

**REGULAR BOARD MEETING OF THE ELK TOWNSHIP BOARD OF EDUCATION ON THURSDAY,
JANUARY 5, 2017 IN THE AURA ELEMENTARY SCHOOL MEDIA CENTER.**

Purpose: 2016-17 SCHOOL YEAR REGULAR BOARD MEETING FOR JANUARY
SEE PAGE (S) _____ OF MINUTES AGENDA

Special Note: THE MEETING APPROVED AND PRE-SCHEDULED BEGAN 7:30 P.M.

Board Mem. Mrs. Jessica Dadak
Pres. Ms. Cheryl Potter Ms. Staci Oppleman-Bedell
Mr. Kevin French Mrs. Jennifer Wirtz
Mrs. Mary Snively Mrs. Mary Spring
Mr. Douglas Gominger Mr. J. Wilson Hughes, Jr.

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: Mrs. Jessica Dadak led the Pledge of Allegiance.

REORGANIZATION

Election results The following are the results of the November 2016 General Election:
Elected to three year term

- Staci Oppleman-Bedell
- Mary Spring
- Jennifer Wirtz

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. J. Wilson Hughes, Jr., seconded by Mr. Douglas Gominger, to open the nominations for President.

Voice Vote:

Yes – 9 No – 0 Abstentions – 0

Motion carried unanimously

Ms. Cheryl Potter nominated Mrs. Jessica Dadak, seconded by Mr. Douglas Gominger

Close Nom. for President Motion by Mr. Douglas Gominger, seconded by Mrs. Jennifer Wirtz, to close the nominations for President.

Voice Vote:

Yes – 9 No – 0 Abstentions – 0

Motion carried unanimously

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

Ballots:
Mrs. Jessica Dadak: 9 Votes

Mrs. Dadak assumes chair Mr. Joseph Collins requested that Mrs. Dadak assume the chair

Open Nom. for Vice President Motion by Mrs. Jessica Dadak, seconded by Mr. J. Wilson Hughes, Jr., to open the nominations for Vice-President

Voice Vote:

Yes – 9 No – 0 Abstentions – 0

Motion carried unanimously

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

Close Nom. for Vice President Motion by Mrs. Jessica Dadak, seconded by Mr. Douglas Gominger, to close the nominations for Vice-President

Voice Vote:

Yes – 9 No – 0 Abstentions – 0

Motion carried unanimously

Cast ballots Motion by Mrs. Jessica Dadak for Mr. Joseph Collins to cast ballots for Vice President of the Elk Township Board of Education

Ballots:
Ms. Cheryl Potter: 4 votes
Mr. Kevin French: 5 votes

Voice Vote:

Yes – 9 No – 0 Abstentions – 0

Motion carried unanimously

Aprv. – Vice President – K. French Motion by Mrs. Jessica Dadak, seconded by Mr. Douglas Gominger to appoint Mr. Keven French as the Vice President

Voice Vote:

Yes – 9 No – 0 Abstentions – 0

Motion carried unanimously

Adopt –
all existing and
pending
policies

Motion by Mr. J. Wilson Hughes, Jr., seconded by Mr. Douglas Gominger to adopt all existing and pending board policies for the 2016-17 school year

Voice Vote:

Yes – 9 No – 0 Abstentions – 0

Motion carried unanimously

Appoint -
M. Spring
Delegate to NJ
School Boards
Assoc. for
2017

Motion by Mr. J. Wilson Hughes, Jr., seconded by Mr. Douglas Gominger to appoint Mrs. Mary Spring Delegate to the New Jersey School Boards Association for 2017

Voice Vote:

Yes – 9 No – 0 Abstentions – 0

Motion carried unanimously

Appoint -
M. Snively
Alternate
Delegate to NJ
School Boards
Assoc. for
2017

Motion by Mrs. Mary Spring, seconded by Ms. Cheryl Potter, to appoint Mrs. Mary Snively Alternate Delegate to the New Jersey School Boards Association for 2017

Voice Vote:

Yes – 9 No – 0 Abstentions – 0

Motion carried unanimously

Appoint –
C. Potter
Delegate to
Gloucester
County School
Boards Assoc.
for 2017

Motion by Mrs. Mary Spring, seconded by Mr. Douglas Gominger to appoint Ms. Cheryl Potter Delegate to the Gloucester County School Boards Association for 2017

Voice Vote:

Yes – 9 No – 0 Abstentions – 0

Motion carried unanimously

Ms. Cheryl Potter withdrew her appointment.

Appoint –
J. Wirtz
Alternate
Delegate to
Gloucester
County School
Boards Assoc.
For 2017

Motion by Ms. Cheryl Potter, seconded by Mrs. Mary Spring to appoint Mrs. Jennifer Wirtz Alternate Delegate to the Gloucester County School Boards Association for 2017

Voice Vote:

Yes – 9 No – 0 Abstentions – 0

Motion carried unanimously

Mrs. Jennifer Wirtz is now Gloucester County School Boards Association Delegate for 2017.

Aprv. –
Parliamentary
Procedures

Motion by Mr. Douglas Gominger, seconded by Mr. J. Wilson Hughes, Jr., to approve parliamentary procedures for Aura School Board meetings

Voice Vote:

Yes – 9 No – 0 Abstentions – 0

Motion carried unanimously

Ethics and
Code for 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., will be read. Each member of the Board of Education shall sign an acknowledgement of receipt for the Code of Ethics. This acknowledgement of receipt requires each Board of Education member to read and become familiar with the Code of Ethics

Aprv. –
Curriculum
and textbooks
for 2016-2017
school year

Motion by Ms. Cheryl Potter, seconded by Mr. Douglas Gominger to approve the curriculum and textbooks for the 2016-2017 school year

Voice Vote:

Yes – 9 No – 0 Abstentions – 0

Motion carried unanimously

Aprv. –
2017 Meeting
schedule

Motion by Mr. Douglas Gominger, seconded by Mr. Kevin French to adopt the 2017 meeting schedule at Aura School as follows:

Meeting Dates
January 5 th
February 9 th

Committee Meetings will begin at 6:30pm followed by the Regular Meeting immediately thereafter

Voice Vote:

Yes – 9 No – 0 Abstentions – 0

Motion carried unanimously

Aprv. -
Minutes:
Regular
Meeting

Motion by Ms. Cheryl Potter, seconded by Mr. Douglas Gominger to approve the regular meeting minutes of December 8, 2016.

Voice Vote:

Yes – 7 No – 0 Abstentions – 2

Motion carried unanimously

Mrs. Jennifer Wirtz - Abstain

Mr. J. Wilson Hughes Jr. - Abstain

COMMUNICATIONS:

None

PRESENTATIONS:

None

CITIZENS:

None

COMMITTEES:

PERSONNEL - Mr. Douglas Gominger

Aprv. –
Employment of
C. Marcheski
as substitute
custodian

Based upon the recommendation of the Superintendent approved the employment of Charles Marcheski as a substitute custodian at the rate of \$9.50 per hour – effective January 6, 2017
(all hiring is pending completion of required state paperwork)

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

Roll Call Vote:

Yes – 9 No – 0 Abstentions – 0

Mrs. Jessica Dadak - 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
Ms. Staci Oppleman-Bedell - Yes
Mr. Kevin French - Yes

Motion Carried Unanimously

POLICY – Mrs. Mary Snively

Aprv. –
Policies

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

#0165	Voting
#0166	Executive Sessions
#0167	Public Participation in Board Meetings
#0168	Recording Board Meetings
#0169	Board Member Use of Electronic Mail/Internet
#0171	Duties of Board President and Vice President
#0172	Duties of Treasurer of School Monies

#0173	Duties of Public School Accountant
#0175	Contracts with Independent Consultants
#1140	Affirmative Action Program (M)
#1220	Employment of CSA (M)
#1260	Incapacity of Superintendent
#1310	Employment of School Business Administrator/Board Secretary
#1350	Incapacity of School Business Administrator /Board Secretary
#1523	Comprehensive Equity Plan (M)
#1530	Equal Employment Opportunity (M)
#1540	Administrators' Code of Ethics
#1550	Affirmative Action Program for Employment and Contract Practices (M)
#1631	Residency Requirement for Person Holding School District Office, Employment or Position
#2200	Curriculum Content (M)
#2260	Affirmative Action Program for School and Classroom Practices (M)
#2270	Religion in the Schools
#2310	Student Grouping
#2340	Field Trips
#6660	Student Activity Fund (M)

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

Voice Vote:

Yes – 9 No – 0 Abstentions – 0

Motion carried unanimously

CURRICULUM & TECHNOLOGY – Mrs. Mary Spring

Aprv. –
Clinic/
Workshop

Based upon the recommendation of the Superintendent approved the following clinic/workshop as listed:

[^](Paid for by Title II Funding)

<u>Name</u>	<u>Location</u>	<u>Workshop</u>	<u>Dates</u>	<u>Reg. Fee</u>	<u>Tolls/ Mileage/ Lodging</u>	<u>Total</u>
^Tom Leone	Harrah's Resort Atlantic City, NJ	TECHSPO 2017	01/26/17 and 01/27/17	\$425.00	\$135.82	\$560.82

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

Roll Call Vote:

Yes – 9 No – 0 Abstentions – 0

- Mrs. Jessica Dadak - 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
- Ms. Staci Oppleman-Bedell - Yes

Mr. Kevin French - Yes

Motion carried unanimously

BUDGET & FINANCE/FACILITIES/CAFETERIA/TRANSPORTATION

BUDGET & FINANCE – Mrs. Jennifer Wirtz

Aprv. -
Secretary's
Report

Approved Board Secretary's Report in accordance with 18A: 17-36 and 18A: 17-9 for the month of November 2016. 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. Jennifer Wirtz, seconded by Ms. Staci Oppleman-Bedell

Voice Vote:

Yes – 9 No – 0 Abstentions – 0

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 2016. The Treasurer's Report and Secretary's Report are in agreement for the month of November 2016.

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

Voice Vote:

Yes – 9 No – 0 Abstentions – 0

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 Mrs. Jennifer Wirtz, seconded by Mr. Kevin French

Voice Vote:

Yes – 9 No – 0 Abstentions – 0

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. Jennifer Wirtz, seconded by Mrs. Mary Snively

Roll Call Vote:

Yes – 9 No – 0 Abstentions – 0

Mrs. Jessica Dadak - 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
Ms. Staci Oppleman-Bedell - Yes
Mr. Kevin French - Yes

Motion carried unanimously

Aprv. -
Transfer
Report

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

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

Roll Call Vote:

Yes – 9 No – 0 Abstentions – 0

Mrs. Jessica Dadak - 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
Ms. Staci Oppleman-Bedell - Yes
Mr. Kevin French - 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	\$ 235,102.34
2. Hand Check	\$ - 0 -
3. Cafeteria Bill List	\$ 7,864.56

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

Roll Call Vote:

Yes – 9 No – 0 Abstentions – 0

Mrs. Jessica Dadak - 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
Ms. Staci Oppleman-Bedell - Yes

Mr. Kevin French - Yes

Motion carried unanimously

FACILITIES – Mr. J. Wilson Hughes Jr.

Aprv. -
Facility
Request

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

<u>Organization</u>	<u>Facility Requested</u>	<u>Dates Requested</u>	<u>Time Requested</u>
Gifted and Talented	Library	01/09/17	3:00pm - 4:00pm

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

Voice Vote:

Yes – 9 No – 0 Abstentions – 0

Motion carried unanimously

CAFETERIA – Mr. J. Wilson Hughes Jr.

Aprv.–
Cafeteria
Report

Based upon the recommendation of the Superintendent approved the November 2016 cafeteria report as listed:

Total Income	\$ 9,154.16
Total Expense	\$ 8,869.84
Net Income or (Loss)	\$ 284.32
Average Daily Attendance	315
Average Daily Participation	166
Percentage of Participation	53%

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

Roll Call Vote:

Yes – 9 No – 0 Abstentions – 0

- Mrs. Jessica Dadak - 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
- Ms. Staci Opplerman-Bedell - Yes
- Mr. Kevin French - Yes

Motion carried unanimously

TRANSPORTATION - Ms. Staci Oppleman-Bedell

None

SUPERINTENDENT'S REPORT

Aprv. -
HIB Reports

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

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

Voice Vote:

Yes – 9 No – 0 Abstentions – 0

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 2016
- Facility Manager’s Report
- Principal’s Report
- Fire Drills/Crisis Drills

Fire Drill	12/14/16	1:21pm & 1:40pm
Lock Down Drill	12/22/16	2:27pm

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

Voice Vote:

Yes – 9 No – 0 Abstentions – 0

Motion carried unanimously

LEGISLATION - Ms. Staci Oppleman-Bedell

Mr. J. Wilson Hughes Jr. spoke about the New Funding Formula and how Regional Districts will be affected and also how it will affect Aura School.

GLOUCESTER COUNTY SCHOOL BOARDS ASSOCIATION – Mrs. Mary Spring

None

SCHOOL BUSINESS ADMINISTRATOR’S REPORT – Mr. Joseph Collins

Aprv. –
Certification of
Compliance

Recommend the Board approve the [Certification of Compliance](#) with Federal and State Law Respecting the Reporting of Compensation for Certain Employees for the calendar year ending December 31, 2016

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

Roll Call Vote:

Yes – 9 No – 0 Abstentions – 0

Mrs. Jessica Dadak - 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
Ms. Staci Oppleman-Bedell - Yes
Mr. Kevin French - Yes

Motion carried unanimously

OLD BUSINESS

None

NEW BUSINESS

None

CITIZENS

None

EXECUTIVE SESSION

Aprv. –
Open
Executive
Session
8:03p.m.

Motion by Mr. Douglas Gominger, 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 8:38 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. Personnel

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 January 5, 2017.

Joseph M. Collins,
School Business Administrator/Board Secretary

Voice Vote:

Yes – 9 No – 0 Abstentions – 0

Motion carried unanimously

Aprv. -
Close
Executive
Session
8:38p.m.

Motion by Mr. Douglas Gominger, seconded by Mr. J. Wilson Hughes Jr. to close executive session.

Voice Vote:

Yes – 9 No – 0 Abstentions – 0

Motion carried unanimously

Adjourn
meeting
8:39 p.m.

Motion by Mr. Douglas Gominger, seconded by Mr. Kevin French that the meeting be adjourned at 8:39p.m.

Respectfully Submitted,

Joseph M. Collins,
School Business Administrator/Board Secretary