

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

Purpose: 2022-23 SCHOOL YEAR REGULAR BOARD MEETING FOR JULY
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.	Mrs. Angelique Stoney-Siplin - Absent
	Mrs. Joyce Massott-Burnett	Mr. Eugene Thomas
	Ms. Cheryl Potter	Mrs. Jennifer Wirtz
	Mrs. Sarah Ruczynski	

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

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: Mr. J. Wilson Hughes, Jr. read the statement below:

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.

Oath of Office Mr. Joseph Collins, Board Secretary, administered the Oath of Office to Mr. Eugene Thomas newly seated Board member.

MINUTES:

Aprv. Minutes: Motion by Mrs. Jennifer Wirtz, seconded by Ms. Cheryl Potter to approve the June 2022 minutes as listed:

1. Regular Session – 6/9/22
2. Executive Session – 6/9/22
3. Special Meeting – 6/30/22
4. Special Meeting Executive – 6/30/22

Voice Vote:

Yes – 6 No – 0 Abstentions – 1

Mrs. Joyce Massott-Burnett – Abstain (6/9/22 Regular/Executive)

Mrs. Mary Snively – Absent

Mrs. Angelique Stoney-Siplin - Absent

Mr. Eugene Thomas - Abstain

Motion carried

COMMUNICATIONS/ PRESENTATIONS:

Mr. Wayne Murschell reviewed information he received while attending safety professional development

Mr. Wayne Murschell informed the Board that summer school is going well with approximately fifty students, and the student voice program currently has twelve to fifteen students

Mr. J. Wilson Hughes, Jr. questioned when summer school ended due to his concerns about giving the custodial staff time to properly clean the building

Mr. Wayne Murschell stated that summer school will end on August 4, 2022 and stated that the custodial staff will have time to complete the cleaning

COMMITTEES:

PERSONNEL - Mrs. Sarah Ruczynski

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

Aprv. LOA:

Based upon the recommendation of the Superintendent approved the following leave of absence 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>
Brooke Rose Tharp-Traina	9/01/2022 through 2/14/2023	Paid: 9/01/2022 through 9/26/2022 Unpaid: 9/27/2022 through 2/14/2023	9/27/2022 through 11/15/2022 (7 weeks)	11/16/2022 through 2/14/2023 (12 weeks)

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

Voice Vote:

Yes – 6 No – 0 Abstentions – 1

Mrs. Mary Snively – Absent

Mrs. Angelique Stoney-Siplin - Absent

Mr. Eugene Thomas - Abstain

Motion carried

Aprv. K.
Plowman:

Based upon the recommendation of the Superintendent approved the amended new teaching staff hire as listed:

<u>Name</u>	<u>Step</u>	<u>Degree</u>	<u>Salary</u>	<u>Effective</u>
Kristen Plowman	1	BA +15	\$52,061	9/01/2022

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

Voice Vote:

Yes – 6 No – 0 Abstentions – 1

Mrs. Mary Snively – Absent

Mrs. Angelique Stoney-Siplin - Absent

Mr. Eugene Thomas - Abstain

Motion carried

Aprv. 22-23
Sub Nurse:

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

Summer Nurse	\$250/day
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Motion by Mrs. Sarah Ruczynski, seconded by Mr. J. Wilson Hughes, Jr.

Roll Call Vote:

Yes – 6 No – 0 Abstentions – 1

Mrs. Colleen Barbaro – Yes

Mr. J. Wilson Hughes, Jr. – Yes

Mrs. Joyce Massott-Burnett - Yes

Ms. Cheryl Potter – Yes

Mrs. Sarah Ruczynski – Yes

Mrs. Mary Snively – Absent

Mrs. Angelique Stoney-Siplin – Absent

Mr. Eugene Thomas - Abstain
Mrs. Jennifer Wirtz -Yes

Motion carried

Aprv. D.
Paoline 22-23
Web. Maint.:

Based upon the recommendation of the Superintendent approved David Paoline for Website Maintenance at a rate of \$25 per hour for the 2022-2023 school year

Motion by Mrs. Sarah Ruczynski, seconded by Mr. J. Wilson Hughes, Jr.

Roll Call Vote:

Yes – 6 No – 0 Abstentions – 1
Mrs. Colleen Barbaro – Yes
Mr. J. Wilson Hughes, Jr. – Yes
Mrs. Joyce Massott-Burnett - Yes
Ms. Cheryl Potter – Yes
Mrs. Sarah Ruczynski – Yes
Mrs. Mary Snively – Absent
Mrs. Angelique Stoney-Siplin – Absent
Mr. Eugene Thomas - Abstain
Mrs. Jennifer Wirtz -Yes

Motion carried

POLICY – Mrs. Colleen Barbaro

Aprv. Policies:

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

<u>Policy #0163</u>	Quorum (R)
<u>Policy #1511</u>	Board of Education Website Accessibility (M) (R)

Motion by Mrs. Colleen Barbaro, seconded by Mrs. Joyce Massott-Burnett

Voice Vote:

Yes – 6 No – 0 Abstentions – 1
Mrs. Mary Snively – Absent
Mrs. Angelique Stoney-Siplin - Absent
Mr. Eugene Thomas - Abstain

Motion carried

CURRICULUM & TECHNOLOGY – Ms. Cheryl Potter

Aprv. Rowan
Student
Clinical:

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>Course/Requirement</u>	<u>Subject</u>	<u>Cooperating Teacher</u>
Nicholas Shimkus	Fall 2022: October 31, 2022 - December 14, 2022 <i>(Mondays & Wednesdays - 2 days per week, 7 hours per day)</i> Spring 2023: January 17, 2023 - March 10, 2023 <i>(5 days per week, 7 hours per day)</i>	Health & Physical Education	Brian Cogle

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

Voice Vote:

Yes – 6 No – 0 Abstentions – 1
Mrs. Mary Snively – Absent
Mrs. Angelique Stoney-Siplin - Absent
Mr. Eugene Thomas - Abstain

Motion carried

Aprv TESO for
the 22-23
School year:

Based upon the recommendation of the Superintendent approved the TESO Consulting Group to facilitate Family Engagement Planning for \$5,000 in fulfillment of the family engagement and outreach portion of the Climate Team Grant

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

Roll Call Vote:

Yes – 6 No – 0 Abstentions – 1
Mrs. Colleen Barbaro – Yes
Mr. J. Wilson Hughes, Jr. – Yes
Mrs. Joyce Massott-Burnett - Yes
Ms. Cheryl Potter – Yes
Mrs. Sarah Ruczynski – Yes
Mrs. Mary Snively – Absent
Mrs. Angelique Stoney-Siplin – Absent
Mr. Eugene Thomas - Abstain
Mrs. Jennifer Wirtz -Yes

Motion carried

Aprv. Rutgers
for CESP for
the 22-23
School Year:

Based upon the recommendation of the Superintendent approved the Rutgers Center for Effective School Practices as a technical assistance and training partner for Response to Intervention and a Multi-Tiered System of Support for \$5,500 (*Paid for with Title II-A funds*)

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

Roll Call Vote:

Yes – 6 No – 0 Abstentions – 1
Mrs. Colleen Barbaro – Yes
Mr. J. Wilson Hughes, Jr. – Yes
Mrs. Joyce Massott-Burnett - Yes
Ms. Cheryl Potter – Yes
Mrs. Sarah Ruczynski – Yes
Mrs. Mary Snively – Absent
Mrs. Angelique Stoney-Siplin – Absent
Mr. Eugene Thomas - Abstain
Mrs. Jennifer Wirtz -Yes

Motion carried

Aprv.
GCSSSD BCS
for 22-23
School Year:

Based upon the recommendation of the Superintendent approved Gloucester County Special Services to provide Behavioral Consultation Support as needed, at a rate of \$125 per hour, for both ESY and the 2022-2023 school year

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

Roll Call Vote:

Yes – 6 No – 0 Abstentions – 1
Mrs. Colleen Barbaro – Yes
Mr. J. Wilson Hughes, Jr. – Yes
Mrs. Joyce Massott-Burnett - Yes
Ms. Cheryl Potter – Yes
Mrs. Sarah Ruczynski – Yes
Mrs. Mary Snively – Absent
Mrs. Angelique Stoney-Siplin – Absent
Mr. Eugene Thomas - Abstain
Mrs. Jennifer Wirtz -Yes

Motion carried

Aprv.
GCSSSD OE
for 22-23
School Year:

Based upon the recommendation of the Superintendent approved Gloucester County Special Services to provide Occupational Evaluations at a rate of \$445 per evaluation

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

Roll Call Vote:

- Yes – 6 No – 0 Abstentions – 1
- Mrs. Colleen Barbaro – Yes
- Mr. J. Wilson Hughes, Jr. – Yes
- Mrs. Joyce Massott-Burnett - Yes
- Ms. Cheryl Potter – Yes
- Mrs. Sarah Ruczynski – Yes
- Mrs. Mary Snively – Absent
- Mrs. Angelique Stoney-Siplin – Absent
- Mr. Eugene Thomas - Abstain
- Mrs. Jennifer Wirtz -Yes

Motion carried

Aprv.
GCSSSD SE
for the 22-23
School Year:

Based upon the recommendation of the Superintendent approved Gloucester County Special Services to provide Speech Evaluations at a rate of \$445 per evaluation

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

Roll Call Vote:

- Yes – 6 No – 0 Abstentions – 1
- Mrs. Colleen Barbaro – Yes
- Mr. J. Wilson Hughes, Jr. – Yes
- Mrs. Joyce Massott-Burnett - Yes
- Ms. Cheryl Potter – Yes
- Mrs. Sarah Ruczynski – Yes
- Mrs. Mary Snively – Absent
- Mrs. Angelique Stoney-Siplin – Absent
- Mr. Eugene Thomas - Abstain
- Mrs. Jennifer Wirtz -Yes

Motion carried

Aprv. 22-23
Summer
Workshops/
Trainings:

Based upon the recommendation of the Superintendent approved the following 2022 Professional Development Summer Workshops/Trainings at a previously approved rate as listed:

OG / LLI / BAS Workshop (ESSER II Funds) - 5 days	
Christine Bunting	Eileen Tharp
Jennifer Everwine	Dawn Williams
Donna Foote	
American Reading Company Summer Semester Training (ESSER III Funds) - 1 day June 28, 2022	
Kristen Plowman	

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

Roll Call Vote:

- Yes – 6 No – 0 Abstentions – 1
- Mrs. Colleen Barbaro – Yes

Mr. J. Wilson Hughes, Jr. – Yes
 Mrs. Joyce Massott-Burnett - Yes
 Ms. Cheryl Potter – Yes
 Mrs. Sarah Ruczynski – Yes
 Mrs. Mary Snively – Absent
 Mrs. Angelique Stoney-Siplin – Absent
 Mr. Eugene Thomas - Abstain
 Mrs. Jennifer Wirtz -Yes

Motion carried

Aprv.
 Workshop:

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

<u>Name</u>	<u>Location</u>	<u>Workshop</u>	<u>Date</u>	<u>Reg. Fee</u>	<u>Mileage</u>	<u>Total</u>
^Dina Holmes	Penns Grove High School	School Safety Summer Symposium	7/14/2022		\$ 7.35	\$ 7.35

^ at a previously approved rate

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

Voice Vote:

Yes – 6 No – 0 Abstentions – 1
 Mrs. Mary Snively – Absent
 Mrs. Angelique Stoney-Siplin - Absent
 Mr. Eugene Thomas - Abstain

Motion carried

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 May 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. Sarah Ruczynski

Voice Vote:

Yes – 6 No – 0 Abstentions – 1
 Mrs. Mary Snively – Absent
 Mrs. Angelique Stoney-Siplin - Absent
 Mr. Eugene Thomas - Abstain

Motion carried

Aprv.
 Treasury
 Report:

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

See Page(s) _____ of minutes

Motion by Mrs. Joyce Massott-Burnett, seconded by Mrs. Sarah Ruczynski

Voice Vote:

Yes – 6 No – 0 Abstentions – 1
 Mrs. Mary Snively – Absent

Mrs. Angelique Stoney-Siplin - Absent
Mr. Eugene Thomas - Abstain

Motion carried

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. Sarah Ruczynski

Voice Vote:

Yes – 6 No – 0 Abstentions – 1

Mrs. Mary Snively – Absent
Mrs. Angelique Stoney-Siplin - Absent
Mr. Eugene Thomas - Abstain

Motion carried

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 – 6 No – 0 Abstentions – 1

Mrs. Mary Snively – Absent
Mrs. Angelique Stoney-Siplin - Absent
Mr. Eugene Thomas - Abstain

Motion carried

Aprv. May Transfer Report: Approved the May 2022 Transfer Report.

See Page(s) _____ of minutes

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

Roll Call Vote:

Yes – 6 No – 0 Abstentions – 1

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

Motion carried

Aprv. Monthly Bill List: Approved the monthly bill list as distributed:

1. General Bill List – 6/30/22	\$ 469,600.90
2. General Bill List – 7/14/22	\$ 126,835.39
3. Cafeteria Bill List	\$ 15,305.35

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

Roll Call Vote:

- Yes – 6 No – 0 Abstentions – 1
- Mrs. Colleen Barbaro – Yes
- Mr. J. Wilson Hughes, Jr. – Yes
- Mrs. Joyce Massott-Burnett - Yes
- Ms. Cheryl Potter – Yes
- Mrs. Sarah Ruczynski – Yes
- Mrs. Mary Snively – Absent
- Mrs. Angelique Stoney-Siplin – Absent
- Mr. Eugene Thomas - Abstain
- Mrs. Jennifer Wirtz -Yes

Motion carried

FACILITIES – Mr. J. Wilson Hughes, Jr.
(All facility requests are pending proper insurance certificates)
 None

CAFETERIA – Mrs. Colleen Barbaro

Aprv. Cafeteria Report:

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

Total Income	\$ 27,286.49
Total Expense	\$ (17,514.81)
Net Income or (Loss)	\$ 9,771.68
Average Daily Attendance	311
Average Daily Participation	297
Percentage of Participation	95%

Motion by Mrs. Colleen Barbaro, seconded by Mrs. Joyce Massott-Burnett

Voice Vote:

- Yes – 6 No – 0 Abstentions – 1
- Mrs. Mary Snively – Absent
- Mrs. Angelique Stoney-Siplin - Absent
- Mr. Eugene Thomas - Abstain

Motion carried

TRANSPORTATION - Vacant
 None

SUPERINTENDENT'S REPORT

Aprv. Based upon recommendation of the Superintendent approved the May 2022 HIB report.

HIB Report:

Motion by Ms. Cheryl Potter, seconded by Mrs. Colleen Barbaro

Voice Vote:

Yes – 6 No – 0 Abstentions – 1

Mrs. Mary Snively – Absent

Mrs. Angelique Stoney-Siplin - Absent

Mr. Eugene Thomas - Abstain

Motion carried

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

	Date	Time
Fire Drill	6/13/2022	10:02am
Lockdown Drill	6/13/2022	10:08am

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

Voice Vote:

Yes – 6 No – 0 Abstentions – 1

Mrs. Mary Snively – Absent

Angelique Stoney-Siplin - Absent

Mr. Eugene Thomas - Abstain

Motion carried

Aprv. Student
ESY:

Based upon recommendation of the Superintendent approved the following student to attend ESY classes as listed:

<u>Student</u>	<u>Grade</u>	<u>School</u>	<u>Tuition</u>
B. L.	Pre-K	South Harrison	\$375/day

Motion by Mrs. Sarah Ruczynski, seconded by Mr. J. Wilson Hughes, Jr.

Roll Call Vote:

Yes – 6 No – 0 Abstentions – 1

Mrs. Colleen Barbaro – Yes

Mr. J. Wilson Hughes, Jr. – Yes

Mrs. Joyce Massott-Burnett - Yes

Ms. Cheryl Potter – Yes

Mrs. Sarah Ruczynski – Yes

Mrs. Mary Snively – Absent

Mrs. Angelique Stoney-Siplin – Absent

Mr. Eugene Thomas - Abstain

Mrs. Jennifer Wirtz -Yes

Motion carried

Aprv. Student
OT/PT during
ESY:

Based upon recommendation of the Superintendent approved OT, PT and Speech services for student B. L. during ESY

Motion by Mrs. Sarah Ruczynski, seconded by Mr. J. Wilson Hughes, Jr.

Roll Call Vote:

Yes – 6 No – 0 Abstentions – 1
Mrs. Colleen Barbaro – Yes
Mr. J. Wilson Hughes, Jr. – Yes
Mrs. Joyce Massott-Burnett - Yes
Ms. Cheryl Potter – Yes
Mrs. Sarah Ruczynski – Yes
Mrs. Mary Snively – Absent
Mrs. Angelique Stoney-Siplin – Absent
Mr. Eugene Thomas - Abstain
Mrs. Jennifer Wirtz -Yes

Motion carried

LEGISLATION - Ms. Cheryl Potter

None

GLOUCESTER COUNTY SCHOOL BOARDS ASSOCIATION – Mrs. Sarah Ruczynski

None

SCHOOL BUSINESS ADMINISTRATOR’S REPORT – Mr. Joseph Collins

Aprv. Shared
Service:

Based upon recommendation of the Superintendent approved a shared service agreement with the Pitman Board of Education to provide Social Worker Evaluations from July 1, 2022 through August 31, 2022 at a rate of \$45.00/hour

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

Roll Call Vote:

Yes – 6 No – 0 Abstentions – 1
Mrs. Colleen Barbaro – Yes
Mr. J. Wilson Hughes, Jr. – Yes
Mrs. Joyce Massott-Burnett - Yes
Ms. Cheryl Potter – Yes
Mrs. Sarah Ruczynski – Yes
Mrs. Mary Snively – Absent
Mrs. Angelique Stoney-Siplin – Absent
Mr. Eugene Thomas - Abstain
Mrs. Jennifer Wirtz -Yes

Motion carried

OLD BUSINESS

None

NEW BUSINESS

None

Adjourn
meeting
7:33 p.m.:

Motion by Mrs. Joyce Massott-Burnett, seconded by Mrs. Sarah Ruczynski that the meeting be adjourned at 7:33 p.m.

Voice Vote:

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

Motion carried

Respectfully Submitted,

Joseph M. Collins,
School Business Administrator/Board Secretary