

**REGULAR BOARD MEETING OF THE ELK TOWNSHIP BOARD OF EDUCATION ON THURSDAY,  
JANUARY 7, 2021 VIRTUAL MEETING.**

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

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

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 Mr. Joseph Collins read the below 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.

Presentation: None

**REORGANIZATION**

Election The following are the results of the November 2020 General Election:  
Results: Elected to three year term

- Joyce Massott-Burnett – 1,979
- Cheryl Potter – 2,018
- Mary Snively – 1,988

Oath of Office: Mr. Joseph Collins, Board Secretary, administered the Oath of Office to the three newly seated Board members.

Open Nom. Motion by Ms. Cheryl Potter, seconded by Mrs. Mary Snively, to open the nominations for President.

For President:

Mrs. Mary Snively nominated Mr. J. Wilson Hughes Jr., seconded by Mrs. Jennifer Wirtz

Voice Vote:

Yes – 6 No – 0 Abstentions – 0

Mrs. Danielle Bland – Absent

Mr. Wayne Howard - Absent

Ms. Courtney Vance – Absent

Motion carried unanimously

Close Nom. Motion by Ms. Cheryl Potter, seconded by Mrs. Angelique Stoney-Siplin to close the nominations for President.  
for President:

Voice Vote:

Yes – 6 No – 0 Abstentions – 0

Mrs. Danielle Bland – Absent

Mr. Wayne Howard - Absent  
Ms. Courtney Vance – Absent

Motion carried unanimously

Cast Ballots: Since there was only one nomination for president no ballots were cast

Mr. J. Wilson Hughes, Jr. Assumes Chair: Mr. Joseph Collins requested that Mr. J. Wilson Hughes, Jr. assume the chair

Open Nom. for Vice President: Motion by Mrs. Angelique Stoney-Siplin, seconded by Mrs. Joyce Massott-Burnett to open the nominations for Vice-President

Mrs. Joyce Massott-Burnett nominated Mrs. Jennifer Wirtz, seconded by Mr. J. Wilson Hughes, Jr.

Voice Vote:

Yes – 6 No – 0 Abstentions – 0

Mrs. Danielle Bland – Absent  
Mr. Wayne Howard - Absent  
Ms. Courtney Vance – Absent

Motion carried unanimously

Close Nom. for Vice President: Motion by Mrs. Joyce Massott-Burnett, seconded by Mrs. Mary Snively, to close the nominations for Vice-President

Voice Vote:

Yes – 6 No – 0 Abstentions – 0

Mrs. Danielle Bland – Absent  
Mr. Wayne Howard - Absent  
Ms. Courtney Vance – Absent

Motion carried unanimously

Cast Ballots: Since there was only one nomination for vice president no ballots were cast

Adopt all Existing and Pending Board Policies: Motion by Mrs. Joyce Massott-Burnett, seconded by Mrs. Mary Snively to adopt all existing and pending board policies

Voice Vote:

Yes – 6 No – 0 Abstentions – 0

Mrs. Danielle Bland – Absent  
Mr. Wayne Howard - Absent  
Ms. Courtney Vance – Absent

Motion carried unanimously

Appoint Delegate to NJSBA: Motion by Angelique Stoney-Siplin, seconded by Mrs. Jennifer Wirtz to appoint Mrs. Mary Snively Delegate to the New Jersey School Boards Association for 2021

Voice Vote:

Yes – 6 No – 0 Abstentions – 0

Mrs. Danielle Bland – Absent  
Mr. Wayne Howard - Absent  
Ms. Courtney Vance – Absent

Motion carried unanimously

Appoint Alt. Delegate to NJSBA: Motion by Mrs. Jennifer Wirtz., seconded by Mrs. Angelique Stoney-Siplin to appoint Cheryl Potter Alternate Delegate to the New Jersey School Boards Association for 2021

Voice Vote:

Yes – 6 No – 0 Abstentions – 0

Mrs. Danielle Bland – Absent

Mr. Wayne Howard - Absent

Ms. Courtney Vance – Absent

Motion carried unanimously

Appoint Delegate to GCSBA: Motion by Ms. Cheryl Potter., seconded by Mr. J. Wilson Hughes, Jr. to appoint Mrs. Angelique Stoney-Siplin Delegate to the Gloucester County School Boards Association for 2021

Voice Vote:

Yes – 6 No – 0 Abstentions – 0

Mrs. Danielle Bland – Absent

Mr. Wayne Howard - Absent

Ms. Courtney Vance – Absent

Motion carried unanimously

Appoint Alt. Delegate to GCSBA: Motion by Ms. Cheryl Potter, seconded by Mrs. Mary Snively to appoint Mrs. Jennifer Wirtz Alternate Delegate to the Gloucester County School Boards Association for 2021

Voice Vote:

Yes – 6 No – 0 Abstentions – 0

Mrs. Danielle Bland – Absent

Mr. Wayne Howard - Absent

Ms. Courtney Vance – Absent

Motion carried unanimously

Aprv. Parliamentary Procedures: Motion by Mrs. Angelique Stoney-Siplin, seconded by Mrs. Jennifer Wirtz to approve parliamentary procedures for Aura School Board meetings

Voice Vote:

Yes – 6 No – 0 Abstentions – 0

Mrs. Danielle Bland – Absent

Mr. Wayne Howard - Absent

Ms. Courtney Vance – Absent

Motion carried unanimously

Aprv. Curriculum and Textbooks: Motion by Mrs. Jennifer Wirtz, seconded by Mrs. Angelique Stoney-Siplin to approve the curriculum and textbooks, for the 2020 - 2021 school year

Voice Vote:

Yes – 6 No – 0 Abstentions – 0

Mrs. Danielle Bland – Absent

Mr. Wayne Howard - Absent

Ms. Courtney Vance – Absent

Motion carried unanimously

Aprv. Meeting  
Dates and  
Times:

Motion by Mrs. Jennifer Wirtz, seconded by Mrs. Joyce Massott-Burnett to approve the 2021 Aura School Board meeting schedule as follows (All meetings will begin at 7:00 pm unless otherwise noted):

Meeting Dates
February 11th
March 11th
March TBD - Budget Introduction
April 8th
May TBD - Public Hearing
May 6th
June 10th
July 8th
August 12th
September 9th
October 14th
November 11th
December 9th
January 6th (2022)

Voice Vote:

Yes – 6 No – 0 Abstentions – 0

Mrs. Danielle Bland – Absent

Mr. Wayne Howard - Absent

Ms. Courtney Vance – Absent

Motion carried unanimously

Ethics and  
Code for  
School Board  
Members:

For the information of the Board the School Ethics Act and Code for School Board Members, pursuant to N.J.S.A. 18A:12-24.1 et seq., have been distributed. Each member of the Board of Education shall sign an acknowledgement of receipt for the Code of Ethics. This acknowledgement of receipt assures that each Board of Education member has read and become familiar with the Code of Ethics

**MINUTES:**

Aprv. Minutes: Mrs. Joyce Massott-Burnett, seconded by Mrs. Mary Snively to approve the December 10, 2020 minutes as listed:

1. Regular Session

Voice Vote:

Yes – 5 No – 0 Abstentions – 1

Mrs. Danielle Bland – Absent

Mr. Wayne Howard - Absent

Ms. Courtney Vance – Absent

Mrs. Jennifer Wirtz - Abstain

Motion carried

**COMMUNICATIONS/ PRESENTATIONS:**

None

**CITIZENS:**

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

Voice Vote:  
Yes – 6 No – 0 Abstentions – 0  
Mrs. Danielle Bland – Absent  
Mr. Wayne Howard - Absent  
Ms. Courtney Vance – Absent

Motion carried unanimously

Aprv. Motion by Mrs. Jennifer Wirtz, seconded by Mrs. Joyce Massott-Burnett to close the first public portion  
Close First  
Public Portion:

Voice Vote:  
Yes – 6 No – 0 Abstentions – 0  
Mrs. Danielle Bland – Absent  
Mr. Wayne Howard - Absent  
Ms. Courtney Vance – Absent

Motion carried unanimously

**COMMITTEES:**

**PERSONNEL** - Mrs. Jennifer Wirtz  
*(all hiring is pending completion of required state paperwork)*  
*(all hiring is pending completion of required state paperwork and is dependent upon COVID 19 legislation and funding )*

Aprv. M. Based upon the recommendation of the Superintendent approved Marianne Tharp as a substitute nurse for the  
Tharp as Sub. 2020-2021 school year at a previously approved rate.  
Nurse 20-21:

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

Voice Vote:  
Yes – 6 No – 0 Abstentions – 0  
Mrs. Danielle Bland – Absent  
Mr. Wayne Howard - Absent  
Ms. Courtney Vance – Absent

Motion carried unanimously

**POLICY** – Ms. Cheryl Potter

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

<u>Policy #2270</u>	Religion in the Schools (R)
<u>Policy #5330.05</u>	Seizure Action Plan (M) (N)
<u>Reg. #5330.05</u>	Seizure Action Plan (M) (N)
<u>Policy #6440</u>	Cooperative Purchasing (M) (R)

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

Voice Vote:  
Yes – 6 No – 0 Abstentions – 0  
Mrs. Danielle Bland – Absent  
Mr. Wayne Howard - Absent  
Ms. Courtney Vance – Absent

Motion carried unanimously

**CURRICULUM & TECHNOLOGY** – Ms. Cheryl Potter  
None

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

Voice Vote:

Yes – 6 No – 0 Abstentions – 0

Mrs. Danielle Bland – Absent

Mr. Wayne Howard - Absent

Ms. Courtney Vance – Absent

Motion carried unanimously

Aprv.  
Treasury  
Report:

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

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

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

Voice Vote:

Yes – 6 No – 0 Abstentions – 0

Mrs. Danielle Bland – Absent

Mr. Wayne Howard - Absent

Ms. Courtney Vance – Absent

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

Voice Vote:

Yes – 6 No – 0 Abstentions – 0

Mrs. Danielle Bland – Absent

Mr. Wayne Howard - Absent

Ms. Courtney Vance – Absent

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.

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

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

Voice Vote:

Yes – 6 No – 0 Abstentions – 0

Mrs. Danielle Bland – Absent

Mr. Wayne Howard - Absent

Ms. Courtney Vance – Absent

Motion carried unanimously

Aprv.  
Transfer  
Report:

Based upon the recommendation of the Superintendent approved the November 2020 Transfer Report.

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

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

Roll Call Vote:

Yes – 6 No – 0 Abstentions – 0

Ms. Danielle Bland - Absent

Mr. Wayne Howard – Absent

Mr. J. Wilson Hughes, Jr. - Yes

Mrs. Joyce Massott-Burnett - Yes

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.  
Monthly Bill  
List:

Based upon the recommendation of the Superintendent approved the monthly bill list as distributed:

- |                        |               |
|------------------------|---------------|
| 1. General Bill List   | \$ 246,076.95 |
| 2. Hand Check          | \$ 49,426.65  |
| 3. Cafeteria Bill List | \$ 5,636.96   |

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

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

Roll Call Vote:

Yes – 6 No – 0 Abstentions – 0

Ms. Danielle Bland - Absent

Mr. Wayne Howard – Absent

Mr. J. Wilson Hughes, Jr. - Yes

Mrs. Joyce Massott-Burnett - Yes

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.

None

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

Aprv. Cafeteria Report:

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

<b>Total Income</b>	\$ 11,778.16
<b>Total Expense</b>	\$ (6,076.33)
<b>Net Income or (Loss)</b>	\$ 5,701.83
<b>Average Daily Attendance</b>	301
<b>Average Daily Participation</b>	132
<b>Percentage of Participation</b>	44%

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

Voice Vote:

Yes – 6 No – 0 Abstentions – 0

Mrs. Danielle Bland – Absent

Mr. Wayne Howard - Absent

Ms. Courtney Vance – Absent

Motion carried unanimously

**TRANSPORTATION** - Mrs. Angelique Stoney-Siplin

Aprv. Transportation Jointure:

Based upon the recommendation of the Superintendent approved the following 2020-2021 transportation jointure as listed:

1. Clayton Public School District

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

Roll Call Vote:

Yes – 6 No – 0 Abstentions – 0

Ms. Danielle Bland - Absent

Mr. Wayne Howard – Absent

Mr. J. Wilson Hughes, Jr. - Yes

Mrs. Joyce Massott-Burnett - Yes

Ms. Cheryl Potter - Yes

Mrs. Mary Snively - Yes

Mrs. Angelique Stoney-Siplin - Yes

Ms. Courtney Vance - Absent

Mrs. Jennifer Wirtz - Yes

Motion carried unanimously

**SUPERINTENDENT'S REPORT**

Aprv. HIB Reports:

Based upon recommendation of the Superintendent approved the November 2020 HIB report.

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

Voice Vote:

Yes – 6 No – 0 Abstentions – 0

Mrs. Danielle Bland – Absent

Mr. Wayne Howard - Absent

Ms. Courtney Vance – Absent

Motion carried unanimously

Aprv.

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



Board Reports:

- Enrollment
- Staff Attendance
- Nurse’s Report
- HIB Report – December 2020
- Facility Manager’s Report
- Principal’s Report
- Fire Drills/Crisis Drills

<b>Fire Drill</b>	<b>Date</b>	<b>Time</b>
Cohort A	12/21/2020	12:00 pm
Cohort B	12/22/2020	12:00 pm
<b>Lockout Drill</b>		
Cohort A	12/21/2020	12:10 pm
Cohort B	12/22/2020	12:10 pm

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

Voice Vote:

Yes – 6 No – 0 Abstentions – 0

Mrs. Danielle Bland – Absent

Mr. Wayne Howard - Absent

Ms. Courtney Vance – Absent

Motion carried unanimously

**LEGISLATION - Mrs. Mary Snively**

Mrs. Mary Snively spoke of the QSAC legislation

Dr. Piera Gravenor stated that Elk Townships QSAC has been postponed one year

Ms. Mary Snively spoke of the Covid legislation for Learning Lapse

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

None

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

Mr. Joseph Collins stated that budget meetings will continue prior to the next Board meeting

**OLD BUSINESS**

Mrs. Angelique Stoney-Siplin stated that she is currently working on creating clubs for the children at Aura Elementary and will return to the Board with options

**NEW BUSINESS**

None

**CITIZENS**

Aprv.  
Open Second  
Public Portion:

Motion by Mrs. Joyce Massott-Burnett, seconded by Mrs. Jennifer Wirtz to open the second public portion

Voice Vote:

Yes – 6 No – 0 Abstentions – 0

Mrs. Danielle Bland – Absent

Mr. Wayne Howard - Absent

Ms. Courtney Vance – Absent

Motion carried unanimously

Aprv.  
Close Second  
Public Portion:

Motion by Mrs. Joyce Massott-Burnett, seconded by Mrs. Jennifer Wirtz to close the second public portion

Voice Vote:

Yes – 6 No – 0 Abstentions – 0

Mrs. Danielle Bland – Absent

Mr. Wayne Howard - Absent

Ms. Courtney Vance – Absent

Motion carried unanimously

**EXECUTIVE SESSION:**

Aprv. –  
Open  
Executive  
Session  
7:59 p.m.

Motion by Mrs. Joyce Massott-Burnett, 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 8:15 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. 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 January 7, 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

Mr. Wayne Howard - Absent

Ms. Courtney Vance – Absent

Motion carried unanimously

Aprv. - Close  
Executive  
Session  
8:15 p.m.:

Motion Mrs. Angelique Stoney-Siplin, seconded by Ms. Cheryl Potter to close executive session

Voice Vote:

Yes – 6 No – 0 Abstentions – 0

Mrs. Danielle Bland – Absent

Mr. Wayne Howard - Absent

Ms. Courtney Vance – Absent

Motion carried unanimously

Adjourn  
meeting  
8:17 p.m.:

Motion by Mrs. Angelique Stoney-Siplin, seconded by Mrs. Mary Snively that the meeting be adjourned at 8:17p.m.

Voice Vote:

Yes – 6 No – 0 Abstentions – 0

Mrs. Danielle Bland – Absent

Mr. Wayne Howard - Absent

Ms. Courtney Vance – Absent

Motion carried unanimously

Respectfully Submitted,

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Joseph M. Collins,  
School Business Administrator/Board Secretary