

REGULAR BOARD MEETING OF THE ELK TOWNSHIP BOARD OF EDUCATION ON THURSDAY, DECEMBER 14, 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 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. Douglas Gominger, seconded by Mr. Kevin French to approve the Regular and Executive minutes
Minutes of November 09, 2017

Voice Vote:

Yes – 9 No – 0 Abstentions – 1
Mr. Douglas Gominger - Abstain

COMMUNICATIONS/PRESENTATIONS

Dr. Piera Gravenor presented a letter from the Samaritan Center of Glassboro, Inc.
Dr. Piera Gravenor stated that Mr. Frank Borelli thanked the Board for their condolences and support in respect to the passing of his mother
Mr. Wayne Murschell presented the Principals Report
Mr. Wayne Murschell presented the Amended Discipline Guidelines

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 – 9 No – 0 Abstentions – 0
Mr. Douglas Gominger - Absent

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 – 9 No – 0 Abstentions – 0

Motion carried unanimously

COMMITTEES:

PERSONNEL COMMITTEE - Mrs. Mary Spring

Aprv. S. Greer *(all hiring is pending completion of required state paperwork)*
 Sub. Based upon the recommendation of the Superintendent approved Steven Greer as a substitute custodian
 Custodian: effective December 1, 2017 at a rate of \$9.50 per hour

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

Aprv. D. *(all hiring is pending completion of required state paperwork)*
 Junkerman Based upon the recommendation of the Superintendent approved Dave Junkerman for municipal custodial cleaning
 Municipal effective November 30, 2017 at a rate of \$11.00 per hour
 Cleaning:

Motion by Mrs. Mary Spring, 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. 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>
James Cunningham	11/16/2017 through 2/08/2018	11/16/2017 through 2/08/2018	N/A	Paid: 11/16/2017 through 12/01/2017 Unpaid: 12/04/2017 through 2/08/2018

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

Voice Vote:

Yes – 9 No – 0 Abstentions – 0

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:

<u>5111</u>	Eligibility of Resident/Nonresident Pupils (M)
<u>R5600</u>	Student Discipline/Code of Conduct (M)

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

Voice Vote:

Yes – 8 No – 1 Abstentions – 0

Mr. J. Wilson Hughes, Jr. – No #5111

Motion carried unanimously

Aprv.
Abolishment
of Policies:

Based upon the recommendation of the Superintendent approved to abolishment of the following policies as listed:

<u>4112.1</u>	Certification or Licensing
<u>4112.4</u>	Employee Health
<u>4115</u>	Supervision
<u>4122.1</u>	Volunteer Aides
<u>4133</u>	Reimbursement
<u>4138</u>	Non-school Employment
<u>4140, 4240</u>	Payroll Authorization and Compensation
<u>4145</u>	Retirement Gift Guidelines
<u>4147</u>	Employee Safety
<u>4151.1</u>	Personal Illness and Injury/Health and Hardship
<u>4211</u>	Recruitment, Selection and Hiring
<u>4212.4</u>	Employee Health
<u>4213.1</u>	Assuming Different Position with Pay Differential
<u>4219.21</u>	Conflict of Interest
<u>4222</u>	Non-instructional Aides
<u>4238</u>	Non-school Employment
<u>4247</u>	Employee Safety
<u>4251.1</u>	Personal Illness and Injury/Health and Hardship
<u>4251.10</u>	Maternity Leave Policy
<u>4251.5</u>	Legal and Civic Duties
<u>4252.1</u>	Maintenance/Custodial Staff Compensation and Related Benefits
<u>5118</u>	Nonresidents
<u>5119</u>	Placement of Transfer Students

<u>5121</u>	Assessment of Individual Needs
<u>5124</u>	Reporting to Parents/Guardians
<u>5131.7</u>	Weapons and Dangerous Instruments
<u>5136</u>	Fund-Raising Activities
<u>5141</u>	Health
<u>5141.1</u>	Accidents
<u>5141.2</u>	Illness
<u>5141.3</u>	Health Examinations and Immunizations
<u>5142</u>	Pupil Safety
<u>5145.5</u>	Photographs of Pupils
<u>5145.7</u>	Hate Crimes and Bias Incidents
<u>5145.11</u>	Questioning and Apprehension
<u>5145.12</u>	Search and Seizure
<u>5131</u>	Elk Township Public School Discipline Code

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

Voice Vote:

Yes – 9 No – 0 Abstentions – 0

Motion carried unanimously

CURRICULUM & TECHNOLOGY – Ms. Cheryl Potter

Aprv. 16-17
Title I
Performance
Report:

Based upon the recommendation of the Superintendent approved submission of the 2016-2017 Title I Performance Report

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

Voice Vote:

Yes – 9 No – 0 Abstentions – 0

Motion carried unanimously

Aprv.
Accepting
17-18 ESSA
Funds:

Based upon the recommendation of the Superintendent approved accepting the ESSA funds for the 2017-2018 school year

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

Voice Vote:

Yes – 9 No – 0 Abstentions – 0

Motion carried unanimously

Aprv. 17-18
Staff
Handbook:

Based upon the recommendation of the Superintendent approved the Elk Township School 2017-2018 Staff Handbook

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

Voice Vote:

Yes – 9 No – 0 Abstentions – 0

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>
Denise Pierce	Samuel H. Jones Innovation Center	“Resources for School Psychologist”	1/12/18	\$129.00			\$129.00
^Tom Leone	Harrah’s Resort, Atlantic City	Techspo	1/25/18 - 1/26/18	\$425.00	\$31.82	\$117.74	\$574.56

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

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 October 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 – 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 October 2017. The Treasurer’s Report and Secretary’s Report are in agreement for the month of October 2017.

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

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. Kevin French, seconded by Mrs. Mary Snively

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. Kevin French, seconded by Mrs. Mary Snively

Voice Vote:

Yes – 9 No – 0 Abstentions – 0

Motion carried unanimously

Aprv. Transfer Report: Approved the October 2017 Transfer Report

Motion by Mr. Kevin French, 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

Aprv. Monthly Bill List: Based upon the recommendation of the Superintendent approved the monthly bill list as distributed:

1. General Bill List	\$	246,313.55
2. Hand Check	\$	2,636.10
3. Cafeteria Bill List	\$	12,335.56

Motion by Mr. Kevin French, 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
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>
Elk Township Police Department	All Areas	12/26/2017	8:00am through 1:00pm
Aura Home & School	All Purpose Room	1/09/18 and 1/23/18	3:00pm through 5:00pm

(All facility requests are pending proper insurance certificates)

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

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 October 2017 cafeteria report as listed:

Total Income	\$ 15,162.21
Total Expense	(\$ 11,502.69)
Net Income or (Loss)	\$ 3,659.52
Average Daily Attendance	362
Average Daily Participation	233
Percentage of Participation	64%

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

Voice Vote:

Yes – 8 No – 0 Abstentions – 0

Mr. Douglas Gominger - Absent

Motion carried unanimously

For the information of the Board, the Nutri-Serve monthly report is attached

TRANSPORTATION - Mr. Kevin French

None

SUPERINTENDENT'S REPORT

Aprv. Oct.
HIB Report:

Based upon the recommendation of the Superintendent approved the October 2017 HIB report as previously reported

Motion by Ms. Cheryl Potter, 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	11/29/17	2:11pm
Lockdown Drill	11/22/17	8:36am

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

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>
12/20/2017	Walnut Street Theatre	6th Grade 9:00 am - 12:30 pm

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

Voice Vote:

Yes – 9 No – 0 Abstentions – 0

Motion carried unanimously

LEGISLATION - Mrs. Mary Snively

Legislative Update

GLOUCESTER COUNTY SCHOOL BOARDS ASSOCIATION – Mrs. Mary Snively

For the information of the Board Mrs. Mary Snively and Ms. Cheryl Potter will attend the Governance workshop

SCHOOL BUSINESS ADMINISTRATOR’S REPORT – Mr. Joseph Collins

Aprv. 16-17
CAFR:

Based upon the recommendation of the Superintendent approved the 2016-2017 Comprehensive Annual Financial Report (CAFR)

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

Voice Vote:

Yes – 9 No – 0 Abstentions – 0

Motion carried unanimously

Aprv. 16-17
AMR:

Based upon the recommendation of the Superintendent approved the 2016-2017 Auditor’s Management Report (AMR)

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

Voice Vote:

Yes – 9 No – 0 Abstentions – 0

Motion carried unanimously

Aprv. 16-17
CAP:

Based upon the recommendation of the Superintendent approved the 2016-2017 Corrective Action Plan (CAP)

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

Voice Vote:

Yes – 9 No – 0 Abstentions – 0

Motion carried unanimously

Aprv. 16-17
SYN:

Based upon the recommendation of the Superintendent approved the 2016-2017 Audit Synopsis (SYN)

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

Voice Vote:

Yes – 9 No – 0 Abstentions – 0

Motion carried unanimously

For the information of the Board, Elk Township BOE received \$2,000 from the Joint Insurance Fund as incentives from the 2016/2017 school year

OLD BUSINESS

Mr. J. Wilson Hughes Jr. spoke Asked for an amended list of Board Members

NEW BUSINESS

None

CITIZENS

Aprv.
Open Second
Public Portion:

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

Voice Vote:

Yes – 9 No – 0 Abstentions – 0

Motion carried unanimously

Mrs. Terri Fleming questioned the mold testing procedures

Mr. Joseph Collins stated that Epic Environmental conducted testing, and concluded that there were no issues

Aprv. –
Close Second
Public Portion:

Motion by Mr. Kevin French, seconded by Mr. J. Wilson Hughes, Jr. to close the second public portion

Voice Vote:

Yes – 9 No – 0 Abstentions – 0

Motion carried unanimously

Executive Session

Aprv. –

Motion by Mr. Kevin French, seconded by Mr. J. Wilson Hughes, Jr., to enter into the executive session to discuss matters as listed.

Open
Executive
Session
7:50p.m.

**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 9:20 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. Personal – Grievance
2. Negotiations

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 December 14, 2017.

Joseph M. Collins,
School Business Administrator/Board Secretary

Voice Vote:

Yes – 9 No – 0 Abstentions – 0

Motion carried unanimously

Aprv. Close
Executive
Session
9:17p.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
9:18p.m.:

Motion by Mr. Douglas Gominger, seconded by Ms. Cheryl Potter French that the meeting be adjourned
9:18 p.m.

Voice Vote:

Yes – 9 No – 0 Abstentions – 0

Motion carried unanimously

Respectfully Submitted,

Joseph M. Collins,
School Business Administrator/Board Secretary

