

REGULAR BOARD MEETING OF THE ELK TOWNSHIP BOARD OF EDUCATION ON THURSDAY, AUGUST 10, 2017 IN THE AURA ELEMENTARY SCHOOL MEDIA CENTER.

Purpose: 2017-18 SCHOOL YEAR REGULAR BOARD MEETING FOR AUGUST
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
Pres. Mr. Kevin French Mrs. Jennifer Wirtz
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 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 Mr. Kevin French, seconded by Ms. Cheryl Potter to approve the Regular and Executive minutes of
Regular and July 13, 2017
Executive
Minutes

Voice Vote:
Yes – 6 No – 0 Abstentions – 1
Mr. J. Wilson Hughes, Jr. - Abstain

Motion carried

Aprv. - Motion by Mr. Kevin French, seconded by Ms. Cheryl Potter to approve the Special Meeting minutes of July 31,
Special 2017
Meeting
Minutes

Voice Vote:
Yes – 6 No – 0 Abstentions – 1
Mrs. Jennifer Wirtz - Abstain

Motion carried

COMMUNICATIONS/PRESENTATIONS

None

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. Mary Spring - Absent

Motion carried unanimously

The grandmother of a first grade student presented herself. She stated her granddaughter has been classified with dyslexia and was interested in the available services. Dr. Piera Gravenor requested that she bring in any documentation she may have to our Child Study Team and they will review and evaluate.

Josephine Thomas stated she is a new resident to the district and wanted to introduce herself. She has an eleven year old daughter with cerebral palsy.

Aprv. –
Close First
Public Portion

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

Voice Vote:

Yes – 7 No – 0 Abstentions – 0
Mrs. Mary Spring - Absent

Motion carried unanimously

COMMITTEES:

PERSONNEL COMMITTEE - Mr. Kevin French

Aprv. –
Kerry Kramer
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>
Kerry Kramer	11/07/17 through 05/07/18	01/25/18 through 02/05/18	02/06/18 through 05/07/18	11/07/17 through 01/24/18 Unpaid: 01/25/18 through 05/07/18

Motion by Mr. Kevin French, seconded by Mr. Douglas Gominger

Voice Vote:

Yes – 7 No – 0 Abstentions – 0
Mrs. Mary Spring – Absent

Motion carried unanimously

Aprv. –
Detention
Monitor
Position

Based upon the recommendation of the Superintendent approved the position of Detention Monitor for one hour per week at the rate of \$27.00 per hour

Mr. Kevin French inquired if the Detention Monitor would be a new position. Mrs. Piera Gravenor responded that the position would be a new pilot program for the older children

Motion by Mr. Kevin French, seconded by Mr. Douglas Gominger

Roll Call Vote:

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

Motion carried unanimously

Aprv. –
Ray Drew
Resignation

Based upon the recommendation of the Superintendent approved the resignation of Ray Drew as custodian – effective August 18, 2017

Motion by Mr. Kevin French, seconded by Mr. Douglas Gominger

Voice Vote:

Yes – 7 No – 0 Abstentions – 0

Mrs. Mary Spring – Absent

Motion carried unanimously

POLICY – Mrs. Mary Snively

Aprv. –
Policies and
Regulations

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

4123	Probationary Period
4220	Employee Evaluation
7230	Gifts, Grants and Donations (Replace Policy No. 3280)
7433	Hazardous Substances
7435	Alcoholic Beverages on School Premises
7440	Security of School Premises
7441	Electronic Surveillance In School Buildings and on School Grounds
7450	Property Inventory
7480	Motor Vehicle on School Property
7481	Unmanned Aircraft Systems (UAS also known as Drones)
7490	Animals on School Property
7510	Use of School Facilities (Old Policy No. 1330)
7520	Loan of School Equipment
7522	School District Provided Technology Devices to Staff Members
7610	Vandalism
8310	Public Records
8311	Managing Electronic Mail
8320	Personnel Records (Old Policy No. 4112.6)
8335	Family Educational Rights and Privacy Act
8431	Preparedness for Toxic Hazard
8442	Reporting Accidents
8453	HIV/AIDS
8454	Management of Pediculosis
8468	Crisis Response
8507	Breakfast Offer Versus Serve (OVS)
8540	School Nutrition Programs
8613	Waiver of Student Transportation
8710	Property Insurance
8740	Bonding
8750	Employee Indemnification
8760	Student Accident Insurance
8770	School Board Insurance Group
8810	Religious Holidays
8820	Opening Exercises/Ceremonies
8860	Memorials
9180	School Volunteers
9230	Parental Responsibilities (Old Policy No. 5020)
9240	Rights of Parents
9260	Parental Liability for Vandalism
9280	Parent Conferences
9323	Notification of Juvenile Offender Case Deposition
9324	Sex Offender Registration and Notification

9541	Student Teachers/Interns (Old Policy No. 4122)
9550	Educational Research Projects

Motion by Mrs. Mary Snively, seconded by Mr. Kevin French

Voice Vote:

Yes – 7 No – 0 Abstentions – 0

Mrs. Mary Spring – Absent

Motion carried unanimously

CURRICULUM & TECHNOLOGY – Ms. Cheryl Potter

Aprv. –
Rowan
University
Students for
Practicum

Based upon the recommendation of the Superintendent approved the following Rowan University students for the fall semester practicum in teaching and learning as listed:

<u>Name</u>	<u>Dates</u>	<u>Subject</u>	<u>Cooperating Teacher</u>
Samantha Emerson	09/05/17 – 12/21/17	Early Childhood Education	Terri Fleming
Steven Keane	09/05/17 – 12/21/17	Elementary Education	Heather Gonnelli

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

Voice Vote:

Yes – 7 No – 0 Abstentions – 0

Mrs. Mary Spring – Absent

Motion carried unanimously

Aprv. –
Professional
Development
Plan

Based upon the recommendation of the Superintendent approved the [Professional Development Plan](#) for the 2017-18 school year

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

Voice Vote:

Yes – 7 No – 0 Abstentions – 0

Mrs. Mary Spring – Absent

Motion carried unanimously

Aprv. –
Aura
Mentoring
Plan

Based upon the recommendation of the Superintendent approved the [Aura Mentoring Plan](#) for the 2017-18 school year

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

Voice Vote:

Yes – 7 No – 0 Abstentions – 0

Mrs. Mary Spring – Absent

Motion carried unanimously

Aprv. –
ESSA Grant
Application

Based upon the recommendation of the Superintendent approved the ESSA grant application for 2017-18 school year

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

Voice Vote:

Yes – 7 No – 0 Abstentions – 0

Mrs. Mary Spring – Absent

Motion carried unanimously

Aprv. –
NJ Consortium
for Equity
Participation

Based upon the recommendation of the Superintendent approved participation in the NJ Consortium for Equity and Excellence (Title II funded)

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

Voice Vote:

Yes – 7 No – 0 Abstentions – 0

Mrs. Mary Spring – Absent

Motion carried unanimously

Aprv. –
McRel
Teacher
Evaluation
System

Based upon the recommendation of the Superintendent approved using McRel Teacher Evaluation System for the 2017-18 school year

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

Voice Vote:

Yes – 7 No – 0 Abstentions – 0

Mrs. Mary Spring – Absent

Motion carried unanimously

Aprv. –
NJ Principal
Evaluation
Pilot
Participation

Based upon the recommendation of the Superintendent approved participation in the NJ Principal Evaluation pilot for the 2017-18 school year

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

Voice Vote:

Yes – 7 No – 0 Abstentions – 0

Mrs. Mary Spring – Absent

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. 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 Mrs. Mary Snively

Voice Vote:

Yes – 7 No – 0 Abstentions – 0

Mrs. Mary Spring – 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. The Treasurer's Report and Secretary's Report are in agreement for the month of June 2017

Motion by Mr. Douglas Gominger, seconded by Mr. Kevin French

Voice Vote:

Yes – 7 No – 0 Abstentions – 0
Mrs. Mary Spring – 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 Ms. Cheryl Potter

Voice Vote:

Yes – 7 No – 0 Abstentions – 0
Mrs. Mary Spring – 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 Mrs. Mary Snively

Voice Vote:

Yes – 7 No – 0 Abstentions – 0
Mrs. Mary Spring – Absent

Motion carried unanimously

Aprv. –
Transfer
Report

Approved the [June Transfer Report](#)

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

Roll Call Vote:

Yes – 7 No – 0 Abstentions – 0
Mrs. Jessica Dadak – Yes
Mr. Kevin French – Yes
Ms. Cheryl Potter – Yes
Mr. J. Wilson Hughes, Jr. - Yes
Mrs. Jennifer Wirtz - Yes
Mrs. Mary Spring - Absent
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 - June	\$	36,325.71
2. General Bill List – July	\$	133,639.81
3. Hand Check	\$	0.00
4. Cafeteria Bill List	\$	173.69

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

Roll Call Vote:

Yes – 7 No – 0 Abstentions – 0
Mrs. Jessica Dadak – Yes
Mr. Kevin French – Yes
Ms. Cheryl Potter – Yes

Mr. J. Wilson Hughes, Jr. - Yes
Mrs. Jennifer Wirtz - Yes
Mrs. Mary Spring - Absent
Mr. Douglas Gominger - Yes
Mrs. Mary Snively - Yes

Motion carried unanimously

FACILITIES – Mr. J. Wilson Hughes, Jr.

None

CAFETERIA – Mrs. Jennifer Wirtz

Aprv. –
Cafeteria
Report

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

Total Income	\$ 6,371.65
Total Expense	(\$ 8,918.51)
Net Income or (Loss)	(\$ 2,546.86)
Average Daily Attendance	315
Average Daily Participation	206
Percentage of Participation	65%

Motion by Mrs. Jennifer Wirtz, seconded by Mr. Douglas Gominger

Voice Vote:

Yes – 7 No – 0 Abstentions – 0
Mrs. Mary Spring - Absent

Motion carried unanimously

TRANSPORTATION - Mr. Kevin French

None

SUPERINTENDENT'S REPORT

Aprv. –
HIB Report

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

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

Voice Vote:

Yes – 7 No – 0 Abstentions – 0
Mrs. Mary Spring - 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	7/27/17	9:25am
Lock Down Drill	7/27/17	9:40am

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

Voice Vote:

Yes – 7 No – 0 Abstentions – 0

Mrs. Mary Spring - 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

None

OLD BUSINESS

None

NEW BUSINESS

None

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 – 7 No – 0 Abstentions – 0

Mrs. Mary Spring - Absent

Motion carried unanimously

Aprv. –
Close Second
Public Portion

Motion by Mr. J. Wilson Hughes, Jr, seconded by Mr. Kevin French to close the second public portion

Voice Vote:

Yes – 7 No – 0 Abstentions – 0

Mrs. Mary Spring - Absent

Motion carried unanimously

EXECUTIVE SESSION

Aprv. –
Open
Executive
Session
7:23p.m.

Motion by Mrs. Jennifer Wirtz, seconded by Mr. Kevin French, 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 8:45 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. Superintendent’s Evaluation

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 August 10, 2017.

Joseph M. Collins,
School Business Administrator/Board Secretary

Voice Vote:

Yes – 7 No – 0 Abstentions – 0

Mrs. Mary Spring - Absent

Motion carried unanimously

Aprv. –
Close
Executive
Session
8:45p.m.

Motion by Mr. Douglas Gominger, seconded by Ms. Cheryl Potter to close executive session

Voice Vote:

Yes – 7 No – 0 Abstentions – 0

Mrs. Mary Spring - Absent

Motion carried unanimously

Aprv. -
Meeting
Adjourned
8:46p.m.

Motion by Mr. Douglas Gominger, seconded by Ms. Cheryl Potter that the meeting be adjourned at 8:46pm

Respectfully Submitted,

Joseph M. Collins,
School Business Administrator/Board Secretary