

**REGULAR BOARD MEETING OF THE ELK TOWNSHIP BOARD OF EDUCATION ON THURSDAY,  
MARCH 10, 2022 IN THE AURA SCHOOL ALL PURPOSE ROOM.**

Purpose: 2021-22 SCHOOL YEAR REGULAR BOARD MEETING FOR MARCH  
SEE PAGE (S) \_\_\_\_\_ OF MINUTES AGENDA

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

Board Mem.	Mrs. Colleen Barbaro	Mrs. Mary Snively
Pres.	Mr. J. Wilson Hughes, Jr.	Mrs. Angelique Stoney Siplin - Absent
	Mrs. Joyce Massott-Burnett	Ms. Courtney Vance - Absent
	Ms. Cheryl Potter	Mrs. Jennifer Wirtz - Absent
	Mrs. Sarah Ruczynski	

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

Statement: As Vice 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: Mr. J. Wilson Hughes, Jr. led the Pledge of Allegiance.

Mission Statement: Mr. J. Wilson Hughes, Jr. 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.

**MINUTES:**

Aprv. Minutes: Motion by Mrs. Mary Snively, seconded by Mrs. Sarah Ruczynski to approve the February 10, 2022 minutes as listed:

1. Regular Session
2. Executive Session

Voice Vote:

Yes – 5 No – 0 Abstentions – 1  
Mrs. Joyce Massott-Burnett - Abstain  
Mrs. Angelique Stoney-Siplin - Absent  
Ms. Courtney Vance - Absent  
Mrs. Jennifer Wirtz – Absent

Motion carried unanimously

**COMMUNICATIONS/ PRESENTATIONS:**

None

**CITIZENS:**

Aprv. Open First Public Portion: Motion by Mrs. Joyce Massott-Burnett, seconded by Mrs. Sarah Ruczynski to open the first public portion

Voice Vote:

Yes – 6 No – 0 Abstentions – 0  
Mrs. Angelique Stoney-Siplin - Absent  
Ms. Courtney Vance - Absent  
Mrs. Jennifer Wirtz – Absent

Motion carried unanimously

Aprv. Close First Public Portion: Motion by Ms. Cheryl Potter, seconded by Mrs. Joyce Massott-Burnett to close the first public portion

Voice Vote:  
Yes – 6 No – 0 Abstentions – 0  
Mrs. Angelique Stoney-Siplin - Absent  
Ms. Courtney Vance - Absent  
Mrs. Jennifer Wirtz – Absent

Motion carried unanimously

**COMMITTEES:**

**PERSONNEL** - Mrs. Sarah Ruczynski  
*(all hiring is pending completion of required state paperwork and is dependent upon COVID 19 legislation and funding )*

Aprv. LOA: Based upon the recommendation of the Superintendent approved the following leave of absence as listed:

<u>Employee</u>	<u>Leave Requested</u>	<u>Paid/Unpaid Days</u>	<u>Federal Medical Leave Act</u>	<u>State Medical Leave Act</u>
Donna Foote	3/10/2022 through 4/08/2022	<b>Paid:</b> 3/10/2022 through 4/08/2022 (22 days)	N/A	N/A

Motion by Mrs. Sarah Ruczynski, seconded by Ms. Cheryl Potter

Voice Vote:  
Yes – 6 No – 0 Abstentions – 0  
Mrs. Angelique Stoney-Siplin - Absent  
Ms. Courtney Vance - Absent  
Mrs. Jennifer Wirtz – Absent

Motion carried unanimously

Aprv. B. Tharp-Traina DCP&P Liaison: Based upon the recommendation of the Superintendent approved Brooke Tharp-Traina, School Social Worker, as DCP&P Liaison  
Motion by Mrs. Sarah Ruczynski, seconded by Ms. Cheryl Potter

Voice Vote:  
Yes – 6 No – 0 Abstentions – 0  
Mrs. Angelique Stoney-Siplin - Absent  
Ms. Courtney Vance - Absent  
Mrs. Jennifer Wirtz – Absent

Motion carried unanimously

**POLICY** – Mrs. Mary Snively  
None

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

Aprv. 22-22 ECPA Submission: Based upon the recommendation of the Superintendent approved the submission of the 2022-2023 ECPA Preschool Education Aid One Year Preschool Program Budget

Motion by Ms. Cheryl Potter, seconded by Mrs. Sarah Ruczynski

Voice Vote:

Yes – 6 No – 0 Abstentions – 0  
Mrs. Angelique Stoney-Siplin - Absent  
Ms. Courtney Vance - Absent  
Mrs. Jennifer Wirtz – Absent

Motion carried unanimously

Aprv. Rowan  
Student  
Clinical  
Practicum:

I make a motion to approve the following Rowan University students for the clinical practicum in teaching and learning as listed:

<u>Name</u>	<u>Dates</u>	<u>Subject</u>	<u>Cooperating Teacher</u>
Brian Shugarts	Fall 2022: October 31, 2022 - December 14, 2022 <i>(Wednesday/Friday: 11/2, 11/4, 11/9, 11/11, 11/16, 11/18, 11/23, 11/30, 12/2, 12/7, 12/9, 12/14)</i> Spring: January 17, 2023 - March 10, 2023 <i>(5 days a week, 7 hours day)</i>	Music	Frank Knauss

Motion by Ms. Cheryl Potter, seconded by Mrs. Sarah Ruczynski

Voice Vote:

Yes – 6 No – 0 Abstentions – 0  
Mrs. Angelique Stoney-Siplin - Absent  
Ms. Courtney Vance - Absent  
Mrs. Jennifer Wirtz – Absent

Motion carried unanimously

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

**BUDGET & FINANCE – Mrs. Joyce Massott-Burnett**

Aprv.  
Secretary’s  
Report:

Approved Board Secretary’s Report in accordance with 18A: 17-36 and 18A: 17-9 for the month of January 2022. 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. Joyce Massott-Burnett, seconded by Mrs. Sarah Ruczynski

Voice Vote:

Yes – 6 No – 0 Abstentions – 0  
Mrs. Angelique Stoney-Siplin - Absent  
Ms. Courtney Vance - Absent  
Mrs. Jennifer Wirtz – Absent

Motion carried unanimously

Aprv.  
Treasury  
Report:

Approved the Treasurer Report in accordance with 18A:17-36 and 18A:17-9 for the month of January 2022. The Treasurer's Report and Secretary's Report are in agreement for the month of January 2022.

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Motion by Mrs. Joyce Massott-Burnett, seconded by Ms. Cheryl Potter

Voice Vote:

Yes – 6 No – 0 Abstentions – 0  
Mrs. Angelique Stoney-Siplin - Absent  
Ms. Courtney Vance - Absent  
Mrs. Jennifer Wirtz – Absent

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. Joyce Massott-Burnett, seconded by Ms. Cheryl Potter

Voice Vote:

Yes – 6 No – 0 Abstentions – 0  
Mrs. Angelique Stoney-Siplin - Absent  
Ms. Courtney Vance - Absent  
Mrs. Jennifer Wirtz – 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.

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Motion by Mrs. Joyce Massott-Burnett, seconded by Mrs. Mary Snively

Voice Vote:

Yes – 6 No – 0 Abstentions – 0  
Mrs. Angelique Stoney-Siplin - Absent  
Ms. Courtney Vance - Absent  
Mrs. Jennifer Wirtz – Absent

Motion carried unanimously

Aprv. January Transfer Report: Approved the January 2022 Transfer Report.

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Motion by Mrs. Joyce Massott-Burnett, seconded by Mrs. Sarah Ruczynski

Roll Call Vote:

Yes – 6 No – 0 Abstentions – 0  
Mrs. Colleen Barbaro – Yes  
Mr. J. Wilson Hughes, Jr. – Yes  
Mrs. Joyce Massott-Burnett - Yes  
Ms. Cheryl Potter – Yes  
Mrs. Sarah Ruczynski – Yes  
Mrs. Mary Snively – Yes  
Mrs. Angelique Stoney-Siplin – Absent  
Ms. Courtney Vance – Absent  
Mrs. Jennifer Wirtz - Absent

Motion carried unanimously

Aprv. Monthly Bill List: Approved the monthly bill list as distributed:

1. General Bill List	\$ 253,448.18
2. Hand Check	\$ 18,872.69
3. Cafeteria Bill List	\$ 12,761.66

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Motion by Mrs. Joyce Massott-Burnett, seconded by Ms. Cheryl Potter

Roll Call Vote:

Yes – 6 No – 0 Abstentions – 0  
 Mrs. Colleen Barbaro – Yes  
 Mr. J. Wilson Hughes, Jr. – Yes  
 Mrs. Joyce Massott-Burnett - Yes  
 Ms. Cheryl Potter – Yes  
 Mrs. Sarah Ruczynski – Yes  
 Mrs. Mary Snively – Yes  
 Mrs. Angelique Stoney-Siplin – Absent  
 Ms. Courtney Vance – Absent  
 Mrs. Jennifer Wirtz - Absent

Motion carried unanimously

**FACILITIES** – Mr. J. Wilson Hughes, Jr.  
*(All facility requests are pending proper insurance certificates)*

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>
Aura Home & School	All Purpose Room <i>(Student &amp; Parent Dance)</i>	3/24/2022 <i>(Thursday)</i>	6:00 pm through 8:00 pm
ETEA / Pride	All Purpose Room <i>(Math Bingo Night)</i>	4/07/2022 <i>(Thursday)</i>	5:00 pm through 8:00 pm

Motion by Mr. J. Wilson Hughes, Jr., seconded by Mrs. Joyce Massott-Burnett

Voice Vote:

Yes – 6 No – 0 Abstentions – 0  
 Mrs. Angelique Stoney-Siplin - Absent  
 Ms. Courtney Vance - Absent  
 Mrs. Jennifer Wirtz – 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>Total</u>
† Joe Nichols	Harrah’s Hotel & Conference Center Atlantic City, NJ	2022 New Jersey School Buildings & Grounds Association Conference/Expo	3/21/2022 through 3/23/2022	No Cost	No Cost

† Paid for by NJSBGA

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

Voice Vote:

Yes – 6 No – 0 Abstentions – 0  
Mrs. Angelique Stoney-Siplin - Absent  
Ms. Courtney Vance - Absent  
Mrs. Jennifer Wirtz – Absent

Motion carried unanimously

**CAFETERIA – Mrs. Colleen Barbaro**

Aprv. Cafeteria  
Report:

Based upon the recommendation of the Superintendent approved the January 2022 cafeteria report as listed:

<b>Total Income</b>	\$ 19,450.33
<b>Total Expense</b>	\$ (14,536.64)
<b>Net Income or (Loss)</b>	\$ 4,913.69
<b>Average Daily Attendance</b>	301
<b>Average Daily Participation</b>	252
<b>Percentage of Participation</b>	84%

Motion by Mrs. Colleen Barbaro, seconded by Ms. Cheryl Potter

Voice Vote:

Yes – 6 No – 0 Abstentions – 0  
Mrs. Angelique Stoney-Siplin - Absent  
Ms. Courtney Vance - Absent  
Mrs. Jennifer Wirtz – Absent

Motion carried unanimously

**TRANSPORTATION - Mrs. Courtney Vance**  
None

**SUPERINTENDENT'S REPORT**

Aprv.  
HIB Reports:

Based upon recommendation of the Superintendent approved the January 2022 HIB report.

Motion by Mrs. Joyce Massott-Burnett, seconded by Ms. Cheryl Potter

Voice Vote:

Yes – 6 No – 0 Abstentions – 0  
Mrs. Angelique Stoney-Siplin - Absent  
Ms. Courtney Vance - Absent  
Mrs. Jennifer Wirtz – Absent

Motion carried unanimously

Aprv. SSAR:

Based upon recommendation of the Superintendent approved the School Self-Assessment Report for Determining Grades under the Anti-Bullying Bill of Rights Act

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

Voice Vote:

Yes – 6 No – 0 Abstentions – 0  
Mrs. Angelique Stoney-Siplin - Absent  
Ms. Courtney Vance - Absent  
Mrs. Jennifer Wirtz – 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 – February 2022
- Facility Manager’s Report
- Principal’s Report
- Fire Drills/Crisis Drills

	<b>Date</b>	<b>Time</b>
<b>Fire Drill</b>	02/10/2022	1:14 pm
<b>Shelter-In Place Drill</b>	02/28/2022	8:47pm

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

Voice Vote:

Yes – 6 No – 0 Abstentions – 0

Mrs. Angelique Stoney-Siplin - Absent

Ms. Courtney Vance - Absent

Mrs. Jennifer Wirtz – Absent

Motion carried unanimously

Aprv. Spec.  
Ed. Student  
Placement:

Based upon recommendation of the Superintendent approved the following special education tuition student placements as listed:

<b><u>Initials</u></b>	<b><u>DOB</u></b>	<b><u>Classification</u></b>	<b><u>School</u></b>	<b><u>Contracted Educational Tuition</u></b>
G. M.	5/30/2016	Communication Impaired	Pineland Learning Center	\$23,236/year 1:1 Aide: \$14,430/year

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

Roll Call Vote:

Yes – 6 No – 0 Abstentions – 0

Mrs. Colleen Barbaro – Yes

Mr. J. Wilson Hughes, Jr. – Yes

Mrs. Joyce Massott-Burnett - Yes

Ms. Cheryl Potter – Yes

Mrs. Sarah Ruczynski – Yes

Mrs. Mary Snively – Yes

Mrs. Angelique Stoney-Siplin – Absent

Ms. Courtney Vance – Absent

Mrs. Jennifer Wirtz - Absent

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:

<b><u>Date</u></b>	<b><u>Name/Location</u></b>	<b><u>Grade/Time</u></b>
5/09/2022 <i>(rain date 6/06/2022)</i>	Philadelphia Philadelphia, PA	6th Grade 8:45 am - 2:00 pm
6/09/2022	FunPlex Mt. Laurel, N.J.	Student Congress & Safety Patrol 9:00 am - 2:00 pm

Motion by Mrs. Joyce Massott-Burnett, seconded by Mrs. Sarah Ruczynski

Voice Vote:

Yes – 6 No – 0 Abstentions – 0

Mrs. Angelique Stoney-Siplin - Absent

Ms. Courtney Vance - Absent

Mrs. Jennifer Wirtz – Absent

Motion carried unanimously

Aprv. Revised  
21-22 Elk  
Township  
Calendar:

Based upon recommendation of the Superintendent approved the revised 2021-2022 Elk Township School District Calendar

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

Voice Vote:

Yes – 6 No – 0 Abstentions – 0

Mrs. Angelique Stoney-Siplin - Absent

Ms. Courtney Vance - Absent

Mrs. Jennifer Wirtz – Absent

Motion carried unanimously

**LEGISLATION** - Mrs. Angelique Stoney-Siplin

None

**GLOUCESTER COUNTY SCHOOL BOARDS ASSOCIATION** – Mrs. Sarah Ruczynski

None

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

Aprv. E Cert:

Based upon recommendation of the Superintendent approved the Certification of Compliance with Federal and State Law Respecting the Reporting of Compensation for Certain Employees for the calendar year ending December 31, 2021 - E Cert

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Motion by Mrs. Joyce Massott-Burnett, seconded by Mrs. Sarah Ruczynski

Voice Vote:

Yes – 6 No – 0 Abstentions – 0

Mrs. Angelique Stoney-Siplin - Absent

Ms. Courtney Vance - Absent

Mrs. Jennifer Wirtz – Absent

Motion carried unanimously



Aprv. Other  
Capital Project:

Based upon recommendation of the Superintendent approved the submission of the following “Other Capital Project” to the Department of Education for review and approval and for amendment to the Long Range Facilities Plan. It is further understood that the District is not seeking funding at the current time for this project:

School	Project	DOE Project #
Elk Township Board of Education	Parent drop off lane	TBD

Motion by Mrs. Joyce Massott-Burnett, seconded by Mrs. Mary Snively

Voice Vote:

Yes – 6 No – 0 Abstentions – 0

Mrs. Angelique Stoney-Siplin - Absent

Ms. Courtney Vance - Absent

Mrs. Jennifer Wirtz – Absent

Motion carried unanimously

**OLD BUSINESS**

None

**NEW BUSINESS**

Ms. Cheryl Potter suggested Terry Lewis speak to the Board about the possibility of a Board Retreat to discuss the budget as well as district goals

**CITIZENS**

Aprv.  
Open Second  
Public Portion:

Motion by Mrs. Joyce Massott-Burnett, seconded by Mrs. Sarah Ruczynski to open the second public portion

Voice Vote:

Yes – 6 No – 0 Abstentions – 0

Mrs. Angelique Stoney-Siplin - Absent

Ms. Courtney Vance - Absent

Mrs. Jennifer Wirtz – Absent

Motion carried unanimously

Aprv.  
Close Second  
Public Portion:

Motion by Mrs. Joyce Massott-Burnett, seconded by Mrs. Sarah Ruczynski to close the second public portion

Voice Vote:

Yes – 6 No – 0 Abstentions – 0

Mrs. Angelique Stoney-Siplin - Absent

Ms. Courtney Vance - Absent

Mrs. Jennifer Wirtz – Absent

Motion carried unanimously

Adjourn  
meeting  
7:32 p.m.:

Motion by Mrs. Joyce Massott-Burnett, seconded by Mrs. Sarah Ruczynski that the meeting be adjourned at 7:32p.m.

Voice Vote:

Yes – 6 No – 0 Abstentions – 0

Mrs. Angelique Stoney-Siplin - Absent

Ms. Courtney Vance - Absent

Mrs. Jennifer Wirtz – Absent

Motion carried unanimously

Respectfully Submitted,

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Joseph M. Collins,  
School Business Administrator/Board Secretary