

**REGULAR BOARD MEETING OF THE ELK TOWNSHIP BOARD OF EDUCATION ON THURSDAY,  
JANUARY 3, 2019 IN THE AURA ELEMENTARY SCHOOL MEDIA CENTER.**

Purpose: 2018-19 SCHOOL YEAR REGULAR BOARD MEETING FOR JANUARY  
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  
Mr. Kevin French Mrs. Jennifer Wirtz  
Mrs. Mary Snively Mr. J. Wilson Hughes, Jr.  
Mrs. Danielle Bland

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

Statement: As Board Secretary 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: Mr. Joseph Collins led the Pledge of Allegiance.

**REORGANIZATION**

Election Results: The following are the results of the November 2018 General Election:  
Elected to three year term

- Danielle Bland
- J. Wilson Hughes, Jr.
- Angelique Stoney-Siplin

Oath of Office: Mr. Joseph Collins Board Secretary administered the Oath of Office to the three newly seated Board members.

Open Nom. For President: Motion by Mr. Kevin French, seconded by Ms. Cheryl Potter, to open the nominations for President.

Voice Vote:  
Yes – 8 No – 0 Abstentions – 0  
Vacant

Motion carried unanimously

Ms. Cheryl Potter nominated Mrs. Mary Spring, seconded by Mrs. Mary Snively  
Mr. Kevin French nominated Mr. J. Wilson Hughes Jr., seconded by Mrs. Jennifer Wirtz

Close Nom. for President: Motion by Mr. Kevin French, seconded by Ms. Cheryl Potter to close the nominations for President.

Voice Vote:  
Yes – 8 No – 0 Abstentions – 0  
Vacant

Motion carried unanimously

Cast Ballots: Motion by Mr. Kevin French, seconded by Mr. J. Wilson Hughes, Jr. to cast ballots for President of the Elk Township Board of Education

Ballots:  
Mrs. Mary Spring: 5 Votes

Mr. J. Wilson Hughes Jr.: 3 Votes

Appoint Pres. Motion by Mr. Kevin French, seconded by Mr. J. Wilson Hughes, Jr. to appoint Mrs. Mary Spring as President

Voice Vote:

Yes – 8      No – 0      Abstentions – 0

Vacant

Motion carried unanimously

Mrs. Spring Assumes Chair: Mr. Joseph Collins requested that Mrs. Mary Spring assume the chair

Open Nom. for Vice President: Motion by Ms. Cheryl Potter, seconded by Mr. J. Wilson Hughes, Jr. to open the nominations for Vice-President

Voice Vote:

Yes – 8      No – 0      Abstentions – 0

Vacant

Motion carried unanimously

Ms. Cheryl Potter nominated Mrs. Mary Snively, seconded by Mrs. Angelique Stoney-Siplin  
Mr. Kevin French nominated Mrs. Jennifer Wirtz, seconded by Mr. J. Wilson Hughes, Jr.

Close Nom. for Vice President: Motion by Mr. Kevin French, seconded by Mrs. Jennifer Wirtz, to close the nominations for Vice-President

Voice Vote:

Yes – 8      No – 0      Abstentions – 0

Vacant

Motion carried unanimously

Cast Ballots: Motion by Mrs. Mary Spring, seconded by Mr. J. Wilson Hughes, Jr. to cast ballots for Vice President of the Elk Township Board of Education

Ballots:

Mrs. Mary Snively: 4 votes

Mrs. Jennifer Wirtz: 4 votes

Postpone VP Vote: Motion by Mr. J. Wilson Hughes, Jr., seconded by Mr. Kevin French to postpone Vice President elections until the February Board Meeting

Roll Call Vote:

Yes – 5      No – 3      Abstentions – 0

Mrs. Mary Spring – No

Mr. Kevin French – Yes

Ms. Cheryl Potter – No

Mr. J. Wilson Hughes, Jr. - Yes

Mrs. Jennifer Wirtz - Yes

Mrs. Danielle Bland - Yes

Mr. Angelique Stoney-Siplin - No

Mrs. Mary Snively - Yes

Vacant

Motion carried

Adopt all Existing and Pending Board Policies: Motion by Mr. J. Wilson Hughes, Jr., seconded by Mrs. Jennifer Wirtz to adopt all existing and pending board policies for the 2018-19 school year

Voice Vote:

Yes – 8    No – 0    Abstentions – 0  
Vacant

Motion carried unanimously

Appoint  
Delegate to  
NJSBA:

Motion by Mr. Kevin French, seconded by Ms. Cheryl Potter to appoint Mrs. Mary Snively Delegate to the New Jersey School Boards Association for 2019

Voice Vote:

Yes – 8    No – 0    Abstentions – 0  
Vacant

Motion carried unanimously

Appoint Alt.  
Delegate to  
NJSBA:

Motion by Mr. Kevin French, seconded by Mr. J. Wilson Hughes, Jr., to appoint Mrs. Mary Spring Alternate Delegate to the New Jersey School Boards Association for 2019

Voice Vote:

Yes – 8    No – 0    Abstentions – 0  
Vacant

Motion carried unanimously

Appoint  
Delegate to  
GCSBA:

Motion by Mr. J. Wilson Hughes, Jr., seconded by Mrs. Angelique Stoney-Siplin to appoint Ms. Cheryl Potter Delegate to the Gloucester County School Boards Association for 2019

Voice Vote:

Yes – 8    No – 0    Abstentions – 0  
Vacant

Motion carried unanimously

Appoint Alt.  
Delegate to  
GCSBA:

Motion by Ms. Cheryl Potter, seconded by Mr. Kevin French to appoint Mrs. Jennifer Wirtz Alternate Delegate to the Gloucester County School Boards Association for 2019

Voice Vote:

Yes – 8    No – 0    Abstentions – 0  
Vacant

Motion carried unanimously

Aprv.  
Parliamentary  
Procedures:

Motion by Mr. J. Wilson Hughes, Jr., seconded by Mrs. Jennifer Wirtz to approve parliamentary procedures for Aura School Board meetings

Voice Vote:

Yes – 7    No – 1    Abstentions – 0  
Vacant

Motion carried unanimously

Aprv.  
Curriculum  
and Textbooks:

Motion by Mr. J. Wilson Hughes, Jr., seconded by Mrs. Cheryl Potter to approve the curriculum and textbooks, for the 2018 - 2019 school year

Voice Vote:

Yes – 8    No – 0    Abstentions – 0  
Vacant

Motion carried unanimously

Ethics and Code for School Board Members:

For the information of the Board the School Ethics Act and Code for School Board Members, pursuant to N.J.S.A. 18A:12-24.1 et seq., have been distributed. Each member of the Board of Education shall sign an acknowledgement of receipt for the Code of Ethics. This acknowledgement of receipt assures that each Board of Education member has read and become familiar with the Code of Ethics

Aprv. Meeting Dates and Times:

Motion by Mrs. Jennifer Wirtz, seconded by Mr. J. Wilson Hughes, Jr. to adopt the 2019 Aura School Board meeting schedule as follows (All meetings will begin at 7:00 pm unless otherwise noted):

Meeting Dates
February 14th
March 14th
April 11th
May 2nd - Public Hearing
May 2nd
June 13th
July 11th
August 8th
September 12th
October 10th
November 14th
December 12th
January 9th (2020)

Voice Vote:

Yes – 8    No – 0    Abstentions – 0  
Vacant

Motion carried unanimously

**MINUTES:**

Aprv. Minutes: Motion by Mr. J. Wilson Hughes, Jr., seconded by Mrs. Mary Snively to approve the Regular minutes and Executive minutes of December 13, 2018

Voice Vote:

Yes – 7    No – 0    Abstentions – 1  
Mrs. Jennifer Wirtz - Abstain  
Vacant

Motion carried unanimously

**COMMUNICATIONS/ PRESENTATIONS:**

None

**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

Vacant

Motion carried unanimously

Mrs. Rachel Tomczak Aura Home and School Liaison updated the Board on upcoming Home and School events

Aprv.

Close First

Public Portion:

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

Voice Vote:

Yes – 8 No – 0 Abstentions – 0

Vacant

Motion carried unanimously

**COMMITTEES:**

**PERSONNEL** - Mrs. Cheryl Potter

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

Aprv. D.

Dilger 18-19

Sub. Nurse:

Based upon the recommendation of the Superintendent approved Dorothy Dilger as a substitute nurse for the 2018-19 school year

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

Voice Vote:

Yes – 8 No – 0 Abstentions – 0

Vacant

Motion carried unanimously

**POLICY** – Mrs. Mary Snively

Aprv. Policy:

Based upon the recommendation of the Superintendent approved on first reading the following policy as listed:

Policy # 8550	Unpaid Meal Charges/Outstanding Food Service Charges (M)
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Motion by Ms. Mary Snively, seconded by Ms. Cheryl Potter

Voice Vote:

Yes – 8 No – 0 Abstentions – 0

Vacant

Motion carried unanimously

**CURRICULUM & TECHNOLOGY** – Mr. Kevin French

**None**

**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 November 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 Mr. J. Wilson Hughes Jr.

Voice Vote:

Yes – 8      No – 0      Abstentions – 0  
Vacant

Motion carried unanimously

Aprv.  
Treasury  
Report:

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

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

Voice Vote:

Yes – 8      No – 0      Abstentions – 0  
Vacant

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

Voice Vote:

Yes – 8      No – 0      Abstentions – 0  
Vacant

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. Kevin French, seconded by Mrs. Jennifer Wirtz

Voice Vote:

Yes – 8      No – 0      Abstentions – 0  
Vacant

Motion carried unanimously

Aprv.  
Transfer  
Report:

Based upon the recommendation of the Superintendent approved the November Transfer Report.

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

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 - Yes  
Mrs. Mary Snively - Yes

Vacant

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 \$ 191,242.08
- 2. Hand Check \$ 0.00
- 3. Cafeteria Bill List \$ 7,99.05

Motion by Mr. Kevin French, 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 (Abstain check #6459)
- Mr. Angeliqe Stoney-Siplin – Yes (Abstain check #6481)
- Mrs. Mary Snively - Yes
- Vacant

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 (Talent Show)	All Purpose Room	1/08/19 and 1/22/19	3:15 pm through 5:00 pm

*(All facility requests are pending proper insurance certificates)*

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

Voice Vote:

- Yes – 8 No – 0 Abstentions – 0
- Vacant

Motion carried unanimously

**CAFETERIA** – Mrs. Jennifer Wirtz

Aprv. Cafeteria  
Report:

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

<b>Total Income</b>	\$ 11,455.87
<b>Total Expense</b>	\$ (10,869.05)
<b>Net Income or (Loss)</b>	\$ 586.82
<b>Average Daily Attendance</b>	328
<b>Average Daily Participation</b>	199
<b>Percentage of Participation</b>	61%

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

Voice Vote:

Yes – 8    No – 0    Abstentions – 0  
Vacant

Motion carried unanimously

**TRANSPORTATION** - Mr. Kevin French

**None**

**SUPERINTENDENT'S REPORT**

Aprv.  
HIB Reports:

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

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

Voice Vote:

Yes – 7    No – 0    Abstentions – 1  
Mrs. Angelique Stoney-Siplin - Abstain  
Vacant

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	12/19/18	1:24 pm
Lockdown Drill	12/19/18	1:13 pm

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

Voice Vote:

Yes – 7    No – 0    Abstentions – 1  
Mrs. Angelique Stoney-Siplin - Abstain  
Vacant

Motion carried unanimously

**LEGISLATION** - Mrs. Mary Snively

Legislative Update

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

**None**

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

For the information of the Board the 2019/2020 Budget Calendar is attached

**OLD BUSINESS**

None

**NEW BUSINESS**

Mr. J. Wilson Hughes, Jr. asked Mrs. Mary Spring to contact Terry Lewis for some guidance on establishing Board goals

**CITIZENS**

Aprv. Motion by Mr. Kevin French, seconded by Mrs. Mary Snively to open the second public portion

Open Second  
Public Portion:

Voice Vote:

Yes – 8 No – 0 Abstentions – 0

Vacant

Motion carried unanimously

Aprv. Motion by Mr. Kevin French, seconded by Mrs. Angelique Stoney-Siplin to close the second public portion

Close Second  
Public Portion:

Voice Vote:

Yes – 8 No – 0 Abstentions – 0

Vacant

Motion carried unanimously

Adjourn Motion by Mr. Kevin French, seconded by Mrs. Mary Snively that the meeting be adjourned at 8:34 p.m.

meeting  
8:34 p.m.:

Voice Vote:

Yes – 8 No – 0 Abstentions – 0

Vacant

Motion carried unanimously

Respectfully Submitted,

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Joseph M. Collins,  
School Business Administrator/Board Secretary