

**REGULAR BOARD MEETING OF THE ELK TOWNSHIP BOARD OF EDUCATION ON THURSDAY,
JANUARY 5, 2023 IN THE AURA SCHOOL ALL PURPOSE ROOM.**

Purpose: 2022-23 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. Mrs. Colleen Barbaro Mrs. Mary Snively
Pres. Mr. J. Wilson Hughes, Jr. Mrs. Angelique Stoney Siplin
Mrs. Joyce Massott-Burnett Mr. Eugene Thomas
Mrs. Lynette Peterson Mrs. Sarah Ruczynski
Ms. Cheryl Potter

Admin. Pres. Dr. Piera Gravenor, Superintendent, Mr. Joseph Collins, Business Administrator/Board Secretary and Dr. Anthony Fitzpatrick, 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 Mrs. Joyce Massott-Burnett 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 2022 General Election:
Results: Elected to three year term

- Sarah Ruczynski – 1,194
- Eugene Thomas – 1,163
- Lynette Peterson – write in

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

Open Nom. Motion by Mrs. Sarah Ruczynski, seconded by Mr. Eugene Thomas to open the nominations for President.
For President:

Ms. Cheryl Potter nominated Mrs. Joyce Massott-Burnett, seconded by Mrs. Colleen Barbaro

Voice Vote:

Yes – 9 No – 0 Abstentions – 0

Motion carried unanimously

Close Nom. Motion by Mrs. Sarah Radzinski, seconded by Mrs. Angelique Stoney-Siplin to close the nominations for
for President: President.

Voice Vote:

Yes – 9 No – 0 Abstentions – 0

Motion carried unanimously

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

Mrs. Joyce Massott-Burnett Assumes Chair: Mr. Joseph Collins requested that Mrs. Joyce Massott-Burnett assume the chair

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

Mrs. Colleen Barbaro nominated Ms. Cheryl Potter, seconded by Mrs. Mary Snively
Ms. Cheryl Potter nominated., Mrs. Mary Snively seconded by Mr. J. Wilson Hughes, Jr

Voice Vote:
Yes – 9 No – 0 Abstentions – 0

Motion carried unanimously

Close Nom. for Vice President: Motion Mrs. Angelique Stoney-Siplin, seconded by Mrs. Sarah Ruczynski , to close the nominations for Vice-President

Voice Vote:
Yes – 9 No – 0 Abstentions – 0

Motion carried unanimously

Cast Ballots: Motion by Mrs. Joyce Massott-Burnett, seconded by Mrs. Sarah Ruczynski, to cast ballots for Vice President of the Elk Township Board of Education

Ballots:
Ms. Cheryl Potter: 4 Votes
Mrs. Mary Snively.: 5 Votes

Mrs. Mary Snively Assumes Chair: Motion by Mrs. Joyce Massott-Burnett, seconded by Mrs. Sarah Ruczynski to appoint Mrs. Mary Snively as Vice President of the Elk Township Board of education

Voice Vote:
Yes – 9 No – 0 Abstentions – 0

Motion carried unanimously

Adopt all Existing and Pending Board Policies: Motion by Mrs. Sarah Ruczynski, seconded by Mrs. Angelique Stoney-Siplin to adopt all existing and pending board policies

Voice Vote:
Yes – 9 No – 0 Abstentions – 0

Motion carried unanimously

Appoint Delegate to NJSBA: Motion by Mr. J. Wilson Hughes, seconded by Ms. Cheryl Potter to appoint Mrs. Mary Snively as Delegate to the New Jersey School Boards Association for 2023

Voice Vote:
Yes – 9 No – 0 Abstentions – 0

Motion carried unanimously

Appoint Alt. Delegate to NJSBA: Motion by J. Wilson Hughes, Jr, seconded by Ms. Cheryl Potter to appoint Mrs. Angelique Stoney-Siplin as Alternate Delegate to the New Jersey School Boards Association for 2023

Voice Vote:

Yes – 9 No – 0 Abstentions – 0

Motion carried unanimously

Appoint
Delegate to
GCSBA:

Motion by Mrs. Angelique Stoney-Siplin, seconded by Mr. J. Wilson Hughes, Jr. to appoint Mrs. Sarah Ruczynski as Delegate to the Gloucester County School Boards Association for 2023

Voice Vote:

Yes – 9 No – 0 Abstentions – 0

Motion carried unanimously

Appoint Alt.
Delegate to
GCSBA:

Motion by Mrs. Angelique Stoney-Siplin, seconded by Mrs. Sarah Ruczynski to appoint Mrs. Colleen Barbaro Alternate Delegate to the Gloucester County School Boards Association for 2023

Voice Vote:

Yes – 9 No – 0 Abstentions – 0

Motion carried unanimously

Aprv.
Parliamentary
Procedures:

Motion by Mr. J. Wilson Hughes, Jr., seconded by Mrs. Angelique Stoney-Siplin to approve parliamentary procedures for Aura School Board meetings

Voice Vote:

Yes – 9 No – 0 Abstentions – 0

Motion carried unanimously

Aprv.
Curriculum
and Textbooks:

Motion by Ms. Cheryl Potter, seconded by Mrs. Angelique Stoney-Siplin to approve the curriculum and textbooks, for the 2023 - 2024 school year

Voice Vote:

Yes – 9 No – 0 Abstentions – 0

Motion carried unanimously

Aprv. Meeting
Dates and
Times:

Motion by Mr. Eugene Thomas, seconded by Mrs. Angelique Stoney-Siplin to approve the Board of Education Regular Meeting and Special Meeting Dates and Times

See Page(s) _____ of minutes

Voice Vote:

Yes – 9 No – 0 Abstentions – 0

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

1. Reading and discussion of Code of Ethics

MINUTES:

Aprv. Minutes:

Motion by Ms. Cheryl Potter, seconded by Mrs. Angelique Stoney-Siplin to approve the minutes as listed:

1. Regular Session – 12/08/2022

Voice Vote:

Yes – 8 No – 0 Abstentions – 1

Mrs. Lynnette Peterson – Abstain

Motion carried

COMMUNICATIONS/ PRESENTATIONS:

None

CITIZENS:

Aprv.
Open First
Public Portion:

Motion by Mr. J. Wilson Hughes, Jr., seconded by Mrs. Sarah Ruczynski to open the first public portion

Voice Vote:

Yes – 9 No – 0 Abstentions – 0

Motion carried unanimously

Aura Home & School updated the Board on the events happening throughout the school. In December, Home and School hosted the book fair, a staff luncheon, and the winter party. They are currently in the process of organizing a bag bingo

Mr. Wayne Murschell informed the Board that Liz Menning the new Instructional Coach has started and has had immediate participation within the school

Aprv.
Close First
Public Portion:

Motion by Mr. J. Wilson Hughes, Jr., seconded by Mrs. Angelique Stoney-Siplin to close the first public portion

Voice Vote:

Yes – 9 No – 0 Abstentions – 0

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. N.
Luccarini Sub
Nurse:

Based upon the recommendation of the Superintendent approved Nicole Luccarini, substitute nurse at a previously approved rate

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

Voice Vote:

Yes – 9 No – 0 Abstentions – 0

Motion carried unanimously

Aprv. LOA:

Based upon the recommendation of the Superintendent approved the following leaves 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>
Brian Cogle	12/13/2022 through 3/13/2023 <i>(12 weeks)</i>	Unpaid: 12/13/2022 through 3/13/2023	12/13/2022 through 3/13/2023 <i>(12 weeks)</i>	12/13/2022 through 3/13/2023 <i>(12 weeks)</i>
Brooke Rose	2/15/2023 through 3/23/2023	Unpaid: 2/15/2023 through 3/23/2023	N/A	N/A

Tharp-Traina	(5 weeks)			
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Motion by Mrs. Sarah Ruczynski, seconded Ms. Cheryl Potter

Voice Vote:

Yes – 9 No – 0 Abstentions – 0

Motion carried unanimously

POLICY – Mrs. Mary Snively

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

Policy # 3216	Dress and Grooming (R)
Policy # 4216	Dress and Grooming (R)
Policy # 5512	Harassment, Intimidation or Bullying (M) (R)

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

Voice Vote:

Yes – 9 No – 0 Abstentions – 0

Motion carried unanimously

CURRICULUM & TECHNOLOGY – Ms. Cheryl Potter

Aprv. RUS.
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>Course/Requirement</u>	<u>Subject</u>	<u>Cooperating Teacher</u>
Emily DeSantos	Spring 2023: March 13, 2023 - April 27, 2023 Clinical Practice I - 128 hours <i>(2 days per week - Wednesdays & Fridays)</i> Fall 2023: September 5, 2023 - October 27, 2023 Clinical Practice II - 280 hours <i>(5 days per week)</i>	Music (K - 5)	Frank Knauss

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

Voice Vote:

Yes – 9 No – 0 Abstentions – 0

Motion carried unanimously

BUDGET & FINANCE/FACILITIES/CAFETERIA/TRANSPORTATION

BUDGET & FINANCE – Mrs. Angelique Stoney-Siplin

Aprv.
Secretary's
Report:

Approved Board Secretary's Report in accordance with 18A: 17-36 and 18A: 17-9 for the month of November 2022 and June 2022 Final. 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. Angelique Stoney-Siplin, seconded Ms. Cheryl Potter

Voice Vote:

Yes – 9 No – 0 Abstentions – 0

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 November 2022 and June 2022 Final. The Treasurer's Report and Secretary's Report are in agreement for the month of November 2022 and June 2022 Final.

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

Voice Vote:

Yes – 9 No – 0 Abstentions – 0

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. Angelique Stoney-Siplin, seconded Mr. Eugene Thomas

Voice Vote:

Yes – 9 No – 0 Abstentions – 0

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. Angelique Stoney-Siplin, seconded Ms. Cheryl Potter

Voice Vote:

Yes – 9 No – 0 Abstentions – 0

Motion carried unanimously

Aprv.
Transfer
Report:

Based upon the recommendation of the Superintendent approved the November 2022 and June 2022 Final Transfer Report.

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

Roll Call Vote:

Yes – 9 No – 0 Abstentions – 0

Mrs. Colleen Barbaro – Yes

Mr. J. Wilson Hughes, Jr. – Yes

Mrs. Joyce Massott-Burnett - Yes

Mrs. Lynette Peterson - Yes

Ms. Cheryl Potter – Yes

Mrs. Mary Snively – Yes

Mrs. Angelique Stoney-Siplin – Yes

Mr. Eugene Thomas – Yes

Mrs. Sarah Ruczynski - 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 | \$ 203,953.29 |
| 2. Hand Check | \$ 39,824.23 |
| 3. Cafeteria Bill List | \$ 12,934.37 |

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Motion by Mrs. Angelique Stoney-Siplin, seconded Mr. J. Wilson Hughes, Jr.

Roll Call Vote:

Yes – 9 No – 0 Abstentions – 0
Mrs. Colleen Barbaro – Yes
Mr. J. Wilson Hughes, Jr. – Yes
Mrs. Joyce Massott-Burnett - Yes
Mrs. Lynette Peterson - Yes
Ms. Cheryl Potter – Yes
Mrs. Mary Snively – Yes
Mrs. Angelique Stoney-Siplin – Yes
Mr. Eugene Thomas – Yes
Mrs. Sarah Ruczynski - Yes

Motion carried unanimously

FACILITIES – Mr. J. Wilson Hughes, Jr

(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>
Franklin/Elk Township Basketball	All Purpose Room	Tuesday / Thursday Dec-March	6:30pm - 8:30pm

(All facility requests are pending proper insurance certificates)

Motion by Mr. J. Wilson Hughes, Jr., seconded Mrs. Angelique Stoney-Siplin

Voice Vote:

Yes – 9 No – 0 Abstentions – 0

Motion carried unanimously

CAFETERIA – Mrs. Colleen Barbaro

Aprv. Cafeteria
Report:

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

Total Income	\$ 7,803.39
Total Expense	\$ (12,526.47)
Net Income or (Loss)	\$ (4,723.08)
Average Daily Attendance	244
Average Daily Participation	143
Percentage of Participation	59%

Motion by Mrs. Colleen Barbaro, seconded Mrs. Sarah Ruczynski

Voice Vote:

Yes – 9 No – 0 Abstentions – 0

Motion carried unanimously

For the information of the Board the Nutri-Serve monthly report is attached
See Page(s) _____ of minutes

TRANSPORTATION - Mr. Eugene Thomas

None

SUPERINTENDENT'S REPORT

Aprv.
HIB Reports:

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

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

Voice Vote:

Yes – 9 No – 0 Abstentions – 0

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

	Date	Time
Fire Drill	12/19/2022	2:30 pm
Secure Drill	12/23/2022	8:36 pm

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

Voice Vote:

Yes – 9 No – 0 Abstentions – 0

Motion carried unanimously

LEGISLATION - Mrs. Angelique Stoney-Siplin

None

GLOUCESTER COUNTY SCHOOL BOARDS ASSOCIATION – Mrs. Sarah Ruczynski

None

SCHOOL BUSINESS ADMINISTRATOR’S REPORT – Mr. Joseph Collins

Aprv. Budget
Calendar:

Based upon recommendation of the Superintendent approved the Budget Calendar as presented

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

Voice Vote:

Yes – 9 No – 0 Abstentions – 0

Motion carried unanimously

Aprv. ACES: Based upon recommendation of the Superintendent approved the resolution to purchase Electric Generation Services through ACES

See Page(s) _____ of minutes

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

Voice Vote:

Yes – 9 No – 0 Abstentions – 0

Motion carried unanimously

OLD BUSINESS

None

NEW BUSINESS

None

CITIZENS

Aprv. Motion by Mr. J. Wilson Hughes, Jr., seconded by Mrs. Angelique Stoney-Siplin to open the second public portion

Open Second
Public Portion:

Voice Vote:

Yes – 9 No – 0 Abstentions – 0

Motion carried unanimously

Aprv. Motion by Mr. J. Wilson Hughes, Jr., seconded by Mrs. Mary Snively to close the second public portion

Close Second
Public Portion:

Voice Vote:

Yes – 9 No – 0 Abstentions – 0

Motion carried unanimously

Adjourn Motion by Mr. Eugene Thomas, seconded by Mrs. Angelique Stoney-Siplin that the meeting be adjourned at 7:35 p.m.

meeting
7:35 p.m.:

Voice Vote:

Yes – 9 No – 0 Abstentions – 0

Motion carried unanimously

Respectfully Submitted,

Joseph M. Collins,
School Business Administrator/Board Secretary