

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

**ORDER OF BUSINESS AND AGENDA  
ELK TOWNSHIP BOARD OF EDUCATION  
MAY 4, 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. Reorganization Items and Appointments**

- A. Motion to appoint Dr. David Koerner as the School Physician for the 2023-2024 school year
- B. Motion to appoint Stephen Considine as Treasurer of School Monies for the 2023-2024 school year
- C. Motion to approve the First National Bank of Elmer as the school depository for 2023-2024 school year

- D. Motion to approve New Jersey Cash Management as an additional depository for school funds
- E. Motion to approve the following checking account signatories for the 2023-2024 school year as listed:
  - 1. Treasurer Account - Board Secretary, Treasurer and President or Vice-President (alternate) (3 signatures required)
  - 2. Agency Account - Treasurer (1 signature required)
  - 3. Payroll Account - Treasurer (1 signature required)
  - 4. Aura School Account - Principal's Secretary, Board Office Secretary, Business Administrator (2 signatures required)
  - 5. Cafeteria Account - Business Administrator, Board Office Assistants (2 signatures required)
  - 6. Unemployment Account - Board Secretary, Treasurer (1 signature required)
  - 7. Money Market, Principal Account - Business Administrator and Treasurer (2 signatures required)
  - 8. Petty Cash Account - Superintendent's Secretary and Principal or Superintendent and Business Administrator or Board Office Assistants (2 signatures required)
  - 9. Child Care Account - Business Administrator, Board Office Secretary (2 signatures required)
  - 10. Bond Account - Business Administrator (1 signature required)
- F. Motion to approve the following professional service appointments for the 2023-2024 school year listed:
  - 1. Auditor - Holt McNally & Associates
  - 2. Architect of Record - Garrison Architects
  - 3. Insurance Broker/Dental Benefits - Allen Associates
  - 4. Sloan Insurance (surety bonds only)
  - 5. Solicitor - Frank P. Cavallo, Jr. Esq - Parker McCay Law Firm
  - 6. ESS Support Services, LLC
  - 7. ESS Northeast, LLC
- G. Motion to approve the official newspapers as listed:
  - 1. The Sentinel
  - 2. South Jersey Times
- H. Motion to appoint Wayne Murschell, Principal, to the following positions for the 2023-2024 school year
  - 1. Affirmative Action Officer
  - 2. Attendance Officer
  - 3. Issuing Officer for working papers
  - 4. Safety Official
- I. Motion to approve the appointment of Joseph Collins for the following positions for the 2023-2024 school year as listed:
  - 1. Public Agency Compliance Officer
  - 2. Qualified Purchasing Agent, the bid limit is \$44,000
  - 3. Custodian of Public Records (OPRA)
  - 4. Board Secretary/Business Administrator

5. Official for Investments and Wires
  6. Delegate to the GCSSD JIF
- J. Motion to appoint Jackie Scerbo, Director of Child Study Team, to the following positions for the 2023-2024 school year and that her name, office address and telephone number be advertised and the Board adopt a grievance procedure for same
1. 504 Compliance Officer
  2. ADA Coordinator
- K. Motion to approve the official bargaining units as listed:
1. Elk Township Education Association, member of the New Jersey Education Association (NJEA) for teachers
  2. Elk Maintenance Custodial Group for custodial/maintenance staff
- L. Motion to approve Dr. Piera Gravenor, Superintendent, as acting Board Secretary for emergency purposes for the 2023-2024 school year
- M. Motion to approve Lincoln Investments as tax shelter annuity broker
- N. Motion to approve the Chart of Accounts as established by the New Jersey Department of Education
- O. Motion to appoint Margaret Durham, Facilities Manager, to the following positions for the 2023-2024 school year as follows:
1. Integrated Pest Management Coordinator
  2. District Right-to-Know Coordinator
  3. AHERA Designee
  4. Indoor Air Quality Coordinator
  5. Asbestos Management Officer
  6. Safety and Health Designee
  7. Chemical Hygiene Officer
- P. Motion to approve Denise Pierce, School Psychologist, for the following positions for the 2023-2024 school year as listed:
1. HIB coordinator
  2. DCP&P Liaison
- Q. Motion to approve Brooke-Rose Tharp-Traina, School Social Worker, as HIB specialist
- R. Motion to appoint Kathy Nichols, secretary, as Homeless Liaison
- S. Motion to approve the parliamentary procedures as established by Robert's Rule in running our public meeting
- T. Motion to approve the use of a facsimile signature on checks
- U. Motion to accept the current agenda format to be used for the 2023-2024 school year
- V. Motion to establish a petty cash checking account in the amount of \$400:
- Maximum expenditure will be \$150
  - Balance will be reported to the Board on a monthly basis
- W. Motion to appoint Dr. Anthony Fitzpatrick, Supervisor of Curriculum, as the Title IX Coordinator and that his name, office address and telephone number be advertised as per 34 CFT 106.8(c)
- X. Motion to approve payment of bills between board meetings with the approval of

- the Superintendent after consultation with the finance chair
- Y. Motion to approve procurement of goods and services through state contracts
  - Z. Motion to appoint Joseph Nichols as alternate delegate to the GCSSD JIF

**Motions requiring a Roll Call Vote:**

- A. Motion to approve the following:
  - 1. Curricula, Courses of Study and textbooks
  - 2. Curriculum Evaluation Schedule
  - 3. Child Study/Guidance/Media Center Program and Service
- B. Motion to approve, in accordance with Policy #6471, School District Travel, and NJAC 6A:23A-7, the establishment of a maximum travel amount for the 2023-2024 school year in the amount of \$5,000 for the Operating Fund

The maximum travel amount excludes travel expenditures supported by Federal funds. The annual maximum amount per employee for regular business travel shall be \$1,500. For the school year 2023-2024, school district travel was budgeted at \$1,500 in the Operating Fund. As of April 30, 2023, \$-0- has been expended. The total amount of travel supported by Federal funds for the prior year, the pre-budget year and the projected budget year are as follows:

- 2021-2022 \$ -0-
- 2022-2023 (as of April 30, 2023) \$ -0-
- 2023-2024 \$ 200.00

**6. Motion to approve meeting minutes as listed**

- A. Regular - [4/06/2023](#)

**7. Communications/Presentations**

- A.

**8. 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.

**9. Committees:**

**A. Personnel/Policy/Curriculum & Technology**

1. Personnel – (Sarah Ruczynski)

*(all hiring is pending completion of required state paperwork)*

- a. I make a motion to approve the following substitute nurses at a previously approved rate for the school year 2023-2024 as listed:

Chelsi Biener	Loretta DeStefano-Micarelli	Dorothy Dilger
Kim Hollywood	Carol Verechia	Jacqueline Olmo
Joanne Gibison	Sandra Schmittinger	

- b. I make a motion to approve the following salary rates for the 2023-2024 school year as listed:

Substitute Custodians	\$ 15.00/hr.
Student Aides	\$ 15.00/hr.
Substitute Secretary	\$ 15.00/hr.
Substitute School Nurse	\$ 250.00/day
Homebound Instruction	as per negotiated agreement
Tutoring/Homework	as per negotiated agreement
ESY/BSI Teacher	\$ 160.00/day
ESY Teacher's Aide	\$ 80.00/day
Curriculum Writing	\$ 120.00/day (Summer)
Professional Development	\$ 120.00/day (Summer)

- c. I make a motion to approve the [Tenure/Non-Tenured Staff Report](#) for the 2023-2024 school year

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

<u>Name</u>	<u>Position</u>	<u>Effective</u>
Frank Knauss	Music Teacher	6/30/2023

2. Policy – (Eugene Thomas)
- a. I make a motion to approve on first reading the following policies and regulations as listed:

<a href="#">Policy #2520</a>	Instructional Supplies (M)(R)
<a href="#">Reg #2520</a>	Instructional Supplies (M)(R)
<a href="#">Policy #7440</a>	School District Security (M)(R)

3. Curriculum & Technology - (Cheryl Potter)
- a. I make a motion to approve the following graduate coursework as listed:

Name	Course	Cost
Paige Nelson	Teaching and Learning in Diverse Classrooms	\$ 1,950.00

- b. I make a motion to approve Rachel Tomczak to administer the summer Brigance testing for incoming Kindergarten students at a rate of \$27 per hour

**B. Budget & Finance/Facilities/ Transportation**

1. Budget & Finance – (Angelique Stoney-Siplin)
- 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 March 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
- 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 March 2023. The [Treasurer’s Report](#) and [Secretary’s Report](#) are in agreement for the month of March 2023
- 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 [March Transfer Report](#)
- f. I make a motion to approve the following bills as listed:
1. General Bill List \$ [221,563.12](#)

- 2. Hand Check \$ [17,203.91](#)
- 3. Cafeteria Bill List \$ [6,936.63](#)

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

a. I make a motion to approve the following facility request as listed:

<u>Organization</u>	<u>Facility Requested</u>	<u>Dates Requested</u>	<u>Time Requested</u>
Family Night/Art walk/concert	All purpose room/library	6/2/2023	5:00pm - 8:30pm
Delsea Field Hockey	Playground/All purpose room	5/15/2023 through 5/18/2023	3:00pm - 4:00pm
ETEA	Aura School Courtyard	5/9/2023	4:00pm - 6:00pm

3. Cafeteria – (Colleen Barbaro)

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

<b>Total Income</b>	<b>\$ 19,916.58</b>
<b>Total Expense</b>	<b>\$ (17,176.99)</b>
<b>Net Income or (Loss)</b>	<b>\$ 2,739.59</b>
<b>Average Daily Attendance</b>	<b>318</b>
<b>Average Daily Participation</b>	<b>210</b>
<b>Percentage of Participation</b>	<b>66%</b>

4. Transportation – (Lynnette Peterson)

a. I make a motion to approve the school [bus evacuation drills](#) that were completed on April 18, 2023

**10. 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>Name</u>
5/30/2023	Delsea Regional Middle School	6th Grade Kristine Carter/Kristie Jacoby

<u>Date</u>	<u>Location</u>	<u>Name</u>
5/31/2023	Delsea High School Track	6th Grade Kristine Carter/Kristie Jacoby

B. Recommend the Board approve the March 2023 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](#) - April 2023
5. [Facility Manager's Report](#)
6. [Principal's Report](#)
7. Fire Drills/Crisis Drills

Fire Drill	4/28/2023	8:30 am
Bomb Threat Drill	4/26/2023	1:25 pm

**11. Legislation (Mary Snively)**

- A. [Legislative Update](#)

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

- A.

**13. School Business Administrator's Report**

- A.

**14. Old Business**

**15. New Business**

**16. 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.

**17. 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 May 4, 2023.

\_\_\_\_\_  
Joseph Collins, Board Secretary

Start time for Executive Session: \_\_\_\_\_ p.m.

End time for Executive Session: \_\_\_\_\_ p.m.

**18. 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.

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