

**REGULAR BOARD MEETING OF THE ELK TOWNSHIP BOARD OF EDUCATION ON THURSDAY,  
APRIL 8, 2021 VIRTUAL MEETING.**

Purpose: 2020-21 SCHOOL YEAR REGULAR BOARD MEETING FOR APRIL  
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. Mary Snively
Pres.	Mr. J. Wilson Hughes, Jr. - Absent	Mrs. Angelique Stoney-Siplin
	Mrs. Joyce Massott-Burnett	Ms. Courtney Vance
	Ms. Cheryl Potter	Mrs. Jennifer Wirtz – 7:10 p.m.
	Mrs. Sarah Ruczynski	

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

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.

Mr. Joseph Collins administered the oath of office to Mrs. Sarah Ruczynski

**MINUTES:**

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

1. Regular Session – March 11, 2021
2. Executive Session – March 11, 2021

Voice Vote:

Yes – 6 No – 0 Abstentions – 2

Mr. J. Wilson Hughes, Jr. – Absent

Mrs. Joyce Massott-Burnett – Abstain

Mrs. Sarah Ruczynski - Abstain

Motion carried

Aprv. Special Minutes: Motion by Mrs. Angelique Stoney-Siplin, seconded by Mrs. Danielle Bland to approve the minutes as listed:

1. Special Session - Budget Introduction – March 18, 2021

Voice Vote:

Yes – 7 No – 0 Abstentions – 1

Mr. J. Wilson Hughes, Jr. – Absent

Mrs. Sarah Ruczynski - Abstain

Motion carried

**COMMUNICATIONS/ PRESENTATIONS:**

None

**CITIZENS:**

Aprv. Motion by Mrs. Angeliqe Stoney-Siplin, seconded by Ms. Danielle Bland to open the first public portion  
Open First  
Public Portion:

Voice Vote:  
Yes – 7 No – 0 Abstentions – 1  
Mr. J. Wilson Hughes, Jr. – Absent  
Mrs. Sarah Ruczynski - Abstain

Motion carried

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

Voice Vote:  
Yes – 7 No – 0 Abstentions – 1  
Mr. J. Wilson Hughes, Jr. – Absent  
Mrs. Sarah Ruczynski - Abstain

Motion carried

**COMMITTEES:**

**PERSONNEL** - Mrs. Jennifer Wirtz  
*(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>
Denise Pierce	3/12/2021 through 6/18/2021 <i>(Intermittent)</i>	Paid Leave: N/A Unpaid Leave: 3/12/2021 through 6/18/2021 <i>(Intermittent)</i>	N/A	3/12/2021 through 6/18/2021 <i>(Intermittent)</i>

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

Voice Vote:  
Yes – 7 No – 0 Abstentions – 1  
Mr. J. Wilson Hughes, Jr. – Absent  
Mrs. Sarah Ruczynski - Abstain

Motion carried

Aprv. E. Price ER Coord.: Based upon the recommendation of the Superintendent approved Eshe Price as a part time Evaluation and Research Coordinator at a rate of \$34.00/hr, 29 hours per week for the 2020-2021 school year

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

Roll Call Vote:  
Yes – 7 No – 0 Abstentions – 1  
Ms. Danielle Bland - Yes  
Mr. J. Wilson Hughes, Jr. - Absent  
Mrs. Joyce Massott-Burnett - Yes  
Ms. Cheryl Potter - Yes  
Mrs. Sarah Ruczynski - Abstain  
Mrs. Mary Snively - Yes

Mrs. Angelique Stoney-Siplin - Yes  
Ms. Courtney Vance - Yes  
Mrs. Jennifer Wirtz - Yes

Motion carried

Aprv. S.  
Novalsky  
Retirement:

Based upon the recommendation of the Superintendent approved the following retirement as listed:

<u>Name</u>	<u>Position</u>	<u>Effective</u>
Susan Novalsky	First Grade Teacher	6/30/2021

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

Voice Vote:

Yes – 7 No – 0 Abstentions – 1  
Mr. J. Wilson Hughes, Jr. – Absent  
Mrs. Sarah Ruczynski - Abstain

Motion carried

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

Aprv. Policies:

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

<u>Policy 0145</u>	Board Member Resignation and Removal (M)(R)
<u>Policy 0164.6</u>	Remote Public Board Meetings During a Declared Emergency (M)(N)
<u>Policy 5330.01</u>	Administration of Medical Cannabis (M)(R)
<u>Reg. 5330.01</u>	Administration of Medical Cannabis (M)(R)
<u>Policy 7510</u>	Use of School Facilities (M)(N)

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

Voice Vote:

Yes – 7 No – 0 Abstentions – 1  
Mr. J. Wilson Hughes, Jr. – Absent  
Mrs. Sarah Ruczynski - Abstain

Motion carried

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

Aprv. M. Haro  
Faculty  
Advisor:

Based upon the recommendation of the Superintendent approved Marc Haro to serve as a faculty advisor for student clubs formed through the Climate Grant to support the upcoming work

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

Voice Vote:

Yes – 7 No – 0 Abstentions – 1  
Mr. J. Wilson Hughes, Jr. – Absent  
Mrs. Sarah Ruczynski - Abstain

Motion carried

Aprv. Rowan  
Student  
Practicum:

Based upon the recommendation of the Superintendent approved 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>
Grace Bernard	Fall 2021: September 1, 2021 - December 8, 2021 (Monday/Wednesday: 9/1, 9/8, 9/13, 9/15, 9/20, 9/22, 9/27, 9/29, 10/4, 10/6, 10/13, 10/18, 10/20, 10/25, 10/27, 11/1, 11/3, 11/8, 11/10, 11/15, 11/17, 11/22, 11/24, 11/29, 12/1, 12/6, 12/8) Spring: January 18, 2022 - May 6, 2022 (5 days a week, 7 hours day)	Elementary Education Grade K-6	Kerry Kramme
Emily Cooper	Fall 2021: September 1, 2021 - December 8, 2021 (Monday/Wednesday: 9/1, 9/8, 9/13, 9/15, 9/20, 9/22, 9/27, 9/29, 10/4, 10/6, 10/13, 10/18, 10/20, 10/25, 10/27, 11/1, 11/3, 11/8, 11/10, 11/15, 11/17, 11/22, 11/24, 11/29, 12/1, 12/6, 12/8) Spring: January 18, 2022 - May 6, 2022 (5 days a week, 7 hours day)	Elementary Education Grade K-6	Kim Williams
Meghan Krycenski	Fall 2021: October 25, 2021 - December 8, 2021 (Monday & Wednesday: 10/25, 10/27, 11/1, 11/3, 11/8, 11/10, 11/15, 11/17, 11/22, 11/24, 11/29, 12/1, 12/6, 12/8) Spring 2022: January 18, 2022 - March 11, 2022 (5 days a week, 7 hours day)	Music	Frank Knauss

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

Voice Vote:

Yes – 7 No – 0 Abstentions – 1  
Mr. J. Wilson Hughes, Jr. – Absent  
Mrs. Sarah Ruczynski - Abstain

Motion carried

**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 February 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. Joyce Massott-Burnett, seconded by Mrs. Angelique Stoney-Siplin

Voice Vote:

Yes – 7 No – 0 Abstentions – 1  
Mr. J. Wilson Hughes, Jr. – Absent  
Mrs. Sarah Ruczynski - Abstain

Motion carried

Aprv.  
Treasury  
Report:

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

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

Voice Vote:

Yes – 7 No – 0 Abstentions – 1  
Mr. J. Wilson Hughes, Jr. – Absent  
Mrs. Sarah Ruczynski - Abstain

Motion carried

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. Danielle Bland

Voice Vote:

Yes – 7 No – 0 Abstentions – 1  
Mr. J. Wilson Hughes, Jr. – Absent  
Mrs. Sarah Ruczynski - Abstain

Motion carried

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 – 7 No – 0 Abstentions – 1  
Mr. J. Wilson Hughes, Jr. – Absent  
Mrs. Sarah Ruczynski - Abstain

Motion carried

Aprv. Transfer Report: Based upon the recommendation of the Superintendent approved the February 2021 Transfer Report.

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Motion by Mrs. Joyce Massott-Burnett, seconded by Mrs. Angelique Stoney-Siplin

Roll Call Vote:

Yes – 7 No – 0 Abstentions – 1  
Ms. Danielle Bland - Yes  
Mr. J. Wilson Hughes, Jr. - Absent  
Mrs. Joyce Massott-Burnett - Yes  
Ms. Cheryl Potter - Yes  
Mrs. Sarah Ruczynski - Abstain  
Mrs. Mary Snively - Yes  
Mrs. Angelique Stoney-Siplin - Yes  
Ms. Courtney Vance - Yes  
Mrs. Jennifer Wirtz - Yes

Motion carried

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

1. General Bill List	\$ 186,931.85
2. Hand Check	\$ 12,922.39
3. Cafeteria Bill List	\$ 6,168.90

Motion by Mrs. Joyce Massott-Burnett, seconded by Mrs. Angelique Stoney-Siplin

Roll Call Vote:

Yes – 7 No – 0 Abstentions – 1  
Ms. Danielle Bland - Yes  
Mr. J. Wilson Hughes, Jr. - Absent  
Mrs. Joyce Massott-Burnett - Yes  
Ms. Cheryl Potter - Yes  
Mrs. Sarah Ruczynski - Abstain  
Mrs. Mary Snively - Yes  
Mrs. Angelique Stoney-Siplin - Yes  
Ms. Courtney Vance - Yes  
Mrs. Jennifer Wirtz - Yes

Motion carried

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

None

**CAFETERIA** – Ms. Courtney Vance

Aprv. Cafeteria Report:

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

<b>Total Income</b>	\$ 11,196.06
<b>Total Expense</b>	\$ (6,956.86)
<b>Net Income or (Loss)</b>	\$ 4,239.20
<b>Average Daily Attendance</b>	258
<b>Average Daily Participation</b>	115
<b>Percentage of Participation</b>	45%

Motion by Ms. Courtney Vance, seconded by Mrs. Mary Snively

Voice Vote:

Yes – 7 No – 0 Abstentions – 1  
Mr. J. Wilson Hughes, Jr. – Absent  
Mrs. Sarah Ruczynski - Abstain

Motion carried

**TRANSPORTATION** - Mrs. Danielle Bland

None

**SUPERINTENDENT'S REPORT**

Aprv. HIB Reports:

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

Motion by Ms. Danielle Bland, seconded by Mrs. Joyce Massott-Burnett

Voice Vote:

Yes – 7 No – 0 Abstentions – 1  
Mr. J. Wilson Hughes, Jr. – Absent  
Mrs. Sarah Ruczynski - Abstain

Motion carried

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
- Facility Manager’s Report
- Principal’s Report
- Fire Drills/Crisis Drills

<b>Fire Drill</b>	03/30/2021	12:00 p.m.
<b>Lockout Drill</b>	03/30/2021	12:10 p.m.

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

Voice Vote:

Yes – 7 No – 0 Abstentions – 1  
Mr. J. Wilson Hughes, Jr. – Absent  
Mrs. Sarah Ruczynski - Abstain

Motion carried

Aprv. 21-22  
District School  
Calendar:

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

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

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

Voice Vote:

Yes – 7 No – 0 Abstentions – 1  
Mr. J. Wilson Hughes, Jr. – Absent  
Mrs. Sarah Ruczynski - Abstain

Motion carried

**LEGISLATION - Mrs. Mary Snively**

Mrs. Mary Snively stated that New Jersey School Board Association is supporting the school district regionalization legislation  
Mrs. Mary Snively stated that there is going to be relief for the substitute requirements

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

None

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

Mr. Joseph Collins reminded the Board that the Budget Meeting will be held on May 6, 2021 prior to the Regular Board Meeting

**OLD BUSINESS**

None

**NEW BUSINESS**

Dr. Piera Gravenor stated that the Superintendent Evaluation will be starting within the next few days

**CITIZENS**

Aprv. Motion by Mrs. Angelique Stoney-Siplin, seconded by Ms. Cheryl Potter to open the second public portion  
Open Second  
Public Portion: Voice Vote:  
Yes – 7 No – 0 Abstentions – 1  
Mr. J. Wilson Hughes, Jr. – Absent  
Mrs. Sarah Ruczynski - Abstain

Motion carried

Aprv. Motion by Mrs. Angelique Stoney-Siplin, seconded by Mrs. Mary Snively to close the second public portion  
Close Second  
Public Portion: Voice Vote:  
Yes – 7 No – 0 Abstentions – 1  
Mr. J. Wilson Hughes, Jr. – Absent  
Mrs. Sarah Ruczynski - Abstain

Motion carried

Adjourn Motion by Mrs. Angelique Stoney-Siplin, seconded by Ms. Danielle Bland that the meeting be adjourned at  
meeting 7:26.m.  
7:26 p.m.:

Voice Vote:  
Yes – 7 No – 0 Abstentions – 1  
Mr. J. Wilson Hughes, Jr. – Absent  
Mrs. Sarah Ruczynski - Abstain

Motion carried

Respectfully Submitted,

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Joseph M. Collins,  
School Business Administrator/Board Secretary