

**REGULAR BOARD MEETING OF THE ELK TOWNSHIP BOARD OF EDUCATION ON THURSDAY,
DECEMBER 14, 2023 IN THE AURA SCHOOL MEDIA CENTER.**

Purpose: 2023-24 SCHOOL YEAR REGULAR BOARD MEETING FOR DECEMBER
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. - Absent	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 and Mr. Joseph Collins, Business Administrator/Board Secretary

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 Ms. Cheryl Potter, seconded by Mrs. Sarah Ruczynski to approve the November 9, 2023 minutes as listed:

1. Regular Session

Voice Vote:

Yes – 5 No – 0 Abstentions – 2

Mr. J. Wilson Hughes, Jr. - Absent

Mrs. Joyce Massott-Burnett- Abstain

Mrs. Mary Snively- Abstain

Mrs. Angelique Stoney Siplin - Absent

Motion carried unanimously

COMMUNICATIONS/ PRESENTATIONS:

Mrs. Danielle Saponaro presented the Board with an update on the Pre-K program

CITIZENS:

Aprv. Motion by Mr. Eugene Thomas, seconded by Mrs. Sarah Ruczynski to open the first public portion

Open First

Public Portion:

Voice Vote:

Yes – 7 No – 0 Abstentions – 0

Mr. J. Wilson Hughes, Jr. - Absent

Mrs. Angelique Stoney Siplin - Absent

Motion carried unanimously

Aura Home and School informed the Board that the Christmas Shop that was held in the all purpose room including a night time shopping session had wrapped up and went very well they also informed the Board of the staff Christmas luncheon that will be held

Aprv. Motion by Mr. Eugene Thomas, seconded by Mrs. Colleen Barbaro to close the first public portion

Close First
Public Portion:

Voice Vote:
Yes – 7 No – 0 Abstentions – 0
Mr. J. Wilson Hughes, Jr. - Absent
Mrs. Angelique Stoney Siplin - Absent

Motion carried unanimously

COMMITTEES:

PERSONNEL – Mrs. Sarah Ruczynski
(all hiring is pending completion of required state paperwork)

Aprv. S. Tuller Based upon the recommendation of the Superintendent approved to amend Samantha Tuller’s, Preschool
Amended Strt Instructional Coach/Intervention and Referral Specialist, start date to December 1, 2023
Date:

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

Voice Vote:
Yes – 7 No – 0 Abstentions – 0
Mr. J. Wilson Hughes, Jr. - Absent
Mrs. Angelique Stoney Siplin - Absent

Motion carried unanimously

Aprv. Student Based upon the recommendation of the Superintendent approved the Student Voice Club Advisors at a rate of
Voice \$725/each as listed:
Advisors:

Kristen Molinari	Paige Starr
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**Paid through the PBIS Grant*

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

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

Motion carried unanimously

POLICY – Mr. Eugene Thomas

Aprv. Policy/ Based upon the recommendation of the Superintendent approved on first reading the following policy and
Regulation: regulation as listed:

Policy 2419	School Threat Assessment Teams (M) - Revised
Reg 2419	School Threat Assessment Teams (M) - New

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

Voice Vote:

Yes – 7 No – 0 Abstentions – 0
Mr. J. Wilson Hughes, Jr. - Absent
Mrs. Angelique Stoney Siplin - Absent

Motion carried unanimously

CURRICULUM & TECHNOLOGY – Ms. Cheryl Potter

Aprv.
Amended
FY24 ESEA
Applications:

Based upon the recommendation of the Superintendent approved the amended FY24 ESEA applications

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

Voice Vote:

Yes – 7 No – 0 Abstentions – 0
Mr. J. Wilson Hughes, Jr. - Absent
Mrs. Angelique Stoney Siplin - Absent

Motion carried unanimously

Aprv. Rekindle
Education:

Based upon the recommendation of the Superintendent approved Rekindle Education to provide 1:1 instructional coaching to support non-tenured math teachers for the 2023-2024 school year at a rate of \$600 per teacher

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

Roll Call Vote:

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

Motion carried unanimously

BUDGET & FINANCE/FACILITIES/CAFETERIA/TRANSPORTATION

BUDGET & FINANCE – Mrs. Colleen Barbaro

Aprv.
Secretary's
Report:

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

Voice Vote:

Yes – 7 No – 0 Abstentions – 0
Mr. J. Wilson Hughes, Jr. - 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 October 2023. The Treasurer's Report and Secretary's Report are in agreement for the month of October 2023.

See Page(s) _____ of minutes

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

Voice Vote:

Yes – 7 No – 0 Abstentions – 0

Mr. J. Wilson Hughes, Jr. - 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. Colleen Barbaro, seconded by Mrs. Sarah Ruczynski

Voice Vote:

Yes – 7 No – 0 Abstentions – 0

Mr. J. Wilson Hughes, Jr. - 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.

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

Voice Vote:

Yes – 7 No – 0 Abstentions – 0

Mr. J. Wilson Hughes, Jr. - Absent

Mrs. Angelique Stoney Siplin - Absent

Motion carried unanimously

Aprv.
September
Transfer
Report:

Approved the October Transfer Report.

See Page(s) _____ of minutes

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

Roll Call Vote:

Yes – 7 No – 0 Abstentions – 0

Mrs. Colleen Barbaro – Yes

Mr. J. Wilson Hughes, Jr. – Absent

Mrs. Joyce Massott-Burnett - Yes

Mrs. Lynnette Peterson - Yes

Ms. Cheryl Potter – Yes

Mrs. Sarah Ruczynski - Yes

Mrs. Mary Snively – Yes

Mrs. Angelique Stoney-Siplin – Absent

Mr. Eugene Thomas – Absent

Motion carried unanimously

Aprv.
Monthly Bill
List:

Approved the monthly bill list:

1. General Bill List \$ 393,560.26
2. Hand Check \$ 38,128.71
3. Cafeteria Bill List \$ 27,869.16

See Page(s) _____ of minutes

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

Roll Call Vote:

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

Motion carried unanimously

FACILITIES – Mr. Eugene Thomas

(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>
Music Department	All Purpose Room	12/20/23	6:00pm - 8:30pm
ETEA	Kitchen	12/11/23	5:30pm - 8:30pm
HSA	Library	11/20/23	6:00pm - 7:00pm
HSA	Library-Meeting	12/6/23	6:00pm - 8:00pm
HSA	All Purpose Room Holiday Shop	12/11/23	5:00pm - 9:00pm
HSA	Library Holiday Shop	12/13/23	8:00am - 4:00pm
HSA	Staff Lounge Luncheon	12/20/23	9:00am - 2:00pm
HSA	Library-Meeting	1/3/24	6:00pm - 8:00pm
HSA	Library-Meeting	2/15/24	6:00pm - 8:00pm
HSA	Library-Meeting	3/13/24	6:00pm - 8:00pm
HSA	Library-Meeting	4/10/24	6:00pm - 8:00pm
HSA	Library-Meeting	5/8/24	6:00pm - 8:00pm
HSA	Library-Meeting	6/6/24	6:00pm - 8:00pm
HSA	Courtyard-Fun Day	6/13/24	8:00am - 12:00pm
*Elk Township PD	Aura School Active Shooter Drill	12/27/23	8:00am - 4:00pm

(All facility requests are pending proper insurance certificates)

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

Voice Vote:

Yes – 7 No – 0 Abstentions – 0
Mr. J. Wilson Hughes, Jr. - Absent
Mrs. Angelique Stoney Siplin - Absent

Motion carried unanimously

Aprv. Three
Yr. Comp.
Maintenance
Plan:

Based upon the recommendation of the Superintendent approved the Three Year Comprehensive Maintenance Plan as presented

See Page(s) _____ of minutes

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

Voice Vote:

Yes – 7 No – 0 Abstentions – 0
Mr. J. Wilson Hughes, Jr. - Absent
Mrs. Angelique Stoney Siplin - Absent

Motion carried unanimously

Aprv. M-1:

Based upon the recommendation of the Superintendent approved the Annual Maintenance Budget Amount Worksheet, Form M-1 as presented

See Page(s) _____ of minutes

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

Voice Vote:

Yes – 7 No – 0 Abstentions – 0
Mr. J. Wilson Hughes, Jr. - Absent
Mrs. Angelique Stoney Siplin - Absent

Motion carried unanimously

Aprv. LRFP:

Based upon the recommendation of the Superintendent approved the Maximum Capital Reserve (LRFP) in the amount of \$1,015,528

See Page(s) _____ of minutes

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

Voice Vote:

Yes – 7 No – 0 Abstentions – 0
Mr. J. Wilson Hughes, Jr. - Absent
Mrs. Angelique Stoney Siplin - Absent

Motion carried unanimously

CAFETERIA – Mrs. Colleen Barbaro

Aprv.
September
Café Rport:

I make a motion to approve the September 2023 cafeteria report as listed:

Total Income	\$ 12,627.36
Total Expense	(\$13,642.40)
Net Income or (Loss)	(\$ 1,015.04)

Average Daily Attendance	372
Average Daily Participation	138
Percentage of Participation	37%

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

Voice Vote:

Yes – 7 No – 0 Abstentions – 0
 Mr. J. Wilson Hughes, Jr. - 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 Transportation Jointure as listed:

1. Clayton Board of Education

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

Voice Vote:

Yes – 7 No – 0 Abstentions – 0
 Mr. J. Wilson Hughes, Jr. - Absent
 Mrs. Angelique Stoney Siplin - Absent

Motion carried unanimously

SUPERINTENDENT'S REPORT

Aprv.
 HIB Report:

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

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

Voice Vote:

Yes – 7 No – 0 Abstentions – 0
 Mr. J. Wilson Hughes, Jr. - Absent
 Mrs. Angelique Stoney Siplin - Absent

Motion carried unanimously

Aprv. 23-24
 District Goals:

Based upon the recommendation of the Superintendent approved rove 2023-2024 District Goals as presented

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

Voice Vote:

Yes – 7 No – 0 Abstentions – 0
 Mr. J. Wilson Hughes, Jr. - 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
- Staff Attendance

- Nurse's Report
- HIB Report – November 2023
- Facility Manager's Report
- Principal's Report
- Fire Drills/Crisis Drills

	Date	Time
Fire Drill	11/30/23	1:00 pm
Fire Drill – Walls School	11/30/23	2:45 pm
Lockdown Drill	11/21/23	9:25 am
Lockdown Drill – Walls School	11/21/23	2:15 pm

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

Voice Vote:

Yes – 7 No – 0 Abstentions – 0
 Mr. J. Wilson Hughes, Jr. - Absent
 Mrs. Angelique Stoney Siplin - Absent

Motion carried unanimously

LEGISLATION - Mrs. Mary Snively

None

GLOUCESTER COUNTY SCHOOL BOARDS ASSOCIATION – Mrs. Sarah Ruczynski

None

SCHOOL BUSINESS ADMINISTRATOR'S REPORT – Mr. Joseph Collins

For the information of the Board on Thursday November 30th the GCSSD JIF held their annual state of the fund dinner. Since joining the JIF, Delsea has implemented several procedures to limit risk and promote safety. For our efforts we were awarded the following:

1. Performance award - Loss ratio below 50% - \$1,000
2. Most Improved District - \$1,000
3. Elite II Safety - \$2,500

OLD BUSINESS

None

NEW BUSINESS

None

CITIZENS

Aprv. Motion by Mrs. Sarah Ruczynski, seconded by Mr. Eugene Thomas to open the second public portion

Open Second
 Public Portion:

Voice Vote:

Yes – 7 No – 0 Abstentions – 0
 Mr. J. Wilson Hughes, Jr. - Absent
 Mrs. Angelique Stoney Siplin - Absent

Motion carried unanimously

Aprv. Motion by Mrs. Sarah Ruczynski, seconded by Mrs. Colleen Barbaro to close the second public portion

Close Second
 Public Portion:

Voice Vote:

Yes – 7 No – 0 Abstentions – 0
 Mr. J. Wilson Hughes, Jr. - Absent
 Mrs. Angelique Stoney Siplin - Absent

Motion carried unanimously

Adjourn
meeting
7:40 p.m.:

Motion by Mrs. Joyce Massott-Burnett, seconded by Mr. Eugene Thomas that the meeting be adjourned at 7:40 p.m.

Voice Vote:

Yes – 7 No – 0 Abstentions – 0
Mr. J. Wilson Hughes, Jr. - Absent
Mrs. Angelique Stoney Siplin - Absent

Motion carried unanimously

Respectfully Submitted,

Joseph M. Collins
School Business Administrator/Board Secretary