

**REGULAR BOARD MEETING OF THE ELK TOWNSHIP BOARD OF EDUCATION ON THURSDAY,
APRIL 14, 2022 IN THE AURA SCHOOL MEDIA CENTER.**

Purpose: 2021-22 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.	Mrs. Colleen Barbaro	Mrs. Mary Snively - Absent
Pres.	Mr. J. Wilson Hughes, Jr. - Absent	Mrs. Angelique Stoney-Siplin
	Mrs. Joyce Massott-Burnett - Absent	Ms. Courtney Vance - Absent
	Ms. Cheryl Potter	Mrs. Jennifer Wirtz
	Mrs. Sarah Ruczynski	

Admin. Pres. Dr. Piera Gravenor, Superintendent, Mr. Joseph Collins, Business Administrator/Board Secretary and Dr. Anthony Fitzpatrick, 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: Mrs. Jennifer Wirtz led the Pledge of Allegiance.

Mission Statement: Mrs. Colleen Barbaro 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 informed the Board that Ms. Courtney Vance has resigned her position on the Board

MINUTES:

Aprv. Minutes: Motion by Mrs. Angelique Stoney-Siplin, seconded by Mrs. Sarah Ruczynski to approve the March 10, 2022 minutes as listed:

1. Regular Session

Voice Vote:

Yes – 4 No – 0 Abstentions – 1
Mr. J. Wilson Hughes, Jr. - Absent
Mrs. Joyce Massott-Burnett – Absent
Mrs. Mary Snively – Absent
Ms. Courtney Vance – Absent
Mrs. Jennifer Wirtz – Abstain

Motion carried

Aprv. Special Minutes: Motion by Mrs. Angelique Stoney-Siplin, seconded by Mrs. Sarah Ruczynski to approve the March 24, 2022 minutes as listed:

1. Special Budget Introduction

Voice Vote:

Yes – 5 No – 0 Abstentions – 0
Mr. J. Wilson Hughes, Jr. - Absent
Mrs. Joyce Massott-Burnett – Absent
Mrs. Mary Snively – Absent
Ms. Courtney Vance – Absent

Motion carried unanimously

COMMUNICATIONS/ PRESENTATIONS:

None

CITIZENS:

Aprv. Motion by Mrs. Angelique Stoney-Siplin seconded by Ms. Cheryl Potter to open the first public portion

Open First

Public Portion:

Voice Vote:

Yes – 5 No – 0 Abstentions – 0

Mr. J. Wilson Hughes, Jr. - Absent

Mrs. Joyce Massott-Burnett – Absent

Mrs. Mary Snively – Absent

Ms. Courtney Vance – Absent

Motion carried unanimously

Aprv. Motion by Mrs. Angelique Stoney-Siplin, seconded by Mrs. Sarah Ruczynski to close the first public portion

Close First

Public Portion:

Voice Vote:

Yes – 5 No – 0 Abstentions – 0

Mr. J. Wilson Hughes, Jr. - Absent

Mrs. Joyce Massott-Burnett – Absent

Mrs. Mary Snively – Absent

Ms. Courtney Vance – Absent

Motion carried unanimously

COMMITTEES:

PERSONNEL - Mrs. Sarah Ruczynski

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

Aprv. D.

Barbato

Resignation:

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

<u>Name</u>	<u>Position</u>	<u>Effective</u>
Danielle Barbato	Teacher	6/30/2022

Motion by Mrs. Sarah Ruczynski, seconded by Mrs. Angelique Stoney-Siplin

Voice Vote:

Yes – 5 No – 0 Abstentions – 0

Mr. J. Wilson Hughes, Jr. - Absent

Mrs. Joyce Massott-Burnett – Absent

Mrs. Mary Snively – Absent

Ms. Courtney Vance – Absent

Motion carried unanimously

Aprv. 22-23
New Teaching
Staff Hires:

Based upon the recommendation of the Superintendent approved the following new teaching staff hires as listed:

<u>Name</u>	<u>Step</u>	<u>Degree</u>	<u>Salary</u>	<u>Effective</u>
Paige Starr	1	BA	\$51,506	9/1/2022
Kristen Plowman	1	BA	\$51,506	9/1/2022

Motion by Mrs. Sarah Ruczynski, seconded by Ms. Cheryl Potter

Roll Call Vote:

Yes – 5 No – 0 Abstentions – 0
 Mrs. Colleen Barbaro – Yes
 Mr. J. Wilson Hughes, Jr. – Absent
 Mrs. Joyce Massott-Burnett - Absent
 Ms. Cheryl Potter – Yes
 Mrs. Sarah Ruczynski – Yes
 Mrs. Mary Snively – Absent
 Mrs. Angelique Stoney-Siplin – Yes
 Ms. Courtney Vance – Absent
 Mrs. Jennifer Wirtz -Yes

Motion carried unanimously

Aprv. LOA:

Based upon the recommendation of the Superintendent approved the following leave of absences 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>
Alexandra Long	3/10/2022 through 11/17/2022	Paid: 3/10/2022 through 5/26/2022 Unpaid: 5/27/2022 through 6/17/2022 9/01/2022 through 11/17/2022	5/27/2022 through 6/10/2022 (2 weeks)	6/11/2022 through 6/17/2022 9/01/2022 through 11/17/2022 (12 weeks)
Marcos Haro	5/05/2022 through 6/20/2022 (Intermittent)	Unpaid: 5/05/2022 through 6/20/2022	N/A	5/05/2022 through 6/20/2022

Motion by Mrs. Sarah Ruczynski, seconded by Ms. Cheryl Potter

Voice Vote:

Yes – 5 No – 0 Abstentions – 0
 Mr. J. Wilson Hughes, Jr. - Absent
 Mrs. Joyce Massott-Burnett – Absent
 Mrs. Mary Snively – Absent
 Ms. Courtney Vance – Absent

Motion carried unanimously

POLICY – Ms. Cheryl Potter

Aprv. Policies/
Regulation:

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

Policy #2425	Emergency Virtual or Remote Instruction Program (M) (N)
Policy #5751	Sexual Harassment of Students (M) (R)
Reg. #5751	Sexual Harassment of Students (M) (R)

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

Voice Vote:

Yes – 5 No – 0 Abstentions – 0
 Mr. J. Wilson Hughes, Jr. - Absent
 Mrs. Joyce Massott-Burnett – Absent
 Mrs. Mary Snively – Absent

Ms. Courtney Vance – Absent

Motion carried unanimously

CURRICULUM & TECHNOLOGY – Ms. Cheryl Potter

Aprv. Rowan
Student
Clinical
Practicum:

Based upon the recommendation of the Superintendent approved the following Rowan University student for the clinical practicum in teaching and learning as listed:

<u>Name</u>	<u>Dates</u>	<u>Subject</u>	<u>Cooperating Teacher</u>
Julia Bretan	Fall 2022: September 21, 2022 - December 14, 2022 <i>(Wednesdays & Fridays - 2 days per week, 7 hours per day)</i> Spring 2023: January 17, 2023 - May 5, 2023 <i>(5 days per week, 7 hours per day)</i>	Early Childhood Education	Kristen Molinari

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

Voice Vote:

Yes – 5 No – 0 Abstentions – 0
Mr. J. Wilson Hughes, Jr. - Absent
Mrs. Joyce Massott-Burnett – Absent
Mrs. Mary Snively – Absent
Ms. Courtney Vance – Absent

Motion carried unanimously

Aprv. FY22
ESEA
Amendments:

Based upon the recommendation of the Superintendent approved the submission of the FY22 ESEA amendments (Titles I, II & IV)

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

Voice Vote:

Yes – 5 No – 0 Abstentions – 0
Mr. J. Wilson Hughes, Jr. - Absent
Mrs. Joyce Massott-Burnett – Absent
Mrs. Mary Snively – Absent
Ms. Courtney Vance – Absent

Motion carried unanimously

BUDGET & FINANCE/FACILITIES/CAFETERIA/TRANSPORTATION

BUDGET & FINANCE – Mrs. Sara Ruczynski

Aprv.
Secretary’s
Report:

Approved Board Secretary’s Report in accordance with 18A: 17-36 and 18A: 17-9 for the month of February 2022. 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. Sarah Ruczynski, seconded by Ms. Cheryl Potter

Voice Vote:

Yes – 5 No – 0 Abstentions – 0
Mr. J. Wilson Hughes, Jr. - Absent
Mrs. Joyce Massott-Burnett – Absent
Mrs. Mary Snively – Absent

Ms. Courtney Vance – Absent

Motion carried unanimously

Aprv.
Treasury
Report:

Approved the Treasurer Report in accordance with 18A:17-36 and 18A:17-9 for the month of February 2022. The Treasurer's Report and Secretary's Report are in agreement for the month of February 2022.

See Page(s) _____ of minutes

Motion by Mrs. Sarah Ruczynski, seconded by Mrs. Angelique Stoney-Siplin

Voice Vote:

Yes – 5 No – 0 Abstentions – 0

Mr. J. Wilson Hughes, Jr. - Absent

Mrs. Joyce Massott-Burnett – Absent

Mrs. Mary Snively – 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. Sarah Ruczynski, seconded by Mrs. Angelique Stoney-Siplin

Voice Vote:

Yes – 5 No – 0 Abstentions – 0

Mr. J. Wilson Hughes, Jr. - Absent

Mrs. Joyce Massott-Burnett – Absent

Mrs. Mary Snively – 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. Sarah Ruczynski, seconded by Ms. Cheryl Potter

Voice Vote:

Yes – 5 No – 0 Abstentions – 0

Mr. J. Wilson Hughes, Jr. - Absent

Mrs. Joyce Massott-Burnett – Absent

Mrs. Mary Snively – Absent

Ms. Courtney Vance – Absent

Motion carried unanimously

Aprv. February
Transfer
Report:

Approved the February 2022 Transfer Report.

See Page(s) _____ of minutes

Motion by Mrs. Sarah Ruczynski, seconded by Ms. Cheryl Potter

Roll Call Vote:

Yes – 5 No – 0 Abstentions – 0

Mrs. Colleen Barbaro – Yes
 Mr. J. Wilson Hughes, Jr. – Absent
 Mrs. Joyce Massott-Burnett - Absent
 Ms. Cheryl Potter – Yes
 Mrs. Sarah Ruczynski – Yes
 Mrs. Mary Snively – Absent
 Mrs. Angelique Stoney-Siplin – Yes
 Ms. Courtney Vance – Absent
 Mrs. Jennifer Wirtz -Yes

Motion carried unanimously

Aprv.
 Monthly Bill
 List:

Approved the monthly bill list as distributed:
 1. General Bill List \$ 139,147.20
 2. Hand Check \$ 90,732.38
 3. Cafeteria Bill List \$ 16,984.41

See Page(s) _____ of minutes

Motion by Mrs. Sarah Ruczynski, seconded by Ms. Cheryl Potter

Roll Call Vote:

Yes – 5 No – 0 Abstentions – 0
 Mrs. Colleen Barbaro – Yes
 Mr. J. Wilson Hughes, Jr. – Absent
 Mrs. Joyce Massott-Burnett - Absent
 Ms. Cheryl Potter – Yes
 Mrs. Sarah Ruczynski – Yes
 Mrs. Mary Snively – Absent
 Mrs. Angelique Stoney-Siplin – Yes
 Ms. Courtney Vance – Absent
 Mrs. Jennifer Wirtz -Yes

Motion carried unanimously

FACILITIES – Mrs. Angelique Stoney-Siplin
(All facility requests are pending proper insurance certificates)

Aprv. Facility
 Use Requests:

Based upon the 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>
Aura School Student Congress	All Purpose Room (Talent Show)	3/31/2022 (Thursday)	3:00 pm - 5:00 pm
Aura School Student Congress	All Purpose Room (Talent Show)	5/03/2022 (Tuesday)	6:00 pm - 8:00 pm
Elk Township Little League	All Purpose Room (Little League Pictures)	5/04/2022 (Wednesday)	4:00 pm - 7:00 pm
E'TEA / Home & School Association	All Purpose Room, Library, Classroom (Bookfair, Art Expo, Pride Spring Event)	5/17/2022 (Tuesday)	5:30 pm - 8:00 pm

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

Voice Vote:

Yes – 5 No – 0 Abstentions – 0
 Mr. J. Wilson Hughes, Jr. - Absent

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

Motion carried unanimously

CAFETERIA – Mrs. Colleen Barbaro

Aprv. Cafeteria
Report:

Based upon the recommendation of the Superintendent approved the February 2022 cafeteria report as listed:

Total Income	\$ 24,324.99
Total Expense	\$ (14,254.44)
Net Income or (Loss)	\$ 10,070.55
Average Daily Attendance	304
Average Daily Participation	292
Percentage of Participation	96%

Motion by Mrs. Colleen Barbaro, seconded by Mrs. Angelique Stoney-Siplin

Voice Vote:

Yes – 5 No – 0 Abstentions – 0
Mr. J. Wilson Hughes, Jr. - Absent
Mrs. Joyce Massott-Burnett – Absent
Mrs. Mary Snively – Absent
Ms. Courtney Vance – Absent

Motion carried unanimously

TRANSPORTATION - Ms. Cheryl Potter

Aprv. 22-23
GCSSSD Coop
Trans:

Based upon the recommendation of the Superintendent approved the 2022-2023 Contract for Participation in Cooperative Transportation Services with Gloucester County Special Services School District

Motion by Ms. Cheryl Potter, seconded by Mrs. Sarah Ruczynski

Voice Vote:

Yes – 5 No – 0 Abstentions – 0
Mr. J. Wilson Hughes, Jr. - Absent
Mrs. Joyce Massott-Burnett – Absent
Mrs. Mary Snively – Absent
Ms. Courtney Vance – Absent

Motion carried unanimously

SUPERINTENDENT'S REPORT

Aprv.
Feasibility
Study:

Based upon the recommendation of the Superintendent approved the Resolution to support a feasibility study to potentially consolidate the Elk, Delsea, Franklin, and Newfield school districts.

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

See Page(s) _____ of minutes

Voice Vote:

Yes – 5 No – 0 Abstentions – 0

Mr. J. Wilson Hughes, Jr. - Absent
 Mrs. Joyce Massott-Burnett – Absent
 Mrs. Mary Snively – Absent
 Ms. Courtney Vance – Absent

Motion carried unanimously

Aprv. HIB Reports: Based upon recommendation of the Superintendent approved the February 2022 HIB report.

Motion by Mrs. Angelique Stoney-Siplin, seconded by Mrs. Sarah Ruczynski

Voice Vote:

Yes – 5 No – 0 Abstentions – 0
 Mr. J. Wilson Hughes, Jr. - Absent
 Mrs. Joyce Massott-Burnett – Absent
 Mrs. Mary Snively – Absent
 Ms. Courtney Vance – Absent

Motion carried unanimously

Aprv. Board Reports: Based upon recommendation of the Superintendent acknowledge the receipt of the following reports as listed:

- Enrollment
- Staff Attendance
- Nurse’s Report
- HIB Report – March 2022
- Facility Manager’s Report
- Principal’s Report
- Fire Drills/Crisis Drills

	Date	Time
Fire Drill	03/31/2022	9:20am
Lockdown Drill	03/15/2022	11:00am

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

Voice Vote:

Yes – 5 No – 0 Abstentions – 0
 Mr. J. Wilson Hughes, Jr. - Absent
 Mrs. Joyce Massott-Burnett – Absent
 Mrs. Mary Snively – Absent
 Ms. Courtney Vance – Absent

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>
5/04/2022 Wednesday	Cape May County Park & Zoo Cape May Court House, N.J.	Kindergarten 8:45 am - 1:45 pm
5/05/2022 Thursday	Bayshore Center at Bivalve Port Norris, N.J.	5th Grade 8:45 am - 1:45 pm
5/18/2022 Wednesday	Philadelphia Zoo Philadelphia, PA	3rd Grade 8:45 am - 1:45 pm
5/24/2022 Tuesday	Edelman Planetarium Rowan University, Glassboro, NJ	2nd Grade 8:40 am - 10:25 am

6/02/2022 Thursday (Rain Date 6/08/2022)	Storybook Land Egg Harbor Twp., NJ	Pre-K 8:45 am - 1:45 pm
6/06/2022 Monday	The Franklin Institute Philadelphia, PA	2nd Grade 9:00 am - 1:45 pm
6/08/2022 Wednesday	Academy of Natural Science Philadelphia, PA	1st Grade 8:45 am - 1:45 pm
6/10/2022 Friday	The Franklin Institute Philadelphia, PA	4th Grade 8:45 am - 1:45 pm

Motion by Mrs. Sarah Ruczynski, seconded by Mrs. Angelique Stoney-Siplin

Voice Vote:

Yes – 5 No – 0 Abstentions – 0

Mr. J. Wilson Hughes, Jr. - Absent

Mrs. Joyce Massott-Burnett – Absent

Mrs. Mary Snively – Absent

Ms. Courtney Vance – Absent

Motion carried unanimously

LEGISLATION - Mrs. Angelique Stoney-Siplin

Mrs. Angelique Stoney-Siplin informed the Board that the Governor had declared the week of May 19, 2022 Special Education Week

Ms. Cheryl Potter informed the Board that at the legislative meeting the possibility of schools starting later was discussed

GLOUCESTER COUNTY SCHOOL BOARDS ASSOCIATION – Mrs. Sarah Ruczynski

Mrs. Sarah Ruczynski informed the Board the Spring Symposium will be happening in the near future

SCHOOL BUSINESS ADMINISTRATOR’S REPORT – Mr. Joseph Collins

Aprv. CAFR: Based upon recommendation of the Superintendent approved the 2020-2021 Comprehensive Annual Financial Report

On File Superintendent’s Office

Motion by Mrs. Sarah Ruczynski, seconded by Ms. Cheryl Potter

Voice Vote:

Yes – 5 No – 0 Abstentions – 0

Mr. J. Wilson Hughes, Jr. - Absent

Mrs. Joyce Massott-Burnett – Absent

Mrs. Mary Snively – Absent

Ms. Courtney Vance – Absent

Motion carried unanimously

Aprv. AMR: Based upon recommendation of the Superintendent approved the 2020-2021 Auditor’s Management Report

See Page(s) _____ of minutes

Motion by Mrs. Sarah Ruczynski, seconded by Ms. Angelique Stoney-Siplin

Voice Vote:

Yes – 5 No – 0 Abstentions – 0
Mr. J. Wilson Hughes, Jr. - Absent
Mrs. Joyce Massott-Burnett – Absent
Mrs. Mary Snively – Absent
Ms. Courtney Vance – Absent

Motion carried unanimously

Aprv. 20-21 Based upon recommendation of the Superintendent approved approve the 2020-2021 Audit Synopsis
Audit
Synopsis: On File Superintendent’s Office

Motion by Mrs. Angelique Stoney-Siplin, seconded by Mrs. Sarah Ruczynski

Voice Vote:

Yes – 5 No – 0 Abstentions – 0
Mr. J. Wilson Hughes, Jr. - Absent
Mrs. Joyce Massott-Burnett – Absent
Mrs. Mary Snively – Absent
Ms. Courtney Vance – Absent

Motion carried unanimously

OLD BUSINESS

Mrs. Jennifer Wirtz informed the Board that she would be reaching out to Ms. Terry Lewis in reference to a Board Retreat

NEW BUSINESS

None

CITIZENS

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

Voice Vote:

Yes – 5 No – 0 Abstentions – 0
Mr. J. Wilson Hughes, Jr. - Absent
Mrs. Joyce Massott-Burnett – Absent
Mrs. Mary Snively – Absent
Ms. Courtney Vance – Absent

Motion carried unanimously

Aprv. Mrs. Angelique Stoney-Siplin, seconded by Mrs. Sarah Ruczynski to close the second public portion
Close Second
Public Portion:

Voice Vote:

Yes – 5 No – 0 Abstentions – 0
Mr. J. Wilson Hughes, Jr. - Absent
Mrs. Joyce Massott-Burnett – Absent
Mrs. Mary Snively – Absent
Ms. Courtney Vance – Absent

Motion carried unanimously

Adjourn Motion by Ms. Cheryl Potter, seconded by Mrs. Angelique Stoney-Siplin that the meeting be adjourned at 7:20p.m.
meeting
7:20 p.m.:

Voice Vote:

Yes – 5 No – 0 Abstentions – 0

Mr. J. Wilson Hughes, Jr. - Absent
Mrs. Joyce Massott-Burnett – Absent
Mrs. Mary Snively – Absent
Ms. Courtney Vance – Absent

Motion carried unanimously

Respectfully Submitted,

Joseph M. Collins,
School Business Administrator/Board Secretary