

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

**ORDER OF BUSINESS AND AGENDA  
ELK TOWNSHIP BOARD OF EDUCATION  
APRIL 6, 2023  
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 - 3/09/2023
- B. Special Regular - 3/16/2023

**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 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

- b. I make a motion to approve MaryBeth Warfield as the Student Success Coordinator (to be shared with Delsea) at a salary of \$91,614 effective 9/1/2023
- c. I make a motion to approve Brian Leyva as a custodian effective May 1, 2023
- d. 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>
Cougle, 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	n/a	n/a



- 2. Hand Check \$ 12,206.05
- 3. Cafeteria Bill List \$ 13,362.10
- 2. Facilities – (J. Wilson Hughes, Jr.)
  - a. None

3. Cafeteria – (Colleen Barbaro)

- a. I make a motion to approve the February 2023 cafeteria report as listed:

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

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

4. Transportation – (Lynette Patterson)

- a. I make a motion to approve 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

**9. Superintendent’s Report**

- A. Recommend the Board approve 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
--	--	-------------------

- B. Recommend the Board approve the February 2023 HIB report as previously submitted
- C. Recommend the Board approve the 2023-2024 Elk Township School District Calendar (draft)
- D. Recommend the Board acknowledge the receipt of the following reports as listed:
  - 1. Enrollment
  - 2. Staff Attendance
  - 3. Nurse’s Report
  - 4. HIB Report - March 2023
  - 5. Facility Manager’s Report
  - 6. Principal’s Report
  - 7. Fire Drills/Crisis Drills

Fire Drill	3/31/23	9:15 am
Hold down Drill	3/31/23	3:21 pm

**10. Legislation** (Angelique Stoney-Siplin)

- A. Legislative Update

**11. Gloucester County School Board Association** (Sarah Ruczynski)

- A.

**12. School Business Administrator’s Report**

- A. Recommend the Board approve the 2021-2022 Annual Comprehensive Annual Financial Report
- B. Recommend the Board approve the 2021-2022 Auditor’s Management Report
- C. Recommend the Board approve the 2021-2022 Audit Synopsis

**13. Old Business**

**14. New Business**

**15. Public Participation (Second) 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.

**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 April 6, 2023.

\_\_\_\_\_  
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.**

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.

**18. Motion to adjourn at: \_\_\_\_\_ p. m.**