

**REGULAR BOARD MEETING OF THE ELK TOWNSHIP BOARD OF EDUCATION ON THURSDAY,
MARCH 9, 2023 IN THE AURA SCHOOL MEDIA CENTER.**

Purpose: 2022-23 SCHOOL YEAR REGULAR BOARD MEETING FOR MARCH
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. Sarah Ruczynski
Pres. Mr. J. Wilson Hughes, Jr. Mrs. Mary Snively - Absent
Mrs. Joyce Massott-Burnett Mrs. Angelique Stoney Siplin - Absent
Mrs. Lynette Peterson - Absent Mr. Eugene Thomas
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 President 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: Mrs. Joyce Massott-Burnett 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.

MINUTES:

Aprv. Minutes: Motion by Mr. Eugene Thomas, seconded by Ms. Cheryl Potter to approve the minutes as listed:

1. Regular Session – 02/09/2023

Voice Vote:

Yes – 3 No – 0 Abstentions – 2
Mrs. Colleen Barbaro – Absent
Mr. J. Wilson Hughes, Jr. - Abstain
Mrs. Lynette Peterson - Absent
Mrs. Sarah Ruczynski - Abstain
Mrs. Mary Snively – Absent
Mrs. Angelique Stoney-Siplin - Absent

Motion carried

PRESENTATIONS:

None

COMMUNICATIONS/ PRESENTATIONS:

Mr. Wayne Murschell spoke about the staff PD and how it has helped to greatly improve student growth and confidence

Mr. Wayne Murschell informed the Board of the recent vocabulary parade held by the Literacy club, he also informed the Board that all summer programs will be open to all children

CITIZENS:

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

Open First

Public Portion:

Voice Vote:

Yes – 5 No – 0 Abstentions – 0
Mrs. Colleen Barbaro – Absent
Mrs. Lynette Peterson - Absent
Mrs. Mary Snively – Absent
Mrs. Angelique Stoney-Siplin - Absent

Motion carried unanimously

Ms. Danielle Smith Aura Home and School informed the Board of the boys event held at Max fit, as well as the Girls event which was a princess dance
Ms. Smith informed the Board that an amazing \$12,000 was made from the bag bingo and the funds will be used for a sound system in the All Purpose Room

Aprv.

Close First

Public Portion:

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

Voice Vote:

Yes – 5 No – 0 Abstentions – 0
Mrs. Colleen Barbaro – Absent
Mrs. Lynette Peterson - Absent
Mrs. Mary Snively – 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.

Retirements/

Resignations:

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

<u>Name</u>	<u>Position</u>	<u>Effective</u>
Karen Scheeper	Principal’s Administrative Assistant	6/30/2023
Kathleen Nichols	CST Administrative Assistant	6/30/2023
Alexandra Long	4th Grade Teacher	6/30/2023
Christine Bunting	Teacher	6/30/2023

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

Voice Vote:

Yes – 5 No – 0 Abstentions – 0
Mrs. Colleen Barbaro – Absent
Mrs. Lynette Peterson - Absent
Mrs. Mary Snively – Absent
Mrs. Angelique Stoney-Siplin - Absent

Motion carried unanimously

POLICY – Mr. Eugene Thomas

Aprv. Policies/

Regulations:

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

Policy # 2423	Bilingual and ESL Education (M) (R)
Reg. # 2423	Bilingual and ESL Education (M) (R)

Policy # 2425	Emergency Virtual or Remote Instruction Program (M) (R)
Reg. # 2425	Emergency Virtual or Remote Instruction Program (M) (R)

Motion by Mr. Eugene Thomas, seconded Mr. J. Wilson Hughes, Jr.

Voice Vote:

Yes – 5 No – 0 Abstentions – 0
 Mrs. Colleen Barbaro – Absent
 Mrs. Lynette Peterson - Absent
 Mrs. Mary Snively – Absent
 Mrs. Angelique Stoney-Siplin - Absent

Motion carried unanimously

Aprv.
 Abolishment of
 Policies:

Based upon the recommendation of the Superintendent approved the abolishment of the following policies as listed:

Policy # 1648.11	The Road Forward COVID 19 Health and Safety (M)
Policy # 1648.13	School Employee Vaccination Requirements (M)

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

Voice Vote:

Yes – 5 No – 0 Abstentions – 0
 Mrs. Colleen Barbaro – Absent
 Mrs. Lynette Peterson - Absent
 Mrs. Mary Snively – Absent
 Mrs. Angelique Stoney-Siplin - Absent

Motion carried unanimously

CURRICULUM & TECHNOLOGY – Ms. Cheryl Potter

Aprv,
 Submission of
 23-24 CEPSA:

Based upon the recommendation of the Superintendent approved the submission of the 2023-2024 Comprehensive Equity Plan Statement of Assurance

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

Voice Vote:

Yes – 5 No – 0 Abstentions – 0
 Mrs. Colleen Barbaro – Absent
 Mrs. Lynette Peterson - Absent
 Mrs. Mary Snively – Absent
 Mrs. Angelique Stoney-Siplin - Absent

Motion carried unanimously

Aprv.
 Submission of
 23-24 ECPA
 Preschool Ed.
 Aide:

Based upon the recommendation of the Superintendent approved the submission of the 2023-2024 ECPA Preschool Education Aid One Year Preschool Program Budget

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

Voice Vote:

Yes – 5 No – 0 Abstentions – 0
 Mrs. Colleen Barbaro – Absent
 Mrs. Lynette Peterson - Absent
 Mrs. Mary Snively – Absent
 Mrs. Angelique Stoney-Siplin - Absent

Motion carried unanimously

BUDGET & FINANCE/FACILITIES/CAFETERIA/TRANSPORTATION

BUDGET & FINANCE – Mr. Eugene Thomas

Aprv. Secretary's Report: Approved Board Secretary's Report in accordance with 18A: 17-36 and 18A: 17-9 for the month of January 2023. 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 Mr. Eugene Thomas, seconded Mrs. Sarah Ruczynski

Voice Vote:

Yes – 5 No – 0 Abstentions – 0
Mrs. Colleen Barbaro – Absent
Mrs. Lynette Peterson - Absent
Mrs. Mary Snively – Absent
Mrs. Angelique Stoney-Siplin - Absent

Motion carried unanimously

Aprv. Treasurer's Report: Approved the Treasurer's Report in accordance with 18A:17-36 and 18A:17-9 for the month of January 2023 The Treasurer's Report and Secretary's Report are in agreement for the month of January 2023

See Page(s) _____ of minutes

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

Voice Vote:

Yes – 5 No – 0 Abstentions – 0
Mrs. Colleen Barbaro – Absent
Mrs. Lynette Peterson - Absent
Mrs. Mary Snively – 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 Mr. Eugene Thomas, seconded Ms. Cheryl Potter

Voice Vote:

Yes – 5 No – 0 Abstentions – 0
Mrs. Colleen Barbaro – Absent
Mrs. Lynette Peterson - Absent
Mrs. Mary Snively – 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 Mr. Eugene Thomas, seconded Mrs. Sarah Ruczynski

Voice Vote:

Yes – 5 No – 0 Abstentions – 0
Mrs. Colleen Barbaro – Absent
Mrs. Lynette Peterson - Absent
Mrs. Mary Snively – Absent
Mrs. Angelique Stoney-Siplin - Absent

Motion carried unanimously

Aprv.
Transfer
Report:

Based upon the recommendation of the Superintendent approved the January 2023 Transfer Report.

See Page(s) _____ of minutes

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

Roll Call Vote:

Yes – 5 No – 0 Abstentions – 0
Mrs. Colleen Barbaro – Absent
Mr. J. Wilson Hughes, Jr. – Yes
Mrs. Joyce Massott-Burnett - Yes
Mrs. Lynette Peterson - Absent
Ms. Cheryl Potter – Yes
Mrs. Sarah Ruczynski - Yes
Mrs. Mary Snively – Absent
Mrs. Angelique Stoney-Siplin – Absent
Mr. Eugene Thomas – 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 | \$ 276,373.41 |
| 2. Hand Check | \$ 21,086.58 |
| 3. Cafeteria Bill List | \$ 14,890.27 |

See Page(s) _____ of minutes

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

Roll Call Vote:

Yes – 5 No – 0 Abstentions – 0
Mrs. Colleen Barbaro – Absent
Mr. J. Wilson Hughes, Jr. – Yes
Mrs. Joyce Massott-Burnett - Yes
Mrs. Lynette Peterson - Absent
Ms. Cheryl Potter – Yes
Mrs. Sarah Ruczynski - Yes
Mrs. Mary Snively – Absent
Mrs. Angelique Stoney-Siplin – Absent
Mr. Eugene Thomas – 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 use requests as listed:

<u>Organization</u>	<u>Facility Requested</u>	<u>Dates Requested</u>	<u>Time Requested</u>
Student Congress	All Purpose Room		3:05 pm - 4:30 pm

	<i>(Talent Show Tryouts)</i>	3/23/2023	
E.T.E.A.	All Purpose Room, Library & Art Room <i>(Math Family Bingo)</i>	3/27/2023	5:30 pm - 8:30 pm
Student Congress	All Purpose Room <i>(Talent Show)</i>	3/28/2023	5:00 pm - 8:00 pm
Drama Club	All Purpose Room <i>(Play)</i>	6/01/2023	2:00 pm - 3:00 pm 6:00 pm - 7:30 pm

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

Voice Vote:

Yes – 5 No – 0 Abstentions – 0

Mrs. Colleen Barbaro – Absent

Mrs. Lynette Peterson - Absent

Mrs. Mary Snively – Absent

Mrs. Angelique Stoney-Siplin - Absent

Motion carried unanimously

CAFETERIA – Ms. Cheryl Potter

Aprv. Cafeteria
Report:

Based upon the recommendation of the Superintendent approved the January 2023 cafeteria report as listed:

Total Income	\$ 14,66.01
Total Expense	\$ (12,031.75)
Net Income or (Loss)	\$ 2,634.26
Average Daily Attendance	314
Average Daily Participation	191
Percentage of Participation	61%

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

Voice Vote:

Yes – 5 No – 0 Abstentions – 0

Mrs. Colleen Barbaro – Absent

Mrs. Lynette Peterson - Absent

Mrs. Mary Snively – Absent

Mrs. Angelique Stoney-Siplin - Absent

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 – Dr. Piera Gravenor

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>Location</u>	<u>Grade/Time</u>
4/24/2023	Please Touch Museum Philadelphia, PA	1st Grade 8:45 am - 1:45 pm
5/03/2023	Philadelphia Zoo Philadelphia, PA	3rd Grade 8:45 am - 1:45 pm

Motion by Mr. Eugene Thomas, seconded Mr. J. Wilson Hughes, Jr.

Voice Vote:

Yes – 5 No – 0 Abstentions – 0
Mrs. Colleen Barbaro – Absent
Mrs. Lynette Peterson - Absent
Mrs. Mary Snively – Absent
Mrs. Angelique Stoney-Siplin - Absent

Motion carried unanimously

Aprv. HIB Report:

Based upon recommendation of the Superintendent approved the January 2023 HIB report as previously submitted

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

Voice Vote:

Yes – 5 No – 0 Abstentions – 0
Mrs. Colleen Barbaro – Absent
Mrs. Lynette Peterson - Absent
Mrs. Mary Snively – 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 – February 2023
- Facility Manager’s Report
- Principal’s Report
- Fire Drills/Crisis Drills

	Date	Time
Fire Drill	2/28/2023	1:10 pm
Lockdown Drill	2/28/2023	8:58 am

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

Voice Vote:

Yes – 5 No – 0 Abstentions – 0
Mrs. Colleen Barbaro – Absent
Mrs. Lynette Peterson - Absent
Mrs. Mary Snively – Absent
Mrs. Angelique Stoney-Siplin - Absent

Motion carried unanimously

LEGISLATION - Ms. Cheryl Potter

Update: Ms. Cheryl Potter attended a finance meeting that spoke of the possibility of additional aide, as well as consolidation of smaller districts

GLOUCESTER COUNTY SCHOOL BOARDS ASSOCIATION – Mrs. Sarah Ruczynski

Update: Mrs. Sarah Ruczynski gave the Board an update

SCHOOL BUSINESS ADMINISTRATOR’S REPORT – Mr. Joseph Collins

Aprv. E-Cert: Based upon recommendation of the Superintendent approved the Certification of Compliance with Federal and State Law Respecting the Reporting of Compensation for Certain Employees for the calendar year ending December 31, 2022 - E Cert

See Page(s) _____ of minutes

Motion by Mr. Eugene Thomas, seconded Mr. J. Wilson Hughes, Jr.

Voice Vote:

Yes – 5 No – 0 Abstentions – 0

Mrs. Colleen Barbaro – Absent

Mrs. Lynette Peterson - Absent

Mrs. Mary Snively – Absent

Mrs. Angelique Stoney-Siplin - Absent

Motion carried unanimously

Aprv. SEMI Waiver: Based upon recommendation of the Superintendent approved the request to be granted a waiver for the Special Education Medicaid Initiative

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

Voice Vote:

Yes – 5 No – 0 Abstentions – 0

Mrs. Colleen Barbaro – Absent

Mrs. Lynette Peterson - Absent

Mrs. Mary Snively – Absent

Mrs. Angelique Stoney-Siplin - Absent

Motion carried unanimously

OLD BUSINESS

None

NEW BUSINESS

None

CITIZENS

Aprv. Open Second Public Portion: Motion by Mr. J. Wilson Hughes, Jr., seconded by Mrs. Sarah Ruczynski to open the second public portion

Voice Vote:

Yes – 5 No – 0 Abstentions – 0

Mrs. Colleen Barbaro – Absent

Mrs. Lynette Peterson - Absent

Mrs. Mary Snively – Absent

Mrs. Angelique Stoney-Siplin - Absent

Motion carried unanimously

Mr. Wayne Murschell spoke about Mrs. Bunting and how she truly has a special way with the children, how she was always willing to help with anything and will be missed

Dr. Piera Gravenor read a prepared retirement letter from Mrs. Bunting

Aprv.
Close Second
Public Portion:

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

Voice Vote:

Yes – 5 No – 0 Abstentions – 0

Mrs. Colleen Barbaro – Absent

Mrs. Lynette Peterson - Absent

Mrs. Mary Snively – Absent

Mrs. Angelique Stoney-Siplin - Absent

Motion carried unanimously

Adjourn
meeting
7:28 p.m.:

Motion by Ms. Cheryl Potter, seconded by Mrs. Sarah Ruczynski that the meeting be adjourned at 7:28 p.m.

Voice Vote:

Yes – 5 No – 0 Abstentions – 0

Mrs. Colleen Barbaro – Absent

Mrs. Lynette Peterson - Absent

Mrs. Mary Snively – Absent

Mrs. Angelique Stoney-Siplin - Absent

Motion carried unanimously

Respectfully Submitted,

Joseph M. Collins,
School Business Administrator/Board Secretary