

**REGULAR BOARD MEETING OF THE ELK TOWNSHIP BOARD OF EDUCATION ON THURSDAY, MARCH 11, 2021 VIRTUAL MEETING.**

Purpose: 2020-21 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.	Ms. Danielle Bland - Absent	Mrs. Angelique Stoney-Siplin
Pres.	Mr. J. Wilson Hughes, Jr.	Vacant
	Mrs. Joyce Massott-Burnett - Absent	Ms. Courtney Vance
	Ms. Cheryl Potter	Mrs. Jennifer Wirtz – 7:12p.m.
	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 President of the Elk Township Board of Education, I hereby certify that all provisions of the "Open Regular Session: Public Meeting Law" P.L. 1975, Chapter 231, have been met. Notice of this meeting was mailed to "The South Jersey 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.

**EXECUTIVE SESSION:**

Aprv. Open Executive Session Begins 7:12 p.m.: Motion by Mrs. Angelique Stoney-Siplin, seconded by Mrs. Mary Snively 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 8:30 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. Board Candidate Interviews
2. Personnel

**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 March 11, 2021.

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Joseph M. Collins,  
School Business Administrator/Board Secretary

Voice Vote:

Yes – 6 No – 0 Abstentions – 0  
Mrs. Danielle Bland – Absent  
Mrs. Joyce Massott-Burnett – Absent  
Vacant

Motion carried unanimously

Aprv. Close  
Executive  
Session  
8:30 p.m.:

Motion by Ms. Cheryl Potter, seconded by Mrs. Jennifer Wirtz that the executive session be adjourned at 8:30 p.m.

Voice Vote:

Yes – 6 No – 0 Abstentions – 0  
Mrs. Danielle Bland – Absent  
Mrs. Joyce Massott-Burnett – Absent  
Vacant

Motion carried unanimously

**APPOINTMENT – BOARD MEMBER** (*Pending completion of required State paperwork*)

Aprv S.  
Ruczyski  
Board  
Member:

Based upon the recommendation of the Board approved Ms. Sara Ruczyski to fill the vacant Board position

With each Board Member vote an explanation of the vote was given

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

Roll Call Vote:

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

Motion carried unanimously

**MINUTES:**

Aprv. Minutes: Motion by Mrs. Jennifer Wirtz, seconded by Mrs. Angelique Stoney-Siplin to approve the minutes as listed:

1. Regular Session – February 11, 2021

Voice Vote:

Yes – 6 No – 0 Abstentions – 0  
Mrs. Danielle Bland – Absent  
Mrs. Joyce Massott-Burnett – Absent  
Vacant

Motion carried unanimously

**COMMUNICATIONS/ PRESENTATIONS:**

None

**CITIZENS:**

Aprv. Motion by Mrs. Angelique Stoney-Siplin, seconded by Mrs. Jennifer Wirtz to open the first public portion  
Open First  
Public Portion:

Voice Vote:

Yes – 6 No – 0 Abstentions – 0

Mrs. Danielle Bland – Absent

Mrs. Joyce Massott-Burnett – Absent

Vacant

Motion carried unanimously

Aprv. Motion by Ms. Cheryl Potter, seconded by Mrs. Mary Snively to close the first public portion  
Close First  
Public Portion:

Voice Vote:

Yes – 6 No – 0 Abstentions – 0

Mrs. Danielle Bland – Absent

Mrs. Joyce Massott-Burnett – Absent

Vacant

Motion carried unanimously

**COMMITTEES:**

**PERSONNEL** - Mrs. Jennifer Wirtz

*(all hiring is pending completion of required state paperwork and is dependent upon COVID 19 legislation and funding )*

None

**POLICY** – Mrs. Angelique Stoney-Siplin

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

Policy #7440	School District Security (M)(R)
Reg. #7440	School District Security (M)(R)
Policy #7450	Property Inventory (M)(R)

Motion by Mrs. Angelique Stoney-Siplin, seconded by Ms. Cheryl Potter

Voice Vote:

Yes – 6 No – 0 Abstentions – 0

Mrs. Danielle Bland – Absent

Mrs. Joyce Massott-Burnett – Absent

Vacant

Motion carried unanimously

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

Aprv. Submission of 21-22 ECPA: Based upon the recommendation of the Superintendent approved the submission of the 2021-2022 ECPA Preschool Education Aid One Year Preschool Program Budget

Motion by Ms. Cheryl Potter, seconded by Mrs. Angelique Stoney-Siplin

Voice Vote:

Yes – 6 No – 0 Abstentions – 0  
Mrs. Danielle Bland – Absent  
Mrs. Joyce Massott-Burnett – Absent  
Vacant

Motion carried unanimously

Aprv. Rowan  
Students  
Practicum:

Based upon the recommendation of the Superintendent approved the following Rowan University students for the practicum in teaching and learning as listed:

<u>Name</u>	<u>Course/Requirement</u>	<u>Cooperating Teacher</u>	<u>Semester</u>
Brock Manning	Clinical Practice I Elementary Health & Physical Education	Brian Cogle	Fall 2021 10/25/21 through 12/08/21
Brock Manning	Clinical Practice II Elementary Health & Physical Education	Brian Cogle	Spring 2022 1/18/22 through 3/11/22

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

Voice Vote:

Yes – 6 No – 0 Abstentions – 0  
Mrs. Danielle Bland – Absent  
Mrs. Joyce Massott-Burnett – Absent  
Vacant

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 January 2021. 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. Angelique Stoney-Siplin

Voice Vote:

Yes – 6 No – 0 Abstentions – 0  
Mrs. Danielle Bland – Absent  
Mrs. Joyce Massott-Burnett – Absent  
Vacant

Motion carried unanimously

Aprv.  
Treasury  
Report:

Approved the Treasurer Report in accordance with 8A:17-36 and 18A:17-9 for the month of January 2021. The Treasurer's Report and Secretary's Report are in agreement for the month of January 2021.

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

Motion by Mrs. Mary Snively, seconded by Mrs. Angelique Stoney-Siplin

Voice Vote:

Yes – 6 No – 0 Abstentions – 0

Mrs. Danielle Bland – Absent  
Mrs. Joyce Massott-Burnett – 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. Angelique Stoney-Siplin

Voice Vote:

Yes – 6 No – 0 Abstentions – 0  
Mrs. Danielle Bland – Absent  
Mrs. Joyce Massott-Burnett – 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 Ms. Cheryl Potter

Voice Vote:

Yes – 6 No – 0 Abstentions – 0  
Mrs. Danielle Bland – Absent  
Mrs. Joyce Massott-Burnett – Absent  
Vacant

Motion carried unanimously

Aprv. Transfer Report: Based upon the recommendation of the Superintendent approved the January 2021 Transfer Report.  
See Page(s) \_\_\_\_\_ of minutes

Motion by Mrs. Mary Snively, seconded by Mrs. Angelique Stoney-Siplin

Roll Call Vote:

Yes – 6 No – 0 Abstentions – 0  
Ms. Danielle Bland - Absent  
Mr. J. Wilson Hughes, Jr. - Yes  
Mrs. Joyce Massott-Burnett - Absent  
Ms. Cheryl Potter - Yes  
Mrs. Mary Snively - Yes  
Mrs. Angelique Stoney-Siplin – Yes  
Vacant  
Ms. Courtney Vance - Yes  
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	\$ 229,410.55
2. Hand Check	\$ 15,278.44
3. Cafeteria Bill List	\$ 4,794.03

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

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

Roll Call Vote:

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

Motion carried unanimously

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

None

**CAFETERIA** – Ms. Courtney Vance

Aprv. Cafeteria Report:

Based upon the recommendation of the Superintendent approved the January 2021 cafeteria report as listed:

<b>Total Income</b>	\$ 11,541.06
<b>Total Expense</b>	\$ (9,544.26)
<b>Net Income or (Loss)</b>	\$ 1,996.80
<b>Average Daily Attendance</b>	302
<b>Average Daily Participation</b>	102
<b>Percentage of Participation</b>	34%

Motion by Ms. Courtney Vance, seconded by Mrs. Angelique Stoney-Siplin

Voice Vote:

Yes – 6 No – 0 Abstentions – 0  
Mrs. Danielle Bland – Absent  
Mrs. Joyce Massott-Burnett - Absent  
Vacant

Motion carried unanimously

**TRANSPORTATION** - Ms. Courtney Vance

None

**SUPERINTENDENT'S REPORT**

Aprv.  
HIB Reports:

Based upon the recommendation of the Superintendent approved the January 2021 HIB report as previously submitted

Motion by Ms. Cheryl Potter, seconded by Mrs. Angelique Stoney-Siplin

Voice Vote:

Yes – 6 No – 0 Abstentions – 0  
Mrs. Danielle Bland – Absent  
Mrs. Joyce Massott-Burnett - Absent  
Vacant

Motion carried unanimously

Aprv.  
Board Reports:

Based upon the recommendation of the Superintendent acknowledge the receipt of the following reports as listed:

- Enrollment
- Staff Attendance
- Nurse’s Report
- HIB Report – February 2021
- Facility Manager’s Report
- Principal’s Report
- Fire Drills/Crisis Drills

<b>Fire Drill</b>	<b>Date</b>	<b>Time</b>
Cohort A	02/25/2021	12:00 pm
Cohort B	02/26/2021	12:00 pm
<b>Lockout Drill</b>		
Cohort A	02/25/2021	12:10 pm
Cohort B	02/26/2021	12:10 pm

Motion by Mrs. Jennifer Wirtz, seconded by Mrs. Angelique Stoney-Siplin

Voice Vote:

Yes – 6 No – 0 Abstentions – 0  
Mrs. Danielle Bland – Absent  
Mrs. Joyce Massott-Burnett - Absent  
Vacant

Motion carried unanimously

**LEGISLATION - Mrs. Mary Snively**

Mrs. Mary Snively spoke of many proposed legislations

Ms. Cheryl Potter attended the Schools Finance Committee meeting and updated the Board on possible school regionalization and the decriminalization of marijuana

**GLOUCESTER COUNTY SCHOOL BOARDS ASSOCIATION – Mrs. Angelique Stoney-Siplin**

None

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

Aprv. SEMI  
Waiver:

Based upon the recommendation of the Superintendent approved the request to be granted a waiver for the Special Education Medicaid Initiative

Motion by Mrs. Jennifer Wirtz, seconded by Mrs. Angelique Stoney-Siplin

Voice Vote:

Yes – 6 No – 0 Abstentions – 0  
Mrs. Danielle Bland – Absent  
Mrs. Joyce Massott-Burnett - Absent  
Vacant

Motion carried unanimously

Aprv. E Cert: Recommend the Board approve the Certification of Compliance with Federal and State Law Respecting the Reporting of Compensation for Certain Employees for the calendar year ending December 31, 2020 - E Cert

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

Motion by Mrs. Angelique Stoney-Siplin, seconded by Mrs. Jennifer Wirtz

Voice Vote:

Yes – 6 No – 0 Abstentions – 0  
Mrs. Danielle Bland – Absent  
Mrs. Joyce Massott-Burnett - Absent  
Vacant

Motion carried unanimously

### **OLD BUSINESS**

Mr. Joseph Collins reminded the Board of the upcoming Budget Introduction Meeting

### **NEW BUSINESS**

None

### **CITIZENS**

Aprv.  
Open Second  
Public Portion: Motion by Mrs. Angelique Stoney-Siplin, seconded by Mrs. Jennifer Wirtz to open the second public portion

Voice Vote:

Yes – 6 No – 0 Abstentions – 0  
Mrs. Danielle Bland – Absent  
Mrs. Joyce Massott-Burnett - Absent  
Vacant

Motion carried unanimously

Aprv.  
Close Second  
Public Portion: Motion by Mrs. Jennifer Wirtz, seconded by Mrs. Angelique Stoney-Siplin to close the second public portion

Voice Vote:

Yes – 6 No – 0 Abstentions – 0  
Mrs. Danielle Bland – Absent  
Mrs. Joyce Massott-Burnett - Absent  
Vacant

Motion carried unanimously

Adjourn  
meeting  
9:00 p.m.: Motion by Mrs. Angelique Stoney-Siplin, seconded by Mrs. Jennifer Wirtz that the meeting be adjourned at 9:00 p.m.

Voice Vote:

Yes – 6 No – 0 Abstentions – 0  
Mrs. Danielle Bland – Absent  
Mrs. Joyce Massott-Burnett - Absent



Vacant

Motion carried unanimously

Respectfully Submitted,

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Joseph M. Collins,  
School Business Administrator/Board Secretary