

REGULAR BOARD MEETING OF THE ELK TOWNSHIP BOARD OF EDUCATION ON THURSDAY, MAY 2, 2019 IN THE AURA ELEMENTARY SCHOOL MEDIA CENTER.

Purpose: 2018-19 SCHOOL YEAR REGULAR BOARD MEETING FOR MAY
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. Danielle Bland Mrs. Jennifer Wirtz
Mr. Matthew Carelli - Absent Ms. Cheryl Potter
Mr. Kevin French – 7:12 p.m. Mrs. Mary Snively
Mr. J. Wilson Hughes, Jr. - Absent Mrs. Angelique Stoney-Siplin

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 Meeting Law" P.L. 1975, Chapter 231, have been met. Notice of this meeting was mailed to "The South Jersey Regular Session: Times", "The Sentinel", as well as to the Municipal Clerk of Elk Township.

Pledge: Mrs. Mary Spring led the Pledge of Allegiance.

Re-Organization

Aprv. Dr. D. Koerner School Physician: Based upon the recommendation of the Superintendent approved Dr. David Koerner as the School Physician for the 2019-20 school year
Motion by Mrs. Mary Spring, seconded by Mrs. Angelique Stoney-Siplin

Roll Call Vote:
Yes – 6 No – 0 Abstentions – 0
Mrs. Mary Spring – Yes
Mrs. Jennifer Wirtz - Yes
Mrs. Danielle Bland - Yes
Mr. Matthew Carelli - Absent
Mr. Kevin French – Absent (7:12 p.m.)
Mr. J. Wilson Hughes, Jr. - Absent
Ms. Cheryl Potter – Yes
Mrs. Mary Snively - Yes
Mrs. Angelique Stoney-Siplin - Yes

Motion carried unanimously

Aprv. S. Considine Treasurer: Based upon the recommendation of the Superintendent approved Stephen Considine as Treasurer of School Monies for the 2019-20 school year

Motion by Mrs. Mary Spring, seconded by Mrs. Angelique Stoney-Siplin

Roll Call Vote:
Yes – 6 No – 0 Abstentions – 0
Mrs. Mary Spring – Yes
Mrs. Jennifer Wirtz - Yes
Mrs. Danielle Bland - Yes
Mr. Matthew Carelli - Absent
Mr. Kevin French – Absent (7:12 p.m.)
Mr. J. Wilson Hughes, Jr. - Absent
Ms. Cheryl Potter – Yes
Mrs. Mary Snively - Yes
Mrs. Angelique Stoney-Siplin - Yes

Motion carried unanimously

Aprv. First
National Bank
of Elmer:

Based upon the recommendation of the Superintendent approved the First National Bank of Elmer as the school depository for 2019-20 school year

Motion by Mrs. Mary Spring, seconded by Mrs. Angelique Stoney-Siplin

Roll Call Vote:

Yes – 6 No – 0 Abstentions – 0
Mrs. Mary Spring – Yes
Mrs. Jennifer Wirtz - Yes
Mrs. Danielle Bland - Yes
Mr. Matthew Carelli - Absent
Mr. Kevin French – Absent (7:12 p.m.)
Mr. J. Wilson Hughes, Jr. - Absent
Ms. Cheryl Potter – Yes
Mrs. Mary Snively - Yes
Mrs. Angelique Stoney-Siplin - Yes

Motion carried unanimously

Aprv.
Additional
Depository:

Based upon the recommendation of the Superintendent approved New Jersey Cash Management as an additional depository for school funds

Motion by Mrs. Mary Spring, seconded by Mrs. Angelique Stoney-Siplin

Roll Call Vote:

Yes – 6 No – 0 Abstentions – 0
Mrs. Mary Spring – Yes
Mrs. Jennifer Wirtz - Yes
Mrs. Danielle Bland - Yes
Mr. Matthew Carelli - Absent
Mr. Kevin French – Absent (7:12 p.m.)
Mr. J. Wilson Hughes, Jr. - Absent
Ms. Cheryl Potter – Yes
Mrs. Mary Snively - Yes
Mrs. Angelique Stoney-Siplin - Yes

Motion carried unanimously

Aprv.
Checking
Acct.
Signatories:

Based upon the recommendation of the Superintendent approved the following checking account signatories for the 2019-20 school year as listed:

1. Treasurer Account - Board Secretary, Treasurer and President or Vice-President (alternate) (3 signatures required)
2. Agency Account - Treasurer (1 signature required)
3. Payroll Account - Treasurer (1 signature required)
4. Aura School Account - Principal's Secretary, Board Office Secretary, Business Administrator (2 signatures required)
5. Cafeteria Account - Business Administrator, Board Office Assistants (2 signatures required)
6. Unemployment Account - Board Secretary, Treasurer (1 signature required)
7. Money Market, Principal Account - Business Administrator and Treasurer (2 signatures required)
8. Petty Cash Account - Superintendent's Secretary and Principal or Superintendent and Business Administrator or Board Office Assistants (2 signatures required)
9. Child Care Account - Business Administrator, Board Office Secretary (2 signatures required)
10. Bond Account - Business Administrator (1 signature required)

Motion by Mrs. Mary Spring, seconded by Mrs. Angelique Stoney-Siplin

Roll Call Vote:

Yes – 6 No – 0 Abstentions – 0
Mrs. Mary Spring – Yes
Mrs. Jennifer Wirtz - Yes
Mrs. Danielle Bland - Yes
Mr. Matthew Carelli - Absent
Mr. Kevin French – Absent (7:12 p.m.)
Mr. J. Wilson Hughes, Jr. - Absent
Ms. Cheryl Potter – Yes
Mrs. Mary Snively - Yes
Mrs. Angelique Stoney-Siplin - Yes

Motion carried unanimously

Aprv.
Professional
Service
Appointments:

Based upon the recommendation of the Superintendent approved the following professional service appointments for the 2019-20 school year listed:

1. Auditor - Petroni & Associates
2. Architect of Record - Garrison Architects
3. Insurance Broker/Dental Benefits - Allen Associates
4. Sloan Insurance (surety bonds only)
5. Solicitor - Frank P. Cavallo, Jr. Esq - Parker McCay Law Firm
6. ESS Support Services, LLC
7. ESS Northeast, LLC

Motion by Mrs. Mary Spring, seconded by Mrs. Angelique Stoney-Siplin

Roll Call Vote:

Yes – 6 No – 0 Abstentions – 0
Mrs. Mary Spring – Yes
Mrs. Jennifer Wirtz - Yes
Mrs. Danielle Bland - Yes
Mr. Matthew Carelli - Absent
Mr. Kevin French – Absent (7:12 p.m.)
Mr. J. Wilson Hughes, Jr. - Absent
Ms. Cheryl Potter – Yes
Mrs. Mary Snively - Yes
Mrs. Angelique Stoney-Siplin - Yes

Motion carried unanimously

Aprv. Official
Newspapers:

Based upon the recommendation of the Superintendent approved the official newspapers as listed:

1. The Sentinel
2. South Jersey Times

Motion by Mrs. Mary Spring, seconded by Mrs. Angelique Stoney-Siplin

Roll Call Vote:

Yes – 6 No – 0 Abstentions – 0
Mrs. Mary Spring – Yes
Mrs. Jennifer Wirtz - Yes
Mrs. Danielle Bland - Yes
Mr. Matthew Carelli - Absent
Mr. Kevin French – Absent (7:12 p.m.)
Mr. J. Wilson Hughes, Jr. - Absent
Ms. Cheryl Potter – Yes
Mrs. Mary Snively - Yes
Mrs. Angelique Stoney-Siplin - Yes

Motion carried unanimously

Aprv.
Positions for
W. Murschell:

Based upon the recommendation of the Superintendent approved Wayne Murschell, Principal, to the following positions for the 2019-20 school year

1. Affirmative Action Officer
2. Attendance Officer
3. Issuing Officer for working papers
4. Safety Official

Motion by Mrs. Mary Spring, seconded by Mrs. Angelique Stoney-Siplin

Roll Call Vote:

Yes – 6 No – 0 Abstentions – 0

Mrs. Mary Spring – Yes
Mrs. Jennifer Wirtz - Yes
Mrs. Danielle Bland - Yes
Mr. Matthew Carelli - Absent
Mr. Kevin French – Absent (7:12 p.m.)
Mr. J. Wilson Hughes, Jr. - Absent
Ms. Cheryl Potter – Yes
Mrs. Mary Snively - Yes
Mrs. Angelique Stoney-Siplin - Yes

Motion carried unanimously

Aprv.
Positions for
J. Collins:

Based upon the recommendation of the Superintendent approved the appointment of Joseph Collins for the following positions as listed:

1. Public Agency Compliance Officer for the 2019-20 school year
2. Qualified Purchasing Agent, the bid limit is \$40,000
3. Custodian of Public Records (OPRA)
4. Board Secretary/Business Administrator
5. Official for Investments and Wires
6. Delegate to the GCSSD JIF

Motion by Mrs. Mary Spring, seconded by Mrs. Angelique Stoney-Siplin

Roll Call Vote:

Yes – 6 No – 0 Abstentions – 0

Mrs. Mary Spring – Yes
Mrs. Jennifer Wirtz - Yes
Mrs. Danielle Bland - Yes
Mr. Matthew Carelli - Absent
Mr. Kevin French – Absent (7:12 p.m.)
Mr. J. Wilson Hughes, Jr. - Absent
Ms. Cheryl Potter – Yes
Mrs. Mary Snively - Yes
Mrs. Angelique Stoney-Siplin - Yes

Motion carried unanimously

Aprv.
Positions for J.
Scerbo:

Based upon the recommendation of the Superintendent approved Mrs. Jackie Scerbo, Director of Child Study Team, to the following positions for the 2019-20 school year and that her name, office address and telephone number be advertised and the Board adopt a grievance procedure for same

1. 504 Compliance Officer
2. ADA Coordinator

Motion by Mrs. Mary Spring, seconded by Mrs. Angelique Stoney-Siplin

Roll Call Vote:

Yes – 6 No – 0 Abstentions – 0

Mrs. Mary Spring – Yes
Mrs. Jennifer Wirtz - Yes
Mrs. Danielle Bland - Yes
Mr. Matthew Carelli - Absent

Mr. Kevin French – Absent (7:12 p.m.)
Mr. J. Wilson Hughes, Jr. - Absent
Ms. Cheryl Potter – Yes
Mrs. Mary Snively - Yes
Mrs. Angelique Stoney-Siplin - Yes

Motion carried unanimously

Aprv. Unit Agreements: Based upon the recommendation of the Superintendent approved the official bargaining units as listed:
1. Elk Township Education Association, member of the New Jersey Education Association (NJEA) for teachers
2. Elk Maintenance Custodial Group for custodial/maintenance staff

Motion by Mrs. Mary Spring, seconded by Mrs. Angelique Stoney-Siplin

Roll Call Vote:

Yes – 6 No – 0 Abstentions – 0
Mrs. Mary Spring – Yes
Mrs. Jennifer Wirtz - Yes
Mrs. Danielle Bland - Yes
Mr. Matthew Carelli - Absent
Mr. Kevin French – Absent (7:12 p.m.)
Mr. J. Wilson Hughes, Jr. - Absent
Ms. Cheryl Potter – Yes
Mrs. Mary Snively - Yes
Mrs. Angelique Stoney-Siplin - Yes

Motion carried unanimously

Appoint BOE Secretary for Emergency: Based upon the recommendation of the Superintendent approved Dr. Piera Gravenor, Superintendent, as acting Board Secretary for emergency purposes for the 2019-20 school year

Motion by Mrs. Mary Spring, seconded by Mrs. Angelique Stoney-Siplin

Roll Call Vote:

Yes – 6 No – 0 Abstentions – 0
Mrs. Mary Spring – Yes
Mrs. Jennifer Wirtz - Yes
Mrs. Danielle Bland - Yes
Mr. Matthew Carelli - Absent
Mr. Kevin French – Absent (7:12 p.m.)
Mr. J. Wilson Hughes, Jr. - Absent
Ms. Cheryl Potter – Yes
Mrs. Mary Snively - Yes
Mrs. Angelique Stoney-Siplin - Yes

Motion carried unanimously

Appoint Tax Shelter Companies & Brokers: Based upon the recommendation of the Superintendent approved Lincoln Investments as tax shelter annuity broker
Motion by Mrs. Mary Spring, seconded by Mrs. Angelique Stoney-Siplin

Roll Call Vote:

Yes – 6 No – 0 Abstentions – 0
Mrs. Mary Spring – Yes
Mrs. Jennifer Wirtz - Yes
Mrs. Danielle Bland - Yes
Mr. Matthew Carelli - Absent
Mr. Kevin French – Absent (7:12 p.m.)
Mr. J. Wilson Hughes, Jr. - Absent
Ms. Cheryl Potter – Yes

Mrs. Mary Snively - Yes
Mrs. Angelique Stoney-Siplin - Yes

Motion carried unanimously

Aprv. Chart of Accounts: Based upon the recommendation of the Superintendent approved the Chart of Accounts as established by the NJ Department of Education

Motion by Mrs. Mary Spring, seconded by Mrs. Angelique Stoney-Siplin

Roll Call Vote:

Yes – 6 No – 0 Abstentions – 0
Mrs. Mary Spring – Yes
Mrs. Jennifer Wirtz - Yes
Mrs. Danielle Bland - Yes
Mr. Matthew Carelli - Absent
Mr. Kevin French – Absent (7:12 p.m.)
Mr. J. Wilson Hughes, Jr. - Absent
Ms. Cheryl Potter – Yes
Mrs. Mary Snively - Yes
Mrs. Angelique Stoney-Siplin - Yes

Motion carried unanimously

Aprv. Positions for Sam Teague: Based upon the recommendation of the Superintendent approved Samuel Teague, Facilities Manager, to the following positions as follows:

1. Integrated Pest Management Coordinator
2. District Right-to-Know Coordinator
3. AHERA Designee
4. Indoor Air Quality Coordinator
5. Asbestos Management Officer
6. Safety and Health Designee
7. Chemical Hygiene Officer

Motion by Mrs. Mary Spring, seconded by Mrs. Angelique Stoney-Siplin

Roll Call Vote:

Yes – 6 No – 0 Abstentions – 0
Mrs. Mary Spring – Yes
Mrs. Jennifer Wirtz - Yes
Mrs. Danielle Bland - Yes
Mr. Matthew Carelli - Absent
Mr. Kevin French – Absent (7:12 p.m.)
Mr. J. Wilson Hughes, Jr. - Absent
Ms. Cheryl Potter – Yes
Mrs. Mary Snively - Yes
Mrs. Angelique Stoney-Siplin - Yes

Motion carried unanimously

Aprv. D. Pierce HIB Coordinator: Based upon the recommendation of the Superintendent approved Denise Pierce, School Psychologist, as HIB coordinator

Motion by Mrs. Mary Spring, seconded by Mrs. Angelique Stoney-Siplin

Roll Call Vote:

Yes – 6 No – 0 Abstentions – 0
Mrs. Mary Spring – Yes
Mrs. Jennifer Wirtz - Yes
Mrs. Danielle Bland - Yes
Mr. Matthew Carelli - Absent

Mr. Kevin French – Absent (7:12 p.m.)
Mr. J. Wilson Hughes, Jr. - Absent
Ms. Cheryl Potter – Yes
Mrs. Mary Snively - Yes
Mrs. Angelique Stoney-Siplin - Yes

Motion carried unanimously

Aprv. B. Tharp
HIB
Specialist:

Based upon the recommendation of the Superintendent approved Brooke-Rose Tharpe, School Social Worker, as HIB specialist

Motion by Mrs. Mary Spring, seconded by Mrs. Angelique Stoney-Siplin

Roll Call Vote:

Yes – 6 No – 0 Abstentions – 0
Mrs. Mary Spring – Yes
Mrs. Jennifer Wirtz - Yes
Mrs. Danielle Bland - Yes
Mr. Matthew Carelli - Absent
Mr. Kevin French – Absent (7:12 p.m.)
Mr. J. Wilson Hughes, Jr. - Absent
Ms. Cheryl Potter – Yes
Mrs. Mary Snively - Yes
Mrs. Angelique Stoney-Siplin - Yes

Motion carried unanimously

Aprv. K.
Nichols
Homeless
Liaison:

Based upon the recommendation of the Superintendent approved Kathy Nichols, secretary, as Homeless Liaison

Motion by Mrs. Mary Spring, seconded by Mrs. Angelique Stoney-Siplin

Roll Call Vote:

Yes – 6 No – 0 Abstentions – 0
Mrs. Mary Spring – Yes
Mrs. Jennifer Wirtz - Yes
Mrs. Danielle Bland - Yes
Mr. Matthew Carelli - Absent
Mr. Kevin French – Absent (7:12 p.m.)
Mr. J. Wilson Hughes, Jr. - Absent
Ms. Cheryl Potter – Yes
Mrs. Mary Snively - Yes
Mrs. Angelique Stoney-Siplin - Yes

Motion carried unanimously

Aprv.
Parliamentary
Procedures:

Based upon the recommendation of the Superintendent approved the parliamentary procedures as established by Robert's Rule in running our public meeting

Motion by Mrs. Mary Spring, seconded by Mrs. Angelique Stoney-Siplin

Roll Call Vote:

Yes – 6 No – 0 Abstentions – 0
Mrs. Mary Spring – Yes
Mrs. Jennifer Wirtz - Yes
Mrs. Danielle Bland - Yes
Mr. Matthew Carelli - Absent
Mr. Kevin French – Absent (7:12 p.m.)
Mr. J. Wilson Hughes, Jr. - Absent
Ms. Cheryl Potter – Yes
Mrs. Mary Snively - Yes
Mrs. Angelique Stoney-Siplin - Yes

Motion carried unanimously

Aprv. Facsimile Signature: Based upon the recommendation of the Superintendent approved the use of a facsimile signature on checks
Motion by Mrs. Mary Spring, seconded by Mrs. Angelique Stoney-Siplin

Roll Call Vote:

Yes – 6 No – 0 Abstentions – 0
Mrs. Mary Spring – Yes
Mrs. Jennifer Wirtz - Yes
Mrs. Danielle Bland - Yes
Mr. Matthew Carelli - Absent
Mr. Kevin French – Absent (7:12 p.m.)
Mr. J. Wilson Hughes, Jr. - Absent
Ms. Cheryl Potter – Yes
Mrs. Mary Snively - Yes
Mrs. Angelique Stoney-Siplin - Yes

Motion carried unanimously

Aprv. Agenda Format: Based upon the recommendation of the Superintendent approved the current agenda format to be used for the 2019-20 school year

Motion by Mrs. Mary Spring, seconded by Mrs. Angelique Stoney-Siplin

Roll Call Vote:

Yes – 6 No – 0 Abstentions – 0
Mrs. Mary Spring – Yes
Mrs. Jennifer Wirtz - Yes
Mrs. Danielle Bland - Yes
Mr. Matthew Carelli - Absent
Mr. Kevin French – Absent (7:12 p.m.)
Mr. J. Wilson Hughes, Jr. - Absent
Ms. Cheryl Potter – Yes
Mrs. Mary Snively - Yes
Mrs. Angelique Stoney-Siplin - Yes

Motion carried unanimously

Aprv. Petty Cash Amount: Based upon the recommendation of the Superintendent approved a petty cash checking account in the amount of \$400:

- Maximum expenditure will be \$150
- Balance will be reported to the Board on a monthly basis

Motion by Mrs. Mary Spring, seconded by Mrs. Angelique Stoney-Siplin

Roll Call Vote:

Yes – 6 No – 0 Abstentions – 0
Mrs. Mary Spring – Yes
Mrs. Jennifer Wirtz - Yes
Mrs. Danielle Bland - Yes
Mr. Matthew Carelli - Absent
Mr. Kevin French – Absent (7:12 p.m.)
Mr. J. Wilson Hughes, Jr. - Absent
Ms. Cheryl Potter – Yes
Mrs. Mary Snively - Yes
Mrs. Angelique Stoney-Siplin - Yes

Motion carried unanimously

Aprv.
Positions for
Dr. M.
Williams:

Based upon the recommendation of the Superintendent approved Dr. Melissa Williams, Supervisor of Curriculum, as the Title IX Coordinator and that her name, office address and telephone number be advertised as per 34 CFT 106.8(c).

Motion by Mrs. Mary Spring, seconded by Mrs. Angelique Stoney-Siplin

Roll Call Vote:

Yes – 6 No – 0 Abstentions – 0

Mrs. Mary Spring – Yes

Mrs. Jennifer Wirtz - Yes

Mrs. Danielle Bland - Yes

Mr. Matthew Carelli - Absent

Mr. Kevin French – Absent (7:12 p.m.)

Mr. J. Wilson Hughes, Jr. - Absent

Ms. Cheryl Potter – Yes

Mrs. Mary Snively - Yes

Mrs. Angelique Stoney-Siplin - Yes

Motion carried unanimously

Aprv. Bill
Payment:

Based upon the recommendation of the Superintendent approved payment of bills between board meetings with the approval of the Superintendent after consultation with the finance chair

Motion by Mrs. Mary Spring, seconded by Mrs. Angelique Stoney-Siplin

Roll Call Vote:

Yes – 6 No – 0 Abstentions – 0

Mrs. Mary Spring – Yes

Mrs. Jennifer Wirtz - Yes

Mrs. Danielle Bland - Yes

Mr. Matthew Carelli - Absent

Mr. Kevin French – Absent (7:12 p.m.)

Mr. J. Wilson Hughes, Jr. - Absent

Ms. Cheryl Potter – Yes

Mrs. Mary Snively - Yes

Mrs. Angelique Stoney-Siplin - Yes

Motion carried unanimously

Aprv.
Procurement
of Goods:

Based upon the recommendation of the Superintendent approved procurement of goods and services through state contracts

Motion by Mrs. Mary Spring, seconded by Mrs. Angelique Stoney-Siplin

Roll Call Vote:

Yes – 6 No – 0 Abstentions – 0

Mrs. Mary Spring – Yes

Mrs. Jennifer Wirtz - Yes

Mrs. Danielle Bland - Yes

Mr. Matthew Carelli - Absent

Mr. Kevin French – Absent (7:12 p.m.)

Mr. J. Wilson Hughes, Jr. - Absent

Ms. Cheryl Potter – Yes

Mrs. Mary Snively - Yes

Mrs. Angelique Stoney-Siplin - Yes

Motion carried unanimously

Aprv. J.
Nichols Alt.

Based upon the recommendation of the Superintendent approved Joseph Nichols as alternate delegate to the GCSSD JIF

Delegate to
GCSSD

Motion by Mrs. Mary Spring, seconded by Mrs. Angelique Stoney-Siplin

Roll Call Vote:

Yes – 6 No – 0 Abstentions – 0
Mrs. Mary Spring – Yes
Mrs. Jennifer Wirtz - Yes
Mrs. Danielle Bland - Yes
Mr. Matthew Carelli - Absent
Mr. Kevin French – Absent (7:12 p.m.)
Mr. J. Wilson Hughes, Jr. - Absent
Ms. Cheryl Potter – Yes
Mrs. Mary Snively - Yes
Mrs. Angelique Stoney-Siplin - Yes

Motion carried unanimously

Aprv.
Curricula,
Course of
Study, Texts,
Eval Schedule,
CST/Guide/
Media
Programs &
Services:

Based upon the recommendation of the Superintendent approved the following:

1. Curricula, Courses of Study and textbooks
2. Curriculum Evaluation Schedule
3. Child Study/Guidance/Media Center Program and Service

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

Roll Call Vote:

Yes – 6 No – 0 Abstentions – 0
Mrs. Mary Spring – Yes
Mrs. Jennifer Wirtz - Yes
Mrs. Danielle Bland - Yes
Mr. Matthew Carelli - Absent
Mr. Kevin French – Absent (7:12 p.m.)
Mr. J. Wilson Hughes, Jr. - Absent
Ms. Cheryl Potter – Yes
Mrs. Mary Snively - Yes
Mrs. Angelique Stoney-Siplin - Yes

Motion carried unanimously

Aprv. District
Travel:

Based upon the recommendation of the Superintendent approved, in accordance with Policy #6471, School District Travel, and NJAC 6A:23A-7, the establishment of a maximum travel amount for the 2019-20 school year in the amount of \$5,000 for the Operating Fund

(The maximum travel amount excludes travel expenditures supported by Federal funds. The annual maximum amount per employee for regular business travel shall be \$1,500. For the school year 2019-20, school district travel was budgeted at \$500 for the Operating Fund. As of April 30, 2019, no money has been expended. The total amount of travel supported by Federal funds for the prior year, the pre-budget year and the projected budget year are as follows:)

- 2017-18 \$ -0-
- 2018-19 (as of April, 2019) \$ -0-
- 2019-20 \$ 200.00

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

Roll Call Vote:

Yes – 6 No – 0 Abstentions – 0
Mrs. Mary Spring – Yes
Mrs. Jennifer Wirtz - Yes
Mrs. Danielle Bland - Yes
Mr. Matthew Carelli - Absent
Mr. Kevin French – Absent (7:12 p.m.)
Mr. J. Wilson Hughes, Jr. - Absent
Ms. Cheryl Potter – Yes
Mrs. Mary Snively - Yes

Mrs. Angelique Stoney-Siplin - Yes

Motion carried unanimously

MINUTES:

Aprv.
Minutes:

Motion by Ms. Mary Spring, seconded by Mrs. Angelique Stoney-Siplin to approve the Regular minutes of April 11, 2019

Voice Vote:

Yes – 6 No – 0 Abstentions – 0
Mr. Matthew Carelli – Absent
Mr. Kevin French – Absent (7:12 p.m.)
Mr. J. Wilson Hughes, Jr. - Absent

Motion carried unanimously

COMMUNICATIONS/PRESENTATIONS

Aura art students presented their art projects “Our Garden Oasis” to the Board

CITIZENS

Open Public: Motion by Mrs. Angelique Stoney-Siplin, seconded by Mr. Kevin French to open the first public portion

Voice Vote:

Yes – 7 No – 0 Abstentions – 0
Mr. Matthew Carelli – Absent
Mr. J. Wilson Hughes, Jr. – Absent

Motion carried unanimously

Close Public: Motion by Mr. Kevin French, seconded by Mrs. Angelique Stoney-Siplin to close the first public portion

Voice Vote:

Yes – 7 No – 0 Abstentions – 0
Mr. Matthew Carelli – Absent
Mr. J. Wilson Hughes, Jr. – Absent

Motion carried unanimously

COMMITTEES:

PERSONNEL COMMITTEE - Ms. Jennifer Wirtz
(*All hiring is pending completion of required state paperwork*)

Aprv. Sub.
Nurses:

Based upon the recommendation of the Superintendent approved the following substitute nurses at a previously approved rate for the school year 2019-2020 as listed:

1. Chelsi Biener
2. Loretta DeStefano-Micarelli
3. Dorothy Dilger
4. Kim Hollywood
5. Amanda Keener
6. Jacqueline Olmo

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

Voice Vote:

Yes – 7 No – 0 Abstentions – 0

Mr. Matthew Carelli – Absent
Mr. J. Wilson Hughes, Jr. – Absent

Motion carried unanimously

Aprv. 19-20
Salary Rates:

Based upon the recommendation of the Superintendent approved the following salary rates for the 2019-20 school year as listed:

Substitute Custodians	\$ 10.50/hr.
Student Aides	\$ 10.00/hr.
After Care Substitute	\$ 10.00/hr.
Substitute Secretary	\$ 10.50/hr.
Substitute School Nurse	\$ 250.00/day
Homebound Instruction	as per negotiated agreement
Tutoring/Homework	as per negotiated agreement
ESY/BSI Teacher	\$ 150.00/day
ESY Teacher's Aide	\$ 60.00/day
Curriculum Writing	\$ 110.00/day (Summer)
Professional Development	\$ 110.00/day (Summer)

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

Roll Call Vote:

Yes – 7 No – 0 Abstentions – 0

Mrs. Mary Spring – Yes
Mrs. Jennifer Wirtz - Yes
Mrs. Danielle Bland - Yes
Mr. Matthew Carelli - Absent
Mr. Kevin French – Yes
Mr. J. Wilson Hughes, Jr. - Absent
Ms. Cheryl Potter – Yes
Mrs. Mary Snively - Yes
Mrs. Angelique Stoney-Siplin - Yes

Motion carried unanimously

Aprv.
SWAG/ESY
Nurses:

Based upon the recommendation of the Superintendent approved the following SWAG/ESY personnel for 2019-20 as listed at a previously approved rate:

1. Dorothy Dilger - Nurse
2. Marc Haro - Substitute Nurse

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

Voice Vote:

Yes – 7 No – 0 Abstentions – 0

Mr. Matthew Carelli – Absent
Mr. J. Wilson Hughes, Jr. – Absent

Motion carried unanimously

POLICY – Mrs. Angelique Stoney-Siplin
None

CURRICULUM & TECHNOLOGY – Ms. Cheryl Potter

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>
Sandi Chacker	Camden County College Blackwood, NJ	Autism	5/31/2019	\$149.00	-0-	\$149.00

Motion by Ms. Cheryl Potter, seconded by Mrs. Danielle Bland

Roll Call Vote:

Yes – 7 No – 0 Abstentions – 0

Mrs. Mary Spring – Yes

Mrs. Jennifer Wirtz - Yes

Mrs. Danielle Bland - Yes

Mr. Matthew Carelli - Absent

Mr. Kevin French – Yes

Mr. J. Wilson Hughes, Jr. - Absent

Ms. Cheryl Potter – Yes

Mrs. Mary Snively - Yes

Mrs. Angelique Stoney-Siplin - Yes

Motion carried unanimously

BUDGET & FINANCE/FACILITIES/CAFETERIA/TRANSPORTATION

BUDGET & FINANCE – Mr. Kevin French

Aprv. Board
Secretary
Report:

Approved Board Secretary’s Report in accordance with 18A: 17-36 and 18A: 17-9 for the month of March 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 Ms. Cheryl Potter

Voice Vote:

Yes – 7 No – 0 Abstentions – 0

Mr. Matthew Carelli – Absent

Mr. J. Wilson Hughes, Jr. – Absent

Motion carried unanimously

Aprv.
Treasurers
Report:

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

Motion by Mr. Kevin French, seconded by Mrs. Danielle Bland

Voice Vote:

Yes – 7 No – 0 Abstentions – 0

Mr. Matthew Carelli – Absent

Mr. J. Wilson Hughes, Jr. – Absent

Motion carried unanimously

Aprv Board
Sec. Cert.:

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. Kevin French, seconded by Mrs. Angelique Stoney-Siplin

Voice Vote:

Yes – 7 No – 0 Abstentions – 0
Mr. Matthew Carelli – Absent
Mr. J. Wilson Hughes, Jr. – Absent

Motion carried unanimously

Aprv Board
Cert:

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 Snively

Voice Vote:

Yes – 7 No – 0 Abstentions – 0
Mr. Matthew Carelli – Absent
Mr. J. Wilson Hughes, Jr. – Absent

Motion carried unanimously

Aprv.
Transfers:

Approved the March 2019 Transfer Report

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

Roll Call Vote:

Yes – 7 No – 0 Abstentions – 0
Mrs. Mary Spring – Yes
Mrs. Jennifer Wirtz - Yes
Mrs. Danielle Bland - Yes
Mr. Matthew Carelli - Absent
Mr. Kevin French – Yes
Mr. J. Wilson Hughes, Jr. - Absent
Ms. Cheryl Potter – Yes
Mrs. Mary Snively - Yes
Mrs. Angelique Stoney-Siplin - Yes

Motion carried unanimously

Aprv. Bills:

Based upon the recommendation of the Superintendent approved the monthly bill list as distributed:

1. General Bill List	\$	199,121.61
2. Hand Check	\$	200.00
3. Cafeteria Bill List	\$	10,883.75

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

Roll Call Vote:

Yes – 7 No – 0 Abstentions – 0
Mrs. Mary Spring – Yes
Mrs. Jennifer Wirtz - Yes
Mrs. Danielle Bland - Yes
Mr. Matthew Carelli - Absent
Mr. Kevin French – Yes
Mr. J. Wilson Hughes, Jr. - Absent
Ms. Cheryl Potter – Yes
Mrs. Mary Snively - Yes
Mrs. Angelique Stoney-Siplin - Yes

Motion carried unanimously

FACILITIES – Mrs. Angelique Stoney-Siplin

Aprv. Facility
Use Requests:

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>
Gifted & Talented	Auditorium (Family Night)	5/06/19	3:00 pm - 7:00 pm
Aura Home & School	Library & Classroom	5/15/19, 5/29/19 and 6/05/19	6:30 pm - 8:00 pm

(All facility requests are pending proper insurance certificates)

Motion by Mrs. Angelique Stoney-Siplin, seconded by Mrs. Danielle Bland

Voice Vote:

Yes – 7 No – 0 Abstentions – 0

Mr. Matthew Carelli – Absent

Mr. J. Wilson Hughes, Jr. – Absent

Motion carried unanimously

CAFETERIA – Mrs. Danielle Bland

Aprv. Café
Report:

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

Total Income	\$ 14,611.14
Total Expense	\$ (12,361.40)
Net Income or (Loss)	\$ 2,249.74
Average Daily Attendance	333
Average Daily Participation	218
Percentage of Participation	65%

Motion by Mrs. Danielle Bland, seconded by Mrs. Mary Snively

Voice Vote:

Yes – 7 No – 0 Abstentions – 0

Mr. Matthew Carelli – Absent

Mr. J. Wilson Hughes, Jr. – Absent

Motion carried unanimously

TRANSPORTATION - Mr. Matthew Carelli

None

SUPERINTENDENT'S REPORT

Aprv. March
HIB:

Based upon the recommendation of the Superintendent approved the March 2019 HIB report as previously submitted

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

Voice Vote:

Yes – 7 No – 0 Abstentions – 0

Mr. Matthew Carelli – Absent
Mr. J. Wilson Hughes, Jr. – Absent

Motion carried unanimously

Board Reports: Based upon the recommendation of the Superintendent acknowledge the receipt of the following reports as listed:

1. *Enrollment
2. *Staff Attendance
3. *Nurse’s Report
4. *HIB Report - April
5. *Facility Manager’s Report
6. *Principal’s Report
7. *Fire Drills/Crisis Drills

Fire Drill	4/24/2019	10:40am
Lockout Drill	4/30/2019	10:00am

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

Voice Vote:

Yes – 7 No – 0 Abstentions – 0

Mr. Matthew Carelli – Absent

Mr. J. Wilson Hughes, Jr. – Absent

Motion carried unanimously

LEGISLATION – Mrs. Mary Snively

Mrs. Snively informed the Board that School Bus Safety is a key focus of legislation at this time

GLOUCESTER COUNTY SCHOOL BOARDS ASSOCIATION – Ms. Cheryl Potter

Ms. Potter informed the Board that the next SBA meeting would be held at Auletto’s on May 8, 2019 at 6:00 pm

SCHOOL BUSINESS ADMINISTRATOR’S REPORT – Mr. Joseph Collins

None

OLD BUSINESS

None

NEW BUSINESS

None

CITIZENS

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

Open Second
Public Portion:

Voice Vote:

Yes – 7 No – 0 Abstentions – 0

Mr. Matthew Carelli – Absent

Mr. J. Wilson Hughes, Jr. – Absent

Motion carried unanimously

Aprv. - Motion by Mrs. Jennifer Wirtz, seconded by Mr. Kevin French to close the second public portion

Closed
Second Public
Portion:

Voice Vote:

Yes – 7 No – 0 Abstentions – 0

Mr. Matthew Carelli – Absent

Mr. J. Wilson Hughes, Jr. – Absent

Motion carried unanimously

Executive Session

Aprv. –
Open
Executive
Session
8:20p.m.

Motion by Mr. Kevin French, seconded by Mrs. Angelique Stoney-Siplin 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 8:50 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. Superintendents Evaluation

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 May 2, 2019.

Joseph M. Collins,
School Business Administrator/Board Secretary

Voice Vote:

Yes – 7 No – 0 Abstentions – 0
Mr. Matthew Carelli – Absent
Mr. J. Wilson Hughes, Jr. – Absent

Motion carried unanimously

Aprv. - Close
Executive
Session 8:50
p.m.:

Motion by Mr. Kevin French, seconded by Mrs. Jennifer Wirtz to close executive session

Voice Vote:

Yes – 7 No – 0 Abstentions – 0
Mr. Matthew Carelli – Absent
Mr. J. Wilson Hughes, Jr. – Absent

Motion carried unanimously

Aprv. -
Meeting
Adjourned
8:55 p.m.:

Motion by Mr. Kevin French, seconded by Mrs. Angelique Stoney-Siplin that the meeting be adjourned
8:55 p.m.

Voice Vote:

Yes – 7 No – 0 Abstentions – 0

Mr. Matthew Carelli – Absent

Mr. J. Wilson Hughes, Jr. – Absent

Motion carried unanimously

Respectfully Submitted,

Joseph M. Collins,
School Business Administrator/Board Secretary