

**REGULAR BOARD MEETING OF THE ELK TOWNSHIP BOARD OF EDUCATION ON THURSDAY,  
OCTOBER 13, 2022 IN THE AURA SCHOOL MEDIA CENTER.**

Purpose: 2022-23 SCHOOL YEAR REGULAR BOARD MEETING OCTOBER  
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
Pres.	Mr. J. Wilson Hughes, Jr. - Absent	Mrs. Angelique Stoney-Siplin - Absent
	Mrs. Joyce Massott-Burnett	Mr. Eugene Thomas
	Ms. Cheryl Potter	Mrs. Jennifer Wirtz
	Mrs. Sarah Ruczynski – 7:05 p.m.	

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: Ms. Cheryl Potter 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.

**MINUTES:**

Aprv. Minutes: Motion by Mrs. Jennifer Wirtz, seconded by Mrs. Joyce Massott-Burnett to approve the minutes as listed:

1. Regular Session – 9/8/2022

Voice Vote:

Yes – 7 No – 0 Abstentions – 0

Mr. J. Wilson Hughes, Jr. - Absent

Mrs. Angelique Stoney-Siplin - Absent

Motion carried unanimously

**COMMUNICATIONS/ PRESENTATIONS:**

Mr. Wayne Murschell explained to the Student Voice Members what the Board of Education does  
Members of the Student Voice introduced themselves to the Board and explained what the Student Voice is and spoke about their concerns

Mr. Wayne Murschell introduced the new 22-23 teaching staff

- Ms. Page Starr
- Ms. Desiree Smith
- Ms. Kristin Plowman

**CITIZENS:**

Aprv. Motion by Mrs. Jennifer Wirtz seconded by Ms. Cheryl Potter to open the first public portion

Open First

Public Portion:

Voice Vote:

Yes – 7 No – 0 Abstentions – 0

Mr. J. Wilson Hughes, Jr. - Absent  
Mrs. Angelique Stoney-Siplin - Absent

Motion carried unanimously

Aprv. Close First Public Portion: Motion by Mrs. Jennifer Wirtz seconded by Ms. Cheryl Potter to close the first public portion

Voice Vote:  
Yes – 7 No – 0 Abstentions – 0  
Mr. J. Wilson Hughes, Jr. - Absent  
Mrs. Angelique Stoney-Siplin - 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. E. Price Resignation: Based upon the recommendation of the Superintendent approved the resignation of Eshe Price as Education Research Coordinator effective October 21, 2022

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

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

Voice Vote:  
Yes – 7 No – 0 Abstentions – 0  
Mr. J. Wilson Hughes, Jr. - Absent  
Mrs. Angelique Stoney-Siplin - Absent

Motion carried unanimously

Aprv. Drama Club Volunteers: Based upon the recommendation of the Superintendent approved the creation of the Drama Club and the volunteer club advisors as listed:

Amanda Bosco	Dina Holmes
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Motion by Mrs. Sarah Ruczynski, seconded by Mr. Eugene Thomas

Voice Vote:  
Yes – 7 No – 0 Abstentions – 0  
Mr. J. Wilson Hughes, Jr. - Absent  
Mrs. Angelique Stoney-Siplin - Absent

Motion carried unanimously

Aprv. B. Wurster Custodian: Based upon the recommendation of the Superintendent approved the following non-teaching position as listed:

<u>Name</u>	<u>Position</u>	<u>Salary</u>
Bridget Wurster	Custodian	\$15/hr.

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

Voice Vote:  
Yes – 7 No – 0 Abstentions – 0  
Mr. J. Wilson Hughes, Jr. - Absent  
Mrs. Angelique Stoney-Siplin - Absent

Motion carried unanimously

Aprv.  
Positions:

Based upon the recommendation of the Superintendent approved the following positions as listed at a previously approved rate:

<u>Position</u>	<u>Teacher</u>
Detention Proctor	Christine Bunting
After School Tutoring	Dina Holmes Dori Irelan

Motion by Mrs. Sarah Ruczynski, seconded by Mrs. Mary Snively

Voice Vote:

Yes – 7 No – 0 Abstentions – 0

Mr. J. Wilson Hughes, Jr. - Absent

Mrs. Angelique Stoney-Siplin - Absent

Motion carried unanimously

Aprv. Stipend  
Position:

Based upon the recommendation of the Superintendent approved the following stipend positions as listed:

<u>Position</u>	<u>Employee</u>	<u>Stipend</u>
Science Coordinator	Desiree Smith Tara Palma	\$525.00 (split stipend)

Motion by Mrs. Sarah Ruczynski, seconded by Mrs. Mary Snively

Voice Vote:

Yes – 7 No – 0 Abstentions – 0

Mr. J. Wilson Hughes, Jr. - Absent

Mrs. Angelique Stoney-Siplin - Absent

Motion carried unanimously

**POLICY** – Mrs. Mary Snively

Aprv. Policies/  
Regulation:

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

Policy #2417	Student Intervention and Referral Services (M)(R)
Policy #3161	Examination for Cause (R)
Policy #4161	Examination for Cause (R)
Policy #9320	Cooperation with Law Enforcement Agencies (M)(R)
Reg #9320	Cooperation with Law Enforcement Agencies (M)(R)

Motion by Mrs. Mary Snively, seconded by Mrs. Sarah Ruczynski

Voice Vote:

Yes – 7 No – 0 Abstentions – 0

Mr. J. Wilson Hughes, Jr. - Absent

Mrs. Angelique Stoney-Siplin - Absent

Motion carried unanimously

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

Aprv. 2022  
NJSLA  
Results:

Based upon the recommendation of the Superintendent approved the receipt of the 2022 NJSLA results and recommendations

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

Voice Vote:

Yes – 7 No – 0 Abstentions – 0

Mr. J. Wilson Hughes, Jr. - Absent

Mrs. Angelique Stoney-Siplin - Absent

Motion carried unanimously

Aprv. Title I  
School-Parent  
Compact:

Based upon the recommendation of the Superintendent approved the Title I School-Parent Compact

Motion by Ms. Cheryl Potter, seconded by Mr. Eugene Thomas

Voice Vote:

Yes – 7 No – 0 Abstentions – 0

Mr. J. Wilson Hughes, Jr. - Absent

Mrs. Angelique Stoney-Siplin - Absent

Motion carried unanimously

Aprv. FY  
ESEA FER:

Based upon the recommendation of the Superintendent approved the FY22 ESEA Final Expenditure report

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

Voice Vote:

Yes – 7 No – 0 Abstentions – 0

Mr. J. Wilson Hughes, Jr. - Absent

Mrs. Angelique Stoney-Siplin - Absent

Motion carried unanimously

Aprv. FY22  
IDEA FER:

Based upon the recommendation of the Superintendent approved the FY22 IDEA Final Expenditure report

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

Voice Vote:

Yes – 7 No – 0 Abstentions – 0

Mr. J. Wilson Hughes, Jr. - Absent

Mrs. Angelique Stoney-Siplin - Absent

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 August 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 – 7 No – 0 Abstentions – 0

Mr. J. Wilson Hughes, Jr. - Absent

Mrs. Angelique Stoney-Siplin - Absent

Motion carried unanimously

Aprv.  
Treasurer's  
Report:

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

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

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

Voice Vote:

Yes – 7 No – 0 Abstentions – 0

Mr. J. Wilson Hughes, Jr. - Absent

Mrs. Angelique Stoney-Siplin - 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 – 7 No – 0 Abstentions – 0

Mr. J. Wilson Hughes, Jr. - Absent

Mrs. Angelique Stoney-Siplin - 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.

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

Voice Vote:

Yes – 7 No – 0 Abstentions – 0

Mr. J. Wilson Hughes, Jr. - Absent

Mrs. Angelique Stoney-Siplin - Absent

Motion carried unanimously

Aprv. August  
Transfer  
Report:

Approved the August 2022 Transfer Report.

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

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

Roll Call Vote:

Yes – 7 No – 0 Abstentions – 0

Mrs. Colleen Barbaro – Yes

Mr. J. Wilson Hughes, Jr. – Absent

Mrs. Joyce Massott-Burnett - Yes

Ms. Cheryl Potter – Yes

Mrs. Sarah Ruczynski – Yes

Mrs. Mary Snively – Yes

Mrs. Angelique Stoney-Siplin – Absent

Mr. Eugene Thomas - Yes

Mrs. Jennifer Wirtz -Yes

Motion carried unanimously

Aprv.  
Monthly Bill  
List:

Approved the monthly bill list as distributed:

1. General Bill List	\$	242,356.16
2. Hand Check	\$	30,749.87
3. Cafeteria Bill List	\$	10,702.12

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

Roll Call Vote:

Yes – 7 No – 0 Abstentions – 0  
 Mrs. Colleen Barbaro – Yes  
 Mr. J. Wilson Hughes, Jr. – Absent  
 Mrs. Joyce Massott-Burnett - Yes  
 Ms. Cheryl Potter – Yes  
 Mrs. Sarah Ruczynski – Yes  
 Mrs. Mary Snively – Yes  
 Mrs. Angelique Stoney-Siplin – Absent  
 Mr. Eugene Thomas - Yes  
 Mrs. Jennifer Wirtz -Yes

Motion carried unanimously

**FACILITIES** – Mrs. Colleen Barbaro

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

Aprv. Facility  
Use Request:

Based upon 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 Fire Company <i>(Township Fire Prevention)</i>	Parking Lot Bathrooms	10/12/2022	6:00 pm through 9:00 pm

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

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

Voice Vote:

Yes – 7 No – 0 Abstentions – 0  
 Mr. J. Wilson Hughes, Jr. - Absent  
 Mrs. Angelique Stoney-Siplin – Absent

Motion carried unanimously

**CAFETERIA** – Mrs. Colleen Barbaro

None

**TRANSPORTATION** - Mr. Eugene Thomas

Aprv. Trans.  
Jointure:

Based upon recommendation of the Superintendent approved the following 2022-2023 transportation jointure as listed:

1. Glassboro Public Schools

Motion by Mr. Eugene Thomas, seconded by Mrs. Mary Snively

Roll Call Vote:

Yes – 7 No – 0 Abstentions – 0  
 Mrs. Colleen Barbaro – Yes  
 Mr. J. Wilson Hughes, Jr. – Absent  
 Mrs. Joyce Massott-Burnett - Yes  
 Ms. Cheryl Potter – Yes  
 Mrs. Sarah Ruczynski – Yes  
 Mrs. Mary Snively – Yes  
 Mrs. Angelique Stoney-Siplin – Absent  
 Mr. Eugene Thomas - Yes  
 Mrs. Jennifer Wirtz -Yes

Motion carried unanimously

**SUPERINTENDENT'S REPORT**

Aprv. Field Trip:

Based upon recommendation of the Superintendent approved the following field trip in accordance with our fee schedule and educational significance as listed:

<u>Date</u>	<u>Name/Location</u>	<u>Grade/Time</u>
10/21/2022	Mood’s Farm, Mullica Hill, NJ ( <i>Pumpkin Patch</i> )	Pre School AM/PM Classes

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

Voice Vote:

Yes – 7 No – 0 Abstentions – 0  
 Mr. J. Wilson Hughes, Jr. - Absent  
 Mrs. Angelique Stoney-Siplin - Absent

Motion carried unanimously

Aprv. HIB Report:

Based upon recommendation of the Superintendent approved the August 2022 HIB report.

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

Voice Vote:

Yes – 7 No – 0 Abstentions – 0  
 Mr. J. Wilson Hughes, Jr. - Absent  
 Mrs. Angelique Stoney-Siplin - 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 – September 2022
- Facility Manager’s Report Principal’s Report
- Fire Drill/Crisis Drill

	<b>Date</b>	<b>Time</b>
<b>Fire Drill</b>	9/15/22	2:02 pm
<b>Evacuation Drill</b>	9/15/22	2:07 pm

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

Voice Vote:

Yes – 7 No – 0 Abstentions – 0  
 Mr. J. Wilson Hughes, Jr. - Absent  
 Mrs. Angelique Stoney-Siplin - Absent

Motion carried unanimously

Aprv. Spec.  
Ed. Tuition  
Placements:

Based upon recommendation of the Superintendent approved the following special education tuition student placements as listed:

<u>Initials</u>	<u>DOB</u>	<u>Township</u>	<u>Classification</u>	<u>School</u>	<u>Contracted Educational Tuition Per Diem</u>
G. B.	10/31/17	Elk	PSD	Gloucester County Special Services School District	\$44,100 (\$245 per diem)
S. L.	5/14/13	Elk	ERI	Gloucester County Special Services School District	\$43,830 (\$243.50 per diem) <b>1:1</b> \$41,580 (\$231.00 per diem)
S. T.	7/14/17	Elk	MD	Gloucester County Special Services School District	\$41,850 (\$232.50 per diem) <b>1:1</b> \$41,580 (\$231.00 per diem)

Motion by Mr. Eugene Thomas, seconded by Mrs. Sarah Ruczynski

Roll Call Vote:

- Yes – 7 No – 0 Abstentions – 0
- Mrs. Colleen Barbaro – Yes
- Mr. J. Wilson Hughes, Jr. – Absent
- Mrs. Joyce Massott-Burnett - Yes
- Ms. Cheryl Potter – Yes
- Mrs. Sarah Ruczynski – Yes
- Mrs. Mary Snively – Yes
- Mrs. Angelique Stoney-Siplin – Absent
- Mr. Eugene Thomas - Yes
- Mrs. Jennifer Wirtz -Yes

Motion carried unanimously

Aprv. 22-23  
District Goals:

Based upon recommendation of the Superintendent approved the 2022-2023 District Goals

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

Motion by Mrs. Sarah Ruczynski, seconded by Mr. Eugene Thomas

Voice Vote:

- Yes – 7 No – 0 Abstentions – 0
- Mr. J. Wilson Hughes, Jr. - Absent
- Mrs. Angelique Stoney-Siplin - Absent

Motion carried unanimously

**LEGISLATION** - Ms. Cheryl Potter

None

**GLOUCESTER COUNTY SCHOOL BOARDS ASSOCIATION** – Mrs. Sarah Ruczynski

None

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

None



**OLD BUSINESS**

Mrs. Sarah Ruczynski questioned if the Data, Evaluation, and Research Coordinator position was previously a part time position

Dr. Gravenor stated that she is looking to reshape the position to benefit the district

**NEW BUSINESS**

None

**CITIZENS:**

Aprv. Motion by Mrs. Jennifer Wirtz, seconded by Ms. Cheryl Potter to open the second public portion  
Open Second  
Public Portion:

Voice Vote:  
Yes – 7 No – 0 Abstentions – 0  
Mr. J. Wilson Hughes, Jr. - Absent  
Mrs. Angelique Stoney-Siplin - Absent

Motion carried unanimously

Home and School informed the Board of the ways that the District along with Home and School were able to help support a family that lost their home to a fire

Aprv. Motion by Mrs. Jennifer Wirtz, seconded by Ms. Cheryl Potter to open the second public portion  
Close Second  
Public Portion:

Voice Vote:  
Yes – 7 No – 0 Abstentions – 0  
Mr. J. Wilson Hughes, Jr. - Absent  
Mrs. Angelique Stoney-Siplin - Absent

Motion carried unanimously

Adjourn meeting 7:39 p.m.: Motion by MS. Cheryl Potter, seconded by Mrs. Sarah Ruczynski that the meeting be adjourned at 7:39 p.m.

Voice Vote:  
Yes – 7 No – 0 Abstentions – 0  
Mr. J. Wilson Hughes, Jr. - Absent  
Mrs. Angelique Stoney-Siplin - Absent

Motion carried unanimously

Respectfully Submitted,

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