

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

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

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 - Absent

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 Mr. Kevin French, seconded by Mrs. Jennifer Wirtz to approve the Regular minutes of October 11, 2018  
Minutes:

Voice Vote:  
Yes – 5 No – 0 Abstentions – 2  
Mr. J. Wilson Hughes, Jr. – Abstain  
Mr. Douglas Gominger – Abstain  
Mr. Edward Walter – Absent

Motion carried unanimously

**COMMUNICATIONS/PRESENTATIONS**

Mr. Wayne Murschell introduced two students along with Mrs. Christine Bunting who began a Book Club for all Aura Elementary students

**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 – 8 No – 0 Abstentions – 0  
Mr. Edward Walter – Absent

Motion carried unanimously

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 – No – 0 Abstentions – 0  
Mr. Edward Walter- Absent

Motion carried unanimously

**COMMITTEES:**

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

Aprv. Leave of Absence:

Based upon the recommendation of the Superintendent approved the following leave of absence:

<u>Employee</u>	<u>Leave Requested</u>	<u>Family Medical Leave</u>	<u>State Medical Leave</u>	<u>Sick Days</u>
Heather Gonnelli (teacher)	11/26/18 through 5/26/19	2/11/19 through 2/24/19 (benefit 2 weeks)	2/25/19 through 5/26/19 (benefit 12 weeks)	Paid Leave 11/26/18 through 2/10/19 Unpaid Leave 2/11/19 through 5/26/19

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

Voice Vote:

Yes – 8 No – 0 Abstentions – 0  
 Mr. Edward Walter - Absent

Motion carried unanimously

Aprv. K. Smith Sub. Nurse:

Based upon the recommendation of the Superintendent approved Kathleen Smith as a substitute nurse for the 2018-19 school year

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

Voice Vote:

Yes – 8 No – 0 Abstentions – 0  
 Mr. Edward Walter - Absent

Motion carried unanimously

**POLICY** – Mrs. Mary Snively

None

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

Aprv. T-I School Parent Compact:

Based upon the recommendation of the Superintendent approved the Title I School Parent Compact

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

Voice Vote:

Yes – 8 No – 0 Abstentions – 0  
 Mr. Edward Walter - Absent

Motion carried unanimously

Aprv. Stipend Position:

Based upon the recommendation of the Superintendent approved the following stipend position as listed:

<u>Position</u>	<u>Employee</u>	<u>Stipend</u>
Science Fair Coordinator	Melissa Tanski and Ryan Malloy	\$525.00 (Split - One Position)

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

Voice Vote:

Yes – 8 No – 0 Abstentions – 0

Mr. Edward Walter - 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>
Brooke Tharp & Denise Pierce	Gateway Regional High School	Ed Camp Day	11/7/18	N/A	N/A	N/A
^ Denise Pierce	Rowan University	Lessons that Build Students' Executive Functioning Skills	11/13/18	N/A	N/A	N/A

*^ Paid for by Title II*

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

Voice Vote:

Yes – 8 No – 0 Abstentions – 0

Mr. Edward Walter - Absent

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 September 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 – 8 No – 0 Abstentions – 0

Mr. Edward Walter - Absent

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

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

Voice Vote:

Yes – 8 No – 0 Abstentions – 0

Mr. Edward Walter - Absent

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 – 8 No – 0 Abstentions – 0

Mr. Edward Walter - 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. Douglas Gominger, seconded by Mrs. Jennifer Wirtz

Voice Vote:

Yes – 8 No – 0 Abstentions – 0

Mr. Edward Walter - Absent

Motion carried unanimously

Aprv. -  
Transfer  
Report:

Approved the September 2018 Transfer Report

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

Roll Call Vote:

Yes – 8 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 – Absent

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	\$ 210,365.03
2. Hand Check	\$ 12,527.10
3. Cafeteria Bill List	\$ 13,537.26

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

Roll Call Vote:

Yes – 8 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 – Absent

Motion carried unanimously

**FACILITIES – Mr. J. Wilson Hughes, Jr.**

Aprv. Facility  
Use Requests:

Based upon the recommendation of the Superintendent approved the following facility requests as amended:

<u>Organization</u>	<u>Facility Requested</u>	<u>Dates Requested</u>	<u>Time Requested</u>
Aura Home & School	All Purpose Room, Library & Art Room "Princess Ball"	2/08/19 (Friday)	4:00 pm through 9:00 pm
Aura Home & School	Library "Scholastic Book Fair"	1/17/19 (Thursday)	6:00 pm through 8:00 pm

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

Voice Vote:

Yes – 8 No – 0 Abstentions – 0  
Mr. Edward Walter - Absent

Motion carried unanimously

**CAFETERIA – Mrs. Jennifer Wirtz**

Aprv. Sept.  
Café. Report:

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

<b>Total Income</b>	<b>10,834.22</b>
<b>Total Expense</b>	<b>(12,641.28)</b>
<b>Net Income or (Loss)</b>	<b>(1,807.06)</b>
<b>Average Daily Attendance</b>	<b>330</b>
<b>Average Daily Participation</b>	<b>189</b>
<b>Percentage of Participation</b>	<b>57%</b>

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

Voice Vote:

Yes – 8 No – 0 Abstentions – 0  
Mr. Edward Walter - Absent

Motion carried unanimously

**TRANSPORTATION - Mr. Edward Walter**

None

**SUPERINTENDENT'S REPORT**

Aprv. –  
September  
HIB Report:

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

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

Voice Vote:

Yes – 8 No – 0 Abstentions – 0  
Mr. Edward Walter - 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
- Facility Manager’s Report
- Principal’s Report
- Fire Drills/Crisis Drills

Fire Drill	10/10/18	9:12 am
Lockdown Drill	10/19/18	1:20 pm
Evacuation Drill	10/19/18	1:30 pm

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

Voice Vote:

Yes – 8 No – 0 Abstentions – 0  
Mr. Edward Walter - Absent

Motion carried unanimously

**LEGISLATION - Mrs. Mary Snively**

Ms. Mary Snively updated the Board on the state meeting to discuss the Mental Health Task Force

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

Mrs. Mary Snively , Mrs. Jessica Dadak, and Ms. Cheryl Potter attended the convention and updated the Board on all information that was discussed

Mrs. Mary Snively attend a meeting on School Mergers, and stated she feels the smaller districts are going to be pushed aside

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

Aprv.  
Submission of  
17-18 IDEA  
Preschool  
Report:

Based upon the recommendation of the Superintendent approved the submission of the 2017-2018 IDEA Preschool final expenditure report

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

Voice Vote:

Yes – 8 No – 0 Abstentions – 0  
Mr. Edward Walter - Absent

Motion carried unanimously

Aprv. Shared  
Service  
Agreement:

Based upon the recommendation of the Superintendent approved the Shared Service agreement with Franklin Township BOE for Coaching services in the amount of \$34,000 for the 2018-2019 school year (Title I/II funds)

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

Roll Call Vote:

Yes – 8 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 – Absent

Motion carried unanimously

Aprv. Comp.  
Maint./M-1  
Report:

Based upon the recommendation of the Superintendent approved the three year comprehensive maintenance report and Schedule M-1

Motion by Mr. J. Wilson Hughes, Jr., seconded by Mrs. Jennifer Wirtz

Voice Vote:

Yes – 8 No – 0 Abstentions – 0  
Mr. Edward Walter - Absent

Motion carried unanimously

Aprv. Capital  
Reserve:

Based upon the recommendation of the Superintendent approved the Maximum Capital Reserve amount of \$524,820.47

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

Roll Call Vote:

Yes – 8 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 – Absent

Motion carried unanimously

### **OLD BUSINESS**

None

### **NEW BUSINESS**

None

### **CITIZENS**

Aprv. -  
Open Second  
Public Portion:

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

Voice Vote:

Yes – 8 No – 0 Abstentions – 0  
Mr. Edward Walter - Absent

Motion carried unanimously

Aprv. –  
Close Second  
Public Portion:

Motion by Mr. J. Wilson Hughes, Jr., seconded by Mrs. Jennifer Wirtz to close the second public portion

Voice Vote:

Yes – 8 No – 0 Abstentions – 0  
Mr. Edward Walter - Absent

Motion carried unanimously

Aprv. -  
Meeting  
Adjourned  
7:56 p.m.:

Motion by Mr. Douglas Gominger, seconded by Mrs. Jennifer Wirtz that the meeting be adjourned  
7:56 p.m.

Voice Vote:

Yes – 8 No – 0 Abstentions – 0  
Mr. Edward Walter - Absent

Motion carried unanimously

Respectfully Submitted,

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Joseph M. Collins,  
School Business Administrator/Board Secretary