

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

**ORDER OF BUSINESS AND AGENDA
ELK TOWNSHIP BOARD OF EDUCATION
NOVEMBER 10, 2022
REGULAR BOARD OF EDUCATION MEETING
AURA SCHOOL MEDIA CENTER – 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 - 10/13/2022

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 – (Sarah Ruczynski)

(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 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

b. I make a motion to approve the resignation of Judy Jusko, Administrative Assistant effective 11/30/2022

c. I make a motion to approve Taylor Schiavone, Administrative Assistant effective 1/02/2023, at a prorated salary of \$43,700

2. Policy – (Mary Snively)

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

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

3. Curriculum & Technology - (Cheryl Potter)

- a. I make a motion to approve 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	<p>Spring 2023: January 17, 2023 - May 5, 2023 CPII/Intermediate Fieldwork - 100 hours</p> <p>Fall 2023: September 2023 - December 15, 2023 Student Teaching - 15 weeks</p>	3rd Grade	Steven Keane

- b. I make a motion to approve the submission of the FY23 Title I Comparability report
- c. I make a motion to approve the submission of the FY22 Title I Performance Report.
- d. I make a motion to approve the submission of the 2023-2024 Preschool Operational Plan

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 2022. 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 2022. The Treasurer's Report and Secretary's Report are in agreement for the month of September 2022
- 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 | \$ <u>324,593.68</u> |
| 2. Hand Check | \$ <u>26,757.09</u> |
| 3. Cafeteria Bill List | \$ <u>13,698.64</u> |

2. Facilities – (J. Wilson Hughes, Jr.)

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 and School	All Purpose Room <i>(Meetings)</i>	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 <i>(Book fair)</i>	11/17/2022 through 1/20/2023	8:30 am through 3:00 pm
Aura Home and School	All Purpose Room <i>(Princess Ball)</i>	2/10/2023	5:00 pm through 9:00 pm
Aura Home and School	All Purpose Room / Classroom <i>(Boosterthon)</i>	4/05/2023	12:00 pm through 3:00 pm
Aura Home and School	Staff Lounge <i>(Teacher's Luncheon)</i>	5/03/2023	10:30 am through 2:30 pm
Aura Home and School	Classrooms <i>(Law Enforcement Day)</i>	5/05/2023 <i>Rain date - 6/09/2023</i>	8:30 am through 2:30 pm
Aura Home and School	All Purpose Room <i>(6th Grade Dance)</i>	6/14/2023	5:30 pm through 9:00 pm
Aura Home and School	Library <i>(Book Fair)</i>	6/03/2023 through 6/09/2023	8:30 am through 3:00 pm
Aura Home and School	Playground <i>(Fun Day)</i>	6/14/2023	8:30 am through 12:30 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 \$ 1,030,726

3. Cafeteria – (Colleen Barbaro)

- a. I make a motion to approve 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%

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

4. Transportation – (Eugene Thomas)

- a. None

9. Superintendent’s Report

- A. Recommend the Board approve the 2022-2023 Aura School Emergency Virtual/Remote Instruction Plan
- B. Recommend the Board approve the September 2022 HIB report as previously submitted
- C. 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 2022
 - 5. Facility Manager’s Report
 - 6. Principal’s Report
 - 7. Fire Drills/Crisis Drills

Fire Drill	10/12/2022	9:31 am
Secure Drill	10/31/2022	11:42 am

D. Recommend the Board approve 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

10. Legislation (Angelique Stoney-Siplin)

A. Legislative Update

11. Gloucester County School Board Association (Sarah Ruczynski)

A.

12. School Business Administrator's Report

A. None

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 10, 2022.

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.