

**REGULAR BOARD MEETING OF THE ELK TOWNSHIP BOARD OF EDUCATION ON THURSDAY,
NOVEMBER 10, 2022 IN THE AURA SCHOOL MEDIA CENTER.**

Purpose: 2022-23 SCHOOL YEAR REGULAR BOARD MEETING NOVEMBER
SEE PAGE (S) _____ OF MINUTES AGENDA

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

Board Mem. Pres.	Mrs. Colleen Barbaro - Absent Mr. J. Wilson Hughes, Jr. Mrs. Joyce Massott-Burnett - Absent Ms. Cheryl Potter Mrs. Sarah Ruczynski - Absent	Mrs. Mary Snively Mrs. Angelique Stoney-Siplin Mr. Eugene Thomas - Absent Mrs. Jennifer Wirtz
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Admin. Pres. Dr. Piera Gravenor, Superintendent, Mr. Joseph Collins, Business Administrator/Board Secretary and Dr. Anthony Fitzpatrick, Assistant Superintendent

Statement: As President of the Elk Township Board of Education, I hereby certify that all provisions of the "Open Public
Regular Meeting Law" P.L. 1975, Chapter 231, have been met. Notice of this meeting was mailed to "The South Jersey
Session: Times", The Sentinel", as well as to the Municipal Clerk of Elk Township.

Pledge: Mrs. Jennifer Wirtz led the Pledge of Allegiance.

Mission Statement: Mrs. Mary Snively read the statement below:

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. Jennifer Wirtz, seconded by Ms. Cheryl Potter to approve the minutes as listed:

1. Regular Session – 10/13/2022

Voice Vote:

Yes – 3 No – 0 Abstentions – 2
Mrs. Colleen Barbaro - Absent
Mr. J. Wilson Hughes, Jr. – Abstain
Mrs. Joyce Massott-Burnett – Absent
Mrs. Sarah Ruczynski - Absent
Mrs. Angelique Stoney-Siplin - Abstain
Mr. Eugene Thomas - Absent

Motion carried unanimously

COMMUNICATIONS/ PRESENTATIONS:

None

COMMITTEES:

PERSONNEL - Ms. Cheryl Potter
(all hiring is pending completion of required state paperwork and is dependent upon COVID 19 legislation and funding)

Aprv. LOA: Based upon the recommendation of the Superintendent approved the following leave of absence as listed:

<u>Employee</u>	<u>Leave Requested</u>	<u>Paid/Unpaid Days</u>	<u>Federal Medical Leave Act</u>	<u>State Medical Leave Act</u>

Marc Haro	Intermittent 10/11/2022 through 6/15/2023	Unpaid: 10/11/2022 through 6/15/2023	N/A	Intermittent 10/11/2022 through 6/15/2023
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Motion by Ms. Cheryl Potter, seconded by Mrs. Angelique Stoney-Siplin

Voice Vote:

Yes – 5 No – 0 Abstentions – 0

Mrs. Colleen Barbaro - Absent

Mrs. Joyce Massott-Burnett – Absent

Mrs. Sarah Ruczynski - Absent

Mr. Eugene Thomas - Absent

Motion carried unanimously

Aprv. J. Jusko
Resignation:

Based upon the recommendation of the Superintendent approved the resignation of Judy Jusko, Administrative Assistant effective 11/30/2022

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

Voice Vote:

Yes – 5 No – 0 Abstentions – 0

Mrs. Colleen Barbaro - Absent

Mrs. Joyce Massott-Burnett – Absent

Mrs. Sarah Ruczynski - Absent

Mr. Eugene Thomas - Absent

Motion carried unanimously

Aprv. T.
Schiavone
Admin. Asst.:

Based upon the recommendation of the Superintendent approved Taylor Schiavone, Administrative Assistant effective 1/02/2023, at a prorated salary of \$43,700

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

Roll Call Vote:

Yes – 5 No – 0 Abstentions – 0

Mrs. Colleen Barbaro – Absent

Mr. J. Wilson Hughes, Jr. – Yes

Mrs. Joyce Massott-Burnett - Absent

Ms. Cheryl Potter – Yes

Mrs. Sarah Ruczynski – Absent

Mrs. Mary Snively – Yes

Mrs. Angelique Stoney-Siplin – Yes

Mr. Eugene Thomas - Absent

Mrs. Jennifer Wirtz -Yes

Motion carried unanimously

POLICY – Mrs. Mary Snively

Aprv. Policies:

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

Policy # 1648.15	Recordkeeping for Healthcare Settings in School Buildings - COVID-19 (M) (N)
Policy # 3216	Dress and Grooming (R)
Policy # 4216	Dress and Grooming (N)
Policy # 7410	Maintenance and Repair (M) (R)
Reg. # 7410	Maintenance and Repair (M) (R)
Policy # 8420	Emergency and Crisis Situations (M) (R)

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

Voice Vote:

Yes – 5 No – 0 Abstentions – 0
Mrs. Colleen Barbaro - Absent
Mrs. Joyce Massott-Burnett – Absent
Mrs. Sarah Ruczynski - Absent
Mr. Eugene Thomas - Absent

Motion carried unanimously

CURRICULUM & TECHNOLOGY – Ms. Cheryl Potter

Aprv. Rowan
Student
Practicum:

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

<u>Name</u>	<u>Course/Requirement</u>	<u>Grade</u>	<u>Cooperating Teacher</u>
Brielle Kimley	Spring 2023: January 17, 2023 - May 5, 2023 CPII/Intermediate Fieldwork - 100 hours Fall 2023: September 2023 - December 15, 2023 Student Teaching - 15 weeks	3rd Grade	Steven Keane

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

Voice Vote:

Yes – 5 No – 0 Abstentions – 0
Mrs. Colleen Barbaro - Absent
Mrs. Joyce Massott-Burnett – Absent
Mrs. Sarah Ruczynski - Absent
Mr. Eugene Thomas - Absent

Motion carried unanimously

Aprv.
Submission of
FY 23 Title I
Comp. Report:

Based upon the recommendation of the Superintendent approved the submission of the FY23 Title I Comparability report

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

Voice Vote:

Yes – 5 No – 0 Abstentions – 0
Mrs. Colleen Barbaro - Absent
Mrs. Joyce Massott-Burnett – Absent
Mrs. Sarah Ruczynski - Absent
Mr. Eugene Thomas - Absent

Motion carried unanimously

Aprv.
Submission of
FY22 Title I
Performance
Report:

Based upon the recommendation of the Superintendent approved the submission of the FY22 Title I Performance Report.

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

Voice Vote:

Yes – 5 No – 0 Abstentions – 0
Mrs. Colleen Barbaro - Absent
Mrs. Joyce Massott-Burnett – Absent
Mrs. Sarah Ruczynski - Absent
Mr. Eugene Thomas - Absent

Motion carried unanimously

Aprv. Based upon the recommendation of the Superintendent approved the submission of the 2023-2024 Preschool
Submission of Operational Plan
23-24
Preschool OP: Motion by Ms. Cheryl Potter, seconded by Mr. J. Wilson Hughes, Jr.

Voice Vote:

Yes – 5 No – 0 Abstentions – 0
Mrs. Colleen Barbaro - Absent
Mrs. Joyce Massott-Burnett – Absent
Mrs. Sarah Ruczynski - Absent
Mr. Eugene Thomas - Absent

Motion carried unanimously

BUDGET & FINANCE/FACILITIES/CAFETERIA/TRANSPORTATION

BUDGET & FINANCE – Mrs. Angelique Stoney-Siplin

Aprv. Approved Board Secretary’s Report in accordance with 18A: 17-36 and 18A: 17-9 for the month of September
Secretary’s 2022. The Board Secretary certifies that no line item account has been over expended in violation of N.J.A.C. 6A:
Report: 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. Angelique Stoney-Siplin, seconded by Ms. Cheryl Potter

Voice Vote:

Yes – 5 No – 0 Abstentions – 0
Mrs. Colleen Barbaro - Absent
Mrs. Joyce Massott-Burnett – Absent
Mrs. Sarah Ruczynski - Absent
Mr. Eugene Thomas - Absent

Motion carried unanimously

Aprv. Approved the Treasurer Report in accordance with 18A:17-36 and 18A:17-9 for the month of September 2022. The
Treasurer’s Report and Secretary’s Report are in agreement for the month of September 2022.
Report:

See Page(s) _____ of minutes

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

Voice Vote:

Yes – 5 No – 0 Abstentions – 0
Mrs. Colleen Barbaro - Absent
Mrs. Joyce Massott-Burnett – Absent
Mrs. Sarah Ruczynski - Absent
Mr. Eugene Thomas - Absent

Motion carried unanimously

Aprv. Approved the Board Secretary Certification, in accordance with N.J.A.C. 6A:23A – 16.10 (c) 2 which certifies that
Secretary there are no changes in anticipated revenue amounts or revenue sources.
Certification:

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

Voice Vote:

Yes – 5 No – 0 Abstentions – 0
Mrs. Colleen Barbaro - Absent

Mrs. Joyce Massott-Burnett – Absent
Mrs. Sarah Ruczynski - 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.

See Page(s) _____ of minutes

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

Voice Vote:

Yes – 5 No – 0 Abstentions – 0
Mrs. Colleen Barbaro - Absent
Mrs. Joyce Massott-Burnett – Absent
Mrs. Sarah Ruczynski - Absent
Mr. Eugene Thomas - Absent

Motion carried unanimously

Aprv.
September
Transfer
Report:

Approved the September 2022 Transfer Report.

See Page(s) _____ of minutes

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

Roll Call Vote:

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

Motion carried unanimously

Aprv.
Monthly Bill
List:

Approved the monthly bill list as distributed:

1. General Bill List	\$ 324,593.68
2. Hand Check	\$ 26,757.09
3. Cafeteria Bill List	\$ 13,698.64

See Page(s) _____ of minutes

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

Roll Call Vote:

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

Mrs. Mary Snively – Yes
 Mrs. Angelique Stoney-Siplin – Yes
 Mr. Eugene Thomas - Absent
 Mrs. Jennifer Wirtz -Yes

Motion carried unanimously

FACILITIES – Mr. J. Wilson Hughes, Jr.
 (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>
Aura Home and School	All Purpose Room (Meetings)	11/21/2022, 1/09/2023, 2/13/2023, 3/13/2023, 5/08/2023, 6/12/2023	6:30 pm through 8:30 pm
Aura Home and School	Library (Book fair)	11/17/2022 through 1/20/2023	8:30 am through 3:00 pm
Aura Home and School	All Purpose Room (Princess Ball)	2/10/2023	5:00 pm through 9:00 pm
Aura Home and School	All Purpose Room / Classroom (Boosterthon)	4/05/2023	12:00 pm through 3:00 pm
Aura Home and School	Staff Lounge (Teacher's Luncheon)	5/03/2023	10:30 am through 2:30 pm
Aura Home and School	Classrooms (Law Enforcement Day)	5/05/2023 Rain date - 6/09/2023	8:30 am through 2:30 pm
Aura Home and School	All Purpose Room (6th Grade Dance)	6/14/2023	5:30 pm through 9:00 pm
Aura Home and School	Library (Book Fair)	6/03/2023 through 6/09/2023	8:30 am through 3:00 pm
Aura Home and School	Playground (Fun Day)	6/14/2023	8:30 am through 12:30 pm

(All facility requests are pending proper insurance certificates)

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

Voice Vote:

Yes – 5 No – 0 Abstentions – 0
 Mrs. Colleen Barbaro - Absent
 Mrs. Joyce Massott-Burnett – Absent
 Mrs. Sarah Ruczynski - Absent
 Mr. Eugene Thomas - Absent

Motion carried unanimously

Aprv. Comp
Maintenance
Plan:

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

See Page(s) _____ of minutes

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

Voice Vote:

Yes – 5 No – 0 Abstentions – 0

Mrs. Colleen Barbaro - Absent

Mrs. Joyce Massott-Burnett – Absent

Mrs. Sarah Ruczynski - Absent

Mr. Eugene Thomas - Absent

Motion carried unanimously

Appv. Form
M-1

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

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

Voice Vote:

Yes – 5 No – 0 Abstentions – 0

Mrs. Colleen Barbaro - Absent

Mrs. Joyce Massott-Burnett – Absent

Mrs. Sarah Ruczynski - Absent

Mr. Eugene Thomas - Absent

Aprv. Max.
Cap. Reserve:

Based upon the recommendation of the Superintendent approved the Maximum Capital Reserve (LRFP) in the amount of \$ 1,030,726

See Page(s) _____ of minutes

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

Voice Vote:

Yes – 5 No – 0 Abstentions – 0

Mrs. Colleen Barbaro - Absent

Mrs. Joyce Massott-Burnett – Absent

Mrs. Sarah Ruczynski - Absent

Mr. Eugene Thomas - Absent

Motion carried unanimously

CAFETERIA – Mrs. Mary Snively

Aprv. Café
Report:

Based upon the recommendation of the Superintendent approved the September 2022 cafeteria report as listed:

Total Income	34,483.30
Total Expense	(15,340.99)
Net Income or (Loss)	19,142.31
Average Daily Attendance	312
Average Daily Participation	152
Percentage of Participation	49%

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

Voice Vote:

Yes – 5 No – 0 Abstentions – 0
Mrs. Colleen Barbaro - Absent
Mrs. Joyce Massott-Burnett – Absent
Mrs. Sarah Ruczynski - Absent
Mr. Eugene Thomas - Absent

Motion carried unanimously

Monthly Nutri
Serve Report

For the information of the Board the monthly Nutri-Serve monthly report was attached

TRANSPORTATION - Ms. Cheryl Potter
None

SUPERINTENDENT'S REPORT

Aprv. 22-23
Emerg.
Virtual/Remote
Ins. Plan:

Based upon the recommendation of the Superintendent approved the 2022-2023 Aura School Emergency
Virtual/Remote Instruction Plan

See Page(s) _____ of minutes

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

Voice Vote:

Yes – 5 No – 0 Abstentions – 0
Mrs. Colleen Barbaro - Absent
Mrs. Joyce Massott-Burnett – Absent
Mrs. Sarah Ruczynski - Absent
Mr. Eugene Thomas - Absent

Motion carried unanimously

Aprv.
HIB Report:

Based upon recommendation of the Superintendent approved the September 2022 HIB report.

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

Voice Vote:

Yes – 5 No – 0 Abstentions – 0
Mrs. Colleen Barbaro - Absent
Mrs. Joyce Massott-Burnett – Absent
Mrs. Sarah Ruczynski - Absent
Mr. Eugene Thomas - Absent

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 – October 2022
- Facility Manager's Report
- Principal's Report
- Fire Drill/Crisis Drill

	Date	Time
Fire Drill	10/12/2022	9:31 am
Se Drill	10/31/2022	11:42 am

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

Voice Vote:

Yes – 5 No – 0 Abstentions – 0

Mrs. Colleen Barbaro - Absent
Mrs. Joyce Massott-Burnett – Absent
Mrs. Sarah Ruczynski - Absent
Mr. Eugene Thomas - Absent

Motion carried unanimously

Aprv. Field
Trips:

Based upon recommendation of the Superintendent approved the following field trips in accordance with our fee schedule and educational significance as listed:

<u>Date</u>		<u>Name/Location</u>	<u>Grade/Time</u>
11/23/2022		<u>Lucas Greenhouses</u> Monroeville, N.J.	5th Grade 8:45 am - 10:00 am

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

Voice Vote:

Yes – 5 No – 0 Abstentions – 0
Mrs. Colleen Barbaro - Absent
Mrs. Joyce Massott-Burnett – Absent
Mrs. Sarah Ruczynski - Absent
Mr. Eugene Thomas - Absent

Motion carried unanimously

LEGISLATION - Mrs. Angelique Stoney-Siplin
None

GLOUCESTER COUNTY SCHOOL BOARDS ASSOCIATION – Ms. Cheryl Potter

Ms. Cheryl Potter stated that Restorative Justice was spoken about at the most recent meeting
Dr. Piera Gravenor reviewed Restorative Justice for the Board

SCHOOL BUSINESS ADMINISTRATOR’S REPORT – Mr. Joseph Collins
None

OLD BUSINESS
None

NEW BUSINESS

Mr. J. Wilson Hughes, Jr. recognized Dr. Piera Gravenor for the recent reward she received

Mrs. Jennifer Wirtz thanked the Board for the wonderful experience of being a Board Member

Aura Home and School updated the Board on the November and December Schedule

Adjourn
meeting
7:43 p.m.:

Motion by Mr. J. Wilson Hughes, Jr., seconded by Mrs. Angelique Stoney-Siplin that the meeting be adjourned at 7:43 p.m.

Voice Vote:

Yes – 5 No – 0 Abstentions – 0
Mrs. Colleen Barbaro - Absent
Mrs. Joyce Massott-Burnett – Absent
Mrs. Sarah Ruczynski - Absent
Mr. Eugene Thomas - Absent

Motion carried unanimously

Respectfully Submitted,

Joseph M. Collins,
School Business Administrator/Board Secretary