

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

**ORDER OF BUSINESS AND AGENDA
ELK TOWNSHIP BOARD OF EDUCATION
JUNE 8, 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 - 5/04/2023
- B. Public Hearing - 5/04/2023

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)

- 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>
Hope Friddell	1	BA	\$53,363	9/1/2023

- b. I make a motion to approve the increase of days for Scott Schriver from four days per week to five effective September 1, 2023
- c. I make a motion to approve Kevin Donahue as Principal at a salary of \$115,000, effective July 1, 2023
- d. I make a motion to appoint Kevin Donahue, 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
- e. I make a motion to approve Deanna Davenport as an administrative assistant at \$40,000/yr, effective July 1, 2023
- f. I make a motion to approve the following ESS aides for the 2023 Summer Program as listed *(pending ESS contract amendment)*:

Amanda Bosco	Jen Seeney
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- g. I make a motion to approve the resignation of Kerry Kramme effective June 30, 2023

- h. I make a motion to approve the following teachers for the 2023 Summer Program at a previously approved rate as listed (*not to exceed 20 days*):

Brianna Anderson	Dina Holmes	Steven Keane
Paige Nelson	David Paoline	Scott Schriver
Kim Williams	◆Russell Traina	◆Julia Bretan

◆ *pending completion of required state paperwork*

- i. I make a motion to approve the following Child Study Team members at a rate of \$160.00 per day, maximum 7 days for the 2023 summer as listed:

Brooke-Rose Tharp-Traina	Denise Pierce
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- j. I make a motion to approve the following staff members as advisors for the 2023 Student Voice Summer Camp at a rate of \$275 per day for a total of two days at a previously approved rate:

Steven Keane	David Paoline
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(to be paid through Student Voice Climate Transformation Grant funds)

- k. I make a motion to approve the following 2023 summer tutors at a rate of \$27.00 per hour as listed:

Sandi Chacker	◆Russell Traina
Dina Holmes	◆Julia Bretan

◆ *pending completion of required state paperwork*

- l. I make a motion to approve Taylor Schiavone, administrative assistant, as Homeless Liaison

2. Policy – (Eugene Thomas)

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

<u>Policy # P5305</u>	Health Services Personnel (M) (R)
<u>Policy # P5308</u>	Student Health Records (M) (R)
<u>Reg. # R5308</u>	Student Health Records (M) (R)

3. Curriculum & Technology - (Cheryl Potter)

- a. I make a motion to extend the current contract for EDM Consulting, LLC for instructional coaching services from June 21, 2023 to June 30, 2023 at a previously approved rate
- b. I make a motion to approve EDM Consulting, LLC for instructional coaching services from July 1, 2023 to June 30, 2024 at an amount not to exceed \$100,000 through the ESSER-III grant

- c. I make a motion to approve submission of the FY24 ESEA Grant Application
- d. I make a motion to approve submission of the FY24 NJDOE Preschool Expansion Grant Application
- e. I make a motion to approve Brianna Rucci and Dr. Michael Berner to provide instructional support at a rate of \$5,000 a year each paid through ESSER II funds for 2023-2024
- f. I make a motion to approve the updated FY22 Safe Return Plan
- g. I make a motion to approve the following staff members to revise the Aura PBSIS system as well as develop the implementation of restorative practices for a total of three days at a rate of \$275 per day or \$45 per hour during the summer of 2023:

Dina Holmes	Scott Schriver
Steven Keane	

(to be paid through Student Voice Climate Transformation Grant Funds)

- h. I make a motion to approve the following 2023 Curriculum Writing assignments at a previously approved rate:

Creative Arts Electives - 3 days
Scott Schriver
Technology Enrichment/Robotics - 3 days
David Paoline
Service Learning - 3 days
Dina Holmes
Music Enrichment - 3 days
Hope Fridell

- i. I make a motion to approve Hewitt Psychiatric, PC to complete Psychiatric Evaluations as needed at a rate of \$600 per evaluation for the 2022-2023 and 2023-2024 school years
- j. I make a motion to approve the following staff members for two days of collaborative work to develop progress reports for Basic Skills/Intervention and ESL Progress Reports at a previously approved rate:

Jennifer Everwine	Paige Starr
Donna Foote	Mary Beth Warfield

Tara Palma	Dawn Williams
Kristen Plowman	

- k. I make a motion to approve the following staff members for two days of collaborative work in revising the district’s standards-based report cards and gradebook practices at a previously approved rate:

Ashley Davis	Kristen Molinari
Erin Genzel	Tara Palma
Heather Gonnelli	Mary Beth Warfield
Ryan Malloy	Kimberly Williams

- l. I make a motion to approve Student Voice Summer Camp, July 10, 2023 through July 20, 2023, Monday through Thursday, 12:45 pm - 3:00 pm for students going into grades 3 through 6
- m. I make a motion to approve the Non-Unit vacation days to be carried over to the 2023-2024 school year

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 April 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 April 2023. The Treasurer’s Report and Secretary’s Report are in agreement for the month of April 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 April Transfer Report

f. I make a motion to approve the following bills as listed:

- 1. General Bill List \$ 630,791.77
- 2. Hand Check \$ 23,805.68
- 3. Cafeteria Bill List \$ 18,078.93

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

a. None

3. Cafeteria – (Colleen Barbaro)

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

Total Income	12,786.98
Total Expense	(15,779.50)
Net Income or (Loss)	(2,992.52)
Average Daily Attendance	313
Average Daily Participation	201
Percentage of Participation	64%

b. I make a motion to approve the Nutri-Serve Food Management Contract for the 2023-2024 school year in the amount of \$19,138.00 (3.6% increase from 2022-2023)

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

4. Transportation – (Lynette Peterson)

a. I make a motion to approve participation in the 2023-2024 Cooperative Transportation Services agreement with Gloucester County Special Services School District

9. Superintendent’s Report

A. Recommend the Board approve the April 2023 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 - May 2023
- 5. Facility Manager’s Report
- 6. Principal’s Report
- 7. Fire Drills/Crisis Drills

Fire Drill	5/31/2023	2:41 pm
Secure Drill	5/31/23	2:05 pm

- 10. Legislation (Mary Snively)**
A. Legislative Update

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

12. School Business Administrator's Report

- A. Recommend the Board approve available balance transfer as of the end of the year to the capital reserve account up to an amount of \$500,000
- B. Recommend the Board approve available balance transfer as of the end of the year to the maintenance reserve account up to an amount of \$250,000
- C. Recommend the Board approve the Delsea Regional School District shared services with Elk Township Board of Education as listed:
 - a. Superintendent
 - b. Assistant Superintendent/Curriculum Supervisor
 - c. IT Services
 - d. Child Study Team Director
 - e. Transportation Services
 - f. Facilities Manager
 - g. Business Office Services
 - h. Transportation Coordinator
- D. Recommend the Board approve the Elk Township Board of Education Shared Services with Delsea Regional School District as listed:
 - a. Maintenance Mechanic
 - b. Educational Research Coordinator
- E. Recommend the Board approve the 2023-2024 employment contract for Dr. Piera Gravenor, Superintendent
- F. Recommend the Board approve the 2023-2024 employment contract for Dr. Anthony Fitzpatrick, Assistant Superintendent/Curriculum Supervisor
- G. Recommend the Board approve the 2023-2024 employment contract for Joseph Collins, School Business Administrator

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. Superintendent's evaluation

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 June 8, 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.

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

