

REGULAR BOARD MEETING OF THE ELK TOWNSHIP BOARD OF EDUCATION ON THURSDAY, SEPTEMBER 14, 2017 IN THE AURA ELEMENTARY SCHOOL MEDIA CENTER.

Purpose: 2017-18 SCHOOL YEAR REGULAR BOARD MEETING FOR SEPTEMBER
SEE PAGE(S) _____ OF MINUTES AGENDA

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

Board Mem. President Mrs. Jessica Dadak -Absent
Pres. Mr. Kevin French Mrs. Jennifer Wirtz – 7:05p.m.
Ms. Cheryl Potter Mrs. Mary Spring - Absent
Mrs. Mary Snively Mr. J. Wilson Hughes, Jr.
Mr. Douglas Gominger

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

Statement: As Vice 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: Mr. Kevin French led the Pledge of Allegiance.

MINUTES:

Aprv- Motion by Ms. Cheryl Potter, seconded by Mr. Douglas Gominger to approve the Regular and Executive minutes
Minutes of August 10, 2017

Voice Vote:

Yes – 6 No – 0 Abstentions – 1

Mrs. Jessica Dadak - Absent

Mrs. Mary Spring - Abstain

COMMUNICATIONS/PRESENTATIONS

Ms. Jessica Schulz presented the 2017 PARCC

Mr. Wayne Murschell Presented the Principals Report

CITIZENS

Aprv. – Motion by Mr. J. Wilson Hughes, Jr., seconded by Mr. Douglas Gominger to open the first public portion
Open First

Public Portion:

Voice Vote:

Yes – 7 No – 0 Abstentions – 0

Mrs. Jessica Dadak - Absent

Motion carried unanimously

Mrs. Michelle English Home and School President gave the Board an over view of the upcoming events, she then stated that the first Home and School meeting would be held on October 16th

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

Public Portion:

Voice Vote:

Yes – 7 No – 0 Abstentions – 0

Mrs. Jessica Dadak - Absent

Motion carried unanimously

COMMITTEES:

PERSONNEL COMMITTEE - Mrs. Mary Spring

Aprv. Leave of Absence:

Based upon the recommendation of the Superintendent approved the following leave of absence as listed:

<u>Employee</u>	<u>Leave Requested</u>	<u>Family Medical Leave</u>	<u>State Medical Leave</u>	<u>Sick Days</u>
Kimberly Williams	Intermittent - 9/06/2017 through 6/30/2018	N/A	Intermittent - 9/06/2017 through 6/30/2018	Unpaid: Intermittent - 9/06/2017 through 6/30/2018

Motion by Mrs. Mary Spring, seconded by Mr. Douglas Gominger

Voice Vote:

Yes – 7 No – 0 Abstentions – 0
Mrs. Jessica Dadak– Absent

Motion carried unanimously

Aprv. D. Stockton Custodian:

Based upon the recommendation of the Superintendent approved Diana Stockton as a custodian effective September 18, 2017 at a previously approved rate

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

Voice Vote:

Yes – 7 No – 0 Abstentions – 0
Mrs. Jessica Dadak– Absent

Motion carried unanimously

Aprv. T. Rozier Before/After Care Asst.:

Based upon the recommendation of the Superintendent approved Tyasia Rozier as a Before/Aftercare assistant effective September 15, 2017 at a rate of \$10/hr.

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

Roll Call Vote:

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

Motion carried unanimously

POLICY – Mrs. Mary Snively

Aprv. Policies:

Based upon the recommendation of the Superintendent approved the following policies as listed:

1240	Evaluation of Superintendent (M)
R1240	Evaluation of Superintendent (M)
1511	Board of Education Website Accessibility (N)

3126	District Mentoring Program
R3126	District Mentoring Program
3221	Evaluation of Teachers (M)
R3221	Evaluation of Teachers (M)
3222	Evaluation of Teaching Staff Members, Excluding Teachers and Administrators (M)
R3222	Evaluation of Teaching Staff Members, Excluding Teachers and Administrators (M)
3223	Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals
R3223	Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals
3224	Evaluation of Principals, Vice Principals, and Assistant Principals (M)
R3224	Evaluation of Principals, Vice Principals, and Assistant Principals (M)
3240	Professional Development for Teachers and School Leaders (M)
R3240	Professional Development for Teachers and School Leaders (M)
5610	Suspension (M) - <i>(Revised)</i>
R5610	Suspension (M) - <i>(Revised)</i>
5620	Expulsion (M)
7424	Bed Bugs (N)
R7424	Bed Bugs (N)
8505	Local Wellness Policy/Nutrient Standards for Meals and Other Foods (M)

Motion by Mrs. Mary Snively, seconded by Mr. Douglas Gominger

Voice Vote:

Yes – 7 No – 0 Abstentions – 0

Mrs. Jessica Dadak– Absent

Motion carried unanimously

Aprv.
Abolishment
of Policies:

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

3000/3010	Concepts and roles in Business and Non-Instructional Operations: Goals and Objectives - <i>(Abolish)</i>
3100	Budget Planning, Preparation and Adoption - <i>(Abolish)</i>
3160	Transfer of Funds Between Line Items/Amendments/ Purchases Not Budgeted - <i>(Abolish)</i>
3220	State Funds; Federal Funds - <i>(Abolish)</i>
3250	Income from Fees, Fines, Charges - <i>(Abolish)</i>
3260	Sale and Disposal of Books, Equipment and Supplies; Sale, Licensing and Rental of Property - <i>(Abolish)</i>
3320	Purchasing Procedures - <i>(Abolish)</i>
3326	Payment for Goods and Services - <i>(Abolish)</i>
3400	Accounts - <i>(Abolish)</i>
3440	Inventories - <i>(Abolish)</i>
3450	Money in School Building - <i>(Abolish)</i>
3453	School Activities Funds - <i>(Abolish)</i>
3510	Operation and Maintenance of Plant - <i>(Abolish)</i>
3516	Safety - <i>(Abolish)</i>
3541.1	Transportation Routes and Services - <i>(Abolish)</i>
3541.31	Privately Owned Vehicles - <i>(Abolish)</i>
3541.33	Transportation Safety - <i>(Abolish)</i>
3542.31	Free or Reduced Price Lunches/Milk - <i>(Abolish)</i>
3542.32	Student Lunch Purchases - <i>(Abolish)</i>
3542.44	Purchasing Procedures - <i>(Abolish)</i>
3570	District Records and Reports - <i>(Abolish)</i>

Motion by Mrs. Mary Snively, seconded by Mr. Douglas Gominger

Voice Vote:

Yes – 7 No – 0 Abstentions – 0

Mrs. Jessica Dadak– Absent

Motion carried unanimously

CURRICULUM & TECHNOLOGY – Ms. Cheryl Potter

Aprv. McRel Document: Based upon the recommendation of the Superintendent approved the 2017-2018 McRel teacher evidence document

See Page(s) _____ of minutes

Motion by Mrs. Cheryl Potter, seconded by Mr. Douglas Gominger

Voice Vote:

Yes – 7 No – 0 Abstentions – 0
Mrs. Jessica Dadak– Absent

Motion carried unanimously

Aprv. 2017 PARCC Results: Based upon the recommendation of the Superintendent approved the 2017 PARCC results and recommendations

Motion by Mrs. Cheryl Potter, seconded by Mr. Douglas Gominger

Voice Vote:

Yes – 7 No – 0 Abstentions – 0
Mrs. Jessica Dadak– Absent

Motion carried unanimously

Aprv. RPS 17-18 School Year: Based upon the recommendation of the Superintendent approved RPS for Speech and OT/PT services for the 17/18 school year - no rate increase from prior year

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

Roll Call Vote:

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

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>
Wayne Murschell Ashley Davis	Rowan University Technology Park	“Engaging and Teaching Diverse Learners Workshop”	9/26/17	N/A	\$ 2.91		\$2.91
Melissa Tanski Kristie Jacoby	Rowan University Technology Park	“Leading Equitable and Culturally Responsive Schools Workshop”	10/24/17	N/A	\$ 2.91		\$ 2.91

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

Roll Call Vote:

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

Motion carried unanimously

BUDGET & FINANCE/FACILITIES/CAFETERIA/TRANSPORTATION

BUDGET & FINANCE – Mr. Douglas Gominger

Aprv. –
Secretary’s
Report

Approved Board Secretary’s Report in accordance with 18A: 17-36 and 18A: 17-9 for the month of June 2017 final and July 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 Mr. Douglas Gominger, seconded by Mr. J. Wilson Hughes, Jr.

Voice Vote:

Yes – 7 No – 0 Abstentions – 0
Mrs. Jessica Dadak– 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 June 2017 final and July 2017. The Treasurer’s Report and Secretary’s Report are in agreement for the month of June 2017 final and July 2017.

Motion by Mr. Douglas Gominger, seconded by Mr. J. Wilson Hughes, Jr.

Voice Vote:

Yes – 7 No – 0 Abstentions – 0
Mrs. Jessica Dadak– 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 Mr. Douglas Gominger, seconded by Mr. J. Wilson Hughes, Jr.

Voice Vote:

Yes – 7 No – 0 Abstentions – 0
Mrs. Jessica Dadak– 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 Mr. Douglas Gominger, seconded by Mr. J. Wilson Hughes, Jr.

Voice Vote:

Yes – 7 No – 0 Abstentions – 0

Mrs. Jessica Dadak– Absent

Motion carried unanimously

Aprv. –
Transfer
Report

Approved the June final and July 2017 Transfer Report

Motion by Mr. Douglas Gominger, seconded by Ms. Cheryl Potter

Roll Call Vote:

Yes – 7 No – 0 Abstentions – 0

Mrs. Jessica Dadak – Absent

Mr. Kevin French – Yes

Ms. Cheryl Potter – Yes

Mr. J. Wilson Hughes, Jr. - Yes

Mrs. Jennifer Wirtz - Yes

Mrs. Mary Spring - Yes

Mr. Douglas Gominger - Yes

Mrs. Mary Snively - 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	\$	242,225.96
2. Hand Check	\$	24,099.38
3. Cafeteria Bill List	\$	0.00

Motion by Mr. Douglas Gominger, seconded by Mrs. Mary Spring

Roll Call Vote:

Yes – 7 No – 0 Abstentions – 0

Mrs. Jessica Dadak – Absent

Mr. Kevin French – Yes

Ms. Cheryl Potter – Yes

Mr. J. Wilson Hughes, Jr. - Yes

Mrs. Jennifer Wirtz - Yes

Mrs. Mary Spring - Yes

Mr. Douglas Gominger - Yes

Mrs. Mary Snively - Yes

Motion carried unanimously

FACILITIES – Mr. J. Wilson Hughes, Jr.

Aprv. Facility
Use:

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>
Girl Scouts	All Purpose Room & Classroom (meetings)	One Friday per Month	3:00 pm - 5:00 pm
6th Grade Class	Front foyer (Back to School night)	09/13/2017	6:00 pm - 8:00 pm
6th Grade Class	Library (meeting)	09/27/2017	6:00 pm - 8:00 pm
Aura Home & School	All Purpose Room (room parent tea)	09/28/2017	2:00 pm - 4:00 pm
6th Grade Class	Parking Lot	09/30/2017	9:00 am -

	(car wash)	(Saturday)	12:30 pm
Aura Home & School	All Purpose Room (clothing drive)	09/30/2017 (Saturday)	9:00 am - 12:30 pm
Elk Township Fire Companies	Parking Lot & Bathroom Facilities (fire prevention week)	10/11/2017	4:30pm - 9:30pm
Aura Home & School	Library (meeting)	10/16/2017	6:00 pm - 9:00 pm

(All facility requests are pending proper insurance certificates)

Motion by Mr. J. Wilson Hughes, Jr., seconded by Mr. Douglas Gominger

Voice Vote:

Yes – 7 No – 0 Abstentions – 0

Mrs. Jessica Dadak– Absent

Motion carried unanimously

CAFETERIA – Mrs. Jennifer Wirtz

None

TRANSPORTATION - Mrs. Jennifer Wirtz

Aprv. Trans.
Jointures:

Based upon the recommendation of the Superintendent approved the following transportation jointures as listed:

1. Jointure with Delsea Regional School District to transport 1 Elk student, along with 4 Delsea students on Delsea's Route SP04 to Pineland from September 1, 2017 through June 30, 2018 at a cost of \$14,129.00
2. Jointure with Delsea Regional School District to transport 1 Elk student, along with 5 Delsea students on Delsea's Route SP10 to Bankbridge DC from September 1, 2017 through June 30, 2018 at a cost of \$14,718.00
3. Jointure with Delsea Regional School District to transport 1 Elk student, along with 4 Delsea students on Delsea's Route SP16 to Yale Voorhees from September 1, 2017 through June 30, 2018 at a cost of \$17,662.00
4. Jointure with Delsea Regional School District to transport 6 Elk students, along with 31 Delsea students on Delsea's Route NP02 to St. Michael's from September 1, 2017 through June 30, 2018 at a cost of \$6,000.00

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

Roll Call Vote:

Yes – 7 No – 0 Abstentions – 0

Mrs. Jessica Dadak – Absent

Mr. Kevin French – Yes

Ms. Cheryl Potter – Yes

Mr. J. Wilson Hughes, Jr. - Yes

Mrs. Jennifer Wirtz - Yes

Mrs. Mary Spring - Yes

Mr. Douglas Gominger - Yes

Mrs. Mary Snively - Yes

Motion carried unanimously

Aprv. 17-18
Bus Routes:

Based upon the recommendation of the Superintendent approved the 2017/2018 Bus Routes

See Page(s) _____ of minutes

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

Voice Vote:

Yes – 7 No – 0 Abstentions – 0
Mrs. Jessica Dadak– Absent

Motion carried unanimously

Aprv. Bus
Routes as
Hazardous:

Based upon the recommendation of the Superintendent approved all bus routes as hazardous due to the absence of sufficient sidewalk space

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

Voice Vote:

Yes – 7 No – 0 Abstentions – 0
Mrs. Jessica Dadak– Absent

Motion carried unanimously

SUPERINTENDENT'S REPORT

Aprv. Spec.
Ed. Tuition:

Based upon the recommendation of the Superintendent approved the special education tuition student placement as listed:

<u>Initials</u>	<u>DOB</u>	<u>Classification</u>	<u>School</u>	<u>Contracted Educational Tuition – Per Diem</u>
L.C.	8/04/2016	MD	Gloucester County Special Services	\$4,140.00 (ESY) \$3,400.00 (1:1 Aide/ESY) \$7,540.00 Total

Motion by Mr. Douglas Gominger, seconded by Mr. J. Wilson Hughes, Jr

Roll Call Vote:

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

Motion carried unanimously

Aprv. Self-
Assessment
Report:

Based upon the recommendation of the Superintendent approved the School Self-Assessment Report for determining grades under the Anti-Bullying Bill of Rights Act

Motion by Mr. Douglas Gominger, seconded by Mr. J. Wilson Hughes, Jr

Voice Vote:

Yes – 7 No – 0 Abstentions – 0
Mrs. Jessica Dadak– 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	8/4/2017	9:45am
Lock Down Drill	8/04/2017	9:30am

Motion by Ms. Cheryl Potter, Jr., seconded by Mr. Douglas Gominiger

Voice Vote:

Yes – 7 No – 0 Abstentions – 0

Mrs. Jessica Dadak– Absent

Motion carried unanimously

LEGISLATION - Mrs. Mary Snively

Legislative Update

GLOUCESTER COUNTY SCHOOL BOARDS ASSOCIATION – Mrs. Mary Snively

None

SCHOOL BUSINESS ADMINISTRATOR’S REPORT – Mr. Joseph Collins

For the information of Board NJ School Boards convention is October 23-26, 2017

Mr. Collins informed the Board of the steps that need to be taken to fill the vacant Board seat

OLD BUSINESS

J. Wilson Hughes, Jr inquired as to how the disadvantaged students would be able to use their chrome books at home if they did not have internet service

Dr. Piera Gravenor stated that Comcast offers very low rates for such families

Mrs. Mary Snively asked about the current Long Range Facility Plan

Mr. Joseph Collins stated that this is a moving document that relies on funding

J. Wilson Hughes, Jr asked that air conditioning in the all purpose room and the entrance be a priority when evaluating projects on this list

NEW BUSINESS

None

CITIZENS

None

Aprv. -
Meeting
Adjourned
9:05p.m.

Motion by J. Wilson Hughes, Jr, seconded by Mrs. Mary Spring that the meeting be adjourned at 9:05p.m.

Respectfully Submitted,

Joseph M. Collins,
School Business Administrator/Board Secretary