

**REGULAR BOARD MEETING OF THE ELK TOWNSHIP BOARD OF EDUCATION ON THURSDAY, MARCH 8, 2018 IN THE AURA ELEMENTARY SCHOOL MEDIA CENTER.**

Purpose: 2017-18 SCHOOL YEAR REGULAR BOARD MEETING FOR MARCH

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  
Mrs. Mary Snively Mr. J. Wilson Hughes, Jr.  
Mr. Douglas Gominger Mr. Edward Walter

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 Ms. Cheryl Potter, seconded by Mr. Douglas Gominger to approve the Regular and Executive minutes  
Minutes of February 8, 2018

Voice Vote:

Yes – 9 No – 0 Abstentions – 0

**COMMUNICATIONS/PRESENTATIONS**

Mr. Wayne Murschell presented the Principals Report

**CITIZENS**

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

Public Portion:

Voice Vote:

Yes – 9 No – 0 Abstentions – 0

Mr. George Neizley requested that a copy of the minutes are sent to Mrs. Debbie Pine after every meeting  
Mr. Joseph Collins stated that Ms. Pine will receive the minutes once they are approved

Mrs. Michelle English gave an update of events that were held by the Home and School Association

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 – 9 No – 0 Abstentions – 0

**COMMITTEES:**

**PERSONNEL COMMITTEE** - Ms. Cheryl Potter –  
(all hiring is pending completion of required state paperwork)

Aprv. A. Plefka Student Asst. B/A Care: Based upon the recommendation of the Superintendent approved Alexander Plefka as the Before/Aftercare Student Assistant effective March 8, 2018 at a rate of \$8.60 per hour  
Motion by Ms. Cheryl Potter, seconded by Mr. Douglas Gominger

Voice Vote:

Yes – 9 No – 0 Abstentions – 0

Motion carried unanimously

**POLICY – Mrs. Mary Snively**

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

P5112.2	Children of Nonresident Staff Members
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Motion by Mrs. Mary Snively, seconded by Ms. 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

Apr. Abolishment of Policies: Based upon the recommendation of the Superintendent approved the abolishment the following policy as listed:

<u>6832</u>	Conditions of Receiving State Aid
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Motion by Ms. Cheryl Potter, seconded by Mr. Douglas Gominger

Voice Vote:

Yes – 9 No – 0 Abstentions – 0

Motion carried unanimously

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

Aprv. Revised 17-18 District Calendar: Based upon the recommendation of the Superintendent approved the revised 2017-2018 District Calendar  
Motion by Mr. Kevin French, seconded by Mr. Douglas Gominger

Voice Vote:

Yes – 9 No – 0 Abstentions – 0

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 &amp; Tolls</u>	<u>Lodging &amp; Meals</u>	<u>Total</u>
Kristina Thumlert and Sandi Chacker	Camden County Educational Services Commission Clementon, NJ	Preschool Pyramid Model Training	3/12/18 3/13/18 4/26/18 4/27/18	No Cost	\$49.60		\$49.60

^ Paid for by Title II

Motion by Mr. Kevin French, seconded by Ms. 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

#### **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 January 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. Douglas Gominger, seconded by Mr. J. Wilson Hughes, Jr.

Voice Vote:

Yes – 9 No – 0 Abstentions – 0

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 January 2018. The Treasurer's Report and Secretary's Report are in agreement for the month of January 2018.

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

Voice Vote:

Yes – 9 No – 0 Abstentions – 0

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 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 Mrs. Jennifer Wirtz

Voice Vote:

Yes – 9 No – 0 Abstentions – 0

Motion carried unanimously

Aprv.  
Transfer  
Report:

Approved the January 2018 Transfer Report

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

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	\$	257,675.09
2. Hand Check	\$	0.00
3. Cafeteria Bill List	\$	14,119.55

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

**None**

**CAFETERIA – Mrs. Jennifer Wirtz**

Aprv. Café  
Report:

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

<b>Total Income</b>	<b>\$ 13,834.81</b>
<b>Total Expense</b>	<b>(\$ 11,991.49)</b>
<b>Net Income or (Loss)</b>	<b>\$ 1,843.32</b>
<b>Average Daily Attendance</b>	<b>336</b>
<b>Average Daily Participation</b>	<b>209</b>
<b>Percentage of Participation</b>	<b>62%</b>

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

Voice Vote:

Yes – 9 No – 0 Abstentions – 0

Motion carried unanimously

Aprv. 18-19  
Nutri-Serve  
Contract:

Based upon the recommendation of the Superintendent approved the food service management contract for Nutri-Serve Food Management, Inc., at a flat fee of \$13,590.00 for the 2018-2019 school year (3.00% increase from 2017-2018).

Motion by Mrs. Jennifer Wirtz, seconded by Ms. 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

**TRANSPORTATION - Mr. Edward Walter**

None

**SUPERINTENDENT'S REPORT**

Aprv.  
Resolution for  
Future Ready  
Schools:

Based upon the recommendation of the Superintendent approved the Resolution to participate in Future Ready Schools- New Jersey

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

Voice Vote:

Yes – 9 No – 0 Abstentions – 0

Motion carried unanimously

Aprv. Jan.  
HIB Report:

Based upon the recommendation of the Superintendent approved the January 2018 HIB report as previously reported

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 - None
- Staff Attendance
- Nurse's Report - None
- HIB Report - None
- Facility Manager's Report
- Principal's Report
- Fire Drills/Crisis Drills

Fire Drill	02/15/18	2:10pm
Evacuation Drill	02/28/18	1:30pm

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

Voice Vote:

Yes – 9 No – 0 Abstentions – 0

Motion carried unanimously

Aprv. Field  
Trips:

Based upon the recommendation of the Superintendent approved the following field trips in accordance with our fee schedule and educational significance as listed:

<u>Date</u>	<u>Name/Location</u>	<u>Grade/Time</u>
4/19/18	Washington Twp. High School	3rd Grade 9:45am - 12:00pm
4/19/18	Theatreworks, USA Washington Twp., NJ	5th Grade 9:30am - 12:30pm
5/03/18	The Franklin Institute Philadelphia, PA	2nd Grade 8:45am - 2:00pm
5/24/18	Delsea Middle School	6th Grade 9:00am - 11:00am
5/30/18	Academy of Natural Science Philadelphia, PA	1st Grade 8:45am - 2:00pm
5/31/18 Rain date: 6/04/18	Track & Field Day Delsea Regional High School	6th Grade 9:00am - 2:00pm
5/31/18	Adventure Aquarium Camden, NJ	Kindergarten 9:00am - 2:00pm
6/01/18	Field Trip	Gifted & Talented 8:30am - 9:00pm
6/06/18	Historic Philadelphia	6th Grade 8:45am - 2:00pm
6/07/18	Franklin Institute	5th Grade 8:30am - 2:00pm

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

Voice Vote:

Yes – 9 No – 0 Abstentions – 0

Motion carried unanimously

**LEGISLATION - Mrs. Mary Snively**

Legislative Update

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

County Update

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

Budget Updates

**OLD BUSINESS**

**None**

**NEW BUSINESS**

**None**

**CITIZENS**

Aprv. Motion by Mr. Douglas Gominger, seconded by Mr. J. Wilson Hughes, Jr., to open the second public portion

Open Second  
Public Portion:

Voice Vote:

Yes – 9 No – 0 Abstentions – 0

Motion carried unanimously

Aprv. – Motion by Mr. Douglas Gominger, seconded by Mrs. Mary Snively to close the second public portion

Close Second  
Public Portion:

Voice Vote:

Yes – 9 No – 0 Abstentions – 0

Motion carried unanimously

**Executive Session**

Aprv. – Motion by Mr. J. Wilson Hughes, Jr., seconded by Mr. Douglas Gominger to enter into the executive session to discuss matters as listed.

Open  
Executive  
Session  
7:43 p.m.

**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 7:45 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. Negotiations - ETEA

**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 March 8, 2018.

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Joseph M. Collins,  
School Business Administrator/Board Secretary

Voice Vote:

Yes – 9 No – 0 Abstentions – 0

Motion carried unanimously

Aprv. Close  
Executive  
Session  
7:47p.m.:

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

Voice Vote:

Yes – 9 No – 0 Abstentions – 0

Motion carried unanimously

Aprv. -  
Meeting  
Adjourned  
7:48 p.m.:

Motion by Mr. Douglas Gominger, seconded by Mr. J. Wilson Hughes, Jr. that the meeting be adjourned  
7:48 p.m.

Voice Vote:

Yes – 9 No – 0 Abstentions – 0

Motion carried unanimously

Respectfully Submitted,

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Joseph M. Collins,  
School Business Administrator/Board Secretary