

**REGULAR BOARD MEETING OF THE ELK TOWNSHIP BOARD OF EDUCATION ON THURSDAY,
MARCH 14, 2019 IN THE AURA ELEMENTARY SCHOOL MEDIA CENTER.**

Purpose: 2018-19 SCHOOL YEAR REGULAR BOARD MEETING FOR MARCH
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 - Absent
Mr. Kevin French – 7:10 pm Mrs. Jennifer Wirtz
Mrs. Mary Snively Mr. J. Wilson Hughes, Jr.
Mrs. Danielle Bland - Absent Mr. Matthew Carelli

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

Statement: As Board President 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. Mary Spring led the Pledge of Allegiance.

CAST BALLOTS FOR VICE PRESIDENT

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

Ballots:
Mrs. Mary Snively: 3 votes
Mrs. Jennifer Wirtz: 4 votes

Voice Vote:

Yes – 7 No – 0 Abstentions – 0
Mrs. Danielle Bland - Absent
Mrs. Angelique Stoney-Siplin - Absent

Motion carried unanimously

Appoint VP: Motion by Mr. Kevin French, seconded by Mrs. Mary Snively to appoint Mrs. Jennifer Wirtz as Elk Township
Board of Education Vice President

Voice Vote:

Yes – 7 No – 0 Abstentions – 0
Mrs. Danielle Bland - Absent
Mrs. Angelique Stoney-Siplin - Absent

Motion carried unanimously

MINUTES:

Aprv. Minutes: Motion by Mr. Kevin French, seconded by Mr. J. Wilson Hughes, Jr. to approve the Regular minutes and
Executive minutes of February 14, 2019

Voice Vote:

Yes – 7 No – 0 Abstentions – 0
Mrs. Danielle Bland - Absent
Mrs. Angelique Stoney-Siplin - Absent

Motion carried unanimously

COMMUNICATIONS/ PRESENTATIONS:

Mr. Wayne Murschell introduced student and staff members who presented projects and activities that were done in the class room

CITIZENS:

Aprv.
Open First
Public Portion:

Motion by Mr. Kevin French, seconded by Mrs. Jennifer Wirtz to open the first public portion

Voice Vote:
Yes – 7 No – 0 Abstentions – 0
Mrs. Danielle Bland - Absent
Mrs. Angelique Stoney-Siplin - Absent

Motion carried unanimously

Ms. Cheryl Potter asked if there was an update from Februarys Home and School Meeting
Ms. Tomczak informed Ms. Potter that the February meeting was canceled, but that the Princess Ball held by Home and School was a success

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. Danielle Bland - Absent
Mrs. Angelique Stoney-Siplin - Absent

Motion carried unanimously

COMMITTEES:

PERSONNEL - Mrs. Jennifer Wirtz

(all hiring is pending completion of required state paperwork)

Aprv. 19-20
SWAG
Teachers:

Based upon the recommendation of the Superintendent approved the following 2019 SWAG teachers as listed:

<u>SWAG Teachers</u>	
Danielle Barbato	Maddy Lavoe
Brian Cogle	Kristin Molinari
Rachel Fifer	

*SWAG Dates - July 1-3, July 8-26 (M-F)

Motion by Mrs. Jennifer Wirtz, seconded by Ms. Mary Snively

Voice Vote:
Yes – 7 No – 0 Abstentions – 0
Mrs. Danielle Bland - Absent
Mrs. Angelique Stoney-Siplin – Absent

Motion carried unanimously

Aprv 19-20
ESY Teachers:

Based upon the recommendation of the Superintendent approved the following 2019 ESY teachers as listed:

<u>ESY Teachers</u>	
Steve Keane	Ryan Malloy
Frank Knauss	Brooke Tharp

*ESY Dates - July 1-3, July 8-26 (M-F)

Motion by Mrs. Jennifer Wirtz, seconded by Ms. Cheryl Potter

Voice Vote:

Yes – 7 No – 0 Abstentions – 0

Mrs. Danielle Bland - Absent

Mrs. Angelique Stoney-Siplin – Absent

Motion carried unanimously

Aprv. TIC
Stipend:

Based upon the recommendation of the Superintendent approved the Teacher in Charge stipend in the amount of \$2,000.00

Motion by Mrs. Jennifer Wirtz, seconded by Ms. Cheryl Potter

Roll Call Vote:

Yes – 7 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 - Absent

Mr. Angelique Stoney-Siplin - Absent

Mrs. Mary Snively - Yes

Mr. Matthew Carelli - Yes

Motion carried unanimously

POLICY – Mr. Matthew Carelli

Aprv. Policies:

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

<u>Policy # 2415.06</u>	Unsafe School Choice Option (M)
<u>Reg. # 2460.8</u>	Special Education - Free & Appropriate Public Education (M)
<u>Policy # 5111.1</u>	Admission
<u>Policy # 5337</u>	Service Animals
<u>Reg. # 5530</u>	Substance Abuse (M)
<u>Policy # 5756</u>	Transgender Students (M)
<u>Policy # 7440</u>	School District Security (M)
<u>Reg. # 7440</u>	School District Security (M)
<u>Policy # 8860</u>	Memorials

Motion by Mr. Matthew Carelli, seconded by Mr. Kevin French

Voice Vote:

Yes – 7 No – 0 Abstentions – 0

Mrs. Danielle Bland - Absent

Mrs. Angelique Stoney-Siplin – Absent

Motion carried unanimously

CURRICULUM & TECHNOLOGY – Ms. Cheryl Potter

Aprv. Student Practicum:

Based upon the recommendation of the Superintendent approved the following Camden County students to complete practicum hours with GCSSSD-CRESS (Instructor for the Deaf) as listed:

<u>Name</u>	<u>Course/Requirement</u>	<u>Semester</u>
Danielle Forte	Interpreting Practicum	3/15/19 - 5/15/19
Victoria Sarlo	Interpreting Practicum	3/15/19 - 5/15/19

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

Voice Vote:

Yes – 7 No – 0 Abstentions – 0

Mrs. Danielle Bland - Absent

Mrs. Angelique Stoney-Siplin – Absent

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</u>	<u>Total</u>
Sandi Chacker, Brooke Tharp	Deptford ECE Center	Visit Tools of the Mind Classrooms	3/12/19	-0-		-0-
Sonya Cramer, Denise Pierce	Deptford ECE Center	Visit Tools of the Mind Classrooms	3/14/19	-0-		-0-
Judy Jusko	NJDOE, Trenton, NJ	Training Session for New Certification Staff	3/27/19	-0-	\$32.30	\$32.30
Brian Cogle	Courtyard by Marriott Glassboro at Rowan	Annual Yoga & Mindfulness in NJ Schools Symposium	3/29/19	\$189		\$189

Motion by Ms. Cheryl Potter, seconded by Mrs. Jennifer Wirtz

Roll Call Vote:

Yes – 7 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 - Absent

Mr. Angelique Stoney-Siplin - Absent

Mrs. Mary Snively - Yes

Mr. Matthew Carelli - Yes

Motion carried unanimously

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 January 2019. 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 Mrs. Jennifer Wirtz

Voice Vote:

Yes – 7 No – 0 Abstentions – 0
Mrs. Danielle Bland - Absent
Mrs. Angelique Stoney-Siplin – Absent

Motion carried unanimously

Aprv.
Treasurer
Report:

Approved the Treasurer Report in accordance with 8A:17-36 and 18A:17-9 for the month of January 2019. The Treasurer's Report and Secretary's Report are in agreement for the month of January 2019.

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

Voice Vote:

Yes – 7 No – 0 Abstentions – 0
Mrs. Danielle Bland - Absent
Mrs. Angelique Stoney-Siplin – Absent

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 Mrs. Mary Snivley

Voice Vote:

Yes – 7 No – 0 Abstentions – 0
Mrs. Danielle Bland - Absent
Mrs. Angelique Stoney-Siplin – 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. Kevin French, seconded by Mrs. Mary Snivley

Voice Vote:

Yes – 7 No – 0 Abstentions – 0
Mrs. Danielle Bland - Absent
Mrs. Angelique Stoney-Siplin – Absent

Motion carried unanimously

Aprv. January
Transfer
Report:

Based upon the recommendation of the Superintendent approved the January Transfer Report

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

Roll Call Vote:

- Yes – 7 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 - Absent
- Mr. Angelique Stoney-Siplin - Absent
- Mrs. Mary Snively - Yes
- Mr. Matthew Carelli - 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 \$ 249,312.03
- 2. Hand Check \$ 9,655.26
- 3. Cafeteria Bill List \$ 11,631.72

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

Roll Call Vote:

- Yes – 7 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 - Absent
- Mr. Angelique Stoney-Siplin - Absent
- Mrs. Mary Snively - Yes
- Mr. Matthew Carelli - Yes

Motion carried unanimously

FACILITIES – Mr. J. Wilson Hughes Jr.

None

CAFETERIA – Mrs. Mary Snively

Aprv. Cafeteria
Report:

Based upon the recommendation of the Superintendent approved the January 2019 cafeteria report as listed:

Total Income	\$ 13,739.39
Total Expense	\$ (14,279.58)
Net Income or (Loss)	\$ (540.19)
Average Daily Attendance	323
Average Daily Participation	191
Percentage of Participation	59%

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

Voice Vote:

Yes – 7 No – 0 Abstentions – 0

Mrs. Danielle Bland - Absent

Mrs. Angelique Stoney-Siplin – Absent

Motion carried unanimously

TRANSPORTATION - Mr. Matthew Carelli

None

SUPERINTENDENT'S REPORT

Aprv.
HIB Reports:

Based upon recommendation of the Superintendent approved the January 2019 HIB report.

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

Voice Vote:

Yes – 7 No – 0 Abstentions – 0

Mrs. Danielle Bland - Absent

Mrs. Angelique Stoney-Siplin – Absent

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 – February 2019
- Facility Manager’s Report
- Principal’s Report
- Fire Drills/Crisis Drills

Fire Drill	02/05/19	2:34 pm
Lockdown Drill	02/28/19	8:45 am

Motion by Ms. Cheryl Potter, seconded by Mr. Kevin French

Voice Vote:

Yes – 7 No – 0 Abstentions – 0

Mrs. Dainelle Bland - Absent

Mrs. Angelique Stoney-Siplin – Absent

Motion carried unanimously

Aprv. Field
Trips:

Based upon 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>
4/05/19	Academy of Natural Science Philadelphia, PA	1st Grade 8:45 am - 1:00 pm
6/03/19	Middle School Tour Delsea Middle School	6th Grade 9:00 am - 11:00 am
6/06/19	Historic Philadelphia Philadelphia, PA	6th Grade 8:45 am - 2:00 pm
6/07/19	A.J. Meerwald Education Sail Bayshore Center Port Norris, NJ	5th Grade 8:30 am - 2:00 pm

6/10/19	Track & Field Day Delsea High School	6th Grade 9:00 am - 2:00 pm
6/14/19	Field Trip	Gifted & Talented 8:30 am - 9:00 pm
6/17/19	Moving Up Ceremony-Practice Delsea High School	6th Grade 9:00 am - 12:00 pm

Motion by Mr. Kevin French, seconded by Ms. Cheryl Potter

Voice Vote:

Yes – 7 No – 0 Abstentions – 0

Mrs. Danielle Bland - Absent

Mrs. Angelique Stoney-Siplin – Absent

Motion carried unanimously

LEGISLATION - Mrs. Mary Snively

Legislative Update

GLOUCESTER COUNTY SCHOOL BOARDS ASSOCIATION – Ms. Cheryl Potter

School Boards Update

SCHOOL BUSINESS ADMINISTRATOR’S REPORT – Mr. Joseph Collins

Mr. Joseph Collins discussed a new housing development that will be in the Aura Elementary School District

Mr. Joseph Collins reminded the Board that the budget introduction meeting will be held on Tuesday March 19th

Mr. Joseph Collins reminded Board Members to complete their financial disclosure statements

OLD BUSINESS

Dr. Piera Gravenor stated that there could be a possible change of date to the Delsea Regional Board of Education workshop

NEW BUSINESS

Dr. Piera Gravenor stated that the Home and School Association will be at the April meeting to take a new yearbook photo

Dr. Piera Gravenor read a letter from NJ School Boards stating that Mrs. Mary Snively was awarded the Certified Board Member Certificate

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. Danielle Bland - Absent

Mrs. Angelique Stoney-Siplin – Absent

Motion carried unanimously

Aprv. Motion by Mr. J. Wilson Hughes, Jr., seconded by Mr. Kevin French to close the second public portion
Close Second
Public Portion:

Voice Vote:
Yes – 7 No – 0 Abstentions – 0
Mrs. Danielle Bland - Absent
Mrs. Angelique Stoney-Siplin – Absent

Motion carried unanimously

Adjourn meeting
7:49 p.m.: Motion by Mr. Kevin French, seconded by Mr. Matthew Carelli that the meeting be adjourned at 7:49 p.m.

Voice Vote:
Yes – 7 No – 0 Abstentions – 0
Mrs. Danielle Bland - Absent
Mrs. Angelique Stoney-Siplin – Absent

Motion carried unanimously

Respectfully Submitted,

Joseph M. Collins,
School Business Administrator/Board Secretary