
<u>Policy # 2610</u>	Education Program Evaluation (M)
<u>Policy # 4219</u>	Commercial Driver’s License Controlled Substance and Alcohol Use Testing (M)
<u>Policy # 5111</u>	Eligibility of Resident/Nonresident Students (M)
<u>Reg. # 5111</u>	Eligibility of Resident/Nonresident Students (M)
<u>Policy # 5330.04</u>	Administering an Opioid Antidote (M)
<u>Reg. # 5330.04</u>	Administering an Opioid Antidote (M) <i>New</i>
<u>Policy # 5410.01</u>	Grade Level Acceleration <i>New</i>

Motion by Mr. J. Wilson Hughes, Jr., seconded by Mr. Kevin French

Voice Vote:

Yes – 8 No – 0 Abstentions – 0

Mrs. Angelica Stony-Siplin - Absent

Motion carried unanimously

**CURRICULUM & TECHNOLOGY** – Ms. Cheryl Potter

Aprv. Submission of 19-22 PEA: Based upon the recommendation of the Superintendent approved submitting the 2019-2022 PEA Three Year Preschool Program Plan

Motion by Ms. Cheryl Potter, seconded by Mr. Kevin French

Voice Vote:

Yes – 8 No – 0 Abstentions – 0

Mrs. Angelica Stony-Siplin - Absent

Motion carried unanimously

Aprv. Rowan Students: Based upon the recommendation of the Superintendent approved the following Rowan University student as listed:

<u>Name</u>	<u>Course/Requirement</u>	<u>Semester</u>
Maia Levenshus	Clinical Practice I - Practicum	Fall 2019 10/28/19 - 12/6/19
Maia Levenshus	Clinical Practice II - Placement	Spring 2020 1/21/20 - 3/6/20

Motion by Ms. Cheryl Potter, seconded by Mr. Kevin French

Voice Vote:

Yes – 8 No – 0 Abstentions – 0

Mrs. Angelica Stony-Siplin - Absent

Motion carried unanimously

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

Workshops:

<u>Name</u>	<u>Location</u>	<u>Workshop</u>	<u>Date</u>	<u>Reg. Fee</u>	<u>Mileage</u>	<u>Total</u>
Kathy Nichols	Camden County College Blackwood, NJ	Roundtable NJ DOE	2/25/19	-0-		-0-
Judy Jusko and Kerry Kramme	Delsea Regional High School	OnCourse Edtech Educator	2/26/19	-0-		-0-
^Sondre Chacker	Robert Wood Johnson Mercerville, NJ	Invigorating Science and Math	2/28/19	\$475		\$475
^Dawn Williams and ^Christine Bunting	Rowan University Glassboro, NJ	Building Conceptual Understanding in Math	3/15/19	\$149 ea.		\$298
^Sonya Cramer	Robert Wood Johnson Mercerville, NJ	Integrating Technology and Interactive Media	3/26/19	\$475		\$475

^ Paid for by Title II

Motion by Ms. Cheryl Potter, seconded by Mrs. Jennifer Wirtz

Roll Call Vote:

Yes – 8 No – 0 Abstentions – 0

Mrs. Mary Spring – Yes

Mr. Kevin French – Yes

Ms. Cheryl Potter – Yes

Mr. J. Wilson Hughes, Jr. - Yes

Mrs. Jennifer Wirtz - Yes

Mrs. Danielle Bland - Yes

Mr. Angelique Stoney-Siplin - Absent

Mrs. Mary Snively - Yes

Mr. Matthew Carelli - Yes

Motion carried unanimously

**BUDGET & FINANCE/FACILITIES/CAFETERIA/TRANSPORTATION**

**BUDGET & FINANCE – Mr. Kevin French**

Aprv.  
Secretary's  
Report:

Approved Board Secretary's Report in accordance with 18A: 17-36 and 18A: 17-9 for the month of December 2018. 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 Mr. Kevin French, seconded by Mrs. Mary Snively

Voice Vote:

Yes – 8 No – 0 Abstentions – 0

Mrs. Angelica Stony-Siplin - Absent

Motion carried unanimously

Aprv.  
Treasury  
Report:

Approved the Treasurer Report in accordance with 8A:17-36 and 18A:17-9 for the month of December 2018. The Treasurer's Report and Secretary's Report are in agreement for the month of December 2018.

Motion by Ms. Kevin French, seconded by Mrs. Cheryl Potter

Voice Vote:

Yes – 8 No – 0 Abstentions – 0

Mrs. Angelica Stony-Siplin - Absent

Motion carried unanimously

Aprv.  
Secretary  
Certification:

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

Motion by Ms. Kevin French, seconded by Mrs. Cheryl Potter

Voice Vote:

Yes – 8 No – 0 Abstentions – 0

Mrs. Angelica Stony-Siplin - 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 Ms. Kevin French, seconded by Mrs. Mary Snively

Voice Vote:

Yes – 8 No – 0 Abstentions – 0

Mrs. Angelica Stony-Siplin - Absent

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   | \$ 462,619.40 |
| 2. Hand Check          | \$ 14,347.33  |
| 3. Cafeteria Bill List | \$ 13,525.94  |

Motion by Mr. Kevin French, seconded by Ms. Cheryl Potter

Roll Call Vote:

Yes – 8 No – 0 Abstentions – 0

Mrs. Mary Spring – Yes

Mr. Kevin French – Yes

Ms. Cheryl Potter – Yes

Mr. J. Wilson Hughes, Jr. - Yes

Mrs. Jennifer Wirtz - Yes

Mrs. Danielle Bland – Yes

Mr. Angelique Stoney-Siplin – Absent

Mrs. Mary Snively - Yes

Mr. Matthew Carelli - Yes

Motion carried unanimously

**FACILITIES** – Mr. J. Wilson Hughes Jr.

Aprv. Facility  
Use Requests:

Based upon the recommendation of the Superintendent approved the following facility requests as listed:

<u>Organization</u>	<u>Facility Requested</u>	<u>Dates Requested</u>	<u>Time Requested</u>
Aura Home & School	All Purpose Room	2/05/19	(2/05 & 2/12)

(Talent Show)	Media Center	2/12/19 2/19/19	3:15 pm - 5:00 pm (2/19) 4:30 pm - 8:00 pm
Aura Leadership Team (Movie Night)	All Purpose Room	3/01/19	5:30 pm - 8:30 pm

Motion by Mr. J. Wilson Hughes, Jr., seconded by Mr. Kevin French

Voice Vote:

Yes – 8 No – 0 Abstentions – 0

Mrs. Angelica Stony-Siplin - Absent

Motion carried unanimously

**CAFETERIA** – Mr. Danielle Bland

Aprv. Cafeteria  
Report:

Based upon the recommendation of the Superintendent approved the December 2018 cafeteria report as listed:

<b>Total Income</b>	\$ 9,613.74
<b>Total Expense</b>	\$ (9,531.32)
<b>Net Income or (Loss)</b>	\$ 82.42
<b>Average Daily Attendance</b>	328
<b>Average Daily Participation</b>	178
<b>Percentage of Participation</b>	54%

Motion by Mrs. Danielle Bland, seconded by Mr. Kevin French

Voice Vote:

Yes – 8 No – 0 Abstentions – 0

Mrs. Angelica Stony-Siplin - Absent

Motion carried unanimously

**TRANSPORTATION** - Mr. Matthew Carelli

**None**

**SUPERINTENDENT'S REPORT**

Aprv.  
HIB Reports:

Based upon recommendation of the Superintendent approved the December 2018 HIB report.

Motion by Ms. Cheryl Potter, seconded by Mrs. Jennifer Wirtz

Voice Vote:

Yes – 8 No – 0 Abstentions – 0

Mrs. Angelica Stony-Siplin - Absent

Motion carried unanimously

Aprv.  
Board Reports:

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

- Enrollment
- Staff Attendance
- Nurse's Report
- HIB Report – December 2018

- Facility Manager's Report
- Principal's Report
- Fire Drills/Crisis Drills

Fire Drill	01/03/19	2:18 pm
Lockdown Drill	01/31/19	2:35 pm

Motion by Ms. Jennifer Wirtz, seconded by Ms. Cheryl Potter

Voice Vote:

Yes – 8 No – 0 Abstentions – 0  
Mrs. Angelique Stoney-Siplin - Absent

Motion carried unanimously

Aprv. Field Trips:

Based upon 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>
1/31/2019	Delsea Regional High School (Rehearsal & Concert Prep)	Chorus/Band 9:00 am - 12:00 pm
3/01/19	Delsea Regional High School (Dr. Seuss Read Across America)	2nd Grade 9:15 am - 11:40 am
5/10/19	Franklin Institute	2nd Grade 8:45 am - 2:00 pm
5/31/19	Adventure Aquarium Camden, NJ	Kindergarten 9:00 am - 2:00 pm

Motion by Mr. Kevin French, seconded by Mrs. Jennifer Wirtz

Voice Vote:

Yes – 8 No – 0 Abstentions – 0  
Mrs. Angelique Stoney-Siplin - Absent

Motion carried unanimously

**LEGISLATION - Mrs. Mary Snively**

Legislative Update

**GLOUCESTER COUNTY SCHOOL BOARDS ASSOCIATION – Ms. Cheryl Potter**

School Boards Update

**SCHOOL BUSINESS ADMINISTRATOR'S REPORT – Mr. Joseph Collins**

Aprv. 17-18  
CAFR Report:

Based upon recommendation of the Superintendent approved the 2017-2018 Comprehensive Annual Financial Report (CAFR)

Motion by Ms. Cheryl Potter, seconded by Mrs. Jennifer Wirtz

Voice Vote:

Yes – 8 No – 0 Abstentions – 0  
Mrs. Angelique Stoney-Siplin - Absent

Motion carried unanimously



Aprv. 17-18  
AMR Report: Based upon recommendation of the Superintendent approved the 2017-2018 Auditor's Management Report (AMR)

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

Voice Vote:

Yes – 8 No – 0 Abstentions – 0

Mrs. Angelique Stoney-Siplin - Absent

Motion carried unanimously

Aprv. 17-18  
CAP Report: Based upon recommendation of the Superintendent approved the 2017-2018 Corrective Action Plan (CAP)

Motion by Mr. Kevin French, seconded by Mr. J. Wilson Hughes, Jr.

Voice Vote:

Yes – 8 No – 0 Abstentions – 0

Mrs. Angelique Stoney-Siplin - Absent

Motion carried unanimously

Aprv. 17-18  
SYN Report: Based upon recommendation of the Superintendent approved the 2017-2018 Audit Synopsis (SYN)

Motion by Ms. Cheryl Potter, seconded by Mrs. Danielle Bland

Voice Vote:

Yes – 8 No – 0 Abstentions – 0

Mrs. Angelique Stoney-Siplin - Absent

Motion carried unanimously

Budget Update

**OLD BUSINESS**

None

**NEW BUSINESS**

Meeting: The Elk Township Board of education will be holding a work session in March to determine the Board goals

**CITIZENS**

Aprv.  
Open Second  
Public Portion: Motion by Mr. J. Wilson Hughes, Jr., seconded by Mr. Kevin French to open the second public portion

Voice Vote:

Yes – 8 No – 0 Abstentions – 0

Mrs. Angelique Stoney-Siplin - Absent

Motion carried unanimously

Aprv.  
Close Second  
Public Portion: Motion by Mr J. Wilson Huges, Jr., seconded by Mrs. Jennifer Wirtz to close the second public portion

Voice Vote:

Yes – 8 No – 0 Abstentions – 0

Mrs. Angelique Stoney-Siplin - Absent

Motion carried unanimously

Adjourn  
meeting  
9:03 p.m.:

Motion by Mr. Kevin French, seconded by Mrs. Jennifer Wirtz that the meeting be adjourned at 9:03 p.m.

Voice Vote:

Yes – 8      No – 0      Abstentions – 0

Mrs. Angelique Stoney-Siplin - Absent

Motion carried unanimously

Respectfully Submitted,

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Joseph M. Collins,  
School Business Administrator/Board Secretary