

**REGULAR BOARD MEETING OF THE ELK TOWNSHIP BOARD OF EDUCATION ON THURSDAY,
JANUARY 9, 2018 IN THE AURA ELEMENTARY SCHOOL MEDIA CENTER.**

Purpose: 2017-18 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. Jessica Dadak
Pres. Ms. Cheryl Potter Mr. Edward Walter
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: Mr. Joseph Collins led the Pledge of Allegiance.

REORGANIZATION

Election Results: The following are the results of the November 2017 General Election:
Elected to three year term

- Kevin French
- Cheryl Potter
- Mary Snively

The following are the results of the November 2017 General Election:
Elected to one year (unexpired) term

- Edward Walter

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

Open Nom. Motion by Mr. Douglas Gominger, seconded by Ms. Cheryl Potter, to open the nominations for President.
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
Mr. Kevin French nominated Mr. J. Wilson Hughes Jr., seconded by Mrs. Jennifer Wirtz
Mr. Kevin French read from a prepared statement

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

Voice Vote:

Yes – 9 No – 0 Abstentions – 0

Motion carried unanimously

Cast Ballots: Motion by Mr. Douglas Gominger, seconded by Ms. Cheryl Potter to cast ballots for President of the Elk Township Board of Education

Ballots:
Mrs. Jessica Dadak: 5 Votes
Mr. J. Wilson Hughes Jr.: 4 Votes

Mrs. Dadak Assumes Chair: Mr. Joseph Collins requested that Mrs. Jessica Dadak assume the chair

Appoint Pres. Motion by Mr. J. Wilson Hughes Jr., seconded by Ms. Cheryl Potter to appoint Ms. Dadak as President

Voice Vote:
Yes – 9 No – 0 Abstentions – 0

Motion carried unanimously

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

Voice Vote:
Yes – 9 No – 0 Abstentions – 0

Motion carried unanimously

Ms. Cheryl Potter nominated Mrs. Mary Spring, seconded by Mr. Douglas Gominger
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 seconded by Mr. Douglas Gominger for Mr. Joseph Collins to cast ballots for Vice President of the Elk Township Board of Education

Ballots:
Mr. Kevin French: 4 votes
Mrs. Mary Spring: 5 votes

Appt. M. Spring VP: Motion by Mrs. Jessica Dadak, seconded by Ms. Cheryl Potter to appoint Mrs. Mary Spring as the Vice President

Voice Vote:
Yes – 9 No – 0 Abstentions – 0

Motion carried unanimously

Adopt all Existing and Pending Board Policies: Motion by Mr. Douglas Gominger, seconded by Mrs. Mary Snivley to adopt all existing and pending board policies for the 2017-18 school year

Voice Vote:
Yes – 9 No – 0 Abstentions – 0
Mr. J. Wilson Hughes, Jr. – No to policy #5111

Motion carried unanimously

Appoint Delegate to NJSBA: Motion by Mrs. Cheryl Potter, seconded by Mrs. Mary Spring to appoint Mrs. Mary Snivley Delegate to the New Jersey School Boards Association for 2018

Voice Vote:
Yes – 9 No – 0 Abstentions – 0

Motion carried unanimously

Appoint Alt.
Delegate to
NJSBA:

Motion by Ms. Cheryl Potter, seconded by Mr. Douglas Gominger, to appoint Mrs. Mary Spring Alternate Delegate to the New Jersey School Boards Association for 2018

Voice Vote:
Yes – 9 No – 0 Abstentions – 0

Motion carried unanimously

Appoint
Delegate to
GCSBA:

Motion by Mrs. Jessica Dadak, seconded by Mrs. Mary Spring to appoint Ms. Cheryl Potter Delegate to the Gloucester County School Boards Association for 2018

Voice Vote:
Yes – 9 No – 0 Abstentions – 0

Motion carried unanimously

Appoint Alt.
Delegate to
GCSBA:

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 2018

Voice Vote:
Yes – 9 No – 0 Abstentions – 0

Motion carried unanimously

Aprv.
Parliamentary
Procedures:

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

Voice Vote:
Yes – 9 No – 0 Abstentions – 0

Motion carried unanimously

Aprv.
Curriculum
and Textbooks:

Motion by Ms. Cheryl Potter, seconded by Mr. Douglas Gominger to approve the curriculum and textbooks, for the 2017 2018 school year

Voice Vote:
Yes – 9 No – 0 Abstentions – 0

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 Mr. Douglas Gominger, seconded by Ms. Cheryl Potter to adopt the 2018 meeting schedule at Aura School as follows: Regular Meeting will begin at 7:00pm

Meeting Dates
February 8th
March 8th
April 12th
May 3rd - Public Hearing
May 3rd
June 14th
July 12th
August 9th
September 13th
October 11th
November 1st
December 13th
January 3rd (2019)

Voice Vote:

Yes – 9 No – 0 Abstentions – 0

Motion carried unanimously

MINUTES:

Aprv. Minutes: Motion by Mrs. Jennifer Wirtz, seconded by Mr. Kevin French to approve the Regular minutes and Executive minutes of December 14, 2017

COMMUNICATIONS/ PRESENTATIONS:

Mr. Wayne Murschell presented the monthly Principal's Report

CITIZENS:

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

Open First

Public Portion:

Voice Vote:

Yes – 9 No – 0 Abstentions – 0

Motion carried unanimously

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

Close First

Public Portion:

Voice Vote:

Yes – 9 No – 0 Abstentions – 0

Motion carried unanimously

COMMITTEES:

PERSONNEL - Mrs. Mary Spring

(all hiring is pending completion of required state paperwork)

Aprv. J.
Ardecki
Maint/Cust.:

Based upon the recommendation of the Superintendent approved hiring John Ardecki, maintenance/custodian effective 1/5/18 at a rate of \$15/hour

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

Roll Call Vote:

Yes – 9 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 - Yes

Mr. Douglas Gominger - Yes

Mrs. Mary Snively - Yes

Mr. Edward Walter - Yes

Motion carried unanimously

Aprv. R. Behm
Sub. Cust.:

Based upon the recommendation of the Superintendent approved hiring Robert Behm, substitute custodian effective 1/5/18 at a previously approved rate

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

Voice Vote:

Yes – 9 No – 0 Abstentions – 0

Motion carried unanimously

POLICY – Mrs. Mary Snively

None

CURRICULUM & TECHNOLOGY – Mrs. Mary Spring

None

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 November 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 – 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 2017. The Treasurer's Report and Secretary's Report are in agreement for the month of November 2017.

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

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

Voice Vote:

Yes – 9 No – 0 Abstentions – 0

Motion carried unanimously

Aprv. -
Transfer
Report

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

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

Roll Call Vote:

Yes – 9 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 - Yes

Mr. Douglas Gominger - Yes

Mrs. Mary Snively - Yes

Mr. Edward Walter - 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 | \$ 159,670.10 |
| 2. Hand Check | \$ 8,513.86 |
| 3. Cafeteria Bill List | \$ 10,395.32 |

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

Roll Call Vote:

Yes – 9 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 - Yes
 Mr. Douglas Gominger - Yes
 Mrs. Mary Snively - Yes
 Mr. Edward Walter - Yes

Motion carried unanimously

FACILITIES – Mr. J. Wilson Hughes Jr.

Aprv. Sub. Based upon the recommendation of the Superintendent approved the increase of substitute custodians hourly rate
 Cust. Pay Incr.: from \$9.50/hr to \$10.50/hr effective 1/10/18

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
 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
 Mr. Edward Walter - Yes

Motion carried unanimously

Aprv. Facility Use Req: 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 School Science Fair	All Purpose Room	1/18/18	1:30pm - 8:00pm
*Scholastic Book Fair	Library	1/18/18	6:00pm - 8:00pm

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

Voice Vote:

Yes – 9 No – 0 Abstentions – 0

Motion carried unanimously

CAFETERIA – Mrs. Jennifer Wirtz

Aprv. Cafeteria Report: Based upon the recommendation of the Superintendent approved the November 2017 cafeteria report as listed:

Total Income	\$ 11,174.38
Total Expense	\$ (11,522.92)
Net Income or (Loss)	\$ (348.54)
Average Daily Attendance	355

Average Daily Participation	200
Percentage of Participation	56%

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

Voice Vote:

Yes – 9 No – 0 Abstentions – 0

Motion carried unanimously

Mr. J. Wilson Hughes Jr. asked if there was any way to break out breakfast and lunch

TRANSPORTATION - Mr. Kevin French

None

SUPERINTENDENT'S REPORT

Aprv.
HIB Reports:

Based upon recommendation of the Superintendent approved the November 2017 HIB report.

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

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	12/11/17	8:35 am
Evacuation Drill	12/21/17	1:12 pm

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

Voice Vote:

Yes – 9 No – 0 Abstentions – 0

Motion carried unanimously

LEGISLATION - Mrs. Mary Snivley

Legislative Update

GLOUCESTER COUNTY SCHOOL BOARDS ASSOCIATION – Mrs. Mary Snivley

For the information of the Board the Gloucester County School Boards Association will hold a meeting on January 25, 2018

SCHOOL BUSINESS ADMINISTRATOR'S REPORT – Mr. Joseph Collins

Aprv. Cert. Of
Comp.:

Based upon recommendation of the Superintendent approved the Certification of Compliance with Federal and State Law Respecting the reporting of Compensation for Certain Employees for the calendar year ending December 31, 2017

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

Voice Vote:

Yes – 9 No – 0 Abstentions – 0

Motion carried unanimously

For the information of the Board the 2018/2019 Budget Calendar is attached

OLD BUSINESS

None

NEW BUSINESS

None

CITIZENS

Aprv.
Open Second
Public Portion:

Motion by Mr. Kevin French, seconded by Mr. Douglas Gominger to open the second public portion

Voice Vote:

Yes – 9 No – 0 Abstentions – 0

Motion carried unanimously

Aprv.
Close Second
Public Portion:

Motion by Mr. Kevin French, seconded by Mr. Douglas Gominger to close the second public portion

Voice Vote:

Yes – 9 No – 0 Abstentions – 0

Motion carried unanimously

EXECUTIVE SESSION

Aprv.
Open
Executive
Session
7:56p.m.:

Motion by Mr. Kevin French, seconded by Mr. Douglas Gominger 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 8:15 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. Grievance

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 9, 2018.

Joseph M. Collins,
School Business Administrator/Board Secretary

Voice Vote:

Yes – 9 No – 0 Abstentions – 0

Motion carried unanimously

Aprv.
Close
Executive
Session
8:12p.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
8:15 p.m.:

Motion by Mr. Douglas Gominger, seconded by Mr. Kevin French that the meeting be adjourned at 8:15p.m.

Respectfully Submitted,

Joseph M. Collins,
School Business Administrator/Board Secretary