

**REGULAR BOARD MEETING OF THE ELK TOWNSHIP BOARD OF EDUCATION ON THURSDAY,  
JANUARY 6, 2022 IN THE AURA SCHOOL ALL PURPOSE ROOM.**

Purpose: 2021-22 SCHOOL YEAR REGULAR BOARD MEETING FOR JANUARY  
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. Mary Snively  
Pres. Mr. J. Wilson Hughes, Jr. Mrs. Angelique Stoney Siplin  
Mrs. Joyce Massott-Burnett - Absent Ms. Courtney Vance  
Ms. Cheryl Potter Mrs. Jennifer Wirtz  
Mrs. Sarah Ruczynski

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

Statement: As Board Secretary 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: Mr. Joseph Collins led the Pledge of Allegiance.

Mission Mr. Joseph Collins 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.

Presentation: None

**REORGANIZATION**

Election The following are the results of the November 2021 General Election:  
Results:

Elected to three year term

- Colleen Barbaro – 1,288
- J. Wilson Hughes, Jr. – 1,247
- Angelique Stoney-Siplin – 1,182

Elected to one year term

- Sarah Ruczynski – 1,284

Oath of Office: Mr. Joseph Collins, Board Secretary, administered the Oath of Office to the four newly seated Board members.

Open Nom. Motion by Ms. Cheryl Potter, seconded by Mrs. Angelique Stoney-Siplin to open the nominations for President.  
For President:

Ms. Cheryl Potter nominated Mrs. Jennifer Wirtz, seconded by Mrs. Mary Snively

Voice Vote:

Yes – 8 No – 0 Abstentions – 0

Mrs. Joyce Massott-Burnett - Absent

Motion carried unanimously

Close Nom. Motion by Ms. Angelique Stoney-Siplin, seconded by Ms. Courtney Vance to close the nominations for President.  
for President:

Voice Vote:

Yes – 8 No – 0 Abstentions – 0

Mrs. Joyce Massott-Burnett - Absent

Motion carried unanimously

Cast Ballots: Since there was only one nomination for president no ballots were cast

Mrs. Jennifer Wirtz Assumes Chair: Mr. Joseph Collins requested that Mrs. Jennifer Wirtz assume the chair

Open Nom. for Vice President: Motion by Mrs. Angelique Stoney-Siplin, seconded by Ms. Cheryl Potter to open the nominations for Vice-President

Mrs. Courtney Vance nominated Mrs. Angelique Stoney-Siplin, seconded by Mrs. Sarah Ruczynski  
Ms. Cheryl Potter nominated Mr. J. Wilson Hughes, Jr., seconded by Mrs. Mary Snively

Voice Vote:

Yes – 8 No – 0 Abstentions – 0

Mrs. Joyce Massott-Burnett - Absent

Motion carried unanimously

Close Nom. for Vice President: Motion Ms. Cheryl Potter, seconded by Mrs. Mary Snively, to close the nominations for Vice-President

Voice Vote:

Yes – 8 No – 0 Abstentions – 0

Mrs. Joyce Massott-Burnett - Absent

Motion carried unanimously

Cast Ballots: Motion by Ms. Cheryl Potter, seconded by Mrs. Mary Snively to cast ballots for Vice President of the Elk Township Board of Education

Ballots:

Mrs. Angelique Stoney-Siplin: 2 Votes

Mr. J. Wilson Hughes Jr.: 6 Votes

Mr. J. Wilson Hughes, Jr. Assumes Chair: Motion by Mrs. Jennifer Wirtz, seconded by Angelique Stoney-Siplin to appoint Mr. J. Wilson Hughes, Jr. as Vice President of the Elk Township Board of education

Adopt all Existing and Pending Board Policies: Motion by Mrs. Angelique Stoney-Siplin, seconded by Mrs. Mary Snively to adopt all existing and pending board policies

Voice Vote:

Yes – 8 No – 0 Abstentions – 0

Mrs. Joyce Massott-Burnett - Absent

Motion carried unanimously

Appoint Delegate to NJSBA: Motion by Ms. Cheryl Potter, seconded by Mr. J. Wilson Hughes, Jr. to appoint Mrs. Mary Snively Delegate to the New Jersey School Boards Association for 2022

Voice Vote:

Yes – 8 No – 0 Abstentions – 0

Mrs. Joyce Massott-Burnett - Absent

Motion carried unanimously

Appoint Alt.  
Delegate to  
NJSBA:

Motion by Mrs. Mary Snively, seconded by Mrs. Angelique Stoney-Siplin to appoint Mrs. Angelique Stoney-Siplin Alternate Delegate to the New Jersey School Boards Association for 2022

Voice Vote:

Yes – 8 No – 0 Abstentions – 0  
Mrs. Joyce Massott-Burnett - Absent

Motion carried unanimously

Appoint  
Delegate to  
GCSBA:

Motion by Mrs. Angelique Stoney-Siplin, seconded by Ms. Chery Potter to appoint Mrs. Sarah Ruczynski Delegate to the Gloucester County School Boards Association for 2022

Voice Vote:

Yes – 8 No – 0 Abstentions – 0  
Mrs. Joyce Massott-Burnett - Absent

Motion carried unanimously

Appoint Alt.  
Delegate to  
GCSBA:

Motion by Ms. Cheryl Potter, seconded by Mrs. Mary Snively to appoint Mrs. Colleen Barbaro Alternate Delegate to the Gloucester County School Boards Association for 2022

Voice Vote:

Yes – 8 No – 0 Abstentions – 0  
Mrs. Joyce Massott-Burnett - Absent

Motion carried unanimously

Aprv.  
Parliamentary  
Procedures:

Motion by Mr. J. Wilson Hughes, Jr., seconded by Mrs. Angelique Stoney-Siplin to approve parliamentary procedures for Aura School Board meetings

Voice Vote:

Yes – 8 No – 0 Abstentions – 0  
Mrs. Joyce Massott-Burnett - Absent

Motion carried unanimously

Aprv.  
Curriculum  
and Textbooks:

Motion by Mrs. Mary Snively, seconded by Mrs. Angelique Stoney-Siplin to approve the curriculum and textbooks, for the 2021 - 2022 school year

Voice Vote:

Yes – 8 No – 0 Abstentions – 0  
Mrs. Joyce Massott-Burnett - Absent

Motion carried unanimously

Aprv. Meeting  
Dates and  
Times:

Motion by Mrs. Angelique Stoney-Siplin, seconded by Mrs. Colleen Barbaro to approve the 2022 Aura School Board meeting schedule as follows (All meetings will begin at 7:00 pm unless otherwise noted):

| Meeting Dates                   |               |
|---------------------------------|---------------|
| February 10th                   | July 14th     |
| March 10th                      | August 11th   |
| March TBD - Budget Introduction | September 8th |
| April 14th                      | October 13th  |
| May TBD - Public Hearing        | November 10th |
| May 5th                         | December 8th  |

Voice Vote:

Yes – 8 No – 0 Abstentions – 0

Mrs. Joyce Massott-Burnett - Absent

Motion carried unanimously

Ethics and  
Code for  
School Board  
Members:

For the information of the Board the School Ethics Act and Code for School Board Members, pursuant to N.J.S.A. 18A:12-24.1 et seq., have been distributed. Each member of the Board of Education shall sign an acknowledgement of receipt for the Code of Ethics. This acknowledgement of receipt assures that each Board of Education member has read and become familiar with the Code of Ethics

1. Reading and discussion of Code of Ethics

**MINUTES:**

Aprv. Minutes: Motion by Mrs. Angelique Stoney-Siplin, seconded by Mrs. Mary Snively to approve the December 9, 2021 minutes as listed:

1. Regular Session

Voice Vote:

Yes – 6 No – 0 Abstentions – 2

Mrs. Colleen Barbaro - Abstain

Mrs. Joyce Massott-Burnett - Absent

Ms. Courtney Vance - Abstain

Motion carried**COMMUNICATIONS/ PRESENTATIONS:**

None

**CITIZENS:**

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

Open First  
Public Portion:

Voice Vote:

Yes – 8 No – 0 Abstentions – 0

Mrs. Joyce Massott-Burnett - Absent

Motion carried

Aprv. Motion by Mr. J. Wilson Hughes, Jr., seconded by Mrs. Mary Snively to close the first public portion

Close First  
Public Portion:

Voice Vote:

Yes – 8 No – 0 Abstentions – 0

Mrs. Joyce Massott-Burnett - Absent

Motion carried**COMMITTEES:****PERSONNEL** - Mrs. Jennifer Wirtz

*(all hiring is pending completion of required state paperwork and is dependent upon COVID 19 legislation and funding )*

None

**POLICY – Mrs. Angelique Stoney-Siplin**

Aprv. Policies/  
Regulations:

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

|               |   |
|---------------|---|
| Reg. # 3144   | Certification of Tenure Charges (R)     |
| Policy # 5200 | Attendance (M) (R)                      |
| Reg. # 5533   | Student Smoking (N)                     |
| Policy # 8420 | Emergency and Crisis Situations (M) (R) |
| Reg. # 8420.1 | Fire and Fire Drills (R)                |

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

Voice Vote:

Yes – 7 No – 0 Abstentions – 1  
Mrs. Colleen Barbaro - Abstain  
Mrs. Joyce Massott-Burnett - Absent

Motion carried

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

Aprv. Team  
Participation in  
Book Study:

Based upon the recommendation of the Superintendent approved Climate Team participation in the Dr. John Krownapple Book Study to be paid by Climate Grant Funds

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

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

Voice Vote:

Yes – 7 No – 0 Abstentions – 1  
Mrs. Colleen Barbaro - Abstain  
Mrs. Joyce Massott-Burnett - Absent

Motion carried

Aprv. CLC  
Dyslexia/Ed  
Assessments:

Based upon the recommendation of the Superintendent approved Cooper Learning Center to complete Dyslexia/Educational Assessments at a rate of \$1,200 per assessment

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

Roll Call Vote:

Yes – 7 No – 0 Abstentions – 1  
Mrs. Colleen Barbaro – Abstain  
Mr. J. Wilson Hughes, Jr. – Yes  
Mrs. Joyce Massott-Burnett - Absent  
Ms. Cheryl Potter – Yes  
Mrs. Sarah Ruczynski – Yes  
Mrs. Mary Snively – Yes  
Mrs. Angelique Stoney-Siplin – Yes  
Ms. Courtney Vance – Yes  
Mrs. Jennifer Wirtz - Yes

Motion carried

Aprv.  
Preschool Plan

Based upon the recommendation of the Superintendent approved the Five-Year Preschool Plan

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

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

Voice Vote:  
Yes – 7 No – 0 Abstentions – 1  
Mrs. Colleen Barbaro - Abstain  
Mrs. Joyce Massott-Burnett - Absent

Motion carried

Aprv. 20-21  
Title I  
Performance  
Report:

Based upon the recommendation of the Superintendent approved the 2020-2021 Title I Performance Report

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

Motion by Ms. Cheryl Potter, seconded by Mrs. Mary Snively

Voice Vote:  
Yes – 7 No – 0 Abstentions – 1  
Mrs. Colleen Barbaro - Abstain  
Mrs. Joyce Massott-Burnett - Absent

Motion carried

Aprv. SRS  
Plan:

Based upon the recommendation of the Superintendent approved the Elk Township School District Safe Return to School Plan Update as required by the New Jersey Department of Education every six months

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

Voice Vote:  
Yes – 7 No – 0 Abstentions – 1  
Mrs. Colleen Barbaro - Abstain  
Mrs. Joyce Massott-Burnett - Absent

Motion carried

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

**BUDGET & FINANCE – Mrs. Jennifer Wirtz**

Aprv.  
Secretary's  
Report:

Approved Board Secretary's Report in accordance with 18A: 17-36 and 18A: 17-9 for the month of November 2021. 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. Jennifer Wirtz, seconded by Angelique Stoney-Siplin

Voice Vote:  
Yes – 7 No – 0 Abstentions – 1  
Mrs. Colleen Barbaro - Abstain  
Mrs. Joyce Massott-Burnett - Absent

Motion carried

Aprv.  
Treasury  
Report:

Approved the Treasurer Report in accordance with 18A:17-36 and 18A:17-9 for the month of November 2021. The Treasurer's Report and Secretary's Report are in agreement for the month of November 2021.

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

Motion by Mrs. Jennifer Wirtz, seconded by Angelique Stoney-Siplin

Voice Vote:

Yes – 7 No – 0 Abstentions – 1  
Mrs. Colleen Barbaro - Abstain  
Mrs. Joyce Massott-Burnett - Absent

Motion carried

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. Jennifer Wirtz, seconded by Angelique Stoney-Siplin

Voice Vote:

Yes – 7 No – 0 Abstentions – 1  
Mrs. Colleen Barbaro - Abstain  
Mrs. Joyce Massott-Burnett - Absent

Motion carried

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. Jennifer Wirtz, seconded by Angelique Stoney-Siplin

Voice Vote:

Yes – 7 No – 0 Abstentions – 1  
Mrs. Colleen Barbaro - Abstain  
Mrs. Joyce Massott-Burnett - Absent

Motion carried

Aprv. Transfer Report: Based upon the recommendation of the Superintendent approved the November 2021 Transfer Report.

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

Motion by Mrs. Jennifer Wirtz, seconded by Angelique Stoney-Siplin

Roll Call Vote:

Yes – 7 No – 0 Abstentions – 1  
Mrs. Colleen Barbaro – Abstain  
Mr. J. Wilson Hughes, Jr. – Yes  
Mrs. Joyce Massott-Burnett - Absent  
Ms. Cheryl Potter – Yes  
Mrs. Sarah Ruczynski – Yes  
Mrs. Mary Snively – Yes  
Mrs. Angelique Stoney-Siplin – Yes  
Ms. Courtney Vance – Yes  
Mrs. Jennifer Wirtz - Yes

Motion carried

Aprv. Monthly Bill List: Based upon the recommendation of the Superintendent approved the monthly bill list as distributed:

- |                        |               |
|------------------------|---------------|
| 1. General Bill List   | \$ 266,673.86 |
| 2. Hand Check          | \$ 17,636.35  |
| 3. Cafeteria Bill List | \$ 13,045.22  |

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

Motion by Mrs. Jennifer Wirtz, seconded by Angelique Stoney-Siplin

Roll Call Vote:

Yes – 7 No – 0 Abstentions – 1

Roll Call Vote:

Yes – 7 No – 0 Abstentions – 1

Mrs. Colleen Barbaro – Abstain

Mr. J. Wilson Hughes, Jr. – Yes

Mrs. Joyce Massott-Burnett - Absent

Ms. Cheryl Potter – Yes

Mrs. Sarah Ruczynski – Yes

Mrs. Mary Snively – Yes

Mrs. Angelique Stoney-Siplin – Yes

Ms. Courtney Vance – Yes

Mrs. Jennifer Wirtz - Yes

Motion carried

**FACILITIES** – Mrs. Sarah Ruczynski

*(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> |
|---------------------------------------|--|--------------------------------------|-----------------------|
| Franklin Elite Girls Soccer Club 2011 | All Purpose Room<br><i>(Soccer Practice)</i>     | Every Thursday January through April | 6:00 pm - 8:00 pm     |
| E.T.E.A. / HSA                        | All Purpose Room<br>Library<br><i>(Bookfair)</i> | 2/15/2022                            | 5:00 pm - 8:30 pm     |

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

Voice Vote:

Yes – 7 No – 0 Abstentions – 1

Mrs. Colleen Barbaro - Abstain

Mrs. Joyce Massott-Burnett - Absent

Motion carried

**CAFETERIA** – Ms. Courtney Vance

Aprv. Cafeteria  
Report:

Based upon the recommendation of the Superintendent approved the November 2021 cafeteria report as listed:

|                                    |                |
|------------------------------------|----------------|
| <b>Total Income</b>                | \$ 19,064.00   |
| <b>Total Expense</b>               | \$ (11,797.86) |
| <b>Net Income or (Loss)</b>        | \$ 7,266.14    |
| <b>Average Daily Attendance</b>    | 309            |
| <b>Average Daily Participation</b> | 273            |
| <b>Percentage of Participation</b> | 88%            |

Motion by Ms. Courtney Vance, seconded by Mrs. Angelique Stoney-Siplin



Voice Vote:

Yes – 7 No – 0 Abstentions – 1  
Mrs. Colleen Barbaro - Abstain  
Mrs. Joyce Massott-Burnett - Absent

Motion carried

**TRANSPORTATION** - Mrs. Angelique Stoney-Siplin  
None

**SUPERINTENDENT'S REPORT**

Aprv. Based upon recommendation of the Superintendent approved the November 2021 HIB report.  
HIB Reports:

Motion by Mrs. Angelique Stoney-Siplin, seconded by Mrs. Mary Snively

Voice Vote:

Yes – 7 No – 0 Abstentions – 1  
Mrs. Colleen Barbaro - Abstain  
Mrs. Joyce Massott-Burnett - Absent

Motion carried

Aprv. Based upon recommendation of the Superintendent acknowledge the receipt of the following reports as listed:  
Board Reports:

- Enrollment
- Staff Attendance
- Nurse’s Report
- HIB Report – December 2021
- Facility Manager’s Report
- Principal’s Report
- Fire Drills/Crisis Drills

|                               | <b>Date</b> | <b>Time</b> |
|-------------------------------|-------------|-------------|
| <b>Fire Drill</b>             | 12/21/2021  | 1:19 pm     |
| <b>Shelter-In Place Drill</b> | 12/22/2021  | 1:24 pm     |

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

Voice Vote:

Yes – 7 No – 0 Abstentions – 1  
Mrs. Colleen Barbaro - Abstain  
Mrs. Joyce Massott-Burnett - Absent

Motion carried

**LEGISLATION** - Mrs. Mary Snively

Mrs. Mary Snively stated that the State is asking for schools to document students mental health and learning loss  
Dr. Anthony Fitzpatrick explained the States expectations for documenting these issues

**GLOUCESTER COUNTY SCHOOL BOARDS ASSOCIATION** – Mrs. Angelique Stoney-Siplin

Ms. Cheryl Potter informed the Board that there is a new administration at the State and they will be looking at all legislation

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

Aprv. Based upon recommendation of the Superintendent approved membership in the Hunterdon County Educational  
Membership Services Commission Cooperative Purchasing Group

with Coop.  
Purchasing  
Group:

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

Voice Vote:

Yes – 7 No – 0 Abstentions – 1  
Mrs. Colleen Barbaro - Abstain  
Mrs. Joyce Massott-Burnett - Absent

Motion carried

**OLD BUSINESS**

None

**NEW BUSINESS**

None

**CITIZENS**

Aprv.  
Open Second  
Public Portion:

Motion by Mr. J. Wilson Hughes, Jr., seconded by Mrs. Jennifer Wirtz to open the second public portion

Voice Vote:

Yes – 8 No – 0 Abstentions – 0  
Mrs. Joyce Massott-Burnett - Absent

Motion carried unanimously

Aprv.  
Close Second  
Public Portion:

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

Voice Vote:

Yes – 8 No – 0 Abstentions – 0  
Mrs. Joyce Massott-Burnett - Absent

Motion carried unanimously

Adjourn  
meeting  
7:57 p.m.:

Motion by Mrs. Angelique Stoney-Siplin, seconded by Mr. J. Wilson Hughes, Jr that the meeting be adjourned at 7:57p.m.

Voice Vote:

Yes – 8 No – 0 Abstentions – 0  
Mrs. Joyce Massott-Burnett - Absent

Motion carried unanimously

Respectfully Submitted,

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Joseph M. Collins,  
School Business Administrator/Board Secretary