

**REGULAR BOARD MEETING OF THE ELK TOWNSHIP BOARD OF EDUCATION ON THURSDAY,  
MAY 5, 2022 IN THE AURA SCHOOL MEDIA CENTER.**

Purpose: 2021-22 SCHOOL YEAR REGULAR BOARD MEETING FOR MAY  
SEE PAGE (S) \_\_\_\_\_ OF MINUTES AGENDA

Special Note: THE MEETING APPROVED AND PRE-SCHEDULED BEGAN 7:00 P.M.

Board Mem.	Mrs. Colleen Barbaro - Absent	Mrs. Mary Snively
Pres.	Mr. J. Wilson Hughes, Jr. - Absent	Mrs. Angelique Stoney-Siplin
	Mrs. Joyce Massott-Burnett	Vacant
	Ms. Cheryl Potter	Mrs. Jennifer Wirtz
	Mrs. Sarah Ruczynski - Absent	

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

**Re-Organization**

Appoint Dr. D. Koerner: Based upon the recommendation of the Superintendent approved Dr. David Koerner as the School Physician for the 2022-23 school year

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

Voice Vote:

Yes – 5 No – 0 Abstentions – 0  
Mrs. Colleen Barbaro – Absent  
Mr. J. Wilson Hughes, Jr. - Absent  
Mrs. Sarah Ruczynski – Absent  
Vacant

Motion carried unanimously

Appoint S. Considine Treasurer: Based upon the recommendation of the Superintendent approved Stephen Considine as Treasurer of School Monies for the 2022-23 school year

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

Voice Vote:

Yes – 5 No – 0 Abstentions – 0  
Mrs. Colleen Barbaro – Absent  
Mr. J. Wilson Hughes, Jr. - Absent  
Mrs. Sarah Ruczynski – Absent  
Vacant

Motion carried unanimously

Aprv. FNBE School Depository: Based upon the recommendation of the Superintendent approved the First National Bank of Elmer as the school depository for 2022-23 school year

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

Voice Vote:

Yes – 5 No – 0 Abstentions – 0  
Mrs. Colleen Barbaro – Absent  
Mr. J. Wilson Hughes, Jr. - Absent  
Mrs. Sarah Ruczynski – Absent  
Vacant

Motion carried unanimously

Aprv. NJCM  
as Additional  
Depository:

Based upon the recommendation of the Superintendent approved New Jersey Cash Management as an additional depository for school funds

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

Voice Vote:

Yes – 5 No – 0 Abstentions – 0

Mrs. Colleen Barbaro – Absent

Mr. J. Wilson Hughes, Jr. - Absent

Mrs. Sarah Ruczynski – Absent

Vacant

Motion carried unanimously

Aprv. Acct.  
Signatures:

Based upon the recommendation of the Superintendent approved the following checking account signatories for the 2022-23 school year as listed:

1. Treasurer Account - Board Secretary, Treasurer and President or Vice-President (alternate) (3 signatures required)
2. Agency Account - Treasurer (1 signature required)
3. Payroll Account - Treasurer (1 signature required)
4. Aura School Account - Principal's Secretary, Board Office Secretary, Business Administrator (2 signatures required)
5. Cafeteria Account - Business Administrator, Board Office Assistants (2 signatures required)
6. Unemployment Account - Board Secretary, Treasurer (1 signature required)
7. Money Market, Principal Account - Business Administrator and Treasurer (2 signatures required)
8. Petty Cash Account - Superintendent's Secretary and Principal or Superintendent and Business Administrator or Board Office Assistants (2 signatures required)
9. Child Care Account - Business Administrator, Board Office Secretary (2 signatures required)
10. Bond Account - Business Administrator (1 signature required)

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

Voice Vote:

Yes – 5 No – 0 Abstentions – 0

Mrs. Colleen Barbaro – Absent

Mr. J. Wilson Hughes, Jr. - Absent

Mrs. Sarah Ruczynski – Absent

Vacant

Motion carried unanimously

Aprv. 22-23  
Professional  
Services:

Based upon the recommendation of the Superintendent approved the following professional service appointments for the 2022-23 school year as listed:

1. Auditor – Holt McNally & Associates
2. Architect of Record - Garrison Architects
3. Insurance Broker/Dental Benefits - Allen Associates
4. Sloan Insurance (surety bonds only)
5. Solicitor - Frank P. Cavallo, Jr. Esq - Parker McCay Law Firm
6. ESS Support Services, LLC
7. ESS Northeast, LLC

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

Voice Vote:

Yes – 5 No – 0 Abstentions – 0

Mrs. Colleen Barbaro – Absent

Mr. J. Wilson Hughes, Jr. - Absent

Mrs. Sarah Ruczynski – Absent

Vacant

Motion carried unanimously

Aprv. Official  
Newspapers:

Based upon the recommendation of the Superintendent approved the official newspapers as listed:

1. The Sentinel
2. South Jersey Times

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

Voice Vote:

Yes – 5 No – 0 Abstentions – 0

Mrs. Colleen Barbaro – Absent

Mr. J. Wilson Hughes, Jr. - Absent

Mrs. Sarah Ruczynski – Absent

Vacant

Motion carried unanimously

Aprv. 22-23  
Positions for  
W. Murschell:

Based upon the recommendation of the Superintendent approved Wayne Murschell, Principal, to the following positions for the 2022-23 school year

1. Affirmative Action Officer
2. Attendance Officer
3. Issuing Officer for working papers
4. Safety Official

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

Voice Vote:

Yes – 5 No – 0 Abstentions – 0

Mrs. Colleen Barbaro – Absent

Mr. J. Wilson Hughes, Jr. - Absent

Mrs. Sarah Ruczynski – Absent

Vacant

Motion carried unanimously

Aprv. 22-23  
Positions for J.  
Collins:

Based upon the recommendation of the Superintendent approved the appointment of Joseph Collins for the following positions as listed:

1. Public Agency Compliance Officer
2. Qualified Purchasing Agent, the bid limit is \$44,000
3. Custodian of Public Records (OPRA)
4. Board Secretary/Business Administrator
5. Official for Investments and Wires
6. Delegate to the GCSSD JIF

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

Voice Vote:

Yes – 5 No – 0 Abstentions – 0

Mrs. Colleen Barbaro – Absent

Mr. J. Wilson Hughes, Jr. - Absent

Mrs. Sarah Ruczynski – Absent

Vacant

Motion carried unanimously

Aprv. 22-23  
Positions for J.  
Scerbo:

Based upon the recommendation of the Superintendent approved Mrs. Jackie Scerbo, Director of Child Study Team, to the following positions for the 2022-23 school year and that her name, office address and telephone number be advertised and the Board adopt a grievance procedure for same

1. 504 Compliance Officer
2. ADA Coordinator

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

Voice Vote:

Yes – 5 No – 0 Abstentions – 0  
Mrs. Colleen Barbaro – Absent  
Mr. J. Wilson Hughes, Jr. - Absent  
Mrs. Sarah Ruczynski – Absent  
Vacant

Motion carried unanimously

Recognition of Official Bargaining Units: Based upon the recommendation of the Superintendent approved the official bargaining units as listed:  
1. Elk Township Education Association, member of the New Jersey Education Association (NJEA) for teachers  
2. Elk Maintenance Custodial Group for custodial/maintenance staff

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

Voice Vote:

Yes – 5 No – 0 Abstentions – 0  
Mrs. Colleen Barbaro – Absent  
Mr. J. Wilson Hughes, Jr. - Absent  
Mrs. Sarah Ruczynski – Absent  
Vacant

Motion carried unanimously

Appoint P. Gravenor BOE Secretary for Emergency: Based upon the recommendation of the Superintendent approved Dr. Piera Gravenor, Superintendent, as acting Board Secretary for emergency purposes for the 2022-23 school year  
Motion by Mrs. Jennifer Wirtz, seconded by Mrs. Angelique Stoney-Siplin

Voice Vote:

Yes – 5 No – 0 Abstentions – 0  
Mrs. Colleen Barbaro – Absent  
Mr. J. Wilson Hughes, Jr. - Absent  
Mrs. Sarah Ruczynski – Absent  
Vacant

Motion carried unanimously

Appoint Tax Shelter Company/ Broker: Based upon the recommendation of the Superintendent approved Lincoln Investments as tax shelter annuity broker  
Motion by Mrs. Jennifer Wirtz, seconded by Mrs. Angelique Stoney-Siplin

Voice Vote:

Yes – 5 No – 0 Abstentions – 0  
Mrs. Colleen Barbaro – Absent  
Mr. J. Wilson Hughes, Jr. - Absent  
Mrs. Sarah Ruczynski – Absent  
Vacant

Motion carried unanimously

Aprv. Chart of Accounts: Based upon the recommendation of the Superintendent approved the Chart of Accounts as established by the NJ Department of Education

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

Voice Vote:

Yes – 5 No – 0 Abstentions – 0  
Mrs. Colleen Barbaro – Absent

Mr. J. Wilson Hughes, Jr. - Absent  
Mrs. Sarah Ruczynski – Absent  
Vacant

Motion carried unanimously

Aprv. 22-23  
Positions for  
M. Durham:

Based upon the recommendation of the Superintendent approved Margaret Durham, Facilities Manager, to the following positions as follows:

1. Integrated Pest Management Coordinator
2. District Right-to-Know Coordinator
3. AHERA Designee
4. Indoor Air Quality Coordinator
5. Asbestos Management Officer
6. Safety and Health Designee
7. Chemical Hygiene Officer

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

Voice Vote:

Yes – 5 No – 0 Abstentions – 0  
Mrs. Colleen Barbaro – Absent  
Mr. J. Wilson Hughes, Jr. - Absent  
Mrs. Sarah Ruczynski – Absent  
Vacant

Motion carried unanimously

Aprv. 22-23  
Positions for  
D. Pierce

Based upon the recommendation of the Superintendent approved Denise Pierce, School Psychologist, for the following positions for the 2022-2023 school year as listed:

1. HIB Coordinator
2. DCP&P Liaison

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

Voice Vote:

Yes – 5 No – 0 Abstentions – 0  
Mrs. Colleen Barbaro – Absent  
Mr. J. Wilson Hughes, Jr. - Absent  
Mrs. Sarah Ruczynski – Absent  
Vacant

Motion carried unanimously

Aprv. BR.  
Tharpe-Traina  
22-23 HIB  
Specialist:

Based upon the recommendation of the Superintendent approved Brooke-Rose Tharpe-Traina, School Social Worker, as HIB specialist

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

Voice Vote:

Yes – 5 No – 0 Abstentions – 0  
Mrs. Colleen Barbaro – Absent  
Mr. J. Wilson Hughes, Jr. - Absent  
Mrs. Sarah Ruczynski – Absent  
Vacant

Motion carried unanimously

Aprv. K.  
Nichols 22-23  
Homeless  
Liaison:

Based upon the recommendation of the Superintendent approved Kathy Nichols, secretary, as Homeless Liaison

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

Voice Vote:

Yes – 5 No – 0 Abstentions – 0  
Mrs. Colleen Barbaro – Absent  
Mr. J. Wilson Hughes, Jr. - Absent  
Mrs. Sarah Ruczynski – Absent  
Vacant

Motion carried unanimously

Aprv.  
Parliamentary  
Procedures:

Based upon the recommendation of the Superintendent approved the parliamentary procedures as established by Robert's Rule in running our public meeting

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

Voice Vote:

Yes – 5 No – 0 Abstentions – 0  
Mrs. Colleen Barbaro – Absent  
Mr. J. Wilson Hughes, Jr. - Absent  
Mrs. Sarah Ruczynski – Absent  
Vacant

Motion carried unanimously

Aprv.  
Facsimile  
Signature:

Based upon the recommendation of the Superintendent approved the use of a facsimile signature on checks

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

Voice Vote:

Yes – 5 No – 0 Abstentions – 0  
Mrs. Colleen Barbaro – Absent  
Mr. J. Wilson Hughes, Jr. - Absent  
Mrs. Sarah Ruczynski – Absent  
Vacant

Motion carried unanimously

Aprv. Agenda  
Format:

Based upon the recommendation of the Superintendent approved the current agenda format to be used for the 2022-23 school year

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

Voice Vote:

Yes – 5 No – 0 Abstentions – 0  
Mrs. Colleen Barbaro – Absent  
Mr. J. Wilson Hughes, Jr. - Absent  
Mrs. Sarah Ruczynski – Absent  
Vacant

Motion carried unanimously

Aprv. Petty  
Cash Amount:

Based upon the recommendation of the Superintendent approved a petty cash checking account in the amount of \$400:

- Maximum expenditure will be \$150
- Balance will be reported to the Board on a monthly basis

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

Voice Vote:

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

Mrs. Sarah Ruczynski – Absent  
Vacant

Motion carried unanimously

Aprv. Positions for Dr. A. Fitzpatrick: Based upon the recommendation of the Superintendent approved Dr. Anthony Fitzpatrick, Supervisor of Curriculum, as the Title IX Coordinator and that his name, office address and telephone number be advertised as per 34 CFT 106.8(c).

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

Voice Vote:

Yes – 5 No – 0 Abstentions – 0  
Mrs. Colleen Barbaro – Absent  
Mr. J. Wilson Hughes, Jr. - Absent  
Mrs. Sarah Ruczynski – Absent  
Vacant

Motion carried unanimously

Aprv. Bill Payment: Based upon the recommendation of the Superintendent approved payment of bills between board meetings with the approval of the Superintendent after consultation with the finance chair

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

Voice Vote:

Yes – 5 No – 0 Abstentions – 0  
Mrs. Colleen Barbaro – Absent  
Mr. J. Wilson Hughes, Jr. - Absent  
Mrs. Sarah Ruczynski – Absent  
Vacant

Motion carried unanimously

Aprv. Procurement of Goods: Based upon the recommendation of the Superintendent approved procurement of goods and services through state contracts

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

Voice Vote:

Yes – 5 No – 0 Abstentions – 0  
Mrs. Colleen Barbaro – Absent  
Mr. J. Wilson Hughes, Jr. - Absent  
Mrs. Sarah Ruczynski – Absent  
Vacant

Motion carried unanimously

Aprv. J. Nichols Alt. Delegate to GCSSD: Based upon the recommendation of the Superintendent approved Joseph Nichols as alternate delegate to the GCSSD JIF

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

Voice Vote:

Yes – 5 No – 0 Abstentions – 0  
Mrs. Colleen Barbaro – Absent  
Mr. J. Wilson Hughes, Jr. - Absent  
Mrs. Sarah Ruczynski – Absent  
Vacant

Motion carried unanimously

Aprv.  
Curricula,  
Course of  
Study, Texts,  
Eval Schedule,  
CST/Guide/  
Media  
Programs &  
Services:

Based upon the recommendation of the Superintendent approved the following:

1. Curricula, Courses of Study and textbooks
2. Curriculum Evaluation Schedule
3. Child Study/Guidance/Media Center Program and Service

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

Roll Call Vote:

Yes – 5 No – 0 Abstentions – 0

Mrs. Colleen Barbaro – Absent

Mr. J. Wilson Hughes, Jr. – Absent

Mrs. Joyce Massott-Burnett - Yes

Ms. Cheryl Potter – Yes

Mrs. Sarah Ruczynski – Absent

Mrs. Mary Snively – Yes

Mrs. Angelique Stoney-Siplin – Yes

Vacant

Mrs. Jennifer Wirtz -Yes

Motion carried unanimously

Aprv. District  
Travel:

Based upon the recommendation of the Superintendent approved, in accordance with Policy #6471, School District Travel, and NJAC 6A:23A-7, the establishment of a maximum travel amount for the 2022-23 school year in the amount of \$5,000 for the Operating Fund

(The maximum travel amount excludes travel expenditures supported by Federal funds. The annual maximum amount per employee for regular business travel shall be \$1,500. For the school year 2022-2023, school district travel was budgeted at \$1,200 for the Operating Fund. As of April 30, 2022, no money has been expended. The total amount of travel supported by Federal funds for the prior year, the pre-budget year and the projected budget year are as follows: )

- 2020-21 \$ -0-
- 2021-22 (as of April 30, 2022) \$ -0-
- 2022-23 \$ 200.00

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

Roll Call Vote:

Yes – 5 No – 0 Abstentions – 0

Mrs. Colleen Barbaro – Absent

Mr. J. Wilson Hughes, Jr. – Absent

Mrs. Joyce Massott-Burnett - Yes

Ms. Cheryl Potter – Yes

Mrs. Sarah Ruczynski – Absent

Mrs. Mary Snively – Yes

Mrs. Angelique Stoney-Siplin – Yes

Vacant

Mrs. Jennifer Wirtz -Yes

Motion carried unanimously

**MINUTES:**

Aprv. Minutes:

Motion by Mrs. Angelique Stoney-Siplin, seconded by MS. Cheryl Potter to approve the April 14,2022 minutes as listed:

1. Regular Session

Voice Vote:

Yes – 3 No – 0 Abstentions – 2

Mrs. Colleen Barbaro – Absent

Mr. J. Wilson Hughes, Jr. – Absent



Mrs. Joyce Massott-Burnett - Abstain  
Mrs. Mary Snively - Abstain  
Mrs. Sarah Ruczynski – Absent  
Vacant

Motion carried

**COMMUNICATIONS/ PRESENTATIONS:**

None

**CITIZENS:**

Aprv. Motion by Mrs. Jennifer Wirtz, seconded by Mrs. Angelique Stoney-Siplin to open the first public portion

Open First

Public Portion:

Voice Vote:

Yes – 5 No – 0 Abstentions – 0

Mrs. Colleen Barbaro – Absent

Mr. J. Wilson Hughes, Jr. - Absent

Mrs. Sarah Ruczynski – Absent

Vacant

Motion carried unanimously

Aprv. Motion by Mrs. Joyce Massott-Burnett, seconded by Mrs. Angelique Stoney-Siplin to close the first public portion

Close First

Public Portion:

Voice Vote:

Yes – 5 No – 0 Abstentions – 0

Mrs. Colleen Barbaro – Absent

Mr. J. Wilson Hughes, Jr. - Absent

Mrs. Sarah Ruczynski – Absent

Vacant

Motion carried unanimously

**COMMITTEES:**

**PERSONNEL** - Mrs. Joyce Massott-Burnett

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

Aprv. 22-23  
Sub. Nurses:

Based upon the recommendation of the Superintendent approved the following substitute nurses at a previously approved rate for the school year 2022-2023 as listed:

Chelsi Biener	Loretta DeStefano-Micarelli	Dorothy Dilger
Kim Hollywood	Carol Verechia	Jacqueline Olmo
Joanne Gibison	Sandra Schmittinger	

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

Voice Vote:

Yes – 5 No – 0 Abstentions – 0

Mrs. Colleen Barbaro – Absent

Mr. J. Wilson Hughes, Jr. - Absent

Mrs. Sarah Ruczynski – Absent

Vacant

Motion carried unanimously

Aprv. 22-23  
Salary Rates:

Based upon the recommendation of the Superintendent approved the following salary rates for the 2022-2023 school year as listed:

Substitute Custodians	\$ 14.00/hr.
Student Aides	\$ 14.00/hr.
Substitute Secretary	\$ 14.00/hr.
Substitute School Nurse	\$ 250.00/day
Homebound Instruction	as per negotiated agreement
Tutoring/Homework	as per negotiated agreement
ESY/BSI Teacher	\$ 150.00/day
ESY Teacher's Aide	\$ 70.00/day
Curriculum Writing	\$ 110.00/day (Summer)
Professional Development	\$ 110.00/day (Summer)

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

Roll Call Vote:

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

Motion carried unanimously

Aprv. 22-23  
Tenure/Non-  
Tenured Staff  
Report:

Based upon the recommendation of the Superintendent approved the Tenure/Non-Tenured Staff Report for the 2022-2023 school year

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

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

Roll Call Vote:

Yes – 5 No – 0 Abstentions – 0  
Mrs. Colleen Barbaro – Absent  
Mr. J. Wilson Hughes, Jr. – Absent  
Mrs. Joyce Massott-Burnett - Yes  
Ms. Cheryl Potter – Yes  
Mrs. Sarah Ruczynski – Absent

Mrs. Mary Snively – Yes  
Mrs. Angelique Stoney-Siplin – Yes  
Vacant  
Mrs. Jennifer Wirtz -Yes

Motion carried unanimously

**POLICY** – Mrs. Mary Snively:

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

Policy # 2415.05	Student Surveys, Analysis, Evaluations, Examinations, Testing or Treatment (M) (R)
Policy # 2622	Student Assessment (M) (R)
Policy # 9560	Administration of School Surveys (M) (N)
Reg. # 2460.30	Additional/Compensatory Special Education and Related Services (M) (N)
Reg. # 2622	Student Assessment (M) (N)

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

Voice Vote:

Yes – 5 No – 0 Abstentions – 0  
Mrs. Colleen Barbaro – Absent  
Mr. J. Wilson Hughes, Jr. - Absent  
Mrs. Sarah Ruczynski – Absent  
Vacant

Motion carried unanimously

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

Aprv. 22-23 Comp. Equity Statement of Assurance: Based upon the recommendation of the Superintendent approved the Comprehensive Equity Plan Statement of Assurance for the 2022-2023 school year  
Motion by Ms. Cheryl Potter, seconded by Mrs. Mary Snively

Voice Vote:

Yes – 5 No – 0 Abstentions – 0  
Mrs. Colleen Barbaro – Absent  
Mr. J. Wilson Hughes, Jr. - Absent  
Mrs. Sarah Ruczynski – Absent  
Vacant

Motion carried unanimously

Aprv. Submission of ARP/HCY Application: Based upon the recommendation of the Superintendent approved the submission of the American Rescue Plan - Homeless Children and Youth Application II as a part of the Gloucester County Special Services Regional Consortium  
Motion by Ms. Cheryl Potter, seconded by Mrs. Angelique Stoney-Siplin

Voice Vote:

Yes – 5 No – 0 Abstentions – 0  
Mrs. Colleen Barbaro – Absent  
Mr. J. Wilson Hughes, Jr. - Absent  
Mrs. Sarah Ruczynski – Absent  
Vacant

Motion carried unanimously

Aprv. R.  
Tomczak  
Kindergarten  
Testing:

Based upon the recommendation of the Superintendent approved Rachel Tomczak to administer the summer Brigance testing for incoming Kindergarten students at a rate of \$27 per hour

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

Roll Call Vote:

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

Motion carried unanimously

Aprv. Clinic/  
Workshop:

Based upon the recommendation of the Superintendent approved the following clinic/workshop as listed:

<u>Name</u>	<u>Location</u>	<u>Workshop</u>	<u>Dates</u>	<u>Reg. Fee</u>	<u>Total</u>
Anthony Fitzpatrick Jackie Scerbo Wayne Murschell Donna Foote Rachel Tomczak Kerry Kramme Melissa Tanski Dina Holmes	12 Centre Drive Monroe Township, NJ 08831	Multi-Tiered Systems of Support: Effective Practices Statewide Summit	5/26/2022	NJPSA Members \$125/each  Non-Members \$150/each	\$1,300 plus mileage

(†Paid for by Title II-A)

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

Roll Call Vote:

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

Motion carried unanimously

Aprv. Rowan  
Student  
Clincal:

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>
Barbara Brooklyn	<b>Fall 2022:</b> September 6, 2022 - December 14, 2022 (2 days per week, 7 hours per day) <b>Spring 2023:</b> January 17, 2023 - May 5, 2023 (5 days per week, 7 hours per day)	First Grade	Kerry Kramme

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

Voice Vote:

Yes – 5 No – 0 Abstentions – 0

Mrs. Colleen Barbaro – Absent

Mr. J. Wilson Hughes, Jr. - Absent

Mrs. Sarah Ruczynski – Absent

Vacant

Motion carried unanimously

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

Voice Vote:

Yes – 5 No – 0 Abstentions – 0

Mrs. Colleen Barbaro – Absent

Mr. J. Wilson Hughes, Jr. - Absent

Mrs. Sarah Ruczynski – Absent

Vacant

Motion carried unanimously

Aprv.  
Treasury  
Report:

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

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

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

Voice Vote:

Yes – 5 No – 0 Abstentions – 0

Mrs. Colleen Barbaro – Absent

Mr. J. Wilson Hughes, Jr. - Absent

Mrs. Sarah Ruczynski – Absent

Vacant

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. Angelique Stoney-Siplin

Voice Vote:

Yes – 5 No – 0 Abstentions – 0

Mrs. Colleen Barbaro – Absent

Mr. J. Wilson Hughes, Jr. - Absent

Mrs. Sarah Ruczynski – Absent

Vacant

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 Ms. Cheryl Potter

Voice Vote:

Yes – 5 No – 0 Abstentions – 0  
Mrs. Colleen Barbaro – Absent  
Mr. J. Wilson Hughes, Jr. - Absent  
Mrs. Sarah Ruczynski – Absent  
Vacant

Motion carried unanimously

Aprv. March  
Transfer  
Report:

Approved the March 2022 Transfer Report.

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

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

Roll Call Vote:

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

Motion carried unanimously

Aprv.  
Monthly Bill  
List:

Approved the monthly bill list as distributed:

1. General Bill List	\$ 173,397.19
2. Hand Check	\$ 4,282.93
3. Cafeteria Bill List	\$ 10,702.86

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

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

Roll Call Vote:

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

Mrs. Jennifer Wirtz -Yes

Motion carried unanimously

**FACILITIES** – Mrs. Mary Snively  
*(All facility requests are pending proper insurance certificates)*

Aprv. Facility  
Use Request:

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>
Aura Home & School Association	Library (HSA Meeting)	5/16/2022 (Monday)	6:30 pm - 8:30 pm

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

Voice Vote:

Yes – 5 No – 0 Abstentions – 0  
Mrs. Colleen Barbaro – Absent  
Mr. J. Wilson Hughes, Jr. - Absent  
Mrs. Sarah Ruczynski – Absent  
Vacant

Motion carried unanimously

**CAFETERIA** – Mrs. Joyce Massott-Burnett

Aprv. Cafeteria  
Report:

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

<b>Total Income</b>	\$ 27,720.85
<b>Total Expense</b>	\$ (17,346.35)
<b>Net Income or (Loss)</b>	\$ 10,374.50
<b>Average Daily Attendance</b>	286
<b>Average Daily Participation</b>	291
<b>Percentage of Participation</b>	102%

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

Voice Vote:

Yes – 5 No – 0 Abstentions – 0  
Mrs. Colleen Barbaro – Absent  
Mr. J. Wilson Hughes, Jr. - Absent  
Mrs. Sarah Ruczynski – Absent  
Vacant

Motion carried unanimously

**TRANSPORTATION** - Vacant

None

**SUPERINTENDENT'S REPORT**

Aprv. Based upon recommendation of the Superintendent approved the March 2022 HIB report.  
HIB Report:

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

Voice Vote:

Yes – 5 No – 0 Abstentions – 0

Mrs. Colleen Barbaro – Absent

Mr. J. Wilson Hughes, Jr. - Absent

Mrs. Sarah Ruczynski – Absent

Vacant

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 – April 2022
- Facility Manager’s Report
- Principal’s Report
- Fire Drills/Crisis Drills

	Date	Time
<b>Fire Drill</b>	04/29/2022	10:30am
<b>Lockdown Drill</b>	04/29/2022	10:45am

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

Voice Vote:

Yes – 5 No – 0 Abstentions – 0

Mrs. Colleen Barbaro – Absent

Mr. J. Wilson Hughes, Jr. - Absent

Mrs. Sarah Ruczynski – Absent

Vacant

Motion carried unanimously

**LEGISLATION** - Mrs. Angelique Stoney-Siplin

None

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

None

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

None

**OLD BUSINESS**

None

**NEW BUSINESS**

Mrs. Mary Snively stated that NJSB notes had a sample of what Board Members jobs are for the public to review

**EXECUTIVE SESSION:**

Executive Session Begins 7:05 p.m.: Mrs. Joyce Massott-Burnett, seconded by Mrs. Angelique Stoney-Siplin 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 7:20 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 May 5, 2022.

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

Voice Vote:

Yes – 5 No – 0 Abstentions – 0  
Mrs. Colleen Barbaro – Absent  
Mr. J. Wilson Hughes, Jr. - Absent  
Mrs. Sarah Ruczynski – Absent  
Vacant

Motion carried unanimously

Adjourn  
Executive:

Motion by Mrs. Angeliqe Stoney-Siplin, seconded by Mrs. Mary Snively that the executive session be adjourned at 7:20 p.m.

Voice Vote:

Yes – 5 No – 0 Abstentions – 0  
Mrs. Colleen Barbaro – Absent  
Mr. J. Wilson Hughes, Jr. - Absent  
Mrs. Sarah Ruczynski – Absent  
Vacant

Motion carried unanimously

Adjourn  
meeting  
7:21 p.m.:

Motion by Mrs. Mary Snively, seconded by Mrs. Angeliqe Stoney-Siplin that the meeting be adjourned at 7:21p.m.

Voice Vote:

Yes – 5 No – 0 Abstentions – 0  
Mrs. Colleen Barbaro – Absent

Mr. J. Wilson Hughes, Jr. - Absent  
Mrs. Sarah Ruczynski – Absent  
Vacant

Motion carried unanimously

Respectfully Submitted,

---

Joseph M. Collins,  
School Business Administrator/Board Secretary