

REGULAR BOARD MEETING OF THE ELK TOWNSHIP BOARD OF EDUCATION ON THURSDAY, APRIL 12, 2018 IN THE AURA ELEMENTARY SCHOOL MEDIA CENTER.

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

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. Jennifer Wirtz led the Pledge of Allegiance.

MINUTES:

Aprv- Motion by Mr. Douglas Gominger, seconded by Mrs. Jennifer Wirtz. to approve the Regular and Executive minutes
Minutes: of March 8, 2018

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

Aprv. - Motion by Mr. Douglas Gominger, seconded by Mrs. Jennifer Wirtz. to approve the Special Meeting minutes of
Minutes: March 27, 2018

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

COMMUNICATIONS/PRESENTATIONS

Mr. Wayne Murschell presented the Principals Report

Dr. Piera Gravenor informed the Board that Mrs. Mary Spring was recognized as a Certified Board Member.

CITIZENS

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

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

Aprv. – Motion by Mr. Douglas Gominger, seconded by Mr. J. Wilson Hughes, Jr. 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. – Based upon the recommendation of the Superintendent approved Dorothy Morgan as a substitute custodian
D. Morgan
Sub Custodian 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. – Based upon the recommendation of the Superintendent approved on first reading the following policies as
Policy listed:

<u>P0169.02</u>	Board Member Use of Social Networks (New)
<u>P3437</u>	Military Leave
<u>P4431.3</u>	NJ Family Leave Insurance Program (Support Staff)
<u>P4437</u>	Military Leave
<u>R5460.1</u>	High School Transcripts (M) (New)
<u>P5516.01</u>	Student Tracking Devices (New)
<u>P7101</u>	Educational Adequacy of Capital Projects
<u>R7101</u>	Educational Adequacy of Capital Projects
<u>P7425</u>	Lead Testing of Water in Schools (New)
<u>P7440</u>	School District Security (M)
<u>R7440</u>	School District Security (M) (New)
<u>P7441</u>	Electronic Surveillance in School Buildings and on School Grounds (M)
<u>R7441</u>	Electronic Surveillance in School Buildings and on School Grounds (M) (New)
<u>P8507</u>	Breakfast Offer Versus Serve (OVS) (M)
<u>P8630</u>	Bus Driver/Bus Aide Responsibility (M)
<u>R8630</u>	Emergency School Bus Procedures(M)
<u>P9242</u>	Use of Electronic Signatures (New)

Mr. J. Wilson Hughes, Jr. questioned the Board Member Social Media Policy
Mr. Kevin French questioned the School District Security Policy

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

Voice Vote:

Yes – 9 No – 0 Abstentions – 0

Motion carried unanimously

Aprv. – Based upon the recommendation of the Superintendent approved the abolishment of the following policies as listed:
Abolish Policy

<u>5131.3</u>	Pupil Vehicles
<u>5134</u>	Married/Pregnant Pupils

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

Voice Vote:

Yes – 9 No – 0 Abstentions – 0

Motion carried unanimously

CURRICULUM & TECHNOLOGY – Mr. Kevin French

Aprv. – Based upon the recommendation of the Superintendent approved the following Rowan University student as
Rowan listed:
Student

<u>Name</u>	<u>Course/Requirement</u>	<u>Semester</u>
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Molly McDonald	Residency One Elementary	Fall 2018
Molly McDonald	Residency Two Elementary	Spring 2019

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

Voice Vote:

Yes – 9 No – 0 Abstentions – 0

Motion carried unanimously

Aprv. –
RCGC
Student

Based upon the recommendation of the Superintendent approved Monica Manders, student at Rowan College of Gloucester County, to do a one day classroom observation as part of course requirement

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

Voice Vote:

Yes – 9 No – 0 Abstentions – 0

Motion carried unanimously

Aprv. –
K. Bey
Speech
Eval

Based upon the recommendation of the Superintendent approved Krista Bey to perform a Bilingual Speech Evaluation as listed:

<u>Service</u>	<u>Travel</u>	<u>Cost of Participation</u>	<u>Total</u>
\$595.00	\$25.00	\$80.00	\$700.00

Motion by Mr. Kevin French, 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 –
Clinic/
Workshop

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

<u>Name</u>	<u>Location</u>	<u>Workshop</u>	<u>Date</u>	<u>Reg. Fee</u>	<u>Mileage</u>	<u>Total</u>
^Wayne Murschell	NJPSA FEA	Affirmative Action Officer Certificate Program	4/26/2018	\$150.00	\$15.19	\$165.19

^ Paid for by Title II

Motion by Mr. Kevin French, 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

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

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

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 Ms. Cheryl Potter

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. Mary Snively

Voice Vote:

Yes – 9 No – 0 Abstentions – 0

Motion carried unanimously

Aprv. -
Transfer
Report:

Approved the February 2018 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	\$	225,321.05
2. Hand Check	\$	142.83
3. Cafeteria Bill List	\$	7,470.49

Motion by Mrs. Mary Spring, 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.

Aprv. –
Facility
Request

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>
*6th Grade Class Committee	Library	Monday 5/07/18	6:30pm - 8:30pm
Aura Home & School	Library	Tuesday 5/22/18	6:00pm - 8:30pm
Aura Home & School	All Purpose Room Parking Lot	Saturday 6/02/18	8:00am - 2:00pm

(All facility requests are pending proper insurance certificates)

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

Voice Vote:

Yes – 9 No – 0 Abstentions – 0

Motion carried unanimously

CAFETERIA – Mrs. Jennifer Wirtz

Aprv. –
Café
Report:

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

Total Income	\$ 15,140.63
Total Expense	(\$ 12,970.68)
Net Income or (Loss)	\$ 2,169.95
Average Daily Attendance	339
Average Daily Participation	226
Percentage of Participation	67%

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

Voice Vote:

Yes – 9 No – 0 Abstentions – 0

Motion carried unanimously

Aprv. -
Nutri-Serv
2018/2019

Based upon the recommendation of the Superintendent approved the revised food service management contract for Nutri-Serve Food Management, Inc., at a flat fee of \$13,585.00 for the 2018-2019 school year

Motion by Mrs. Jennifer Wirtz, 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

TRANSPORTATION - Mr. Edward Walter

None

SUPERINTENDENT'S REPORT

Aprv. –
Feb. HIB
Report:

Based upon the recommendation of the Superintendent approved the February 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	03/28/18	10:40am
Lockdown Drill	03/28/18	9:12am

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

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>
5/10/2018	Citizens Bank Park Philadelphia, PA	4th Grade 9:15am - 5:30pm
5/25/2018	Philadelphia Zoo Philadelphia, PA	3rd Grade 8:45am - 1:45pm
6/05/2018 Rain Date: 6/07/2018	Storybook Land Egg Harbor Township, NJ	Preschool 9:00am - 2:00pm
6/14/18	Funplex Mt. Laurel, NJ	5th & 6th Student Congress 9:30am - 2:00pm

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

Voice Vote:

Yes – 9 No – 0 Abstentions – 0

Motion carried unanimously

Aprv. -
2018/2019
Calendar

Based upon the recommendation of the Superintendent approved the 2018 - 2019 School Calendar

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

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

None

SCHOOL BUSINESS ADMINISTRATOR'S REPORT – Mr. Joseph Collins

Aprv. -
Phoenix
Advisors

Based upon the recommendation of the Superintendent approved Phoenix Advisors LLC for continuing disclosure agent services and appointment as independent registered municipal advisor

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

Voice Vote:

Yes – 9 No – 0 Abstentions – 0

Motion carried unanimously

OLD BUSINESS

None

NEW BUSINESS

None

CITIZENS

Aprv. -
Open Second
Public Portion:

Motion by Mr. J. Wilson Hughes, Jr., 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. J. Wilson Hughes, Jr., 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
7:48p.m.

Motion by Mr. J. Wilson Hughes, Jr., seconded by Mrs. Jennifer Wirtz 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 8:05 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 April 12, 2018.

Joseph M. Collins,
School Business Administrator/Board Secretary

Voice Vote:

Yes – 9 No – 0 Abstentions – 0

Motion carried unanimously

Aprv. - Close
Executive
Session
8:05p.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

Aprv. -
Meeting
Adjourned
8:05 p.m.:

Motion by Mr. J. Wilson Hughes, Jr., seconded by Mrs. Mary Snively that the meeting be adjourned
8:05 p.m.

Voice Vote:

Yes – 9 No – 0 Abstentions – 0

Motion carried unanimously

Respectfully Submitted,

Joseph M. Collins,
School Business Administrator/Board Secretary