

**REGULAR BOARD MEETING OF THE ELK TOWNSHIP BOARD OF EDUCATION ON THURSDAY,  
JULY 13, 2023 IN THE AURA SCHOOL MEDIA CENTER.**

Purpose: 2023-24 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. Pres.	Mrs. Colleen Barbaro - Absent Mr. J. Wilson Hughes, Jr. Mrs. Joyce Massott-Burnett Mrs. Lynette Peterson Ms. Cheryl Potter	Mrs. Sarah Ruczynski Mrs. Mary Snively Mrs. Angelique Stoney Siplin Mr. Eugene Thomas - Absent
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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 Statement: Mrs. Joyce Massott-Burnett read the below 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 Mrs. Angelique Stoney-Siplin, seconded by Mr. J. Wilson Hughes, Jr. to approve the June 8, 2023 minutes as listed:

1. Regular Session
2. Executive

Voice Vote:

Yes – 6 No – 0 Abstentions – 1

Mrs. Colleen Barbaro - Absent  
Mrs. Sarah Ruczynski – Abstain  
Mr. Eugene Thomas - Absent

Motion carried unanimously

**COMMUNICATIONS/ PRESENTATIONS:**

None

**CITIZENS:**

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

Open First

Public Portion:

Voice Vote:

Yes – 7 No – 0 Abstentions – 0

Mrs. Colleen Barbaro - Absent  
Mr. Eugene Thomas - Absent

Motion carried unanimously

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

Close First

Public Portion:

Voice Vote:

Yes – 7 No – 0 Abstentions – 0

Mrs. Colleen Barbaro - Absent

Mr. Eugene Thomas - Absent

Motion carried unanimously

**COMMITTEES:**

**PERSONNEL** - Mrs. Sarah Ruczynski

*(all hiring is pending completion of required state paperwork)*

Aprv. 23-24  
Non-Unit  
Salary:

Based upon the recommendation of the Superintendent approved the Non-Unit salary as listed for the 2023-2024 school year

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

Roll Call Vote:

Yes – 7 No – 0 Abstentions – 0

Mrs. Colleen Barbaro – Absent

Mr. J. Wilson Hughes, Jr. – Yes

Mrs. Joyce Massott-Burnett - Yes

Mrs. Lynette Peterson - Yes

Ms. Cheryl Potter – Yes

Mrs. Sarah Ruczynski - Yes

Mrs. Mary Snively – Yes

Mrs. Angelique Stoney-Siplin – Yes

Mr. Eugene Thomas – Absent

Motion carried unanimously

Aprv. ESS  
Aide for 2023  
Summer  
Program:

Based upon the recommendation of the Superintendent approved the following ESS aides for the 2023 Summer Program as listed *(pending ESS contract amendment)*:

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

Voice Vote:

Yes – 7 No – 0 Abstentions – 0

Mrs. Colleen Barbaro - Absent

Mr. Eugene Thomas - Absent

Motion carried unanimously

Aprv. K.  
Molinari for  
2023 Summer  
Program:

Based upon the recommendation of the Superintendent approved the following Summer Program Teacher at a previously approved rate:

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

Voice Vote:

Yes – 7 No – 0 Abstentions – 0

Mrs. Colleen Barbaro - Absent

Mr. Eugene Thomas - Absent

Motion carried unanimously

Aprv. Sub.  
Teachers for  
2023 Summer  
Program:

Based upon the recommendation of the Superintendent approved the following Substitute Teachers for the 2023 Summer Program as listed at a previously approved rate:

Ryan Malloy	Sharon Schiavone
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Motion by Mrs. Sarah Ruczynski, seconded by Mrs. Angelique Stoney-Siplin

Voice Vote:

Yes – 7 No – 0 Abstentions – 0

Mrs. Colleen Barbaro - Absent

Mr. Eugene Thomas - Absent

Motion carried unanimously

Aprv. 23-24  
Teaching Staff  
Hires:

Based upon the recommendation of the Superintendent approved the following teaching staff hires for the 2023-2024 school year as listed:

<u>Name</u>	<u>Position</u>	<u>Step</u>	<u>Degree</u>	<u>Salary</u>	<u>Effective</u>
Christine Magro	Elementary Art Teacher	BA	6-7	\$54,963	9/01/2023
Desiree Smith	Elementary Academic Intervention Teacher	BA	10	\$58,163	9/01/2023

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

Voice Vote:

Yes – 7 No – 0 Abstentions – 0

Mrs. Colleen Barbaro - Absent

Mr. Eugene Thomas - Absent

Motion carried unanimously

Aprv. J.  
Maurer Amin.  
Assistant:

Based upon the recommendation of the Superintendent approved Janelle Maurer as an administrative assistant at a yearly salary of \$40,000, effective July 17, 2023

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

Roll Call Vote:

Yes – 7 No – 0 Abstentions – 0

Mrs. Colleen Barbaro – Absent

Mr. J. Wilson Hughes, Jr. – Yes

Mrs. Joyce Massott-Burnett - Yes

Mrs. Lynette Peterson - Yes

Ms. Cheryl Potter – Yes

Mrs. Sarah Ruczynski - Yes

Mrs. Mary Snively – Yes

Mrs. Angelique Stoney-Siplin – Yes

Mr. Eugene Thomas – Absent

Motion carried unanimously

**POLICY** – Ms. Cheryl Potter

None

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

Aprv. 23-24  
PD Plan

Based upon the recommendation of the Superintendent approved the 2023-2024 District Professional Development Plan

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

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

Voice Vote:

Yes – 7 No – 0 Abstentions – 0

Mrs. Colleen Barbaro - Absent

Mr. Eugene Thomas - Absent

Motion carried unanimously

Aprv. 23-24  
DM Plan:

Based upon the recommendation of the Superintendent approved the 2023-2024 District Mentoring Plan

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

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

Voice Vote:

Yes – 7 No – 0 Abstentions – 0

Mrs. Colleen Barbaro - Absent

Mr. Eugene Thomas - Absent

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

Voice Vote:

Yes – 7 No – 0 Abstentions – 0

Mrs. Colleen Barbaro - Absent

Mr. Eugene Thomas - 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 May 2023. The Treasurer's Report and Secretary's Report are in agreement for the month of May 2023.

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

Voice Vote:

Yes – 7 No – 0 Abstentions – 0

Mrs. Colleen Barbaro - Absent

Mr. Eugene Thomas - 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. Angelique Stoney-Siplin, seconded by Mrs. Lynette Peterson

Voice Vote:

Yes – 7 No – 0 Abstentions – 0

Mrs. Colleen Barbaro - Absent

Mr. Eugene Thomas - 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. Angelique Stoney-Siplin, seconded by Mrs. Sarah Ruczynski

Voice Vote:

Yes – 7 No – 0 Abstentions – 0

Mrs. Colleen Barbaro - Absent

Mr. Eugene Thomas - Absent

Motion carried unanimously

Aprv. May  
Transfer  
Report:

Approved the May Transfer Report.

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

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

Roll Call Vote:

Yes – 7 No – 0 Abstentions – 0

Mrs. Colleen Barbaro – Absent

Mr. J. Wilson Hughes, Jr. – Yes

Mrs. Joyce Massott-Burnett - Yes

Mrs. Lynette Peterson - Yes

Ms. Cheryl Potter – Yes

Mrs. Sarah Ruczynski - Yes

Mrs. Mary Snively – Yes

Mrs. Angelique Stoney-Siplin – Yes

Mr. Eugene Thomas – Absent

Motion carried unanimously

Aprv.  
Monthly Bill  
List:

Approved the monthly bill list as distributed:

1.	General Bill List – 6/30/23	\$ 183,121.75
2.	General Bill List – 7/13/23	\$ 114,889.71
3.	Hand Check	\$ 6,316.79
4.	Cafeteria Bill List	\$ 15,056.00

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

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

Roll Call Vote:

Yes – 7 No – 0 Abstentions – 0

Mrs. Colleen Barbaro – Absent

Mr. J. Wilson Hughes, Jr. – Yes

Mrs. Joyce Massott-Burnett - Yes

Mrs. Lynette Peterson - Yes  
 Ms. Cheryl Potter – Yes  
 Mrs. Sarah Ruczynski - Yes  
 Mrs. Mary Snively – Yes  
 Mrs. Angelique Stoney-Siplin – Yes  
 Mr. Eugene Thomas – Absent

Motion carried unanimously

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

**CAFETERIA** – Mr. J. Wilson Hughes, Jr.

Aprv. Cafeteria  
 Report:

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

<b>Total Income</b>	\$ 18,872.15
<b>Total Expense</b>	\$ (17,019.01)
<b>Net Income or (Loss)</b>	\$ 1,853.14
<b>Average Daily Attendance</b>	321
<b>Average Daily Participation</b>	210
<b>Percentage of Participation</b>	65%

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

Voice Vote:

Yes – 7 No – 0 Abstentions – 0  
 Mrs. Colleen Barbaro - Absent  
 Mr. Eugene Thomas - Absent

Motion carried unanimously

**TRANSPORTATION** - Mrs. Lynette Peterson  
 None

**SUPERINTENDENT'S REPORT**

Aprv.  
 HIB Report:

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

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

Voice Vote:

Yes – 7 No – 0 Abstentions – 0  
 Mrs. Colleen Barbaro - Absent  
 Mr. Eugene Thomas - Absent

Motion carried unanimously

Aprv.  
 Board Reports:

Based upon recommendation of the Superintendent acknowledged the receipt of the following reports as listed:

- Enrollment
- Staff Attendance
- Nurse's Report

- HIB Report – June 2023
- Facility Manager’s Report
- Principal’s Report - NA
- Fire Drills/Crisis Drills

	<b>Date</b>	<b>Time</b>
<b>Fire Drill</b>	06/09/2023	2:06 pm
<b>Secure Drill</b>	06/09/2023	2:09 pm

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

Voice Vote:

Yes – 7 No – 0 Abstentions – 0

Mrs. Colleen Barbaro - Absent

Mr. Eugene Thomas - Absent

Motion carried unanimously

**LEGISLATION - Mrs. Mary Snively**

Mrs. Mary Snively informed the Board that the Governor has signed the 23-24 Budget, as well as informing the Board that there will be a webinar on the budget on July 19<sup>th</sup>

Mr. J. Wilson Hughes, Jr. informed the Board of the new legislation stating that sick days may be used to care for family issues and other family obligations and questioned if this would have an ill effect on Aura

Dr. Piera Gravenor stated that with the current Aura staff this new legislation should not create any problems

**GLOUCESTER COUNTY SCHOOL BOARDS ASSOCIATION – Ms. Cheryl Potter**

None

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

Aprv.  
Professional  
Medical  
Staffing for  
Sub. Nursing:

Based upon recommendation of the Superintendent approved Professional Medical Staffing to provide substitute nursing services for the 2023-2024 school year at a rate of \$54/hr

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

Roll Call Vote:

Yes – 7 No – 0 Abstentions – 0

Mrs. Colleen Barbaro – Absent

Mr. J. Wilson Hughes, Jr. – Yes

Mrs. Joyce Massott-Burnett - Yes

Mrs. Lynette Peterson - Yes

Ms. Cheryl Potter – Yes

Mrs. Sarah Ruczynski - Yes

Mrs. Mary Snively – Yes

Mrs. Angelique Stoney-Siplin – Yes

Mr. Eugene Thomas – Absent

Motion carried unanimously

**OLD BUSINESS**

Mrs. Mary Snively questioned the outcome of the meeting with the Pitman Board of Education

Dr. Anthony Fitzpatrick stated that things such as costs, shared services, and floor plans were discussed

**NEW BUSINESS**

Mr. Kevin Donahue school Principal reviewed his first two weeks with the Board

Mr. J. Wilson Hughes, Jr. questioned if there has been any progress with Newfield  
Dr. Piera Gravenor stated that there is nothing new to report

## **CITIZENS**

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

Voice Vote:

Yes – 7 No – 0 Abstentions – 0

Mrs. Colleen Barbaro - Absent

Mr. Eugene Thomas - Absent

Motion carried unanimously

Aprv. Motion by Mrs. Angelique Stoney-Siplin, seconded by Mrs. Sarah Ruczynski to close the second public portion  
Close Second  
Public Portion:

Voice Vote:

Yes – 7 No – 0 Abstentions – 0

Mrs. Colleen Barbaro - Absent

Mr. Eugene Thomas - Absent

Motion carried unanimously

Adjourn Motion by Mrs. Angelique Stoney-Siplin, seconded by Mrs. Sarah Ruczynski that the meeting be adjourned at 7:51  
meeting p.m.  
7:51 p.m.:

Voice Vote:

Yes – 7 No – 0 Abstentions – 0

Mrs. Colleen Barbaro - Absent

Mr. Eugene Thomas - Absent

Motion carried unanimously

Respectfully Submitted,

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Joseph M. Collins  
School Business Administrator/Board Secretary