

**REGULAR BOARD MEETING OF THE ELK TOWNSHIP BOARD OF EDUCATION ON THURSDAY,
NOVEMBER 12, 2020 VIRTUAL MEETING.**

Purpose: 2020-21 SCHOOL YEAR REGULAR BOARD MEETING FOR NOVEMBER
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. Mary Snively
Pres. Mr. Wayne Howard Mrs. Angelique Stoney-Siplin
Mr. J. Wilson Hughes, Jr. Ms. Courtney Vance - Absent
Mrs. Joyce Massott-Burnett - Absent Mrs. Jennifer Wirtz
Ms. Cheryl Potter

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

Statement: As 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: Mrs. Mary Snively read the following 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. Jennifer Wirtz, seconded by Mrs. Mary Snively to approve the October 8, 2020 minutes as listed:

1. Regular Session
2. Executive Session

Voice Vote:

Yes – 6 No – 0 Abstentions – 0

Ms. Danielle Bland - Absent

Mrs. Joyce Massott-Burnett – Absent

Ms. Courtney Vance - Absent

Motion carried unanimously

COMMUNICATIONS/PRESENTATIONS

Mr. Wayne Murschell introduced Mr. Scott Schriver as the new Aura Art Teacher
Mr. Scott Schriver thanked the Board for the opportunity to work for the district

Dr. Melissa Williams reviewed a portion of the Equity Training that will be given to Aura staff
The Board questioned Dr. Williams about the Equity Training

CITIZENS

Open Public: Motion by Ms. Cheryl Potter, seconded by Mrs. Angelique Stoney-Siplin to open the first public portion

Voice Vote:

Yes – 6 No – 0 Abstentions – 0

Ms. Danielle Bland - Absent

Mrs. Joyce Massott-Burnett – Absent
Ms. Courtney Vance - Absent

Motion carried unanimously

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

Voice Vote:

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

Motion carried unanimously

COMMITTEES:

PERSONNEL COMMITTEE - Mrs. Jennifer Wirtz

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

None

POLICY – Mrs. Jennifer Wirtz

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

| | |
|-----------------|--------------------------------------|
| Policy #5330.04 | Administering an Opioid Antidote (M) |
| Reg #5330.04 | Administering an Opioid Antidote |
| Policy #5320 | Immunization (M) |
| Reg #5320 | Immunization |
| Policy #5610 | Suspension (M) |

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

Voice Vote:

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

Motion carried unanimously

CURRICULUM & TECHNOLOGY – Ms. Cheryl Potter

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

See Page(s) _____ of minutes

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

Voice Vote:

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

Motion carried unanimously

Climate Grant Student Club: Based upon the recommendation of the Superintendent approved the creation of two student clubs as per the Climate Grant with two faculty advisors per club at a stipend of \$1,500 each (paid for by Climate Grant)

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

Roll Call Vote:

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

Motion carried unanimously

Aprv. Student Club Advisors: Based upon the recommendation of the Superintendent approved the following to serve as faculty advisors for student clubs formed through the Climate Grant to support the upcoming work as listed:

| | |
|------------------|-------------|
| Danielle Barbato | Ryan Malloy |
| Brian Cogle | TBD |

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

Voice Vote:

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

Motion carried unanimously

BUDGET & FINANCE/FACILITIES/CAFETERIA/TRANSPORTATION

BUDGET & FINANCE – Mr. Wayne Howard

Aprv. Board Secretary Report: Approved Board Secretary’s Report in accordance with 18A: 17-36 and 18A: 17-9 for the month of September 2020. 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 Mr. Wayne Howard, seconded by Ms. Cheryl Potter

Voice Vote:

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

Motion carried unanimously

Aprv. Treasurers Report: Approved the Treasurer’s Report in accordance with 8A:17-9 and 18A:17-36 for the month of September 2020. The Treasurer’s Report and Secretary’s Report are in agreement for the month of September 2020.

See Page(s) _____ of minutes

Motion by Mr. Wayne Howard, seconded by Mrs. Angelique Stoney-Siplin

Voice Vote:

Yes – 6 No – 0 Abstentions – 0

Ms. Danielle Bland - Absent

Mrs. Joyce Massott-Burnett – Absent

Ms. Courtney Vance - Absent

Motion carried unanimously

Aprv Board
Sec. Cert.:

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

Motion by Mr. Wayne Howard, seconded by Ms. Cheryl Potter

Voice Vote:

Yes – 6 No – 0 Abstentions – 0

Ms. Danielle Bland - Absent

Mrs. Joyce Massott-Burnett – Absent

Ms. Courtney Vance - Absent

Motion carried unanimously

Aprv Board
Cert:

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

See Page(s) _____ of minutes

Motion by Mr. Wayne Howard, seconded by Mrs. Mary Snively

Voice Vote:

Yes – 6 No – 0 Abstentions – 0

Ms. Danielle Bland - Absent

Mrs. Joyce Massott-Burnett – Absent

Ms. Courtney Vance - Absent

Motion carried unanimously

Aprv.
Transfers:

Based upon the recommendation of the Superintendent approved the September Transfer Report

See Page(s) _____ of minutes

Motion by Mr. Wayne Howard, seconded by Mrs. Jennifer Wirtz

Roll Call Vote:

Yes – 6 No – 0 Abstentions – 0

Ms. Danielle Bland - Absent

Mr. Wayne Howard – Yes

Mr. J. Wilson Hughes, Jr. - Yes

Mrs. Joyce Massott-Burnett - Absent

Ms. Cheryl Potter - Yes

Mrs. Mary Snively - Yes

Mrs. Angelique Stoney-Siplin - Yes

Ms. Courtney Vance - Absent

Mrs. Jennifer Wirtz - Yes

Motion carried unanimously

Aprv. Bills: Based upon the recommendation of the Superintendent approved the monthly bill list:

- | | | |
|------------------------|----|------------|
| 1. General Bill List | \$ | 216,111.93 |
| 2. Hand Check | \$ | 12,026.40 |
| 3. Cafeteria Bill List | \$ | 8,390.52 |

See Page(s) _____ of minutes

Motion by Mr. Wayne Howard, seconded by Mrs. Jennifer Wirtz

Roll Call Vote:

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

Motion carried unanimously

FACILITIES – Mr. J. Wilson Hughes, Jr.

Aprv. Comp Maint. Plan: Based upon the recommendation of the Superintendent approved the Three Year Comprehensive Maintenance Plan

See Page(s) _____ of minutes

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

Voice Vote:

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

Motion carried unanimously

Aprv. Maint. Budget Amount: Based upon the recommendation of the Superintendent approved the Annual Maintenance Budget Amount Worksheet, Form M-1

See Page(s) _____ of minutes

Motion by Mr. J. Wilson Hughes, Jr., seconded by Mrs. Jennifer Wirtz

Voice Vote:

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

Motion carried unanimously

Aprv. Max Cap. Reserve: Based upon the recommendation of the Superintendent approved the Maximum Capital Reserve in the amount of \$ 622,266

See Page(s) _____ of minutes

Motion by Mr. J. Wilson Hughes, Jr., seconded by Mrs. Jennifer Wirtz

Voice Vote:

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

Motion carried unanimously

CAFETERIA – Mrs. Angelique Stoney-Siplin

Aprv. Café
Report:

Based upon the recommendation of the Superintendent approved the September 2020 cafeteria report as listed:

| | |
|------------------------------------|-------------------|
| Total Income | 5,807.58 |
| Total Expense | (7,190.39) |
| Net Income or (Loss) | (1,382.81) |
| Average Daily Attendance | 291 |
| Average Daily Participation | 110 |
| Percentage of Participation | 38% |

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

Voice Vote:

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

Motion carried unanimously

TRANSPORTATION - Mrs. Angelique Stoney-Siplin

Aprv. Bus
Evac. Drills:

Based upon the recommendation of the Superintendent approved the School Bus Emergency Evacuation Drill

See Page(s) _____ of minutes

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

Voice Vote:

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

Motion carried unanimously

SUPERINTENDENT'S REPORT

Aprv.
September
HIB:

Based upon the recommendation of the Superintendent approved the September 2020 HIB report as previously submitted

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

Voice Vote:

Yes – 6 No – 0 Abstentions – 0

Ms. Danielle Bland - Absent
Mrs. Joyce Massott-Burnett – Absent
Ms. Courtney Vance - Absent

Motion carried unanimously

Board Reports: Based upon the recommendation of the Superintendent acknowledged the receipt of the following reports as listed:

1. Enrollment
2. Staff Attendance
3. Nurse’s Report
4. HIB Report - October
5. Facility Manager’s Report
6. Principal’s Report
7. Fire Drills/Crisis Drills

| Fire Drill | Date | Time |
|----------------------|-------------|-------------|
| Cohort A | 10/29/20 | 12:00 pm |
| Cohort B | 10/30/20 | 12:00 pm |
| Lockout Drill | | |
| Cohort A | 10/29/20 | 12:10 pm |
| Cohort B | 10/30/20 | 12:10 pm |

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

Voice Vote:

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

Motion carried unanimously

LEGISLATION – Mrs. Mary Snively

Mrs. Mary Snively stated the next meeting will be held virtually on November 21, 2020

GLOUCESTER COUNTY SCHOOL BOARDS ASSOCIATION – Ms. Cheryl Potter

None

SCHOOL BUSINESS ADMINISTRATOR’S REPORT – Mr. Joseph Collins

Aprv. Security Gran App.: Based upon the recommendation of the Superintendent approved the submission of the School Security Grant Application in the amount of \$20,000

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

Voice Vote:

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

Motion carried unanimously

OLD BUSINESS

None

NEW BUSINESS

None

CITIZENS

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

Voice Vote:

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

Motion carried unanimously

Close Second Public Portion: Motion by Mrs. Jennifer Wirtz, seconded by Mrs. Mary Snively to close the second public portion

Voice Vote:

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

Motion carried unanimously

Aprv. Meeting Adjourned 8:32 p.m.: Motion by Ms. Cheryl Potter, seconded by Mrs. Angelique Stoney-Siplin that the meeting be adjourned 8:32 p.m.

Voice Vote:

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

Motion carried unanimously

Respectfully Submitted,

Joseph M. Collins,
School Business Administrator/Board Secretary