

**REGULAR BOARD MEETING OF THE ELK TOWNSHIP BOARD OF EDUCATION ON THURSDAY, NOVEMBER 14, 2019 IN THE AURA ELEMENTARY SCHOOL MEDIA CENTER.**

Purpose: 2019-20 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.	Mrs. Mary Nicoletto	Mrs. Jennifer Wirtz
Pres.	Mrs. Danielle Bland	Ms. Cheryl Potter
	Mr. Matthew Carelli	Mrs. Mary Snively
	Vacant	Mrs. Angelique Stoney-Siplin - Absent
	Mr. J. Wilson Hughes, Jr.	

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 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: Mrs. Mary Nicoletto led the Pledge of Allegiance.

Mission Mr. Matthew Carelli read the following Mission Statement:  
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 Ms. Cheryl Potter, seconded by Mr. Matthew Carelli to approve the October 10, 2019 regular minutes

Voice Vote:

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

Motion carried unanimously

**COMMUNICATIONS/ PRESENTATIONS:**

None

**CITIZENS:**

Aprv. Motion by Mr. J. Wilson Hughes, Jr., seconded by Mrs. Jennifer Wirtz to open the first public portion  
Open First

Public Portion:

Voice Vote:

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

Motion carried unanimously

Aprv. Motion by Mrs. Danielle Bland, seconded by Mrs. Mary Snively, to close the first public portion  
Close 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)

Aprv. Sub  
Nurses:

Based upon the recommendation of the Superintendent approved the following substitute nurses at a previously approved rate for the school year 2019-2020 as listed:

1. Joanna McCleery
2. Amanda Warner

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

Voice Vote:

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

Motion carried unanimously

**POLICY** – Mrs. Danielle Bland

Aprv. Policies:

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

<a href="#">Policy # 7440</a>	School District Security (M)
<a href="#">Reg. # 7440</a>	School District Security (M)
<a href="#">Policy # 8630</a>	Bus Driver / Bus Aide Responsibility (M)
<a href="#">Reg. # 8630</a>	Emergency School Bus Procedures (M)

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

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

Aprv. Rowan  
Student  
Clinical  
Placement:

Based upon the recommendation of the Superintendent approved the following Rowan University student to complete their Clinical Practice Placement as listed:

<u>Name</u>	<u>Course/Requirement</u>	<u>Semester</u>
Shannon Reardigan	Teacher of Students with Disabilities	Spring 2020 Extended 1/02/2020 - 2/14/2020

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>
Jennifer Everwine	Rowan University	Small Group Instruction	11/04/19	0.00	0.00	0.00
Christine Bunting	Rowan University	Small Group Instruction	11/04/19	0.00	0.00	0.00
Kerry Kramme	Harrison Twp. School	SJ I&RS Consortium Meeting	11/14/19	0.00	0.00	0.00

<sup>^</sup> Paid for by Title II

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. Title I  
School Parent  
Compact

Based upon the recommendation of the Superintendent approved the [Title I School Parent Compact](#)

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

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

### **BUDGET & FINANCE – Mr. Matthew Carelli**

Aprv.  
Secretary's  
Reports:

Based upon the recommendation of the Superintendent approved the Board Secretary's Report in accordance with 18A: 17-36 and 18A: 17-9 for the months of June 2019-Final and September 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.

Motion by Mr. Matthew Carelli, seconded by Mr. J. Wilson Hughes, Jr.

Voice Vote:

Yes – 7 No – 0 Abstentions – 0

Mrs. Angelique Stoney-Siplin - Absent

Vacant

Motion carried unanimously

Aprv.  
Treasurer  
Reports:

Based upon the recommendation of the Superintendent approved the Treasurer Report in accordance with 18A:17-36 and 18A:17-9 for the months of June 2019-Final and September 2019. The Treasurer's Report and Secretary's Report are in agreement for the months of June 2019-Final and September 2019.

Motion by Mr. Matthew Carelli, seconded by Ms. Cheryl Potter

Voice Vote:

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

Motion carried unanimously

Aprv. Secretary Certification: Based upon the recommendation of the Superintendent 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 Mr. Matthew Carelli, seconded by Mrs. Mary Snively

Voice Vote:

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

Motion carried unanimously

Aprv. BOE Certification: Based upon the recommendation of the Superintendent 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.

Motion by Mr. Matthew Carelli, seconded by Mrs. Mary Snively

Voice Vote:

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

Motion carried unanimously

Aprv. Transfer Reports: Based upon the recommendation of the Superintendent approved the June 2019-Final and the September Transfer Reports

Motion by Mr. Matthew Carelli, seconded by Ms. Cheryl Potter

Roll Call Vote:

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

Motion carried unanimously

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

1. General Bill List	\$ 265,739.49
2. Hand Check	\$ 21,405.73
3. Cafeteria Bill List	\$ 13,825.68

Motion by Mr. Matthew Carelli, seconded by Mr. J. Wilson Hughes, Jr.

Roll Call Vote:

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

Motion carried unanimously

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

Aprv. Facility Requests:

Based upon 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>
Elk BOE	Library (Child Assault Prevention)	10/23/19	6:00 pm through 7:30 pm
Faith Fellowship Church	All-Purpose Room (Basketball)	Mondays October 2019 - June 2020	6:30 pm through 9:30 pm

*(All facility requests are pending proper insurance certificates)*

Motion by Mr. J. Wilson Hughes, Jr., seconded by Mrs. Danielle Bland

Voice Vote:

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

Motion carried unanimously

Aprv. Three Yr Comp. Maint. Plan

Based upon recommendation of the Superintendent approved the [Three Year Comprehensive Maintenance Plan](#)

Motion by 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

Aprv. Annual Maint. Budget Worksheet

Based upon recommendation of the Superintendent approved the Annual Maintenance Budget Amount Worksheet, [Form M-1](#)

Motion by Mr. J. Wilson Hughes, Jr., seconded by Mrs. Danielle Bland

Voice Vote:

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

Motion carried unanimously

Aprv.  
Maximum  
Capital  
Reserve:

Based upon recommendation of the Superintendent approved the Maximum Capital Reserve in the amount of [\\$ 524,820](#)

Motion by 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

**CAFETERIA** – Mrs. Danielle Bland

Nutri-Serve  
Report

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

<b>Total Income</b>	<b>10,078.02</b>
<b>Total Expense</b>	<b>(12,498.29)</b>
<b>Net Income or (Loss)</b>	<b>(2,420.27)</b>
<b>Average Daily Attendance</b>	<b>304</b>
<b>Average Daily Participation</b>	<b>159</b>
<b>Percentage of Participation</b>	<b>52%</b>

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

**TRANSPORTATION** - Mr. Matthew Carelli

Aprv. Bus  
Emergency  
Evac. Drill

Based upon recommendation of the Superintendent approved the [School Bus Emergency Evacuation Drill](#)

Motion by Mr. Matthew Carelli, seconded by Mrs. Mary Snively

Voice Vote:

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

Motion carried unanimously

**SUPERINTENDENT'S REPORT**

Aprv.  
September  
HIB:

Based upon recommendation of the Superintendent approved the September 2019 HIB report as previously submitted

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

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 - None
- Staff Attendance
- Nurse's Report - None
- HIB Report
- Facility Manager's Report
- Principal's Report
- Fire Drills/Crisis Drills

Fire Drill	10/09/2019	9:18 am
Lockdown Drill	10/30/2019	9:40 am

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

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>
2/19/2020	Edelman Planetarium Rowan University	2nd Grade 9:30 am - 11:30 am
3/27/2020	Harrison Twp. Historical Society Old Town Hall	2nd Grade 8:30 am - 10:30 am 12:00 pm - 1:50 pm
6/11/2020	Funplex Mt. Laurel, NJ	Student Congress Safety Patrol 9:00 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**

Mrs. Mary Snively announced a Delegate's meeting is scheduled for November 23, 2019 where Senator Steve Sweeney will be speaking.

Mrs. Mary Snively also stated there is a "Three R's of the Board" workshop at the Hammonton High School on December 2, 2019.

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

Ms. Cheryl Potter announced there will be a meeting at Adelphia's on December 10, 2019.

Ms. Cheryl Potter stated she had attended the NJSBA where the discussion was centered around Equity and Diversity.

### **SCHOOL BUSINESS ADMINISTRATOR'S REPORT – Mr. Joseph Collins**

Aprv. 2020-21 Budget Calendar Based upon recommendation of the Superintendent approved the 2020-2021 Budget Calendar  
Motion by Ms. Cheryl Potter, seconded by Mr. Matthew Carelli

Voice Vote:

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

Motion carried unanimously

Aprv. GCSSD Joint Insurance Fund Based upon recommendation of the Superintendent approved the [renewal membership](#) in the GCSSD Joint Insurance Fund for the three year membership term commencing on July 1, 2020

Motion by 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

Aprv. Shared Services for Coaching Based upon recommendation of the Superintendent approved the Shared Service agreement with Franklin Township BOE for Coaching services in the amount of \$34,000 for the 2019-2020 school year (Title I and Title II funds)

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

Roll Call Vote:

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

Motion carried unanimously

### **OLD BUSINESS**

Mr. J. Wilson Hughes, Jr. noted the Shared Service Committee Meeting has been moved to December 10, 2019  
Mrs. Mary Nicoletto congratulated Administrators on the Federal Grant and thanked them for always going above and beyond for our school

### **NEW BUSINESS**

None

### **CITIZENS**



Aprv.  
Open Second  
Public Portion:

Motion by Mr. J. Wilson Hughes, Jr., seconded by Mrs. Mary Snively 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 Mr. J. Wilson Hughes, Jr., seconded by Mrs. Jennifer Wirtz to close the second public portion

Voice Vote:

Yes – 7    No – 0    Abstentions – 0

Mrs. Angelique Stoney-Siplin - Absent

Vacant

Motion carried unanimously

**Executive Session:**

Aprv. –  
Open  
Executive  
Session  
7:32 p.m.

Motion by Mr. J. Wilson Hughes, Jr., seconded by Mrs. Jennifer Wirtz 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 7:45 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 Matters

**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 November 14, 2019.

\_\_\_\_\_  
Joseph M. Collins,  
School Business Administrator/Board Secretary

Voice Vote:

Yes – 7    No – 0    Abstentions – 0

Mrs. Angelique Stoney-Siplin - Absent  
Vacant

Motion carried unanimously

Aprv. - Close  
Executive  
Session  
7:45 p.m.:

Motion Mr. J. Wilson Hughes, Jr., seconded by Mrs. Danielle Bland to close executive session

Voice Vote:

Yes – 7      No – 0      Abstentions – 0

Mrs. Angelique Stoney-Siplin - Absent  
Vacant

Motion carried unanimously

Adjourn  
meeting  
7:46 p.m.:

Motion by Mr. J. Wilson Hughes, Jr., seconded by Mrs. Mary Snively that the meeting be adjourned at 7:46 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