

**REGULAR BOARD MEETING OF THE ELK TOWNSHIP BOARD OF EDUCATION ON THURSDAY, JUNE 13, 2019 IN THE AURA ELEMENTARY SCHOOL MEDIA CENTER.**

Purpose: 2018-19 SCHOOL YEAR REGULAR BOARD MEETING FOR JUNE  
SEE PAGE (S) \_\_\_\_\_ OF MINUTES AGENDA

Special Note: THE MEETING APPROVED AND PRE-SCHEDULED BEGAN 7:00 P.M.

Board Mem. Mrs. Mary Spring Mrs. Jennifer Wirtz  
Pres. Mrs. Danielle Bland Ms. Cheryl Potter  
Mr. Matthew Carelli Mrs. Mary Snively  
Mr. Kevin French Mrs. Angelique Stoney-Siplin  
Mr. J. Wilson Hughes, Jr. – 7:16 p.m.

Admin. Pres. Dr. Piera Gravenor, Superintendent, Mr. Joseph Collins, Business Administrator/Board Secretary and Dr. Melissa Williams, 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. Mary Spring led the Pledge of Allegiance.

**MINUTES:**

Aprv. Minutes: Motion by Mrs. Mary Snively, seconded by Mrs. Jennifer Wirtz to approve the May 02, 2019 minutes as listed:  
1. Regular  
2. Executive  
3. Public Budget Hearing

Voice Vote:

Yes – 7 No – 0 Abstentions – 1  
Mr. Kevin French - Abstain  
J. Wilson Hughes, Jr. – 7:16 p.m.

Motion carried unanimously

**COMMUNICATIONS/ PRESENTATIONS:**

Mrs. Michelle English Aura Home and School President sent the Board a letter thanking them for all their support throughout the school year

Mrs. Jackie Scerbo gave the Board an update on the Child Study Team

**CITIZENS:**

Aprv. Motion by Mr. Kevin French, seconded by Ms. Cheryl Potter to open the first public portion

Open First  
Public Portion:

Voice Vote:

Yes – 9 No – 0 Abstentions – 0

Motion carried unanimously

Aprv. Motion by Ms. Cheryl Potter, seconded by Mr. Kevin French to close the first public portion

Close First  
Public Portion:

Voice Vote:

Yes – 9 No – 0 Abstentions – 0

Motion carried unanimously

**COMMITTEES:**

**PERSONNEL - Mrs. Jennifer Wirtz**

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

Aprv. 19-20  
ESY Paras:

Based upon the recommendation of the Superintendent approved the following paraprofessionals for the 2019-20 Extended School Year Program (ESY) as listed:

Amanda Bosco	Jiselle Knauss
Nicholas Doyle	Monica Manders
Dianne Joyce	

Motion by Ms. Jennifer Wirtz, seconded by Ms. Cheryl Potter

Voice Vote:

Yes – 9 No – 0 Abstentions – 0

Motion carried unanimously

Aprv. L.  
Carrozza  
Kindergarten  
Testing:

Based upon the recommendation of the Superintendent approved Loriann Carrozza to administer the summer Brigance testing for incoming Kindergarten students at a rate of \$27.00 per hour

Motion by Mrs. Jennifer Wirtz, seconded by Mr. Kevin French

Roll Call Vote:

Yes – 9 No – 0 Abstentions – 0

- Mrs. Mary Spring – Yes
- Mrs. Jennifer Wirtz - Yes
- Mrs. Danielle Bland - Yes
- Mr. Matthew Carelli - Yes
- Mr. Kevin French – Yes
- Mr. J. Wilson Hughes, Jr. - Yes
- Ms. Cheryl Potter – Yes
- Mrs. Mary Snively - Yes
- Mrs. Angelique Stoney-Siplin – Yes

Motion carried unanimously

Aprv. PD/  
Workshops:

Based upon the recommendation of the Superintendent approved the following 2019 Professional Development summer workshops/trainings as listed:

<b>All Things Google and More (Title II Funds) - August 22, 2019</b>	
Melissa Tanski	Ryan Malloy
Kerry Kramme	Alex Jaraiedi
David Paoline	Dina Holmes
<b>Tech Mentors (Title II Funds) - 3-5 days</b>	
David Paoline	Dina Holmes
<b>Professional Development Committee (Title II Funds) - August 1, 2019</b>	
Kristie Jacoby	Kristen Molinari
David Paoline	Dina Holmes

<b>Transition to Standards-Based Instruction (Title II Funds) - 1-2 days</b>	
Heather Gonnelli	Ashley Davis
<b>Read 180 Universal Training (Title II Funds) - August 28, 2019</b>	
Danielle Barbato	
<b>Customizing the Teacher Toolbox to Reach Every Student (Title II Funds) - August 26, 2019</b>	
Melissa Tanski	Ryan Malloy
Kerry Kramme	Alex Jaraiedi
Kristen Molinari	Marielle Walker
Sandi Chacker	Dina Holmes
<b>DEAC/ScIP Team - 1 day</b>	
Kristie Jacoby	Ryan Malloy
Heather Gonnelli	Alex Jaraiedi

Motion by Ms. Jennifer Wirtz, seconded by Mrs. Danielle Bland

Voice Vote:

Yes – 9 No – 0 Abstentions – 0

Motion carried unanimously

Aprv. FY20  
ESEA App:

Based upon the recommendation of the Superintendent approved submitting the FY20 ESEA application

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

Voice Vote:

Yes – 9 No – 0 Abstentions – 0

Motion carried unanimously

Aprv. 19-20  
Tenure/  
Non-Tenured  
Staff:

Based upon the recommendation of the Superintendent approved the Tenure/Non-Tenured Staff Report for the 2019-20 school year

Motion by Mrs. Jennifer Wirtz, seconded by Mr. Kevin French

Roll Call Vote:

Yes – 9 No – 0 Abstentions – 0

- Mrs. Mary Spring – Yes
- Mrs. Jennifer Wirtz - Yes
- Mrs. Danielle Bland - Yes
- Mr. Matthew Carelli - Yes
- Mr. Kevin French – Yes
- Mr. J. Wilson Hughes, Jr. - Yes
- Ms. Cheryl Potter – Yes
- Mrs. Mary Snively - Yes
- Mrs. Angelique Stoney-Siplin – Yes

Motion carried unanimously

Aprv. 19-20

Based upon the recommendation of the Superintendent approved the non-unit personnel’s vacation days to be carried over to the 2019-20 school year

Non-Unit  
Vaca. Carry  
Over:

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

Voice Vote:

Yes – 9 No – 0 Abstentions – 0

Motion carried unanimously

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

None

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

Aprv. Rowan  
Practicum:

Based upon the recommendation of the Superintendent approved the following Rowan University students for the practicum in teaching and learning as listed:

Name	Dates	Grade	Cooperating Teacher
Joseph Elmo	9/13, 9/20, 9/27, 10/4, 10/11, 10/18 10/25, & 11/1	K-6	Frank Knauss
Ryan Mcateer	9/13, 9/20, 9/27, 10/4, 10/11, 10/18 10/25, & 11/1	K-6	Frank Knauss
Alexandria Vitarelli	9/13, 9/20, 9/27, 10/4, 10/11, 10/18 10/25, & 11/1	K-6	Frank Knauss

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

Voice Vote:

Yes – 9 No – 0 Abstentions – 0

Motion carried unanimously

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

**BUDGET & FINANCE** – Mr. Kevin French

Aprv.  
Secretary's  
Report:

Approved Board Secretary's Report in accordance with 18A: 17-36 and 18A: 17-9 for the month of April 2019. 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.

Motion by Mr. Kevin French, seconded by Mrs. Angelique Stoney-Siplin

Voice Vote:

Yes – 9 No – 0 Abstentions – 0

Motion carried unanimously

Aprv.  
Treasurer  
Report:

Approved the Treasurer Report in accordance with 18A:17-36 and 18A:17-9 for the month of April 2019. The Treasurer's Report and Secretary's Report are in agreement for the month of April 2019.

Motion by Mr. Kevin French, seconded by Ms. Cheryl Potter

Voice Vote:

Yes – 9 No – 0 Abstentions – 0

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 Mr. Kevin French, seconded by Mrs. Mary Snively

Voice Vote:

Yes – 9 No – 0 Abstentions – 0

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 Mr. Kevin French, seconded by Mrs. Mary Snively

Voice Vote:

Yes – 9 No – 0 Abstentions – 0

Motion carried unanimously

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

Motion by Mr. Kevin French, seconded by Mr. J. Wilson Hughes, Jr.

Roll Call Vote:

Yes – 9 No – 0 Abstentions – 0

- Mrs. Mary Spring – Yes
- Mrs. Jennifer Wirtz - Yes
- Mrs. Danielle Bland - Yes
- Mr. Matthew Carelli - Yes
- Mr. Kevin French – Yes
- Mr. J. Wilson Hughes, Jr. - Yes
- Ms. Cheryl Potter – Yes
- Mrs. Mary Snively - Yes
- Mrs. Angelique Stoney-Siplin - Yes

Motion carried unanimously

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

- |                        |               |
|------------------------|---------------|
| 1. General Bill List   | \$ 257,383.66 |
| 2. Hand Check          | \$ -0-        |
| 3. Cafeteria Bill List | \$ 14,763.57  |

Motion by Mr. Kevin French, seconded by Ms. Cheryl Potter

Roll Call Vote:

Yes – 9 No – 0 Abstentions – 0

- Mrs. Mary Spring – Yes
- Mrs. Jennifer Wirtz - Yes
- Mrs. Danielle Bland - Yes
- Mr. Matthew Carelli - Yes
- Mr. Kevin French – Yes
- Mr. J. Wilson Hughes, Jr. - Yes
- Ms. Cheryl Potter – Yes
- Mrs. Mary Snively - Yes
- Mrs. Angelique Stoney-Siplin - Yes

Motion carried unanimously

**FACILITIES** – Mr. J. Wilson Hughes Jr.

Aprv. Facility Use:

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>
Aura Home & School	Parking Lot	6/01/19	9:00 am - 1:00 pm

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

Mr. J. Wilson Hughes, Jr. stated that there was a sign advertising the school parking lot was being used as a rest stop for the Gloucester County Special Services School District Education Foundation bike race, and this is an event that should have been approved

Motion by Mr. J. Wilson Hughes, Jr., seconded by Mr. Kevin French

Voice Vote:

Yes – 9 No – 0 Abstentions – 0

Motion carried unanimously

**CAFETERIA** – Ms. Danielle Bland

Aprv. Cafeteria Report:

Based upon the recommendation of the Superintendent approved the April 2019 cafeteria report as listed:

<b>Total Income</b>	\$ 11,678.21
<b>Total Expense</b>	\$ (10,163.88)
<b>Net Income or (Loss)</b>	\$ 1,514.33
<b>Average Daily Attendance</b>	322
<b>Average Daily Participation</b>	202
<b>Percentage of Participation</b>	63%

Motion by Ms. Danielle Bland, seconded by Mrs. Angelique Stoney-Siplin

Voice Vote:

Yes – 9 No – 0 Abstentions – 0

Motion carried unanimously

**TRANSPORTATION** - Mr. Matthew Carelli

Aprv. 19-20 Co-op Trans. Agreement:

Based upon the recommendation of the Superintendent approved participation in the 2019-20 Cooperative Transportation agreement with Gloucester County Special Services School District

Motion by Mr. Matthew Carelli, seconded by Ms. Cheryl Potter

Voice Vote:

Yes – 9 No – 0 Abstentions – 0

Motion carried unanimously

**SUPERINTENDENT'S REPORT**

Aprv. AAT to  
conduct  
Assessment  
and Dev.  
Comp. Equity  
Plan:

Based upon the recommendation of the Superintendent approved the Affirmative Action Team to conduct a needs assessment and develop a Comprehensive Equity Plan

Motion by Mr. Kevin French, seconded by Mrs. Mary Snively

Voice Vote:

Yes – 9 No – 0 Abstentions – 0

Motion carried unanimously

Aprv.  
Proposed  
Comp. Equity  
Plan:

Based upon the recommendation of the Superintendent approved the submission of the proposed Comprehensive Equity Plan

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

Voice Vote:

Yes – 9 No – 0 Abstentions – 0

Motion carried unanimously

Aprv.  
HIB Reports:

Based upon recommendation of the Superintendent approved the April 2019 HIB report.

Motion by Mr. Kevin French, seconded by Mrs. Jennifer Wirtz

Voice Vote:

Yes – 9 No – 0 Abstentions – 0

Motion carried unanimously

Aprv.  
Board Reports:

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

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

Fire Drill	05/06/19	10:54 am
Lockdown Drill	05/03/19	11:24 am

Motion by Ms. Cheryl Potter, seconded by Mrs. Jennifer Wirtz

Voice Vote:

Yes – 9 No – 0 Abstentions – 0

Motion carried unanimously

Aprv. 19-20  
District  
Calendar:

Based upon recommendation of the Superintendent approved the revised 2019-20 District Calendar

Motion by Mrs. Angelique Stoney-Siplin, seconded by Ms. Danielle Bland

Voice Vote:

Yes – 9 No – 0 Abstentions – 0

Motion carried unanimously

**LEGISLATION - Mrs. Mary Snively**

Mrs. Mary Snively updated the Board on recent legislation  
Ms. Cheryl Potter stated the Assembly Education Committee made a proposal to ban the cap on Superintendent salaries

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

Ms. Cheryl Potter stated that a civil rights law suit has been filed against schools who are segregating students based on race due to the fact that the state has been complacent in correcting this problem

Ms. Potter informed the Board that at the Delegate Assembly Weymouth School District spoke about how small school districts are struggling with lack of school funding  
Mr. J. Wilson Hughes, Jr. stated that over building in many of these areas is causing a financial burden on a lot of small school districts  
Mr. J. Wilson Hughes, Jr. stated that smaller school districts need to take advantage of Shared Services as a means of saving funds

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

Aprv. Shared Services:

Based upon recommendation of the Superintendent approved the following shared services with the Delsea Regional High School District:

1. Superintendent
2. Assistant Superintendent/Curriculum Director
3. IT Services
4. Child Study Team Director
5. Transportation Services
6. Facilities Manager
7. Business Services
8. Transportation Coordinator

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

Roll Call Vote:

Yes – 9 No – 0 Abstentions – 0

Mrs. Mary Spring – Yes  
Mrs. Jennifer Wirtz - Yes  
Mrs. Danielle Bland - Yes  
Mr. Matthew Carelli - Yes  
Mr. Kevin French – Yes  
Mr. J. Wilson Hughes, Jr. - Yes  
Ms. Cheryl Potter – Yes  
Mrs. Mary Snively - Yes  
Mrs. Angelique Stoney-Siplin - Yes

Motion carried unanimously

Aprv. Shared Services:

Based upon recommendation of the Superintendent approved sharing services with Delsea Regional High School District as listed:

1. Maintenance Mechanic
2. Educational Research Coordinator

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

Voice Vote:

Yes – 9 No – 0 Abstentions – 0

Motion carried unanimously

Aprv. Dr. P. Gravenor

Based upon recommendation of the Superintendent approved the 2019-20 employment contract for Dr. Piera Gravenor, Superintendent



19-20  
Contract:

Motion by Mrs. Jennifer Wirtz, seconded by Mrs. Mary Snively

Roll Call Vote:

Yes – 9 No – 0 Abstentions – 0  
Mrs. Mary Spring – Yes  
Mrs. Jennifer Wirtz - Yes  
Mrs. Danielle Bland - Yes  
Mr. Matthew Carelli - Yes  
Mr. Kevin French – Yes  
Mr. J. Wilson Hughes, Jr. - Yes  
Ms. Cheryl Potter – Yes  
Mrs. Mary Snively - Yes  
Mrs. Angelique Stoney-Siplin - Yes

Motion carried unanimously

Aprv. Balance  
Transfer:

Based upon recommendation of the Superintendent approved balance transfers as of the end of the year to the Capital Reserve Account up to an amount of \$500,000

Motion by Mr. Kevin French, seconded by Mrs. Mary Snively

Voice Vote:

Yes – 9 No – 0 Abstentions – 0

Motion carried unanimously

Aprv. JIF  
Surplus:

Based upon recommendation of the Superintendent approved excess surplus from the JIF, in the amount of \$10,845, to be placed in the Aggregate Excess Loss Contingency Fund

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

Voice Vote:

Yes – 9 No – 0 Abstentions – 0

Motion carried unanimously

Aprv. 19-20  
Non-Unit  
Increase:

Based upon recommendation of the Superintendent approved the Non-Unit salary increases for the 19-20 school year of 3%

Motion by Mr. J. Wilson Hughes, Jr., seconded by Mrs. Mary Snively

Roll Call Vote:

Yes – 9 No – 0 Abstentions – 0  
Mrs. Mary Spring – Yes  
Mrs. Jennifer Wirtz - Yes  
Mrs. Danielle Bland - Yes  
Mr. Matthew Carelli - Yes  
Mr. Kevin French – Yes  
Mr. J. Wilson Hughes, Jr. - Yes  
Ms. Cheryl Potter – Yes  
Mrs. Mary Snively - Yes  
Mrs. Angelique Stoney-Siplin - Yes

Motion carried unanimously

**OLD BUSINESS**

None

**NEW BUSINESS**

None

**CITIZENS**

Aprv. Motion by Mr. Kevin French, seconded by Mrs. Jennifer Wirtz to open the second public portion  
Open Second  
Public Portion: Voice Vote:  
Yes – 9 No – 0 Abstentions – 0

Motion carried unanimously

Aprv. Motion by Mr. J. Wilson Hughes, Jr. , seconded by Mrs. Angelique Stoney-Siplin to close the second public portion  
Close Second  
Public Portion: Voice Vote:  
Yes – 9 No – 0 Abstentions – 0

Motion carried unanimously

**Executive Session**

Open Motion by Mrs. Angelique Stoney-Siplin, seconded by Mrs. Mary Snively to enter into the executive session to  
Executive: discuss matters as listed.

**ELK TOWNSHIP SCHOOL DISTRICT BOARD OF EDUCATION  
Resolution Authorizing Executive Session**

**WHEREAS**, N.J.S.A 10:4-12 allows for a Public Body to go into closed session during a Public Meeting, and

**WHEREAS**, the Board of Education of the Elk Township School District has deemed it necessary to go into closed session to discuss certain matters which are exempted from the Public; and

**WHEREAS**, the regular meeting of this Board of Education will reconvene at the conclusion of closed session, at approximately 9:00 p.m. this evening.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Education of the Elk Township School District will go into closed session for the following reason(s) as outlined in N.J.S.A. 10:4-12:

- 1. Superintendents Evaluation

**BE IT FURTHER RESOLVED** that the Board of Education hereby declares that it’s discussion of the aforementioned subject(s) may be made public at a time the Board Attorney advises the Board of Education that the disclosure of the discussion will not detrimentally affect any right, interest or duty of the School District or any other entity with respect to said discussion.

**BE IT FURTHER RESOLVED** that the Board of Education, for the aforementioned reasons, hereby declares the public is excluded from the portion of the meeting during which the above discussion shall take place and hereby directs the Board Secretary to take the appropriate action to effectuate the terms of this resolution.

I, Joseph Collins, Board Secretary do hereby certify the above to be a true and correct copy of a resolution adopted by the Elk Township School District Board of Education at their meeting held on June 13, 2019.

\_\_\_\_\_  
Joseph M. Collins,  
School Business Administrator/Board Secretary

Voice Vote:  
Yes – 9 No – 0 Abstentions – 0

Motion carried unanimously

Close  
Executive:

Motion by Mr. Kevin French, seconded by Mrs. Jennifer Wirtz to close executive session

Voice Vote:

Yes – 9 No – 0 Abstentions – 0

Motion carried unanimously

Adjourn  
meeting  
9:00 p.m.:

Motion by Mrs. Jennifer Wirtz, seconded by Mr. J. Wilson Hughes, Jr. that the meeting be adjourned at 9:00 p.m.

Voice Vote:

Yes – 9 No – 0 Abstentions – 0

Motion carried unanimously

Respectfully Submitted,

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Joseph M. Collins,  
School Business Administrator/Board Secretary