

**REGULAR BOARD MEETING OF THE ELK TOWNSHIP BOARD OF EDUCATION ON THURSDAY, DECEMBER 9, 2021 IN THE AURA ELEMENTARY SCHOOL ALL PURPOSE ROOM.**

Purpose: 2021-22 SCHOOL YEAR REGULAR BOARD MEETING FOR DECEMBER  
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. Mrs. Angelique Stoney-Siplin  
Mrs. Joyce Massott-Burnett Ms. Courtney Vance - Absent  
Ms. Cheryl Potter Mrs. Jennifer Wirtz  
Mrs. Sarah Ruczynski

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

Statement: As Board President of the Elk Township Board of Education, I hereby certify that all provisions of the  
Regular "Open Public Meeting Law" P.L. 1975, Chapter 231, have been met. Notice of this meeting was mailed to  
Session: "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 Ms. Danielle Bland read the following 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. Motion by Ms. Cheryl Potter, seconded by Mrs. Angelique Stoney-Siplin to approve the minutes as listed:  
Minutes:

- A. Regular Session – November 11, 2021
- B. Executive – November 11, 2021

Voice Vote:

Yes – 6 No – 0 Abstentions – 2  
Mrs. Joyce Massott-Burnett – Abstain  
Ms. Courtney Vance – Absent  
Mrs. Jennifer Wirtz - Abstain

Motion carried

**COMMUNICATIONS/PRESENTATIONS**

- A. Letter from Mr. Marc Haro
- B. Acenda Integrated Health – Jillian Young, Program Director

**CITIZENS**

Open Public: Motion by Mrs. Jennifer Wirtz, seconded by Mrs. Joyce Massott-Burnett to open the first public portion

Voice Vote:

Yes – 8 No – 0 Abstentions – 0  
Ms. Courtney Vance – Absent

Motion carried unanimously

Leonette Pierson questioned if the public has the ability to view the policies on the agenda prior to approval. Mr. Joseph Collins explained that policies must be approved prior to posting for the public.

Leonette Pierson also asked if there would be any adjustments considering the new mandates for younger students.

Dr. Piera Gravenor stated that parents always have a say in what their children are exposed to, however, the school cannot ignore or change mandates.

Close Public: Motion by Ms. Danielle Bland, seconded by Mrs. Angelique Stoney-Siplin to close the first public portion

Voice Vote:

Yes – 8 No – 0 Abstentions – 0  
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)*

Aprv. Sub Nurse: Based upon the recommendation of the Superintendent approved Doreen Romalino as a substitute nurse at a rate of \$250/day

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

Voice Vote:

Yes – 8 No – 0 Abstentions – 0  
Ms. Courtney Vance – Absent

Motion carried unanimously

Aprv. Stipend Position: Based upon the recommendation of the Superintendent approved the following stipend position as listed:

<u>Position</u>	<u>Employee</u>	<u>Stipend</u>
Safety Patrol Advisor	Dina Holmes Kristie Jacoby Kristine Carter	\$725.00 (Split - One Position)

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

Voice Vote:

Yes – 8 No – 0 Abstentions – 0  
Ms. Courtney Vance – Absent

Motion carried unanimously

Aprv. After School Tutor: Based upon the recommendation of the Superintendent approved Dina Holmes for After School Tutoring at a rate of \$27/hour

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

Roll Call Vote:

Yes – 8 No – 0 Abstentions – 0  
Ms. Danielle Bland - 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 - Yes  
Ms. Courtney Vance - Absent  
Mrs. Jennifer Wirtz – Yes

Motion carried unanimously

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

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

Policy # 2422	Comprehensive Health and Physical Education (M) - <i>Revised</i>
Policy # 6471	School District Travel (M) - <i>Revised</i>
Reg. # 6471	School District Travel (M) - <i>Revised</i>
Policy # 7432	Eye Protection (M) - <i>Revised</i>
Reg. # 7432	Eye Protection (M) - <i>Revised</i>

Motion by Mrs. Angelique Stoney-Siplin, seconded by Ms. Danielle Bland

Voice Vote:

Yes – 8 No – 0 Abstentions – 0  
Ms. Courtney Vance – Absent

Motion carried unanimously

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

Aprv. GCSSSD Interpreter: Based upon the recommendation of the Superintendent approved Gloucester County Special Services School District to provide support for a student via sign language interpretation for after school activities at a rate of \$68/hour, maximum 50 hours, during the 2021-2022 school year

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

Roll Call Vote:

Yes – 8 No – 0 Abstentions – 0  
Ms. Danielle Bland - 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 - Yes  
Ms. Courtney Vance - Absent  
Mrs. Jennifer Wirtz – Yes

Motion carried unanimously

Aprv. English Language Learner: Based upon the recommendation of the Superintendent approved the Elk Township English Language Learner Three Year Plan 2021-2024

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

Voice Vote:

Yes – 8 No – 0 Abstentions – 0  
Ms. Courtney Vance – Absent

Motion carried unanimously

Aprv. New Staff Member Equity PD

Based upon the recommendation of the Superintendent approved all new staff members to attend equity professional development sessions, one hour per month, paid through the School Climate Transformation Grant

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

Voice Vote:

Yes – 8 No – 0 Abstentions – 0

Ms. Courtney Vance – Absent

Motion carried unanimously

Aprv. Healing Centered Engagement PD

Based upon the recommendation of the Superintendent approved the following staff to participate in Healing Centered Engagement professional development sessions paid for through the School Climate Transformation Grant as listed:

Judy Jusko	Dina Holmes
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Motion by Ms. Cheryl Potter, seconded by Mrs. Angelique Stoney-Siplin

Voice Vote:

Yes – 8 No – 0 Abstentions – 0

Ms. Courtney Vance – Absent

Motion carried unanimously

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

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

Aprv. Board Secretary’s Report:

Approved Board Secretary’s Reports in accordance with 18A: 17-36 and 18A: 17-9 for the month of October 2021 and June 2021 Final. 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

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

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

Voice Vote:

Yes – 8 No – 0 Abstentions – 0

Ms. Courtney Vance – Absent

Motion carried unanimously

Aprv. Treasurer’s Report:

Approved the Treasurer’s Reports in accordance with 18A:17-9 and 18A:17-36 for the month of October 2021 and June 2021 Final. The Treasurer’s Reports and Secretary’s Reports are in agreement for the month of October 2021 and June 2021 Final.

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

Voice Vote:

Yes – 8 No – 0 Abstentions – 0

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

Voice Vote:

Yes – 8 No – 0 Abstentions – 0  
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

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

Voice Vote:

Yes – 8 No – 0 Abstentions – 0  
Ms. Courtney Vance – Absent

Motion carried unanimously

Aprv.  
Transfers:

Approved the October 2021 and June 2021 Final Transfer Reports

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

Roll Call Vote:

Yes – 8 No – 0 Abstentions – 0  
Ms. Danielle Bland - 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 - 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 as distributed:

1. General Bill List	\$	212,647.19
2. Hand Check	\$	15,983.03
3. Cafeteria Bill List	\$	12,358.28

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

Motion by Mrs. Joyce Massott-Burnett, seconded by Mrs. Jennifer Wirtz

Roll Call Vote:

Yes – 8 No – 0 Abstentions – 0  
Ms. Danielle Bland - 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 - Yes  
 Ms. Courtney Vance - Absent  
 Mrs. Jennifer Wirtz - Yes

Motion carried unanimously

**FACILITIES** – Mrs. Sarah Ruczynski  
*(All facility requests are pending proper insurance certificates)*

Aprv. Facility  
 Use:

Based upon the recommendation of the Superintendent approved the following facility request as listed:

<u>Organization</u>	<u>Facility Requested</u>	<u>Dates Requested</u>	<u>Time Requested</u>
Girl Scouts	All Purpose Room Classroom <i>(Meetings)</i>	Every Tuesday December through June	6:30 pm - 8:00 pm

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

Motion by Mrs. Sarah Ruczynski, seconded by Ms. Danielle Bland

Voice Vote:

Yes – 8 No – 0 Abstentions – 0  
 Ms. Courtney Vance – Absent

Motion carried unanimously

**CAFETERIA** – Ms. Danielle Bland

Aprv. Café  
 Report:

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

<b>Total Income</b>	<b>19,467.20</b>
<b>Total Expense</b>	<b>(17,801.03)</b>
<b>Net Income or (Loss)</b>	<b>1,666.17</b>
<b>Average Daily Attendance</b>	<b>309</b>
<b>Average Daily Participation</b>	<b>245</b>
<b>Percentage of Participation</b>	<b>79%</b>

Motion by Ms. Danielle Bland , seconded by Mrs. Angelique Stoney-Siplin

Voice Vote:

Yes – 8 No – 0 Abstentions – 0  
 Ms. Courtney Vance – Absent

Motion carried unanimously

**TRANSPORTATION** - Ms. Danielle Bland

None

**SUPERINTENDENT'S REPORT**

Aprv. DPR  
Submission

Based upon the recommendation of the Superintendent approved the submission of the DPR for QSAC review

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

Voice Vote:

Yes – 8 No – 0 Abstentions – 0  
Ms. Courtney Vance – Absent

Motion carried unanimously

Aprv. October  
HIB:

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

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

Voice Vote:

Yes – 8 No – 0 Abstentions – 0  
Ms. Courtney Vance – Absent

Motion carried unanimously

Board Reports:

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

1. Enrollment
2. Staff Attendance
3. Nurse’s Report
4. HIB Report – November 2021
5. Facility Manager’s Report
6. Principal’s Report
7. Fire Drills/Crisis Drills

Fire Drill	11/01/2021	3:14 pm
Lockdown Drill	11/30/2021	2:35 pm

Motion by Ms. Danielle Bland, seconded by Mrs. Mary Snively

Voice Vote:

Yes – 8 No – 0 Abstentions – 0  
Ms. Courtney Vance – Absent

Motion carried unanimously

Based upon the recommendation of the Superintendent approved the Emergency Virtual Learning Plan

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

Voice Vote:

Yes – 8 No – 0 Abstentions – 0  
Ms. Courtney Vance – Absent

Motion carried unanimously

**LEGISLATION** – Mrs. Mary Snively

Legislative  
Update:

Mrs. Mary Snively informed the board that the Governor vetoed legislation presented to him last month. She also stated that the Senate is amending the Student Covid Testing requirements

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

GCSBA  
Update:

Mrs. Angelique Stoney-Siplin informed the board that there is a joint meeting on Monday, December 13, 2021. This meeting will be both live and on zoom.

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

Aprv. Budget  
Calendar:

Based upon the recommendation of the Superintendent approved the 2022-2023 Budget Calendar

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

Voice Vote:

Yes – 8 No – 0 Abstentions – 0  
Ms. Courtney Vance – Absent

Motion carried unanimously

**OLD BUSINESS**

Mrs. Jennifer Wirtz informed the Board of some informative seminars from NJSBA conference still on online.

**NEW BUSINESS**

None

**CITIZENS**

Open Public:

Motion by Mrs. Joyce Massott-Burnett, seconded by Ms. Cheryl Potter to open the second public portion

Voice Vote:

Yes – 8 No – 0 Abstentions – 0  
Ms. Courtney Vance – Absent

Motion carried unanimously

Close Public:

Motion by Ms. Danielle Bland, seconded by Mrs. Jennifer Wirtz to close the second public portion

Voice Vote:

Yes – 8 No – 0 Abstentions – 0  
Ms. Courtney Vance – Absent

Motion carried unanimously

Aprv. -  
Meeting  
Adjourned  
8:16 p.m.:

Motion by Mrs. Joyce Massott-Burnett, seconded by Mrs. Angelique Stoney-Siplin that the meeting be adjourned at 8:16 p.m.

Voice Vote:

Yes – 8 No – 0 Abstentions – 0  
Ms. Courtney Vance – Absent

Motion carried unanimously

Respectfully Submitted,

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Joseph M. Collins,  
School Business Administrator/Board Secretary



