

REGULAR BOARD MEETING OF THE ELK TOWNSHIP BOARD OF EDUCATION ON THURSDAY, SEPTEMBER 13, 2018 IN THE AURA ELEMENTARY SCHOOL MEDIA CENTER.

Purpose: 2018-19 SCHOOL YEAR REGULAR BOARD MEETING FOR SEPTEMBER

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 Mrs. Mary Snively, seconded by Mrs. Jennifer Wirtz to approve the Regular and Executive minutes of
Minutes: August 09, 2018

Voice Vote:

Yes – 8 No – 0 Abstentions – 1
Mr. Douglas Gominger- Abstain

Motion carried unanimously

COMMUNICATIONS/PRESENTATIONS

Mr. Wayne Murschell presented the new Aura Elementary teachers
Dr. Piera Gravenor introduced Mrs. Jackie Scerbo Director of Child Study Team
Mr. Wayne Murschell presented the Principal's Report
Ms. Jessica Schulz reviewed the 2018 PARCC results, and offered recommendations for the upcoming year
Student Congress gave a flag presentation

CITIZENS

Aprv. - Motion by Mr. Kevin French, seconded by Mr. Douglas Gominger 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. Douglas Gominger., 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 COMMITTEE - Ms. Cheryl Potter
(All hiring is pending completion of required state paperwork)

Aprv. - D.
Patterson FT
Custodian:

Based upon the recommendation of the Superintendent approved Dawn Patterson as a full time custodian effective September 1, 2018

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

Voice Vote:

Yes – 9 No – 0 Abstentions – 0

Motion carried unanimously

Aprv. - J.
Scerbo 18-19
Positions:

Based upon the recommendation of the Superintendent approved the appointment of Jackie Scerbo, Director of Child Study Team, to the following positions for the 2018-19 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. Cheryl Potter, seconded by Mr. Douglas Gominger

Voice Vote:

Yes – 9 No – 0 Abstentions – 0

Motion carried unanimously

Aprv. - Gifted
and Talented
Coordinators:

Based upon the recommendation of the Superintendent approved two Gifted and Talented Coordinators at a rate of \$2,500 per year

Motion by Ms. Cheryl Potter, 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. -
Teacher in
Charge
Position:

Based upon the recommendation of the Superintendent approved a Teacher in Charge position to handle student matters in the absence of the principal with an annual stipend of \$2,000

Mr. Kevin French asked if there were any guidelines for this position

Mr. J. Wilson Hughes, Jr. suggested that the Board should research policy for this position

Motion by Ms. Cheryl Potter, 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

POLICY – Mrs. Mary Snively

Aprv. -
 Policies:

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

Policy # 1613	Disclosure and Review of Applicant’s Employment History (M) (New)
Reg. # 1613	Disclosure and Review of Applicant’s Employment History (M) (New)
Policy # 5561	Use of Physical Restraint and Seclusion Techniques for Students with Disabilities (M)
Reg. # 5561	Use of Physical Restraint and Seclusion Techniques for Students with Disabilities (M) (New)
Policy # 8561	Procurement Procedures for School Nutrition Programs (M)

Mr. Kevin French questioned if policy #5561 was referencing both physical and mental disabilities
 Dr. Piera Gravenor stated that all of the children have an IEP

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. - 18-19
 Summer
 Workshops/
 Trainings:

Based upon the recommendation of the Superintendent approved the following staff to attend the 2018 summer workshops/trainings as listed:

Transition to Standards-Based Instruction 3rd Grade (Title II Funds) - 1 Day	
Steve Keane	

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

Voice Vote:

Yes – 9 No – 0 Abstentions – 0

Motion carried unanimously

Aprv. - 18-19
 McRel
 Teacher Eval.
 System:

Based upon the recommendation of the Superintendent approved the 2018-2019 McRel teacher evidence document for the teacher’s evaluation system

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

Voice Vote:

Yes – 9 No – 0 Abstentions – 0

Motion carried unanimously

Aprv. -
 Clinics/

Based upon the recommendation of the Superintendent approved the following clinics/workshops as listed:

Workshops:

<u>Name</u>	<u>Location</u>	<u>Workshop</u>	<u>Date</u>	<u>Reg. Fee</u>	<u>Mileage & Tolls</u>	<u>Total</u>
Sonya Cramer	Leeds Avenue School Pleasantville, NJ	Training for Pre-K Program, Tools of the Mind	8/15/18 & 8/16/18	N/A	\$62.44	\$62.44

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

Voice Vote:

Yes – 9 No – 0 Abstentions – 0

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 July 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. Kevin French

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

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

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 Mr. Kevin French

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. Kevin French

Voice Vote:

Yes – 9 No – 0 Abstentions – 0

Motion carried unanimously

Aprv. -
Transfer
Report:

Approved the July 2018 Transfer Report

Motion by Mr. Douglas Gominger, 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. -
Monthly Bill
List:

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

1. General Bill List – September \$ 168,882.13
2. General Bill List - June \$ 5,797.70
3. General Bill List - June (2) \$ 14,547.12

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.

Aprv. -
Facility
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>
Aura Fire Company	Parking Lot/ Bathrooms	10/10/2018	6:00pm thru 9:00pm
Faith Fellowship Church	All Purpose Room	Every Monday Sept. - June	6:30pm thru 9:00pm

(All facility requests are pending proper insurance certificates)

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

Voice Vote:

Yes – 9 No – 0 Abstentions – 0

Motion carried unanimously

CAFETERIA – Mrs. Jennifer Wirtz

None

TRANSPORTATION - Mr. Edward Walter

Aprv. - Trans.
Jointure:

Based upon the recommendation of the Superintendent approved the following 2018-2019 transportation jointures as listed:

1. Jointure with Delsea Regional High School District to transport 2 Elk students, along with 3 Delsea students on Delsea’s Route SP11 to Bankbridge Elementary from September 1, 2018 through June 30, 2019 at a cost of \$36,252.00
2. Jointure with Delsea Regional High School District to transport 1 Elk student, along with 3 Delsea students on Delsea’s Route SP16 to Yale Marlton from September 1, 2018 through June 30, 2019 at a cost of \$30,492.00
3. Jointure with Delsea Regional High School District to transport 6 Elk students, along with 20 Delsea students on Delsea’s Route NP02 to Saint Michaels from September 1, 2018 through June 30, 2019 at a cost of \$6,000.00

Motion by Mr. Edward Walter, 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

SUPERINTENDENT'S REPORT

Aprv. –
July HIB
Report:

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

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

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
- Facility Manager’s Report
- Principal’s Report
- Fire Drills/Crisis Drills

Fire Drill	08/28/18	2:43pm
------------	----------	--------

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

Voice Vote:

Yes – 9 No – 0 Abstentions – 0

Motion carried unanimously

LEGISLATION - Mrs. Mary Snively

None

GLOUCESTER COUNTY SCHOOL BOARDS ASSOCIATION – Ms. Cheryl Potter

None

SCHOOL BUSINESS ADMINISTRATOR’S REPORT – Mr. Joseph Collins

Mr. Joseph Collins reminded everyone that NJ School Boards Convention is coming up in October

OLD BUSINESS

Mr. Kevin French asked if any progress was made with the communication plan for getting information out to parents

Dr. Piera Gravenor stated that Mr. Wayne Murschell was doing biweekly updates as well as using social media to update parents

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

Voice Vote:

Yes – 9 No – 0 Abstentions – 0

Motion carried unanimously

Aprv. -
Meeting
Adjourned
8:31 p.m.:

Motion by Mr. Douglas Gominger, seconded by Mr. Kevin French that the meeting be adjourned
8:31 p.m.

Voice Vote:

Yes – 9 No – 0 Abstentions – 0

Motion carried unanimously

Respectfully Submitted,

Joseph M. Collins,
School Business Administrator/Board Secretary