

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

Purpose: 2023-24 SCHOOL YEAR REGULAR BOARD MEETING FOR NOVEMBER  
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
Pres.	Mr. J. Wilson Hughes, Jr.	Mrs. Mary Snively- Absent
	Mrs. Joyce Massott-Burnett- Absent	Mrs. Angelique Stoney Siplin
	Mrs. Lynnette Peterson - Absent	Mr. Eugene Thomas- Absent
	Ms. Cheryl Potter	

Admin. Pres. Dr. Piera Gravenor, Superintendent and Mr. Joseph Collins, Business Administrator/Board Secretary

Statement: As Acting 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. Angelique Stoney-Siplin led the Pledge of Allegiance.

Mission Statement: Mrs. Angelique Stoney-Siplin 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. Sarah Ruczynski, seconded by Ms. Cheryl Potter to approve the October 12, 2023 minutes as listed:

1. Regular Session

Voice Vote:

Yes – 5 No – 0 Abstentions – 0

Mrs. Joyce Massott-Burnett- Absent

Mrs. Lynnette Peterson - Absent

Mrs. Mary Snively- Absent

Mr. Eugene Thomas- Absent

Motion carried unanimously

**COMMUNICATIONS/ PRESENTATIONS:**

Mr. Marc Nagtegal Delsea High School freshman would like to honor crusader Matt Clemenson with a memorial garden

**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. Joyce Massott-Burnett- Absent

Mrs. Lynnette Peterson - Absent

Mrs. Mary Snively- Absent

Mr. Eugene Thomas- Absent

Motion carried unanimously

Aura Home and School informed the Board of the upcoming events, such as the holiday shop, staff luncheon, and Amazon gift card drawing  
Mrs. Angelique Stoney-Siplin questioned if the Home and School had any update on the six grade class  
Aura Home and School stated that they will support the sixth grade and are working on ways to do so

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. Joyce Massott-Burnett- Absent  
Mrs. Lynnette Peterson - Absent  
Mrs. Mary Snively- Absent  
Mr. Eugene Thomas- Absent

Motion carried unanimously

**COMMITTEES:**

**PERSONNEL** – Mrs. Sarah Ruczynski

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

Aprv. S. Tuller  
Preschool  
Instructional  
Coach/Interven  
tion and  
Referral  
Specialist:

Based upon the recommendation of the Superintendent approved Samantha Tuller, Preschool Instructional Coach/Intervention and Referral Specialist at an annual salary of \$75,000 (prorated) to begin on January 2, 2024 (or sooner)

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

Roll Call Vote:

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

Motion carried unanimously

Aprv. C.  
Mendenhall  
23-24 Sub  
Nurse:

Based upon the recommendation of the Superintendent approved Cindy Mendenhall as a substitute nurse for the 2023-2024 school year at a previously approved rate

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

Voice Vote:

Yes – 5 No – 0 Abstentions – 0  
Mrs. Joyce Massott-Burnett- Absent  
Mrs. Lynnette Peterson - Absent  
Mrs. Mary Snively- Absent  
Mr. Eugene Thomas- Absent

Motion carried unanimously

**POLICY** – Mrs. Sarah Ruczynski

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

Policy # 1642.01	Sick Leave (M)
Reg # 1642.01	Sick Leave (M)
Policy # 3432	Sick Leave - Abolished (M)

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

Voice Vote:

Yes – 5 No – 0 Abstentions – 0

Mrs. Joyce Massott-Burnett- Absent

Mrs. Lynnette Peterson - Absent

Mrs. Mary Snively- Absent

Mr. Eugene Thomas- Absent

Motion carried unanimously

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

Aprv. Submission of the Amended Safe Return to School Plan: Based upon the recommendation of the Superintendent approved the submission of the Amended Safe Return to School Plan.  
Motion by Ms. Cheryl Potter, seconded by Mrs. Sarah Ruczynski

Voice Vote:

Yes – 5 No – 0 Abstentions – 0

Mrs. Joyce Massott-Burnett- Absent

Mrs. Lynnette Peterson - Absent

Mrs. Mary Snively- Absent

Mr. Eugene Thomas- Absent

Motion carried unanimously

Aprv. Submission of FY24 Title I Comparability of Services Report: Based upon the recommendation of the Superintendent approved submission of the FY24 Title I Comparability of Services Report.  
Motion by Ms. Cheryl Potter, seconded by Mrs. Sarah Ruczynski

Voice Vote:

Yes – 5 No – 0 Abstentions – 0

Mrs. Joyce Massott-Burnett- Absent

Mrs. Lynnette Peterson - Absent

Mrs. Mary Snively- Absent

Mr. Eugene Thomas- Absent

Motion carried unanimously

Aprv. 24-25 Preschool Operational Plan: Based upon the recommendation of the Superintendent approved submission of the 2024-2025 Preschool Operational Plan.  
Motion by Ms. Cheryl Potter, seconded by Mrs. Sarah Ruczynski

Voice Vote:

Yes – 5 No – 0 Abstentions – 0

Mrs. Joyce Massott-Burnett- Absent

Mrs. Lynnette Peterson - Absent

Mrs. Mary Snively- Absent

Mr. Eugene Thomas- Absent

Motion carried unanimously

Aprv.  
Submission of  
the 24-25  
Preschool  
Projected  
Enrollment:

Based upon the recommendation of the Superintendent approved submission of the 2024-2025 Preschool Projected Enrollment

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

Voice Vote:

Yes – 5 No – 0 Abstentions – 0  
Mrs. Joyce Massott-Burnett- Absent  
Mrs. Lynnette Peterson - Absent  
Mrs. Mary Snively- Absent  
Mr. Eugene Thomas- Absent

Motion carried unanimously

Aprv. Revision  
of Report  
Cards:

Based upon the recommendation of the Superintendent approved revisions to the Elk Township School District Report Cards

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

Voice Vote:

Yes – 5 No – 0 Abstentions – 0  
Mrs. Joyce Massott-Burnett- Absent  
Mrs. Lynnette Peterson - Absent  
Mrs. Mary Snively- Absent  
Mr. Eugene Thomas- Absent

Motion carried unanimously

Aprv. Clinic/  
Workshop:

Based upon the recommendation of the Superintendent approved the following clinic/workshop as listed:

<u>Name</u>	<u>Location</u>	<u>Workshop</u>	<u>Date</u>	<u>Reg. Fee</u>	<u>Mileage &amp; Tolls</u>	<u>Lodging &amp; Meals</u>	<u>Total</u>
Kevin Donahue	Mystic, Connecticut	Northeast Positive Behavior Interventions and Support Conference	5/17/24	\$1,300			\$1,300

*(Paid for by the School Climate Transformation Grant)*

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

Roll Call Vote:

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

Motion carried unanimously

**BUDGET & FINANCE/FACILITIES/CAFETERIA/TRANSPORTATION**

**BUDGET & FINANCE** – Ms. Cheryl Potter

Aprv.  
Secretary's  
Report:

Approved Board Secretary's Report in accordance with 18A: 17-36 and 18A: 17-9 for the month of September 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 Ms. Cheryl Potter, seconded by Mrs. Sarah Ruczynski

Voice Vote:

Yes – 5 No – 0 Abstentions – 0

Mrs. Joyce Massott-Burnett- Absent

Mrs. Lynnette Peterson - Absent

Mrs. Mary Snively- 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 September 2023. The Treasurer's Report and Secretary's Report are in agreement for the month of September 2023.

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

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

Voice Vote:

Yes – 5 No – 0 Abstentions – 0

Mrs. Joyce Massott-Burnett- Absent

Mrs. Lynnette Peterson - Absent

Mrs. Mary Snively- 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 Ms. Cheryl Potter, seconded by Mrs. Sarah Ruczynski

Voice Vote:

Yes – 5 No – 0 Abstentions – 0

Mrs. Joyce Massott-Burnett- Absent

Mrs. Lynnette Peterson - Absent

Mrs. Mary Snively- 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.

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

Voice Vote:

Yes – 5 No – 0 Abstentions – 0

Mrs. Joyce Massott-Burnett- Absent

Mrs. Lynnette Peterson - Absent

Mrs. Mary Snively- Absent

Mr. Eugene Thomas- Absent

Motion carried unanimously

Aprv.  
September  
Transfer  
Report:

Approved the September Transfer Report.

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

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

Roll Call Vote:

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

Motion carried unanimously

Aprv.  
Monthly Bill  
List:

Approved the monthly bill list:

- 1. General Bill List \$ 346,657.17
- 2. Hand Checks \$ 75,243.66

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

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

Roll Call Vote:

- Yes – 5 No – 0 Abstentions – 0
- Mrs. Colleen Barbaro – Yes
- Mr. J. Wilson Hughes, Jr. – Yes
- Mrs. Joyce Massott-Burnett - Absent
- Mrs. Lynnette Peterson - Absent
- Ms. Cheryl Potter – Yes
- Mrs. Sarah Ruczynski - Yes
- Mrs. Mary Snively – Absent
- 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)*

Aprv. Facility  
Use Request:

I make a motion to approve the following facility requests as listed:

<u>Organization</u>	<u>Facility Requested</u>	<u>Dates Requested</u>	<u>Time Requested</u>
5th Grade	Library - Fall Party	10/31/23	1:30pm - 3:00pm
Safety Patrol	Library - Safety Patrol meeting	10/25/23 11/14/23 12/6/23 1/10/24 2/7/24 3/6/24	3:00pm - 4:00pm

		4/10/24 5/1/24 6/5/24	
Franklin Township Youth Basketball	All purpose room - basketball practice	Monday & Wednesday	6:00pm - 7:00pm
Music Department	All purpose room - Holiday Concert	12/13/23	6:30 pm - 8:30pm

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

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

Voice Vote:

Yes – 5 No – 0 Abstentions – 0  
Mrs. Joyce Massott-Burnett- Absent  
Mrs. Lynnette Peterson - Absent  
Mrs. Mary Snively- Absent  
Mr. Eugene Thomas- Absent

Motion carried unanimously

**CAFETERIA** – Mrs. Colleen Barbaro  
None

**TRANSPORTATION** - Mrs. Colleen Barbaro

Aprv. 2023  
School Bus  
Evacuation  
Drills:

Based upon the recommendation of the Superintendent approved the school bus evacuation drills that were completed on October 17th and 20th, 2023

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

Voice Vote:

Yes – 5 No – 0 Abstentions – 0  
Mrs. Joyce Massott-Burnett- Absent  
Mrs. Lynnette Peterson - Absent  
Mrs. Mary Snively- Absent  
Mr. Eugene Thomas- Absent

Motion carried unanimously

**SUPERINTENDENT'S REPORT**

Aprv.  
NJQSAC DPR:

Based upon the recommendation of the Superintendent approved the Elk Township School District New Jersey Single Accountability Continuum District Performance Review (NJQSAC DPR)

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

Voice Vote:

Yes – 5 No – 0 Abstentions – 0  
Mrs. Joyce Massott-Burnett- Absent  
Mrs. Lynnette Peterson - Absent  
Mrs. Mary Snively- Absent  
Mr. Eugene Thomas- Absent

Motion carried unanimously

Aprv.  
HIB Report:

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

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

Voice Vote:

Yes – 5 No – 0 Abstentions – 0

Mrs. Joyce Massott-Burnett- Absent

Mrs. Lynnette Peterson - Absent

Mrs. Mary Snively- Absent

Mr. Eugene Thomas- Absent

Motion carried unanimously

Aprv. Field  
Trip:

Based upon the 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>
6/7/2024	Fun Plex Mt. Laurel, NJ	Grade 6 9:00 am - 1:45 pm

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

Voice Vote:

Yes – 5 No – 0 Abstentions – 0

Mrs. Joyce Massott-Burnett- Absent

Mrs. Lynnette Peterson - Absent

Mrs. Mary Snively- 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 – October 2023
- Facility Manager's Report
- Principal's Report
- Fire Drills/Crisis Drills

	<b>Date</b>	<b>Time</b>
<b>Fire Drill</b>	10/11/2023	9:00 am
<b>Fire Drill – Walls School</b>	10/11/2023	10:00 am
<b>Lockdown Drill</b>	10/30/2023	9:30 am
<b>Lockdown Drill – Walls School</b>	10/27/2023	10:00 am

Motion by Mr. J. Wilson Hughes, Jr, seconded by Mrs. Colleen Barbaro

Voice Vote:

Yes – 5 No – 0 Abstentions – 0

Mrs. Joyce Massott-Burnett- Absent

Mrs. Lynnette Peterson - Absent

Mrs. Mary Snively- Absent

Mr. Eugene Thomas- Absent

Motion carried unanimously

**LEGISLATION** - Ms. Cheryl Potter

Ms. Cheryl Potter informed the Board that legislators were introducing several new policies. They also noted that the NAACP will be doing a state wide investigation of the differences in education among many districts and what the remedies may be

Ms. Cheryl Potter commented that many of the workshops she attended during the NJSBA Annual Conference, mentioned the utilization of social media

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

Mrs. Sarah Ruczynski stated that the next meeting will be held on December 14, 2023

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

None

**OLD BUSINESS**

None

**NEW BUSINESS**

Mr. J. Wilson Hughes Jr. informed the Board that there was currently an article about Dr. Piera Gravenor in which the NAACP recognized her work involving equity

**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 – 5 No – 0 Abstentions – 0

Mrs. Joyce Massott-Burnett- Absent

Mrs. Lynnette Peterson - Absent

Mrs. Mary Snively- Absent

Mr. Eugene Thomas- Absent

Motion carried unanimously

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

Close Second

Public Portion:

Voice Vote:

Yes – 5 No – 0 Abstentions – 0

Mrs. Joyce Massott-Burnett- Absent

Mrs. Lynnette Peterson - Absent

Mrs. Mary Snively- Absent

Mr. Eugene Thomas- Absent

Motion carried unanimously

Adjourn Motion by Mrs. Sarah Ruczynski, seconded by Ms. Cheryl Potter that the meeting be adjourned at 7:58 p.m.

meeting

7:58 p.m.:

Voice Vote:

Yes – 5 No – 0 Abstentions – 0

Mrs. Joyce Massott-Burnett- Absent

Mrs. Lynnette Peterson - Absent

Mrs. Mary Snively- Absent

Mr. Eugene Thomas- Absent

Motion carried unanimously

Respectfully Submitted,

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Joseph M. Collins  
School Business Administrator/Board Secretary