

**REGULAR BOARD MEETING OF THE ELK TOWNSHIP BOARD OF EDUCATION ON THURSDAY,
AUGUST 10, 2023 IN THE AURA SCHOOL MEDIA CENTER.**

Purpose: 2023-24 SCHOOL YEAR REGULAR BOARD MEETING FOR AUGUST
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. Sarah Ruczynski - Absent
Pres.	Mr. J. Wilson Hughes, Jr.	Mrs. Mary Snively
	Mrs. Joyce Massott-Burnett	Mrs. Angelique Stoney Siplin - Absent
	Mrs. Lynnette Peterson	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 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 Mr. J. Wilson Hughes, Jr., seconded by Ms. Cheryl Potter to approve the July 13, 2023 minutes as listed:

1. Regular Session

Voice Vote:

Yes – 7 No – 0 Abstentions – 0
Mrs. Sarah Ruczynski – Absent
Mrs. Angelique Stoney-Siplin - Absent

Motion carried unanimously

COMMUNICATIONS/ PRESENTATIONS:

Mr. Kevin Donahue updated the Board on Summer Activities

CITIZENS:

Aprv. Motion by Mr. J. Wilson Hughes, Jr., seconded by Mr. Eugene Thomas to open the first public portion

Open First
Public Portion:

Voice Vote:

Yes – 7 No – 0 Abstentions – 0
Mrs. Sarah Ruczynski – Absent
Mrs. Angelique Stoney-Siplin - Absent

Motion carried unanimously

Aprv. Motion by Mr. J. Wilson Hughes, Jr, seconded by Ms. Cheryl Potter to close the first public portion

Close First
Public Portion: Voice Vote:
Yes – 7 No – 0 Abstentions – 0
Mrs. Sarah Ruczynski – Absent
Mrs. Angelique Stoney-Siplin - Absent

Motion carried unanimously

COMMITTEES:

PERSONNEL – Mr. Eugene Thomas
(all hiring is pending completion of required state paperwork)

Aprv. D.
Davenport
Resignation: Based upon the recommendation of the Superintendent approved the resignation of Deanna Davenport, administrative assistant, effective July 1, 2023

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

Voice Vote:
Yes – 7 No – 0 Abstentions – 0
Mrs. Sarah Ruczynski – Absent
Mrs. Angelique Stoney-Siplin - Absent

Motion carried unanimously

Aprv. Marc
Haro
Resignation: Based upon the recommendation of the Superintendent approved the resignation of Marc Haro, school nurse, effective September 25, 2023 or upon hiring a qualified applicant

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

Voice Vote:
Yes – 7 No – 0 Abstentions – 0
Mrs. Sarah Ruczynski – Absent
Mrs. Angelique Stoney-Siplin - Absent

Motion carried unanimously

Aprv. K.
Donahue Title
IX
Coordinator: Based upon the recommendation of the Superintendent approved Kevin Donahue, principal, as the Title IX Coordinator and that his name, office address and telephone number be advertised as per 34 CFT 106.8(c)

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

Voice Vote:
Yes – 7 No – 0 Abstentions – 0
Mrs. Sarah Ruczynski – Absent
Mrs. Angelique Stoney-Siplin - Absent

Motion carried unanimously

Aprv. Scott
Schriver
Resignation: Based upon the recommendation of the Superintendent approved the resignation of Scott Schriver, Art Teacher, effective August 15, 2023

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

Voice Vote:
Yes – 7 No – 0 Abstentions – 0
Mrs. Sarah Ruczynski – Absent
Mrs. Angelique Stoney-Siplin - Absent

Motion carried unanimously

Apr. D.
Holmes
Resignation:

Based upon the recommendation of the Superintendent approved the resignation of Dina Holmes, Social Studies/Gifted & Talented teacher, effective October 30, 2023 (sooner if a replacement can be hired)

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

Voice Vote:

Yes – 7 No – 0 Abstentions – 0
Mrs. Sarah Ruczynski – Absent
Mrs. Angelique Stoney-Siplin - Absent

Motion carried unanimously

Aprv. T. Park
School Nurse:

Based upon the recommendation of the Superintendent approved the hiring of Tammy Park as the school nurse for the 2023-2024 school year

Degree	Step	Salary	Effective Date
BA	18	\$ 83,529	9/1/2023

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

Voice Vote:

Yes – 7 No – 0 Abstentions – 0
Mrs. Sarah Ruczynski – 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 regulation as listed:

<u>Policy # 2419</u>	School Threat Assessment Teams (M) (N)
<u>Policy # 5310</u>	Health Services (M) (R)
<u>Reg. # 5310</u>	Health Services (M) (R)
<u>Policy # 8330</u>	Student Records (M) (R)
<u>Reg. # 8330</u>	Student Records (M) (R)

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

Voice Vote:

Yes – 7 No – 0 Abstentions – 0
Mrs. Sarah Ruczynski – Absent
Mrs. Angelique Stoney-Siplin - Absent

Motion carried unanimously

CURRICULUM & TECHNOLOGY – Ms. Cheryl Potter

Aprv. 23-24
IDEA Grant
Application:

Based upon the recommendation of the Superintendent approved the submission of the 2023-2024 IDEA Grant application

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

Voice Vote:

Yes – 7 No – 0 Abstentions – 0
Mrs. Sarah Ruczynski – Absent
Mrs. Angelique Stoney-Siplin - Absent

Motion carried unanimously

Aprv. 23-24
Strong+
Educator
Evaluation
Framework

Based upon the recommendation of the Superintendent approved the Stronge+ Educator Evaluation Framework for the 2023-2024 School Year

Motion by Mrs. Cheryl Potter, seconded by Mrs. Lynnette Peterson

Voice Vote:

Yes – 7 No – 0 Abstentions – 0

Mrs. Sarah Ruczynski – Absent

Mrs. Angelique Stoney-Siplin - Absent

Motion carried unanimously

Aprv. NJPEPL
Principal Eval.
Framework for
23-24:

Based upon the recommendation of the Superintendent approved the NJPEPL Principal Evaluation Framework for the 2023-2024 School Year

Motion by Mrs. Cheryl Potter, seconded by Mrs. Lynnette Peterson

Voice Vote:

Yes – 7 No – 0 Abstentions – 0

Mrs. Sarah Ruczynski – Absent

Mrs. Angelique Stoney-Siplin - Absent

Motion carried unanimously

Aprv.
Curriculum
Writing Name
Change:

Based upon the recommendation of the Superintendent approved a change in name for the following 2023 Curriculum Writing Assignment at a previously approved rate

Creative Arts Elective - 3 Days
Christine Magro (previously Scott Schriver - Art Teacher)

Motion by Mrs. Cheryl Potter, seconded by Mrs. Lynnette Peterson

Voice Vote:

Yes – 7 No – 0 Abstentions – 0

Mrs. Sarah Ruczynski – Absent

Mrs. Angelique Stoney-Siplin - Absent

Motion carried unanimously

Aprv. 23-24
Student
Tuition:

Based upon the recommendation of the Superintendent approved the cost per pupil for tuition purposes for the 2023-2024 school year as listed (per Choice School Guidelines):

Pre K / K	\$ 20,986
Grade 1-5	\$ 17,540
Grade 6-8	\$ 18,979

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

Voice Vote:

Yes – 7 No – 0 Abstentions – 0

Mrs. Sarah Ruczynski – Absent

Mrs. Angelique Stoney-Siplin - Absent

Motion carried unanimously

BUDGET & FINANCE/FACILITIES/CAFETERIA/TRANSPORTATION

BUDGET & FINANCE – Mrs. Lynnette Peterson

Aprv. Secretary's Report: Approved Board Secretary's Report in accordance with 18A: 17-36 and 18A: 17-9 for the month of June 2023 (draft). 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. Lynnette Peterson, seconded by Mr. J. Wilson Hughes, Jr.

Voice Vote:

Yes – 7 No – 0 Abstentions – 0
Mrs. Sarah Ruczynski – 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 June 2023 (draft). The Treasurer's Report and Secretary's Report are in agreement for the month of June 2023 (draft).

See Page(s) _____ of minutes

Motion by Mrs. Lynnette Peterson, seconded by Ms. Cheryl Potter

Voice Vote:

Yes – 7 No – 0 Abstentions – 0
Mrs. Sarah Ruczynski – 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. Lynnette Peterson, seconded by Ms. Cheryl Potter

Voice Vote:

Yes – 7 No – 0 Abstentions – 0
Mrs. Sarah Ruczynski – 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.

See Page(s) _____ of minutes

Motion by Mrs. Lynnette Peterson, seconded by Mr. J. Wilson Hughes, Jr.

Voice Vote:

Yes – 7 No – 0 Abstentions – 0
Mrs. Sarah Ruczynski – Absent
Mrs. Angelique Stoney-Siplin - Absent

Motion carried unanimously

Aprv. June Approved the June (draft) Transfer Report.

Transfer
Report:

See Page(s) _____ of minutes

Motion by Mrs. Lynnette Peterson, seconded by Ms. Cheryl Potter

Roll Call Vote:

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

Motion carried unanimously

Aprv.
Monthly Bill
List:

Approved the monthly bill list:		
1. General Bill List – (6/30/23)	\$	112,360.43
2. General Bill List – (8/10/23)	\$	173,220.55
3. Cafeteria Bill List	\$	522.65

See Page(s) _____ of minutes

Motion by Mrs. Lynnette Peterson, seconded by Mr. Eugene Thomas

Roll Call Vote:

- Yes – 7 No – 0 Abstentions – 0
- Mrs. Colleen Barbaro – Yes
- Mr. J. Wilson Hughes, Jr. – Yes
- Mrs. Joyce Massott-Burnett - Yes
- Mrs. Lynnette Peterson - Yes
- Ms. Cheryl Potter – Yes
- Mrs. Sarah Ruczynski - Absent
- Mrs. Mary Snively – Yes
- 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)
 None

CAFETERIA – Mrs. Colleen Barbaro

Aprv. Cafeteria
Report:

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

Total Income	\$ 8,610.74
Total Expense	\$ (10,233.67)
Net Income or (Loss)	\$ (1,622.93)
Average Daily Attendance	317
Average Daily Participation	181
Percentage of Participation	57%

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

Voice Vote:

Yes – 7 No – 0 Abstentions – 0

Mrs. Sarah Ruczynski – Absent

Mrs. Angelique Stoney-Siplin - Absent

Motion carried unanimously

Aprv. 23-24
Lunch/
Breakfast
Prices:

Based upon the recommendation of the Superintendent approved the lunch/breakfast pricing for the 2023-2024 school year as listed:

	<u>Full Price</u>	<u>Reduced Price</u>
Lunch	\$ 3.20	*\$.40
Breakfast	\$ 1.85	*\$.30
Adult	\$ 4.50	N/A

**As of 9/1/20 there is no cost for reduced lunch/breakfast due to NJ State Legislation*

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

Voice Vote:

Yes – 7 No – 0 Abstentions – 0

Mrs. Sarah Ruczynski – Absent

Mrs. Angelique Stoney-Siplin - Absent

Motion carried unanimously

TRANSPORTATION - Mrs. Lynnette Peterson

Aprv. 23-24
Transportation
Jointure:

Based upon the recommendation of the Superintendent approved the following 2023-2024 Summer Transportation Jointure as listed:

1. Delsea Regional High School District

Motion by Mrs. Lynnette Peterson, seconded by Mr. J. Wilson Hughes, Jr.

Roll Call Vote:

Yes – 7 No – 0 Abstentions – 0

Mrs. Colleen Barbaro – Yes

Mr. J. Wilson Hughes, Jr. – Yes

Mrs. Joyce Massott-Burnett - Yes

Mrs. Lynnette Peterson - Yes

Ms. Cheryl Potter – Yes

Mrs. Sarah Ruczynski - Absent

Mrs. Mary Snively – Yes

Mrs. Angelique Stoney-Siplin – Absent

Mr. Eugene Thomas – Yes

Motion carried unanimously

SUPERINTENDENT'S REPORT

Aprv. 23-24
School District
Remote/Virtual
Instruction
Plan:

Based upon the recommendation of the Superintendent approved the Elk Township School District Emergency Remote/Virtual Instruction Plan 2023-2024

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

Voice Vote:

Yes – 7 No – 0 Abstentions – 0
Mrs. Sarah Ruczynski – Absent
Mrs. Angelique Stoney-Siplin - Absent

Motion carried unanimously

Aprv.
HIB Report:

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

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

Voice Vote:

Yes – 7 No – 0 Abstentions – 0
Mrs. Sarah Ruczynski – Absent
Mrs. Angelique Stoney-Siplin - Absent

Motion carried unanimously

Aprv.
Board Reports:

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

- Enrollment - N/A
- Staff Attendance
- Nurse’s Report - N/A
- HIB Report – July 2023
- Facility Manager’s Report
- Principal’s Report
- Fire Drills/Crisis Drills

	Date	Time
Fire Drill	07/11/2023	12:45 pm
Lockdown Drill	07/26/2023	9:30 am

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

Voice Vote:

Yes – 7 No – 0 Abstentions – 0
Mrs. Sarah Ruczynski – Absent
Mrs. Angelique Stoney-Siplin - Absent

Motion carried unanimously

Aprv. Special
Ed. Tuition
Students:

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

<u>Initials</u>	<u>DOB</u>	<u>Classification</u>	<u>School</u>	<u>Contracted Educational Tuition</u>
G. B.	10/31/2017	MD	Gloucester County Special Services School District	ESY \$234.00/diem (\$4,680.00/20 days)
S. L.	5/14/2013	ERI	Gloucester County Special Services School District	ESY \$234.00/diem (\$4,680.00/20 days) 1:1 Aide \$191.50/diem (\$3,830.00/20 days)
S. T.	7/14/2017	MD	Gloucester County Special Services School District	ESY \$234.00/diem (\$4,680.00/20 days) 1:1 Aide

				\$191.50/diem (\$3,830.00/20 days)
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Motion by Mr. J. Wilson Hughes, Jr., seconded by Ms. Cheryl Potter

Roll Call Vote:

- Yes – 7 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. Sarah Ruczynski - Absent
- Mrs. Mary Snively – Yes
- Mrs. Angelique Stoney-Siplin – Absent
- Mr. Eugene Thomas – Yes

Motion carried unanimously

LEGISLATION - Mrs. Mary Snively

Mrs. Mary Snively informed the Board that there are funding and grants available that could benefit the district

GLOUCESTER COUNTY SCHOOL BOARDS ASSOCIATION – Ms. Cheryl Potter
None

SCHOOL BUSINESS ADMINISTRATOR’S REPORT – Mr. Joseph Collins

Aprv.
Interlocal
Agreement
with Pitman
BOE:

Based upon recommendation of the Superintendent approved the Interlocal Agreement with Pitman BOE to lease classroom space at the Walls school (pending attorney review)

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

Voice Vote:

- Yes – 7 No – 0 Abstentions – 0
- Mrs. Sarah Ruczynski – Absent
- Mrs. Angelique Stoney-Siplin - Absent

Motion carried unanimously

OLD BUSINESS

Ms. Cheryl Potter questioned if there was any further word on the feasibility study
Dr. Piera Gravenor stated the grant was awarded and work is continuing

NEW BUSINESS

Mrs. Lynette Peterson questioned the status of the Preschool Grant
Dr. Anthony Fitzpatrick reviewed the process of the grant submission and noted that the grant was submitted

CITIZENS

Aprv.
Open Second
Public Portion:

Motion by Mr. J. Wilson Hughes, Jr., seconded by Ms. Cheryl Potter to open the second public portion

Voice Vote:

- Yes – 7 No – 0 Abstentions – 0
- Mrs. Sarah Ruczynski – Absent
- Mrs. Angelique Stoney-Siplin - Absent

Motion carried unanimously

Aprv.
Close Second
Public Portion:

Motion by Mr. J. Wilson Hughes, Jr., seconded by Ms. Cheryl Potter to close the second public portion

Voice Vote:

Yes – 7 No – 0 Abstentions – 0
Mrs. Sarah Ruczynski – Absent
Mrs. Angelique Stoney-Siplin - Absent

Motion carried unanimously

Adjourn
meeting
7:32 p.m.:

Motion by Mr. J. Wilson, Hughes, Jr., seconded by Ms. Cheryl Potter that the meeting be adjourned at 7:32 p.m.

Voice Vote:

Yes – 7 No – 0 Abstentions – 0
Mrs. Sarah Ruczynski – Absent
Mrs. Angelique Stoney-Siplin - Absent

Motion carried unanimously

Respectfully Submitted,

Joseph M. Collins
School Business Administrator/Board Secretary