

**REGULAR BOARD MEETING OF THE ELK TOWNSHIP BOARD OF EDUCATION ON THURSDAY, JANUARY 9, 2020 IN THE AURA ELEMENTARY SCHOOL MEDIA CENTER.**

Purpose: 2019-20 SCHOOL YEAR REGULAR BOARD MEETING FOR JANUARY  
SEE PAGE (S) \_\_\_\_\_ OF MINUTES AGENDA

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

Board Mem.	Ms. Danielle Bland	Mrs. Angelique Stoney-Siplin - Absent
Pres.	Mr. Wayne Howard	Ms. Courtney Vance
	Mr. J. Wilson Hughes, Jr.	Vacant
	Ms. Cheryl Potter	Mrs. Jennifer Wirtz
	Mrs. Mary Snively	

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

Statement: As Board Secretary 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 South  
Session: Jersey Times", "The Sentinel", as well as to the Municipal Clerk of Elk Township.

Pledge: Mr. Joseph Collins led the Pledge of Allegiance.

Mission Statement: Mr. Joseph Collins read the below statement:

We strive to educate students and assist them in realizing their full potential as responsible, productive, contributing members of society by providing an educational environment in which students are challenged, differences are valued, and excellence is expected.

Presentation: Dr. Piera Gravenor present Mrs. Mary Nicoletto with a plaque for her years of service and dedication to the Elk Township Board of Education

**REORGANIZATION**

Election Results: The following are the results of the November 2019 General Election:

Elected to three year term

- Mr. Wayne Howard (write-in)
- Ms. Courtney Vance (write-in)
- Mrs. Jennifer Wirtz (799 votes)

Elected to one year term

- Unfilled

Oath of Office: Mr. Joseph Collins, Board Secretary, administered the Oath of Office to the three newly seated Board members.

Open Nom. For President: Motion by Mrs. Jennifer Wirtz, seconded by Ms. Cheryl Potter, to open the nominations for President.

Mrs. Jennifer Wirtz nominated Mr. J. Wilson Hughes Jr., seconded by Ms. Cheryl Potter

Voice Vote:

Yes – 7 No – 0 Abstentions – 0

Mrs. Angelique Stoney-Siplin - Absent

Vacant

Motion carried unanimously

Close Nom. for President: Motion by Jennifer Wirtz, seconded by Ms. Cheryl Potter to close the nominations for President.

Voice Vote:

Yes – 7 No – 0 Abstentions – 0

Mrs. Angelique Stoney-Siplin - Absent

Vacant

Motion carried unanimously

Cast Ballots: Due to one nomination for president no ballots were cast

Mr. J. Wilson

Hughes, Jr.

Assumes

Chair:

Open Nom.

for Vice

President:

Mr. Joseph Collins requested that Mr. J. Wilson Hughes, Jr. assume the chair

Motion by Ms. Danielle Bland, seconded by Ms. Cheryl Potter to open the nominations for Vice-President

Ms. Danielle Bland nominated Mrs. Jennifer Wirtz, seconded by Ms. Cheryl Potter

Voice Vote:

Yes – 7 No – 0 Abstentions – 0

Mrs. Angelique Stoney-Siplin - Absent

Vacant

Motion carried unanimously

Close Nom. for Vice President: Motion by Ms. Danielle Bland, seconded by Ms. Cheryl Potter, to close the nominations for Vice-President

Voice Vote:

Yes – 7 No – 0 Abstentions – 0

Mrs. Angelique Stoney-Siplin - Absent

Vacant

Motion carried unanimously

Cast Ballots: Due to one nomination for vice president no ballots were cast

Adopt all

Existing and

Pending Board

Policies:

Motion by Mr. J. Wilson Hughes, Jr., seconded by Ms. Danielle Bland to adopt all existing and pending board policies

Voice Vote:

Yes – 7 No – 0 Abstentions – 0

Mrs. Angelique Stoney-Siplin - Absent

Vacant

Motion carried unanimously

Appoint Delegate to NJSBA: Motion by Mr. J. Wilson Hughes, Jr., seconded by Ms. Cheryl Potter to appoint Mrs. Mary Snively Delegate to the New Jersey School Boards Association for 2020

Voice Vote:

Yes – 7 No – 0 Abstentions – 0

Mrs. Angelique Stoney-Siplin - Absent

Vacant

Motion carried unanimously

Appoint Alt. Delegate to NJSBA: Motion by Mr. J. Wilson Hughes, Jr., seconded by Mrs. Mary Snively to appoint Cheryl Potter Alternate Delegate to the New Jersey School Boards Association for 2020

Voice Vote:

Yes – 7 No – 0 Abstentions – 0

Mrs. Angelique Stoney-Siplin - Absent

Vacant

Motion carried unanimously

Appoint  
Delegate to  
GCSBA:

Motion by Mr. J. Wilson Hughes, Jr., seconded by Mrs. Mary Snively to appoint Ms. Cheryl Potter Delegate to the Gloucester County School Boards Association for 2020

Voice Vote:

Yes – 7 No – 0 Abstentions – 0

Mrs. Angelique Stoney-Siplin - Absent

Vacant

Motion carried unanimously

Appoint Alt.  
Delegate to  
GCSBA:

Motion by Mr. J. Wilson Hughes, Jr., seconded by Ms. Cheryl Potter to appoint Mrs. Mary Snively Alternate Delegate to the Gloucester County School Boards Association for 2020

Voice Vote:

Yes – 7 No – 0 Abstentions – 0

Mrs. Angelique Stoney-Siplin - Absent

Vacant

Motion carried unanimously

Aprv.  
Parliamentary  
Procedures:

Motion by Mr. J. Wilson Hughes, Jr., seconded by Mrs. Jennifer Wirtz to approve parliamentary procedures for Aura School Board meetings

Voice Vote:

Yes – 7 No – 0 Abstentions – 0

Mrs. Angelique Stoney-Siplin - Absent

Vacant

Motion carried unanimously

Aprv.  
Curriculum  
and Textbooks:

Motion by Mr. J. Wilson Hughes, Jr., seconded by Mrs. Cheryl Potter to approve the curriculum and textbooks, for the 2019 - 2020 school year

Voice Vote:

Yes – 7 No – 0 Abstentions – 0

Mrs. Angelique Stoney-Siplin - Absent

Vacant

Motion carried unanimously

Aprv. Meeting  
Dates and  
Times:

Motion by Mr. J. Wilson Hughes, Jr., seconded by Mrs. Mary Snively to adopt the 2020 Aura School Board meeting schedule as follows (All meetings will begin at 7:00 pm unless otherwise noted):

Meeting Dates
February 13th
March 12th
March TBD - Budget Introduction
April 9th
May 7th - Public Hearing (6:30 pm)
May 7th

June 11th
July 9th
August 13th
September 10th
October 8th
November 12th
December 10th
January 7th (2021)

Voice Vote:

Yes – 7 No – 0 Abstentions – 0  
 Mrs. Angelique Stoney-Siplin - Absent  
 Vacant

Motion carried unanimously

Ethics and  
 Code for  
 School Board  
 Members:

For the information of the Board the School Ethics Act and Code for School Board Members, pursuant to N.J.S.A. 18A:12-24.1 et seq., have been distributed. Each member of the Board of Education shall sign an acknowledgement of receipt for the Code of Ethics. This acknowledgement of receipt assures that each Board of Education member has read and become familiar with the Code of Ethics

**MINUTES:**

Aprv. Minutes: Motion by Mrs. Mary Snively, seconded by Mrs. Jennifer Wirtz to approve the Regular minutes of December 12, 2019

Voice Vote:

Yes – 7 No – 0 Abstentions – 0  
 Mrs. Angelique Stoney-Siplin - Absent  
 Vacant

Motion carried unanimously

**COMMUNICATIONS/ PRESENTATIONS:**

Mr. Wayne Murschell updated the Board on the Science and Book Fair

**CITIZENS:**

Aprv. Open First Public Portion: Motion by Ms. Danielle Bland seconded by Mrs. Jennifer Wirtz to open the first public portion

Voice Vote:

Yes – 7 No – 0 Abstentions – 0  
 Mrs. Angelique Stoney-Siplin - Absent  
 Vacant

Motion carried unanimously

Aprv. Close First Public Portion: Motion by Mrs. Jennifer Wirtz, seconded by Ms. Danielle Bland to close the first public portion

Voice Vote:

Yes – 7 No – 0 Abstentions – 0  
 Mrs. Angelique Stoney-Siplin - Absent  
 Vacant

Motion carried unanimously

**COMMITTEES:**

**PERSONNEL** - Mrs. Jennifer Wirtz  
*(all hiring is pending completion of required state paperwork)*  
 None

**POLICY** – Mrs. Danielle Bland

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

<u>Policy # 8600</u>	Student Transportation (M)
<u>Reg. # 8600</u>	Student Transportation
<u>Policy # 9210</u>	Parent Organizations
<u>Policy # 9400</u>	Media Relations

Motion by Mrs. Danielle Bland, seconded by Mrs. Mary Snively

Voice Vote:  
 Yes – 7 No – 0 Abstentions – 0  
 Mrs. Angelique Stoney-Siplin -Absent  
 Vacant

Motion carried unanimously

**CURRICULUM & TECHNOLOGY** – Ms. Cheryl Potter

Aprv. 20-21 Submission for Preschool Ed. Aide: Based upon the recommendation of the Superintendent approved the submission of the 2020-2021 ECPA Preschool Education Aid One-Year Preschool Program Plan

Motion by Ms. Cheryl Potter, seconded by Mrs. Danielle Bland

Voice Vote:  
 Yes – 7 No – 0 Abstentions – 0  
 Mrs. Angelique Stoney-Siplin -Absent  
 Vacant

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>
^Brian Cogle & Eileen Tharp	Rowan University Mullica Hill, NJ	Youth Leadership & School Climate Workshop	1/13/2020 & 2/26/2020	\$ 0.00	-	\$ 0.00
+ Wayne Murschell, Brooke Tharp, Melissa Tanski & Dina Holmes	Rowan University Camden, NJ	Climate Team Learning Lab	2/05/2020 & 2/06/2020	\$ 0.00	-	\$ 0.00

Jennifer Everwine & Rachel Tomczak	LRC Rowan University	Strength-based IEP Writing	2/11/2020	\$ 0.00	-	\$ 0.00
Denise Pierce & Rachel Tomczak	LRC Rowan University	Rethinking Autism	4/30/2020	\$ 0.00	-	\$ 0.00
Jennifer Everwine & Rachel Tomczak	LRC Rowan University	Modification of General Education Curriculum for Students with Disabilities	5/05/2020	\$ 0.00	-	\$ 0.00

^ Paid for by Title II † Paid for by the Culture & Climate Grant

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

Roll Call Vote:

Yes – 7 No – 0 Abstentions – 0

Mrs. Danielle Bland - Yes

Mr. Wayne Howard – Yes

Mr. J. Wilson Hughes, Jr. - Yes

Ms. Cheryl Potter - Yes

Mrs. Mary Snively - Yes

Mrs. Angelique Stoney-Siplin - Absent

Mrs. Courtney Vance - Yes

Vacant

Mrs. Jennifer Wirtz - Yes

Motion carried unanimously

**BUDGET & FINANCE/FACILITIES/CAFETERIA/TRANSPORTATION**

**BUDGET & FINANCE – Mrs. Mary Snively**

Aprv.  
Secretary's  
Report:

Approved Board Secretary's Report in accordance with 18A: 17-36 and 18A: 17-9 for the month of November 2019. 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.

On File Superintendent's Office

Motion by Mrs. Mary Snively, seconded by Mrs. Danielle Bland

Voice Vote:

Yes – 7 No – 0 Abstentions – 0

Mrs. Angelique Stoney-Siplin - Absent

Vacant

Motion carried unanimously

Aprv.  
Treasurer's  
Report:

Approved the Treasurer Report in accordance with 8A:17-36 and 18A:17-9 for the month of November 2019. The Treasurer's Report and Secretary's Report are in agreement for the month of November 2019.

See Page(s) \_\_\_\_\_ of minutes

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

Voice Vote:

Yes – 7 No – 0 Abstentions – 0

Mrs. Angelique Stoney-Siplin - Absent  
Vacant

Motion carried unanimously

Aprv. Secretary Certification: Approved the Board Secretary Certification, in accordance with N.J.A.C. 6A:23A – 16.10 (c) 2 which certifies that there are no changes in anticipated revenue amounts or revenue sources.

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

Voice Vote:

Yes – 7 No – 0 Abstentions – 0  
Mrs. Angelique Stoney-Siplin - Absent  
Vacant

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.

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Motion by Mrs. Mary Snively, seconded by Mrs. Danielle Bland

Voice Vote:

Yes – 7 No – 0 Abstentions – 0  
Mrs. Angelique Stoney-Siplin - Absent  
Vacant

Motion carried unanimously

Aprv. Transfer Report: Based upon the recommendation of the Superintendent approved the November 2019 Transfer Report.  
See Page(s) \_\_\_\_\_ of minutes

Motion by Mrs. Mary Snively, seconded by Mrs. Danielle Bland

Roll Call Vote:

Yes – 7 No – 0 Abstentions – 0  
Mrs. Danielle Bland - Yes  
Mr. Wayne Howard – Yes  
Mr. J. Wilson Hughes, Jr. - Yes  
Ms. Cheryl Potter - Yes  
Mrs. Mary Snively - Yes  
Mrs. Angelique Stoney-Siplin - Absent  
Mrs. Courtney Vance - Yes  
Vacant  
Mrs. Jennifer Wirtz - 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	\$ 235,377.62
2. Hand Check	\$ 16,219.81
3. Cafeteria Bill List	\$ 10,573.60

See Page(s) \_\_\_\_\_ of minutes

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

Roll Call Vote:

Yes – 7 No – 0 Abstentions – 0  
Mrs. Danielle Bland - Yes  
Mr. Wayne Howard – Yes  
Mr. J. Wilson Hughes, Jr. - Yes  
Ms. Cheryl Potter - Yes  
Mrs. Mary Snively - Yes  
Mrs. Angelique Stoney-Siplin - Absent  
Mrs. Courtney Vance - Yes  
Vacant  
Mrs. Jennifer Wirtz - Yes

Motion carried unanimously

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

None

**CAFETERIA** – Mrs. Danielle Bland

Aprv. Cafeteria  
Report:

Based upon the recommendation of the Superintendent approved the November 2019 cafeteria report as listed:

<b>Total Income</b>	\$ 11,168.67
<b>Total Expense</b>	\$ (11,289.28)
<b>Net Income or (Loss)</b>	\$ (120.61)
<b>Average Daily Attendance</b>	304
<b>Average Daily Participation</b>	183
<b>Percentage of Participation</b>	60%

Motion by Mrs. Danielle Bland, seconded by Ms. Cheryl Potter

Voice Vote:

Yes – 7 No – 0 Abstentions – 0  
Mrs. Angelique Stoney-Siplin - Absent  
Vacant

Motion carried unanimously

**TRANSPORTATION** - Mrs. Mary Snively

None

**SUPERINTENDENT'S REPORT**

Aprv.  
HIB Reports:

Based upon recommendation of the Superintendent approved the November 2019 HIB report.

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

Voice Vote:

Yes – 7 No – 0 Abstentions – 0  
Mrs. Angelique Stoney-Siplin - Absent  
Vacant

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 – December 2019
- Facility Manager’s Report
- Principal’s Report
- Fire Drills/Crisis Drills

Fire Drill	12/12/19	1:13 pm
Lockdown Drill	12/04/19	1:34 pm

Ms. Cheryl Potter asked for an update on student attendance and are parents being notified  
 Mr. Wayne Murschell stated that he is in constant communications with parents to notify them of attendance issues  
 Dr. Piera Gravenor stated that the goal is to make parents aware of the attendance issues

Motion by Mrs. Danielle Bland, seconded by Mrs. Jennifer Wirtz

Voice Vote:

Yes – 7 No – 0 Abstentions – 0

Mrs. Angelique Stoney-Siplin - Absent

Vacant

Motion carried unanimously

Aprv. Field  
Trips:

Based upon 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>
5/29/2020	A.J. Meerwald Bayshore Center at Bivalve Port Norris, NJ	5th Grade 8:30 am - 2:00 pm

Motion by Mrs. Danielle Bland, seconded by Mrs. Jennifer Wirtz

Voice Vote:

Yes – 7 No – 0 Abstentions – 0

Mrs. Angelique Stoney-Siplin - Absent

Vacant

Motion carried unanimously

**LEGISLATION - Mrs. Mary Snively**

Legislative Update

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

None

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

Aprv. CAFR  
Report:

Based upon recommendation of the Superintendent approved the 2018-2019 Comprehensive Annual Financial Report

See Page(s) \_\_\_\_\_ of minutes

Motion by Mrs. Danielle Bland, seconded by Ms. Cheryl Potter

Voice Vote:

Yes – 7 No – 0 Abstentions – 0  
Mrs. Angelique Stoney-Siplin - Absent  
Vacant

Motion carried unanimously

Aprv. 18-19  
AMR:

Based upon recommendation of the Superintendent approved the 2018-2019 Auditor's Management Report

See Page(s) \_\_\_\_\_ of minutes

Motion by Mrs. Danielle Bland, seconded by Mrs. Jennifer Wirtz

Voice Vote:

Yes – 7 No – 0 Abstentions – 0  
Mrs. Angelique Stoney-Siplin - Absent  
Vacant

Motion carried unanimously

Aprv. 18-19  
AS:

Based upon recommendation of the Superintendent approved the 2018-2019 Audit Synopsis

See Page(s) \_\_\_\_\_ of minutes

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

Voice Vote:

Yes – 7 No – 0 Abstentions – 0  
Mrs. Angelique Stoney-Siplin - Absent  
Vacant

Motion carried unanimously

Aprv. 18-19  
CAP:

Based upon recommendation of the Superintendent approved the 2018-2019 Corrective Action Plan

See Page(s) \_\_\_\_\_ of minutes

Motion by Mrs. Danielle Bland, seconded by Mrs. Mary Snively

Voice Vote:

Yes – 7 No – 0 Abstentions – 0  
Mrs. Angelique Stoney-Siplin - Absent  
Vacant

Motion carried unanimously

For the information of the Board the Budget Calendar has been updated

**OLD BUSINESS**

None

**NEW BUSINESS**

None

**CITIZENS**

Aprv.  
Open Second  
Public Portion:

Motion by Mrs. Danielle Bland, seconded by Mrs. Jennifer Wirtz to open the second public portion

Voice Vote:

Yes – 7 No – 0 Abstentions – 0  
Mrs. Angelique Stoney-Siplin - Absent

Vacant

Motion carried unanimously

Aprv.  
Close Second  
Public Portion:

Motion by Mrs. Jennifer Wirtz, seconded by Mrs. Danielle Bland to close the second public portion

Voice Vote:

Yes – 7      No – 0      Abstentions – 0

Mrs. Angelique Stoney-Siplin - Absent

Vacant

Motion carried unanimously

Adjourn  
meeting  
8:45 p.m.:

Motion by Mrs. Jennifer Wirtz, seconded by Mrs. Mary Snively that the meeting be adjourned at 8:45 p.m.

Voice Vote:

Yes – 7      No – 0      Abstentions – 0

Mrs. Angelique Stoney-Siplin - Absent

Vacant

Motion carried unanimously

Respectfully Submitted,

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Joseph M. Collins,  
School Business Administrator/Board Secretary