

REGULAR BOARD MEETING OF THE ELK TOWNSHIP BOARD OF EDUCATION ON THURSDAY, APRIL 6, 2023 IN THE AURA SCHOOL MEDIA CENTER.

Purpose: 2022-23 SCHOOL YEAR REGULAR BOARD MEETING FOR APRIL
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. Lynette Peterson - Absent Mr. Eugene Thomas
Ms. Cheryl Potter

Admin. Pres. Dr. Piera Gravenor, Superintendent, Mr. Joseph Collins, Business Administrator/Board Secretary and Dr. Anthony Fitzpatrick, 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. Joyce Massott-Burnett led the Pledge of Allegiance.

Mission Mrs. Joyce Massott-Burnett 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.

MINUTES:

Aprv. Minutes: Motion by Mrs. Cheryl Potter, seconded by Mrs. Sarah Ruczynski to approve the minutes as listed:

1. Regular Session – 03/09/2023
2. Special Session – 03/16/2023

Voice Vote:

Yes – 6 No – 0 Abstentions – 1 (Special)
Mr. J. Wilson Hughes, Jr. – Absent
Mrs. Joyce Massott-Burnett – Abstain Special
Mrs. Lynette Peterson - Absent
Mrs. Angelique Stoney-Siplin - Absent

Motion carried

PRESENTATIONS:

None

COMMUNICATIONS/ PRESENTATIONS:

None

CITIZENS:

Aprv. Motion by Mrs. Cheryl Potter, seconded by Mrs. Sarah Ruczynski to open the first public portion

Open First
Public Portion:

Voice Vote:

Yes – 6 No – 0 Abstentions – 0
Mr. J. Wilson Hughes, Jr. – Absent
Mrs. Lynette Peterson - Absent

Mrs. Angelique Stoney-Siplin - Absent

Motion carried unanimously

Ms. Danielle Smith Aura Home and School informed the Board of the upcoming events such as Fun Day, and Law Enforcement day

Aprv.
Close First
Public Portion:

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

Voice Vote:

Yes – 6 No – 0 Abstentions – 0

Mr. J. Wilson Hughes, Jr. – Absent

Mrs. Lynette Peterson - Absent

Mrs. Angelique Stoney-Siplin - Absent

Motion carried unanimously

COMMITTEES:

PERSONNEL - Mrs. Sarah Ruczynski

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

Aprv. New
Staff Hire:

Based upon the recommendation of the Superintendent approved the following new teaching staff hires as listed:

<u>Name</u>	<u>Step</u>	<u>Degree</u>	<u>Salary</u>	<u>Effective</u>
Brianna Anderson	1	BA	\$53,363	9/1/2023
Annelise Walker	10	MA	\$59,828	9/1/2023
Katherine Caruso	11	BA	\$59,913	9/1/2023

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

Voice Vote:

Yes – 6 No – 0 Abstentions – 0

Mr. J. Wilson Hughes, Jr. – Absent

Mrs. Lynette Peterson - Absent

Mrs. Angelique Stoney-Siplin - Absent

Motion carried unanimously

Aprv. MB
Warfield 23-24
SSC:

Based upon the recommendation of the Superintendent approved MaryBeth Warfield as the Student Success Coordinator (to be shared with Delsea) at a salary of \$91,614 effective 9/1/2023

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

Roll Call Vote:

Yes – 6 No – 0 Abstentions – 0

Mrs. Colleen Barbaro – Yes

Mr. J. Wilson Hughes, Jr. – Absent

Mrs. Joyce Massott-Burnett - Yes

Mrs. Lynette Peterson - Absent

Ms. Cheryl Potter – Yes

Mrs. Sarah Ruczynski - Yes

Mrs. Mary Snively – Yes

Mrs. Angelique Stoney-Siplin – Absent

Mr. Eugene Thomas – Yes

Motion carried unanimously

Aprv. B. Leyva
Custodian: Based upon the recommendation of the Superintendent approved Brian Leyva as a custodian effective May 1, 2023

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

Voice Vote:

Yes – 6 No – 0 Abstentions – 0
Mr. J. Wilson Hughes, Jr. – Absent
Mrs. Lynette Peterson - Absent
Mrs. Angelique Stoney-Siplin - Absent

Motion carried unanimously

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>
Cogle, Brian	3/14/23 through 6/30/23	3/14/23 through 6/30/23 (unpaid)	n/a	n/a
Gonnelli, Heather	3/15/23 through 3/30/23	3/15/23 through 3/30/23 (sick days)	n/a	n/a

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

Voice Vote:

Yes – 6 No – 0 Abstentions – 0
Mr. J. Wilson Hughes, Jr. – Absent
Mrs. Lynette Peterson - Absent
Mrs. Angelique Stoney-Siplin - Absent

Motion carried unanimously

Aprv. W. Murschell
Resignation: Based upon the recommendation of the Superintendent approved the resignation of Wayne Murschell Aura School Principal effective June 30, 2023

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

Voice Vote:

Yes – 6 No – 0 Abstentions – 0
Mr. J. Wilson Hughes, Jr. – Absent
Mrs. Lynette Peterson - Absent
Mrs. Angelique Stoney-Siplin - Absent

Motion carried unanimously

POLICY – Mr. Eugene Thomas

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

Policy #5200	Attendance (M) (R)
Policy #8140	Student Registration (M) (R)
Reg #8140	Student Registration (M) (R)

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

Voice Vote:

Yes – 6 No – 0 Abstentions – 0
Mr. J. Wilson Hughes, Jr. – Absent
Mrs. Lynette Peterson - Absent
Mrs. Angelique Stoney-Siplin - Absent

Motion carried unanimously

CURRICULUM & TECHNOLOGY – Ms. Cheryl Potter

Aprv. FY 22
ESSER PR:

Based upon the recommendation of the Superintendent approved submission of the Fiscal Year 2022 ESSER Performance Report

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

Voice Vote:

Yes – 6 No – 0 Abstentions – 0
Mr. J. Wilson Hughes, Jr. – Absent
Mrs. Lynette Peterson - Absent
Mrs. Angelique Stoney-Siplin - Absent

Motion carried unanimously

Aprv. Tuition
Contract with
Clayton BOE:

Based upon the recommendation of the Superintendent approved the tuition contract with Clayton BOE for student LD, Pre-K homeless, in the amount of \$17,859 (prorated from 1/31/23)

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

Voice Vote:

Yes – 6 No – 0 Abstentions – 0
Mr. J. Wilson Hughes, Jr. – Absent
Mrs. Lynette Peterson - Absent
Mrs. Angelique Stoney-Siplin - Absent

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 February 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 Ms. Cheryl Potter

Voice Vote:

Yes – 6 No – 0 Abstentions – 0
Mr. J. Wilson Hughes, Jr. – Absent
Mrs. Lynette Peterson - 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 February 2023 The Treasurer's Report and Secretary's Report are in agreement for the month of February 2023

See Page(s) _____ of minutes

Motion by Mrs. Colleen Barbaro, seconded Mr. Eugene Thomas

Voice Vote:

Yes – 6 No – 0 Abstentions – 0

Mr. J. Wilson Hughes, Jr. – Absent

Mrs. Lynette Peterson - 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 Mrs. Sarah Ruczynski

Voice Vote:

Yes – 6 No – 0 Abstentions – 0

Mr. J. Wilson Hughes, Jr. – Absent

Mrs. Lynette Peterson - 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.

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

Voice Vote:

Yes – 6 No – 0 Abstentions – 0

Mr. J. Wilson Hughes, Jr. – Absent

Mrs. Lynette Peterson - Absent

Mrs. Angelique Stoney-Siplin - Absent

Motion carried unanimously

Aprv.
Transfer
Report:

Based upon the recommendation of the Superintendent approved the February 2023 Transfer Report.

See Page(s) _____ of minutes

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

Roll Call Vote:

Yes – 6 No – 0 Abstentions – 0

Mrs. Colleen Barbaro – Yes

Mr. J. Wilson Hughes, Jr. – Absent

Mrs. Joyce Massott-Burnett - Yes

Mrs. Lynette Peterson - Absent

Ms. Cheryl Potter – Yes

Mrs. Sarah Ruczynski - Yes

Mrs. Mary Snively – Yes

Mrs. Angelique Stoney-Siplin – Absent

Mr. Eugene Thomas – 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 \$ 205,910.96
- 2. Hand Check \$ 12,206.05
- 3. Cafeteria Bill List \$ 13,362.10

See Page(s) _____ of minutes

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

Roll Call Vote:

- Yes – 6 No – 0 Abstentions – 0
- Mrs. Colleen Barbaro – Yes
- Mr. J. Wilson Hughes, Jr. – Absent
- Mrs. Joyce Massott-Burnett - Yes
- Mrs. Lynette Peterson - Absent
- Ms. Cheryl Potter – Yes
- Mrs. Sarah Ruczynski - Yes
- Mrs. Mary Snively – Yes
- Mrs. Angelique Stoney-Siplin – Absent
- Mr. Eugene Thomas – Yes

Motion carried unanimously

FACILITIES – Mr. J. Wilson Hughes, Jr.
(All facility requests are pending proper insurance certificates)
 None

CAFETERIA – Mrs. Colleen Barbaro

Aprv. Café
Report:

Based upon recommendation of the Superintendent approved the February 2023 cafeteria report as listed:

Total Income	14,618.46
Total Expense	(11,845.20)
Net Income or (Loss)	2,773.26
Average Daily Attendance	341
Average Daily Participation	212
Percentage of Participation	62%

Motion by Mrs. Colleen Barbaro, seconded Mr. Eugene Thomas

Voice Vote:

- Yes – 6 No – 0 Abstentions – 0
- Mr. J. Wilson Hughes, Jr. – Absent
- Mrs. Lynette Peterson - Absent
- Mrs. Angelique Stoney-Siplin - Absent

Motion carried unanimously

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

TRANSPORTATION - Mr. Eugene Thomas

Aprv. Parent
Trans.
Contract:

Based upon recommendation of the Superintendent approved the parent transportation jointure for student TA from December 13, 2023 through June 15, 2023 (115 days) at a per diem rate of \$0.47 per mile

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

Roll Call Vote:

Yes – 6 No – 0 Abstentions – 0
Mrs. Colleen Barbaro – Yes
Mr. J. Wilson Hughes, Jr. – Absent
Mrs. Joyce Massott-Burnett - Yes
Mrs. Lynette Peterson - Absent
Ms. Cheryl Potter – Yes
Mrs. Sarah Ruczynski - Yes
Mrs. Mary Snively – Yes
Mrs. Angelique Stoney-Siplin – Absent
Mr. Eugene Thomas – Yes

Motion carried unanimously

SUPERINTENDENT'S REPORT – Dr. Piera Gravenor

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>Location</u>	<u>Grade/Time</u>
5/10/2023	Fort Mott / Fort Delaware	5th Grade 8:30 am - 1:45 pm
5/22/2023	Main Road Elementary School	Enrichment 10:00 am - 1:00 pm
5/31/2023 <i>Rain date - 6/07/2023</i>	Storybook land	Preschool 8:45 am - 1:45 pm
6/5/2023	Franklin Institute	4th Grade 8:30 am - 1:45 pm
6/6/2023	Skate 2000 Skating Rink	6th Grade 8:30 am - 1:45 pm

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

Voice Vote:

Yes – 6 No – 0 Abstentions – 0
Mr. J. Wilson Hughes, Jr. – Absent
Mrs. Lynette Peterson - Absent
Mrs. Angelique Stoney-Siplin - Absent

Motion carried unanimously

Aprv.
HIB Report:

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

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

Voice Vote:

Yes – 6 No – 0 Abstentions – 0
Mr. J. Wilson Hughes, Jr. – Absent
Mrs. Lynette Peterson - Absent
Mrs. Angelique Stoney-Siplin - Absent

Motion carried unanimously

Aprv. Draft of
23-24 School
Calendar:

Based upon recommendation of the Superintendent approved the 2023-2024 Elk Township School District Calendar (draft)

See Page(s) _____ of minutes

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

Voice Vote:

Yes – 6 No – 0 Abstentions – 0

Mr. J. Wilson Hughes, Jr. – Absent

Mrs. Lynette Peterson - Absent

Mrs. Angelique Stoney-Siplin - 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 – March 2023
- Facility Manager's Report
- Principal's Report
- Fire Drills/Crisis Drills

	Date	Time
Fire Drill	3/31/23	9:15 am
Lock Down Drill	3/31/23	3:21 pm

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

Voice Vote:

Yes – 6 No – 0 Abstentions – 0

Mr. J. Wilson Hughes, Jr. – Absent

Mrs. Lynette Peterson - Absent

Mrs. Angelique Stoney-Siplin - Absent

Motion carried unanimously

LEGISLATION - Ms. Cheryl Potter

None

GLOUCESTER COUNTY SCHOOL BOARDS ASSOCIATION – Mrs. Sarah Ruczynski

None

SCHOOL BUSINESS ADMINISTRATOR'S REPORT – Mr. Joseph Collins

Aprv. 21-22
ACFR:

Based upon recommendation of the Superintendent approved the 2021-2022 Annual Comprehensive Financial Report

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

Voice Vote:

Yes – 6 No – 0 Abstentions – 0
Mr. J. Wilson Hughes, Jr. – Absent
Mrs. Lynette Peterson - Absent
Mrs. Angelique Stoney-Siplin - Absent

Motion carried unanimously

Aprv. 21-22
AMR:

Based upon recommendation of the Superintendent approved the 2021-2022 Auditor's Management Report

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

Voice Vote:

Yes – 6 No – 0 Abstentions – 0
Mr. J. Wilson Hughes, Jr. – Absent
Mrs. Lynette Peterson - Absent
Mrs. Angelique Stoney-Siplin - Absent

Motion carried unanimously

Aprv. 21-22
AS:

Based upon recommendation of the Superintendent approved the 2021-2022 Audit Synopsis

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

Voice Vote:

Yes – 6 No – 0 Abstentions – 0
Mr. J. Wilson Hughes, Jr. – Absent
Mrs. Lynette Peterson - Absent
Mrs. Angelique Stoney-Siplin - Absent

Motion carried unanimously

OLD BUSINESS

None

NEW BUSINESS

None

CITIZENS

Aprv.
Open Second
Public Portion:

Motion by Mrs. Sarah Ruczynski, seconded by Ms. Cheryl Potter to open the second public portion

Voice Vote:

Yes – 6 No – 0 Abstentions – 0
Mr. J. Wilson Hughes, Jr. – Absent
Mrs. Lynette Peterson - Absent
Mrs. Angelique Stoney-Siplin - Absent

Motion carried unanimously

Aprv.
Close Second
Public Portion:

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

Voice Vote:

Yes – 6 No – 0 Abstentions – 0
Mr. J. Wilson Hughes, Jr. – Absent
Mrs. Lynette Peterson - Absent
Mrs. Angelique Stoney-Siplin - Absent

Motion carried unanimously

Adjourn
meeting
7:25 p.m.:

Motion by Mrs. Sarah Ruczynski, seconded by Mrs. Colleen Barbaro that the meeting be adjourned at 7:25 p.m.

Voice Vote:

Yes – 6 No – 0 Abstentions – 0

Mr. J. Wilson Hughes, Jr. – Absent

Mrs. Lynette Peterson - Absent

Mrs. Angelique Stoney-Siplin - Absent

Motion carried unanimously

Respectfully Submitted,

Joseph M. Collins,
School Business Administrator/Board Secretary