

REGULAR BOARD MEETING OF THE ELK TOWNSHIP BOARD OF EDUCATION ON THURSDAY, NOVEMBER 9, 2017 IN THE AURA ELEMENTARY SCHOOL MEDIA CENTER.

Purpose: 2017-18 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 - Absent 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 Mr. Kevin French, seconded by Mrs. Mary Spring to approve the Regular and Executive minutes of
Minutes October 09, 2017

Voice Vote:

Yes – 7 No – 0 Abstentions – 1
Mr. Douglas Gominger - Absent
Mr. J. Wilson Hughes Jr. - Abstain

COMMUNICATIONS/PRESENTATIONS

Mr. Wayne Murschell presented the Principals Report

CITIZENS

Aprv. Motion by Mr. J. Wilson Hughes, Jr., seconded by Mr. Kevin French to open the first public portion
Open First

Public Portion:

Voice Vote:

Yes – 8 No – 0 Abstentions – 0
Mr. Douglas Gominger - Absent

Motion carried unanimously

Aprv. – Motion by Mr. J. Wilson Hughes, Jr., seconded by Mr. Kevin French to close the first public portion
Close First

Public Portion:

Voice Vote:

Yes – 8 No – 0 Abstentions – 0
Mr. Douglas Gominger - Absent

Motion carried unanimously

COMMITTEES:

PERSONNEL COMMITTEE - Mrs. Mary Spring

Aprv. J. Colon Spanish Translator/Consultant: Based upon the recommendation of the Superintendent approved hiring Jess Colon as a Spanish translator/consultant at the rate of \$30.00 per hour for the 2017-18 school year.
Motion by Mrs. Mary Spring, 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 - Absent
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 the following policies as listed:

<u>R1400</u>	Job Descriptions (M) (New)
<u>R3160</u>	Physical Examination (M) (New) (Teaching Staff)
<u>R4160</u>	Physical Examination (M) (New) (Support Staff)
<u>R4240</u>	Employee Training (New) (Support Staff)
<u>R5310</u>	Health Services (M)
<u>R5331</u>	Management of Life-Threatening Allergies in Schools (M) (New)
<u>R5512</u>	Harassment, Intimidation or Bullying Investigation Procedure (M) (New)
<u>R5530</u>	Substance Abuse (M) (New)
<u>R6112</u>	Reimbursement of Federal and Other Grant Expenditures (M) (New)
<u>R6220</u>	Budget Preparation (New)
<u>R6422</u>	Budget Transfers (M) (New)
<u>R6470</u>	Payment of Claims (New)
<u>R8420</u>	Emergency and Non-Fire Evacuation Plan (M) (New)
<u>R8420.2</u>	Bomb Threats (M) (New)
<u>R8420.3</u>	Natural Disasters and Man-Made Catastrophes (M) (New)
<u>R8420.4</u>	Kidnapping (M) (New)
<u>R8420.5</u>	Asbestos Release (M) (New)
<u>R8420.6</u>	Accidents to and from School (M) (New)
<u>R8420.7</u>	Lockdown Procedures (M) (New)
<u>R8420.10</u>	Active Shooter (M) (New)
<u>R8461</u>	Reporting Violence, Vandalism, Harassment, Intimidation, Bullying, Alcohol, and Other Drug Abuse (M) (New)
<u>8462</u>	Reporting Potentially Missing or Abused Children (M)
<u>R8462</u>	Reporting Potentially Missing or Abused Children (M) (New)

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

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 - Absent
 Mrs. Mary Snively - Yes
 Mr. Edward Walter - Yes

Motion carried unanimously

CURRICULUM & TECHNOLOGY – Ms. Cheryl Potter

Aprv.
 Practicum
 Students:

Based upon the recommendation of the Superintendent approved the following Rowan University students for the spring 2018 semester practicum in teaching and learning:

<u>Name</u>	<u>Dates</u>	<u>Subject</u>	<u>Cooperating Teacher</u>
Meghan Ondo	1/16/18 - 5/07/18	Early Childhood Education	Kristina Thumlert
Gerard Ramos	1/16/18 - 3/09/18	Music - Instrumental	Frank Knauss

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

Voice Vote:

Yes – 8 No – 0 Abstentions – 0

Mr. Douglas Gominger - Absent

Motion carried unanimously

Aprv. 17-18
 Title I Parent
 Compact:

Based upon the recommendation of the Superintendent approved the 2017-18 Title I School Parent Compact

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

Voice Vote:

Yes – 8 No – 0 Abstentions – 0

Mr. Douglas Gominger - 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 & Tolls</u>	<u>Lodging & Meals</u>	<u>Total</u>
†^Erin Genzel & †^Terri Fleming	Rowan University STEM Center	“Making Sense of Number & Operation”	11/02/17	\$149/ea			\$298
^Loriann Carrozza & ^Andria Bell	Rowan University STEM Center	“Strategies for Teaching the Basic Addition and Subtraction Facts”	12/13/17	\$149/ea			\$298
^Rachel Tomczak & ^Christine Bunting	Rowan University STEM Center	“Strategies for Teaching the Basic Multiplication and Division Facts”	1/04/18	\$149/ea			\$298

Wayne Murschell	Rowan University Tech Park	“Leadership for English Language Learners: Developing A School-Wide & Collaborative Framework of Instruction”	1/17/18	No Cost			
Wayne Murschell	Rowan University Tech Park	“Critical Factors in Establishing a Trusted School”	1/29/18	No Cost			
^Kevin Leamy, ^Kristen Molinari & ^Jackie Trezza-Tettah,	Rowan University Tech Park	“Differentiated Instruction Theory Sounds Great. Let’s make DI Doable - Practical Ideas, Frameworks, Strategies and Resources to Differentiate!”	2/26/18	No Cost			
^Denise Pierce & ^Brooke Tharp	Rowan University Tech Park	“Addressing Racial Disparities & Improving Outcomes”	3/14/18	No Cost			

^ Paid for by Title II †Previously submitted

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

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 - Absent

Mrs. Mary Snively - Yes

Mr. Edward Walter - 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 September 2017. 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 Mr. J. Wilson Hughes, Jr.

Voice Vote:

Yes – 8 No – 0 Abstentions – 0

Mr. Douglas Gominger - 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 2017.
The Treasurer’s Report and Secretary’s Report are in agreement for the month of September 2017.

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

Voice Vote:

Yes – 8 No – 0 Abstentions – 0

Mr. Douglas Gominger - 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. Kevin French, seconded by Mrs. Mary Snively

Voice Vote:

Yes – 8 No – 0 Abstentions – 0

Mr. Douglas Gominger - 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 Snively

Voice Vote:

Yes – 8 No – 0 Abstentions – 0

Mr. Douglas Gominger - Absent

Motion carried unanimously

Aprv. –
Transfer
Report

Approved the September 2017 Transfer Report

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

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 - Absent

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 \$ 120,220.55
- 2. Hand Check \$ 97,574.61
- 3. Cafeteria Bill List \$ 11,921.33

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

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 - Absent

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 Home & School	Library	11/20/17, 12/18/17, 1/22/18, 2/26/18, 3/19/18, 4/16/18 and 5/21/18	7:00 pm
Student Congress	All Purpose Room	11/14/17	9:15 am-11:00 am

(All facility requests are pending proper insurance certificates)

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

Voice Vote:

Yes – 8 No – 0 Abstentions – 0

Mr. Douglas Gominger - Absent

Motion carried unanimously

Aprv. Three
Yr. Comp.
Maint. Plan:

Based upon the recommendation of the Superintendent approved the Three Year Comprehensive Maintenance Plan (Form M-1)

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

Voice Vote:

Yes – 8 No – 0 Abstentions – 0

Mr. Douglas Gominger - Absent

Motion carried unanimously

Aprv. Max
Cap. Reserve
Amount:

Based upon the recommendation of the Superintendent approved the Maximum Capital Reserve amount of \$348,819

Motion by Mr. Kevin French, seconded by Mrs. Mary Spring

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 - Absent
Mrs. Mary Snively - Yes
Mr. Edward Walter – Yes

Motion carried unanimously

CAFETERIA – Mrs. Jennifer Wirtz

Aprv. Café
Report:

Based upon the recommendation of the Superintendent approved the September 2017 cafeteria report as listed:

Total Income	\$ 11,226.84
Total Expense	(\$ 12,207.96)
Net Income or (Loss)	(\$ 981.12)
Average Daily Attendance	361
Average Daily Participation	202
Percentage of Participation	56%

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

Voice Vote:

Yes – 8 No – 0 Abstentions – 0
Mr. Douglas Gominger - Absent

Motion carried unanimously

TRANSPORTATION - Mrs. Jennifer Wirtz

None

SUPERINTENDENT'S REPORT

Aprv.
QSAC/DPR/
SOA

Based upon the recommendation of the Superintendent approved the Resolution acknowledging the submission of the QSAC DPR and SOA

Submission:

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

Voice Vote:

Yes – 8 No – 0 Abstentions – 0
Mr. Douglas Gominger - Absent

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	10/11/17	9:32am
Evacuation Drill	10/20/17	2:23pm

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

Voice Vote:

Yes – 8 No – 0 Abstentions – 0
Mr. Douglas Gominger - Absent

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>
12/11/17	Washington Twp. High School	4th Grade 9:00 am
12/20/17	Delsea High School Auditorium	4th, 5th, and 6th Chorus & Instrumental

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

Voice Vote:

Yes – 8 No – 0 Abstentions – 0
Mr. Douglas Gominger - Absent

Motion carried unanimously

Aprv. 17-18 Nursing Serv. Plan:

Based upon the recommendation of the Superintendent approved the 2017-18 Nursing Services Plan

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

Voice Vote:

Yes – 8 No – 0 Abstentions – 0
Mr. Douglas Gominger - Absent

Motion carried unanimously

Aprv. Job Description Handbook:

Based upon the recommendation of the Superintendent approved the Job Description Handbook

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

Voice Vote:

Yes – 8 No – 0 Abstentions – 0
Mr. Douglas Gominger - Absent

Motion carried unanimously

LEGISLATION - Mrs. Mary Snively

Legislative Update

GLOUCESTER COUNTY SCHOOL BOARDS ASSOCIATION – Mrs. Mary Snively

For the information of the Board the County Meeting will be held at Deptford High School on December 4th.

SCHOOL BUSINESS ADMINISTRATOR'S REPORT – Mr. Joseph Collins

Aprv. FY 17
IDEA PreK
Final:

Based upon the recommendation of the Superintendent approved the submission of the FY 17 IDEA Preschool Final expenditure report

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

Voice Vote:

Yes – 8 No – 0 Abstentions – 0
Mr. Douglas Gominger - Absent

Motion carried unanimously

OLD BUSINESS

Mr. J. Wilson Hughes Jr. spoke about the Main Entrance and potential reconfiguration

NEW BUSINESS

Mrs. Jessica Dadak spoke about the Board Retreat

CITIZENS

Aprv.
Open Second
Public Portion:

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

Voice Vote:

Yes – 8 No – 0 Abstentions – 0
Mr. Douglas Gominger - 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. Douglas Gominger - Absent

Motion carried unanimously

Executive Session

Aprv. –
Open
Executive
Session
8:06p.m.

Motion by Mrs. Jessica Dadak, seconded by Mr. Kevin French, 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 8:26 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. Legal

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 November 9, 2017.

Joseph M. Collins,
School Business Administrator/Board Secretary

Voice Vote:

Yes – 8 No – 0 Abstentions – 0
Mr. Douglas Gominger - Absent

Motion carried unanimously

Aprv. Close
Executive
Session
8:22p.m.:

Motion by Mr. Kevin French, seconded by Mrs. Mary Snively to close executive session

Voice Vote:

Yes – 8 No – 0 Abstentions – 0
Mr. Douglas Gominger - Absent

Motion carried unanimously

Aprv. -
Meeting
Adjourned
8:28p.m.:

Motion by Mrs. Mary Snively, seconded by Mr. Kevin French that the meeting be adjourned at 8:28 p.m.

Voice Vote:

Yes – 8 No – 0 Abstentions – 0
Mr. Douglas Gominger - Absent

Motion carried unanimously

Respectfully Submitted,

Joseph M. Collins,
School Business Administrator/Board Secretary