

**REGULAR BOARD MEETING OF THE ELK TOWNSHIP BOARD OF EDUCATION ON
THURSDAY, MAY 4, 2017 IN THE AURA ELEMENTARY SCHOOL MEDIA CENTER.**

Purpose: 2016-17 SCHOOL YEAR REGULAR BOARD MEETING FOR MAY 4, 2017
SEE PAGE(S)_____ OF MINUTES AGENDA

Special Note: THE MEETING APPROVED AND PRE-SCHEDULED BEGAN 7:00 P.M.

Board Mem.	Mrs. Jessica Dadak	
Pres.	Mr. Kevin French	Ms. Staci Oppleman-Bedell - Absent
	Ms. Cheryl Potter	Mrs. Jennifer Wirtz
	Mrs. Mary Snively	Mrs. Mary Spring
	Mr. Douglas Gominger	Mr. J. Wilson Hughes, Jr.

Admin. Pres. Dr. Piera Gravenor, Superintendent and Mr. Joseph Collins, Business Administrator/Board Secretary and Dr. Melissa Williams, Assistant Superintendent

Statement: As President of the Elk Township Board of Education, I hereby certify that all provisions of the "Open
Regular Public Meeting Law" P.L. 1975, Chapter 231, have been met. Notice of this meeting was mailed to "The
Session: South Jersey Times", "The Sentinel", as well as to the Municipal Clerk of Elk Township.

Pledge: Mrs. Jessica Dadak led the Pledge of Allegiance.

REORGANIZATION ITEMS AND APPOINTMENTS

Aprv. – Motion by Mr. Douglas Gominger, seconded by Mr. J. Wilson Hughes, Jr. to approve the following
Reorg. Items reorganization items and appointments as listed A through GG, with the exception of J. Line item J will be
and Appts. discussed at a later date.

- A. Motion to approve the following shared services with the Delsea Regional High School District:
 - 1. Superintendent
 - 2. Business Services
 - 3. Curriculum
 - 4. Child Study Team
 - 5. Facility Manager
 - 6. Technology
 - 7. Transportation
- B. Motion to approve the First National Bank of Elmer as the school depository for the 2017-18 school year
- C. Motion to approve New Jersey Cash Management as an additional depository for school funds
- D. Motion to approve the following checking account signatories for the 2017-18 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)
- E. Motion to approve the use of a facsimile signature on checks
 - F. Motion to accept the current agenda format to be used for the 2017-18 school year
 - G. Motion to appoint Wayne Murschell, Principal, to the following positions for the 2017-18 school year
 1. Affirmative Action Officer
 2. Attendance Officer
 3. Issuing Officer for working papers
 - H. Motion to appoint Kathy Nichols, secretary, as Homeless Liaison
 - I. Motion to appoint Joseph M. Collins, Business Administrator, as the Public Agency Compliance Officer for the 2017-18 school year
 - J. Motion to appoint Dr. James Hubbs as the School Physician for the 2017-18 school year
 - K. Motion to approve Denise Pierce, School Psychologist, as HIB coordinator
 - L. Motion to approve Brooke-Rose Tharpe, School Social Worker, as HIB specialist
 - M. Motion to establish 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
 - N. Motion to appoint 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)
 - O. Motion to appoint Dr. Anner Thompson, Director of Child Study Team, to the following positions for the 2017-18 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
 - P. Motion to appoint Joseph M. Collins, School Business Administrator, as Qualified Purchasing Agent, the bid limit is \$40,000
 - Q. Motion to appoint Samuel Teague, Facilities Manager, to the following positions as listed:
 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
 - R. Motion to approve the State's chart of accounts
 - S. Motion to approve payment of bills between board meetings with the approval of the Superintendent after consultation with the finance chair
 - T. Motion to approve procurement of goods and services through state contracts
 - U. Motion to appoint Joseph M. Collins as Custodian of Records

- V. Motion to approve Frank Cavallo, Esq., Parker McCay as Solicitor for the 2017-18 school year
- W. Motion to approve Petroni & Associates as Auditor for the 2017-18 school year
- X. Motion to approve Allen Associates as Broker of Record for dental insurance for the 2017-18 school year.
- Y. Motion to appoint Stephen Considine as Treasurer of School Monies for the 2017-18 school year
- Z. Motion to appoint Joseph M. Collins, School Business Administrator, as Board Secretary for the 2017-18 school year
- AA. Motion to appoint Dr. Piera Gravenor, Superintendent, as acting Board Secretary for emergency purposes for the 2017-18 school year
- BB. Motion to approve Lincoln Investments as tax shelter annuity broker
- CC. Motion to approve "The South Jersey Times" and "The Sentinel" as official newspapers for legal notices.
- DD. Motion to appoint Joseph M. Collins as delegate to the GCSSD JIF and Joseph Nichols as alternate delegate to the GCSSD JIF
- EE. Motion to approve 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
- FF. Motion to approve Garrison Architects as Architect of Record
- GG. Motion to approve Joseph Collins as official for investments and wires

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
 Ms. Staci Oppleman-Bedell - Absent

Motion carried unanimously

Aprv. –
 Curricula,
 Course of
 Study,
 Texts,
 Evaluation
 Schedule,
 CST/Guid. /
 Media
 Programs &
 Services

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

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

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
Ms. Staci Oppleman-Bedell - Absent

Motion carried unanimously

Aprv. –
School
District
Travel

Motion by Mr. J. Wilson Hughes, Jr., seconded by Mr. Douglas Gominger to approve in accordance with Policy #6471, School District Travel, and NJAC 6A:23A-7, the establishment of a maximum travel amount for the 2017-18 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 2017-18, school district travel was budgeted at \$500.00 for the Operating Fund. As of April 30, 2017, \$121.04 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:

- 2015-16 \$ -0-
- 2016-17 (as of May 1, 2017) \$ -0-
- 2017-18 \$ -0-

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
Ms. Staci Oppleman-Bedell - Absent

Motion carried unanimously

Aprv. -
Minutes:
Regular
Meeting

Motion by Mr. Douglas Gominger, seconded by Mr. Kevin French to approve as amended the regular meeting minutes of March 9, 2017

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
Ms. Staci Oppleman-Bedell - Absent

Motion carried unanimously

Aprv. –
Minutes:
Special
Meeting

Motion by Mr. Douglas Gominger, seconded by Mr. Kevin French to approve the Special meeting minutes of March 16, 2017

Roll Call Vote:

Yes – 6 No – 0 Abstentions – 2

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 - Abstain
Mr. Douglas Gominger - Yes
Mrs. Mary Snively - Abstain
Ms. Staci Oppleman-Bedell - Absent

Motion carried unanimously

COMMUNICATIONS/PRESENTATIONS

Mrs. Jessica Dadak read a memo from New Jersey School Boards Association honoring Ms. Cheryl Potter

CITIZENS:

Aprv. –
Open
first public
portion

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

Voice Vote:

Yes – 8 No – 0 Abstentions – 0

Motion carried unanimously

Ms. Staci Oppleman-Bedell – Absent

Mrs. Judy Jusko from Aura Home and School Association thanked the Board for their support. She also shared there are many activities coming up to look forward to.

Aprv. –
Close
first public
portion

Motion by Mrs. Jennifer Wirtz, seconded by Mr. Douglas Gominger to close the first public portion

Voice Vote:

Yes – 8 No – 0 Abstentions – 0

