

REGULAR BOARD MEETING OF THE ELK TOWNSHIP BOARD OF EDUCATION ON THURSDAY, NOVEMBER 11, 2021 IN THE AURA ELEMENTARY SCHOOL ALL PURPOSE ROOM.

Purpose: 2021-22 SCHOOL YEAR REGULAR BOARD MEETING FOR NOVEMBER
SEE PAGE (S) _____ OF MINUTES AGENDA

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

Board Mem. Ms. Danielle Bland - Absent Mrs. Mary Snively
Pres. Mr. J. Wilson Hughes, Jr. Mrs. Angelique Stoney-Siplin
Mrs. Joyce Massott-Burnett - Absent Ms. Courtney Vance - Absent
Ms. Cheryl Potter Mrs. Jennifer Wirtz - Absent
Mrs. Sarah Ruczynski

Admin. Pres. Dr. Piera Gravenor, Superintendent, Dr. Anthony Fitzpatrick, Assistant Superintendent, 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
Regular "Open Public Meeting Law" P.L. 1975, Chapter 231, have been met. Notice of this meeting was mailed to
Session: "The South Jersey Times", "The Sentinel", as well as to the Municipal Clerk of Elk Township.

Pledge: Mr. J. Wilson Hughes, Jr. led the Pledge of Allegiance.

Mission Mrs. Sarah Ruczynski 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. Motion by Mrs. Angelique Stoney-Siplin, seconded by Ms. Cheryl Potter to approve the minutes as listed:
Minutes:

1. Regular Session – October 14, 2021
2. Executive – October 14, 2021

Voice Vote:

Yes – 4 No – 0 Abstentions – 1
Ms. Danielle Bland – Absent
Mrs. Joyce Massott-Burnett – Absent
Mrs. Mary Snively - Abstain
Ms. Courtney Vance – Absent
Mrs. Jennifer Wirtz - Absent

Motion carried

COMMUNICATIONS/PRESENTATIONS

None

CITIZENS

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

Voice Vote:

Yes – 5 No – 0 Abstentions – 0
Ms. Danielle Bland – Absent
Mrs. Joyce Massott-Burnett – Absent
Ms. Courtney Vance – Absent

Mrs. Jennifer Wirtz - Absent

Motion carried unanimously

Close Public: Motion by Mrs. Angelique Stoney-Siplin, seconded by Mrs. Mary Snively to close the first public portion

Voice Vote:

Yes – 5 No – 0 Abstentions – 0

Ms. Danielle Bland – Absent

Mrs. Joyce Massott-Burnett – Absent

Ms. Courtney Vance – Absent

Mrs. Jennifer Wirtz - Absent

Motion carried unanimously

COMMITTEES:

PERSONNEL COMMITTEE - Mrs. Mary Snively

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

Aprv. Non-Teaching Hire:

Based upon the recommendation of the Superintendent approved the following non-teaching staff hire as listed:

<u>Name</u>	<u>Position</u>	<u>Salary</u>	<u>Effective</u>
Paul Nardone	Custodian	\$15.00/hr <i>(pending black seal license)</i>	TBD

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

Voice Vote:

Yes – 5 No – 0 Abstentions – 0

Ms. Danielle Bland – Absent

Mrs. Joyce Massott-Burnett – Absent

Ms. Courtney Vance – Absent

Mrs. Jennifer Wirtz - 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>
Heather Gonnelli	10/18/2021 through 4/06/2022	Paid: 10/18/2021 through 12/20/2021 Unpaid: 12/21/2021 through 4/06/2022	12/21/2021 through 1/11/2022 <i>(benefit 2 weeks)</i>	1/12/2022 through 4/06/2022 <i>(benefit 12 weeks)</i>

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

Voice Vote:

Yes – 5 No – 0 Abstentions – 0

Ms. Danielle Bland – Absent

Mrs. Joyce Massott-Burnett – Absent

Ms. Courtney Vance – Absent

Mrs. Jennifer Wirtz - Absent

Motion carried unanimously

Aprv.
Retirement :

Based upon the recommendation of the Superintendent approved the following retirement as listed:

<u>Name</u>	<u>Position</u>	<u>Effective</u>
Loriann Carrozza	Kindergarten Teacher	6/30/2022

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

Voice Vote:

Yes – 5 No – 0 Abstentions – 0

Ms. Danielle Bland – Absent

Mrs. Joyce Massott-Burnett – Absent

Ms. Courtney Vance – Absent

Mrs. Jennifer Wirtz - Absent

Motion carried unanimously

POLICY – Mrs. Angelique Stoney-Siplin

Aprv. Policies:

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

Policy #3142	Non-renewal of Non-tenured Teaching Staff Member - <i>Revised</i>
Reg. #3142	Non-renewal of Non-tenured Teaching Staff Member - <i>Revised</i>
Policy #3221	Evaluation of Teachers (M) - <i>Revised</i>
Reg. #3221	Evaluation of Teachers (M) - <i>Revised</i>
Policy #3222	Evaluation of Teaching Staff Members, Excluding Teachers and Administrators (M) - <i>Revised</i>
Reg. #3222	Evaluation of Teaching Staff Members, Excluding Teachers and Administrators (M) - <i>Revised</i>
Policy #3223	Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals (M) - <i>Revised</i>
Reg. #3223	Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals (M) - <i>Revised</i>
Policy #3224	Evaluation of Principals, Vice Principals, and Assistant Principals (M) - <i>Revised</i>
Reg. #3224	Evaluation of Principals, Vice Principals, and Assistant Principals (M) - <i>Revised</i>
Policy #4146	Nonrenewal of Nontenured Support Staff Member
Reg #4146	Nonrenewal of Nontenured Support Staff Member

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

Voice Vote:

Yes – 5 No – 0 Abstentions – 0

Ms. Danielle Bland – Absent

Mrs. Joyce Massott-Burnett – Absent

Ms. Courtney Vance – Absent

Mrs. Jennifer Wirtz - Absent

Motion carried unanimously

CURRICULUM & TECHNOLOGY – Ms. Cheryl Potter

Aprv. 21-22
Title I Comp.
Report
Submission:

Based upon the recommendation of the Superintendent approved the submission of the 2021-2022 Title I Comparability Report

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

Voice Vote:

Yes – 5 No – 0 Abstentions – 0
Ms. Danielle Bland – Absent
Mrs. Joyce Massott-Burnett – Absent
Ms. Courtney Vance – Absent
Mrs. Jennifer Wirtz - Absent

Motion carried unanimously

BUDGET & FINANCE/FACILITIES/CAFETERIA/TRANSPORTATION

BUDGET & FINANCE – Mrs. Angelique Stoney-Siplin

Aprv. Board
Secretary's
Report:

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

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

Voice Vote:

Yes – 5 No – 0 Abstentions – 0
Ms. Danielle Bland – Absent
Mrs. Joyce Massott-Burnett – Absent
Ms. Courtney Vance – Absent
Mrs. Jennifer Wirtz - Absent

Motion carried unanimously

Aprv.
Treasurer's
Report:

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

See Page(s) _____ of minutes

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

Voice Vote:

Yes – 5 No – 0 Abstentions – 0
Ms. Danielle Bland – Absent
Mrs. Joyce Massott-Burnett – Absent
Ms. Courtney Vance – Absent
Mrs. Jennifer Wirtz - Absent

Motion carried unanimously

Aprv Board
Sec. Cert.:

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

Motion by Mrs. Angelique Stoney-Siplin, seconded by Mrs. Sarah Ruczynski

Voice Vote:

Yes – 5 No – 0 Abstentions – 0
Ms. Danielle Bland – Absent

Mrs. Joyce Massott-Burnett – Absent
Ms. Courtney Vance – Absent
Mrs. Jennifer Wirtz - Absent

Motion carried unanimously

Aprv Board
Cert:

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 Mrs. Mary Snively

Voice Vote:

Yes – 5 No – 0 Abstentions – 0

Ms. Danielle Bland – Absent
Mrs. Joyce Massott-Burnett – Absent
Ms. Courtney Vance – Absent
Mrs. Jennifer Wirtz - Absent

Motion carried unanimously

Aprv.
Transfers:

Approved the September 2021 Transfer Report

See Page(s) _____ of minutes

Motion by Mrs. Angelique Stoney-Siplin, seconded by Mrs. Sarah Ruczynski

Roll Call Vote:

Yes – 5 No – 0 Abstentions – 0

Ms. Danielle Bland - Absent
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 - Absent
Mrs. Jennifer Wirtz – Absent

Motion carried unanimously

Aprv. Bills:

Based upon the recommendation of the Superintendent approved the monthly bill list as distributed:

1. General Bill List	\$	177,791.35
2. Hand Check	\$	50,141.49
3. Cafeteria Bill List	\$	16,049.43

See Page(s) _____ of minutes

Motion by Mrs. Angelique Stoney-Siplin, seconded by Mrs. Sarah Ruczynski

Roll Call Vote:

Yes – 5 No – 0 Abstentions – 0

Ms. Danielle Bland - Absent
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 - Absent
 Mrs. Jennifer Wirtz – Absent

Motion carried unanimously

FACILITIES – Mrs. Sarah Ruczynski
(All facility requests are pending proper insurance certificates)

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	All Purpose Room <i>(Meeting)</i>	11/15/2021	6:30 pm - 8:30 pm
Aura Home & School	Stage <i>(Joe Corbi Delivery)</i>	11/18/2021	12:00 pm - 5:00 pm
Aura Home & School	Stage <i>(Holiday Shop)</i>	12/06/2021 through 12/10/2021	8:00 am - 3:30 pm

(All facility requests are pending proper insurance certificates)

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

Voice Vote:

Yes – 5 No – 0 Abstentions – 0
 Ms. Danielle Bland – Absent
 Mrs. Joyce Massott-Burnett – Absent
 Ms. Courtney Vance – Absent
 Mrs. Jennifer Wirtz - Absent

Motion carried unanimously

Aprv. CMP:

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

See Page(s) _____ of minutes

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

Voice Vote:

Yes – 5 No – 0 Abstentions – 0
 Ms. Danielle Bland – Absent
 Mrs. Joyce Massott-Burnett – Absent
 Ms. Courtney Vance – Absent
 Mrs. Jennifer Wirtz - Absent

Motion carried unanimously

Aprv. M-1
 Form:

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

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Motion by Mrs. Sarah Ruczynski, seconded by Mrs. Angelique Stoney-Siplin

Voice Vote:

Yes – 5 No – 0 Abstentions – 0

Ms. Danielle Bland – Absent
Mrs. Joyce Massott-Burnett – Absent
Ms. Courtney Vance – Absent
Mrs. Jennifer Wirtz - Absent

Motion carried unanimously

Aprv. Max
Cap. Reserve
Amount:

Based upon the recommendation of the Superintendent approved the Maximum Capital Reserve (LRFP) in the amount of \$ 911,812

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Motion by Mrs. Sarah Ruczynski, seconded by Mrs. Angelique Stoney-Siplin

Voice Vote:

Yes – 5 No – 0 Abstentions – 0

Ms. Danielle Bland – Absent
Mrs. Joyce Massott-Burnett – Absent
Ms. Courtney Vance – Absent
Mrs. Jennifer Wirtz - Absent

Motion carried unanimously

CAFETERIA – Mrs. Sarah Ruczynski

Aprv. Café
Report:

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

Total Income	15,683.28
Total Expense	(13,612.82)
Net Income or (Loss)	2,070.46
Average Daily Attendance	309
Average Daily Participation	52
Percentage of Participation	17%

See Page(s) _____ of minutes

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

Voice Vote:

Yes – 5 No – 0 Abstentions – 0

Ms. Danielle Bland – Absent
Mrs. Joyce Massott-Burnett – Absent
Ms. Courtney Vance – Absent
Mrs. Jennifer Wirtz - Absent

Motion carried unanimously

TRANSPORTATION - Ms. Cheryl Potter

Aprv. SB
Evac. Drill:

Based upon the recommendation of the Superintendent approved the School Bus Emergency Evacuation Drill completed on October 12, 2021.

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

Voice Vote:

Yes – 5 No – 0 Abstentions – 0
Ms. Danielle Bland – Absent
Mrs. Joyce Massott-Burnett – Absent
Ms. Courtney Vance – Absent
Mrs. Jennifer Wirtz - Absent

Motion carried unanimously

SUPERINTENDENT'S REPORT

Aprv.
September
HIB:

Based upon the recommendation of the Superintendent approved the September 2021 HIB report as previously submitted

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

Voice Vote:

Yes – 5 No – 0 Abstentions – 0
Ms. Danielle Bland – Absent
Mrs. Joyce Massott-Burnett – Absent
Ms. Courtney Vance – Absent
Mrs. Jennifer Wirtz - Absent

Motion carried unanimously

Board Reports:

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

1. Enrollment
2. Staff Attendance
3. Nurse’s Report
4. HIB Report – October 2021
5. Facility Manager’s Report
6. Principal’s Report
7. Fire Drills/Crisis Drills

Fire Drill	10/06/2021	9:05 am
Lockout Drill	10/28/2021	2:41 pm

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

Voice Vote:

Yes – 5 No – 0 Abstentions – 0
Ms. Danielle Bland – Absent
Mrs. Joyce Massott-Burnett – Absent
Ms. Courtney Vance – Absent
Mrs. Jennifer Wirtz - Absent

Motion carried unanimously

LEGISLATION – Mrs. Mary Snively

Mrs. Mary Snively informed the Board that the audit deadline has been extended to February 2022

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

None

SCHOOL BUSINESS ADMINISTRATOR’S REPORT – Mr. Joseph Collins

Aprv. Safety Grant:

Based upon the recommendation of the Superintendent approved the School Security Grant in the amount of \$20,000

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

Voice Vote:

Yes – 5 No – 0 Abstentions – 0
Ms. Danielle Bland – Absent
Mrs. Joyce Massott-Burnett – Absent
Ms. Courtney Vance – Absent
Mrs. Jennifer Wirtz - Absent

Motion carried unanimously

OLD BUSINESS

None

NEW BUSINESS

Ms. Cheryl Potter stated that she had attended the NJ School Boards Virtual Conference and felt the program was very well run.

CITIZENS

Open Public: Motion by Mrs. Angelique Stoney-Siplin, seconded by Mrs. Sarah Ruczynski to open the second public portion

Voice Vote:

Yes – 5 No – 0 Abstentions – 0
Ms. Danielle Bland – Absent
Mrs. Joyce Massott-Burnett – Absent
Ms. Courtney Vance – Absent
Mrs. Jennifer Wirtz - Absent

Motion carried unanimously

Close Public: Motion by Mrs. Angelique Stoney-Siplin, seconded by Mrs. Mary Snively to close the second public portion

Voice Vote:

Yes – 5 No – 0 Abstentions – 0
Ms. Danielle Bland – Absent
Mrs. Joyce Massott-Burnett – Absent
Ms. Courtney Vance – Absent
Mrs. Jennifer Wirtz - Absent

Motion carried unanimously

EXECUTIVE SESSION:

Executive Session Begins 7:42 p.m.: Motion by Ms. Cheryl Potter, seconded by Mrs. Angelique Stoney-Siplin to enter into the executive session to 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 8:03 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. Personnel

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 November 11, 2021.

Joseph M. Collins,
School Business Administrator/Board Secretary

Voice Vote:

Yes – 5 No – 0 Abstentions – 0
Ms. Danielle Bland – Absent
Mrs. Joyce Massott-Burnett – Absent
Ms. Courtney Vance – Absent
Mrs. Jennifer Wirtz - Absent

Motion carried unanimously

Adjourn Executive: Motion by Ms. Cheryl Potter, seconded by Mrs. Angelique Stoney-Siplin that the executive session be adjourned at 8:03 p.m.

Voice Vote:

Yes – 5 No – 0 Abstentions – 0
Ms. Danielle Bland – Absent
Mrs. Joyce Massott-Burnett – Absent
Ms. Courtney Vance – Absent
Mrs. Jennifer Wirtz - Absent

Motion carried unanimously

Aprv. 21-22 Nurse COVID Stipend: Motion by Mrs. Angelique Stoney-Siplin, seconded by Ms. Cheryl Potter to approve the non-precedent compensation for Mr. Marc Haro for extra hours related to COVID tracing at a rate of \$40.00per hour for the 2021-2022 school year

Roll Call Vote:

Yes – 5 No – 0 Abstentions – 0
Ms. Danielle Bland - Absent
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 - Absent
Mrs. Jennifer Wirtz – Absent

Motion carried unanimously

Aprv. 20-21
Nurse COVID
Stipend:

Motion by Mrs. Angelique Stoney-Siplin, seconded by Mrs. Sarah Ruczynski to approve the non-precedent stipend for Mr. Marc Haro in the amount of \$500.00 for COVID hours worked in the 2020-2021 school year (This stipend is a one-time payment and does not set precedence)

Roll Call Vote:

Yes – 5 No – 0 Abstentions – 0
Ms. Danielle Bland - Absent
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 - Absent
Mrs. Jennifer Wirtz – Absent

Motion carried unanimously

Aprv. -
Meeting
Adjourned
8:05 p.m.:

Motion by Mrs. Angelique Stoney-Siplin, seconded by Mrs. Sarah Ruczynski that the meeting be adjourned 8:05 p.m.

Voice Vote:

Yes – 5 No – 0 Abstentions – 0
Ms. Danielle Bland – Absent
Mrs. Joyce Massott-Burnett – Absent
Ms. Courtney Vance – Absent
Mrs. Jennifer Wirtz - Absent

Motion carried unanimously

Respectfully Submitted,

Joseph M. Collins,
School Business Administrator/Board Secretary