

**ELK TOWNSHIP BOARD OF EDUCATION
ELK TOWNSHIP, NEW JERSEY 08028**

**ORDER OF BUSINESS AND AGENDA
ELK TOWNSHIP BOARD OF EDUCATION
NOVEMBER 11, 2021
REGULAR BOARD OF EDUCATION MEETING
AURA SCHOOL ALL PURPOSE ROOM – 7:00 PM**

**Updated information will have an asterisk in front of it*

REGULAR MEETING

1. Call to Order – 7:00 P.M.

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

2. Pledge of Allegiance

3. Our Mission

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.

4. Roll call

5. Motion to approve meeting minutes as listed

- A. Regular - 10/14/2021
- B. Executive - 10/14/2021

6. Communications/Presentations

- A.

7. Public Participation (First) Time Limit: 3 minutes per group or individual not being represented by a group.

The public is reminded that they should attempt to resolve problems and/or complaints through initial contact with the appropriate administrator(s) or staff member(s). Such matters should only be brought to the Board after all avenues within the chain of command have been exhausted. Please remember that the Board is limited in its ability to respond to the public on the following matters: personnel, anticipated and pending litigation, negotiations, attorney-client privilege, unwarranted invasion of individual privacy, tactics and techniques in protecting safety and property of the public.

8. Committees:

A. Personnel/Policy/Curriculum & Technology

1. Personnel – (Jennifer Wirtz)

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

a. I make a motion to approve 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

b. I make a motion to approve 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>

c. I make a motion to approve the following retirement as listed:

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

2. Policy – (Angelique Stoney-Siplin)

a. I make a motion to approve on first reading the following policies as listed:

<u>Policy #3142</u>	Non-renewal of Non-tenured Teaching Staff Member - <i>Revised</i>
<u>Reg. #3142</u>	Non-renewal of Non-tenured Teaching Staff Member - <i>Revised</i>

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

3. Curriculum & Technology - (Cheryl Potter)

- a. I make a motion to approve the submission of the 2021-2022 Title I Comparability Report

B. Budget & Finance/Facilities/ Transportation

1. Budget & Finance – (Joyce Massott-Burnett)

- a. I make a motion to approve the 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
- b. I make a motion to approve 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
- c. I make a motion to approve 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

- d. I make a motion to approve 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
- e. I make a motion to approve the September Transfer Report
- f. I make a motion to approve the following bills as listed:
 - 1. General Bill List \$ 177,791.35
 - 2. Hand Check \$ 50,141.49
 - 3. Cafeteria Bill List \$ 16,049.43

2. Facilities – (Sarah Ruczynski)

- a. I make a motion to approve 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

(All facility requests are pending proper insurance certificates)

- b. I make a motion to approve the Three Year Comprehensive Maintenance Plan
- c. I make a motion to approve the Annual Maintenance Budget Amount Worksheet, Form M-1
- d. I make a motion to approve the Maximum Capital Reserve (LRFP) in the amount of \$ 911,812

3. Cafeteria – (Courtney Vance)

- a. I make a motion to approve 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%

- 4. Transportation – (Danielle Bland)
 - a. I make a motion to approve the School Bus Emergency Evacuation Drill completed on October 12, 2021.

9. Superintendent’s Report

- A. Recommend the Board approve the September 2021 HIB report as previously submitted
- B. Recommend the Board 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

	Date	Time
Fire Drill	10/6/2021	9:05 am
Lockout Drill	10/28/2021	2:41 pm

10. Legislation (Mary Snively)

- A. Legislative Update

11. Gloucester County School Board Association (Angelique Stoney-Siplin)

- A.

12. School Business Administrator’s Report

- A. Recommend the Board approve the School Security Grant in the amount of \$20,000.

13. Old Business

14. New Business

15. Public Participation (Second) Time Limit: 3 minutes per group or individual not being represented by a group.

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16. Executive Session

A. I make a motion to enter into executive session to discuss matters as listed, not to be made public at this time

**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 _____ 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.

BE IT FURTHER RESOLVED that the Board of Education hereby declares that its discussion of the aforementioned subject(s) may be made public at a time when 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 that 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 Collins, Board Secretary

Start time for Executive Session: _____ p.m.

End time for Executive Session: _____ p.m.

17. PUBLIC PARTICIPATION (Third) Time Limit: 3 minutes per group or individual not being represented by a group.

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18. Motion to adjourn at: _____ p. m.