

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

**ORDER OF BUSINESS AND AGENDA  
ELK TOWNSHIP BOARD OF EDUCATION  
JULY 13, 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 - 6/08/2023

B. Executive - 6/08/2023

**6. Communications/Presentations**

A.

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

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**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 Non-Unit salary as listed for the 2023-2024 school year

b. I make a motion to approve the following ESS aides for the 2023 Summer Program as listed *(pending ESS contract amendment)*:

Jersei McClean

c. I make a motion to approve the following Summer Program Teacher at a previously approved rate:

Kristen Molinari

d. I make a motion to approve the following Substitute Teachers for the 2023 Summer Program as listed at a previously approved rate:

Ryan Malloy	Sharon Schiavone
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e. I make a motion to approve the following teaching staff hires for the 2023-2024 school year as listed:

<u>Name</u>	<u>Position</u>	<u>Step</u>	<u>Degree</u>	<u>Salary</u>	<u>Effective</u>
Christine Magro	Elementary Art Teacher	BA	6-7	\$54,963	9/01/2023
Desiree Smith	Elementary Academic Intervention Teacher	BA	10	\$58,163	9/01/2023

f. I make a motion to approve Janelle Maurer as an administrative assistant at a yearly salary of \$40,000, effective July 17, 2023

2. Policy – (Eugene Thomas)

a. None

3. Curriculum & Technology - (Cheryl Potter)
  - a. I make a motion to approve the 2023-2024 District Professional Development Plan
  - b. I make a motion to approve the 2023-2024 District Mentoring Plan

**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 May 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 May 2023. The Treasurer’s Report and Secretary’s Report are in agreement for the month of May 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 May Transfer Report
  - f. I make a motion to approve the following bills as listed:
    1. General Bill List- 6/30/23       \$ 183,121.75
    2. General Bill List- 7/13/23       \$ 114,889.71
    3. Hand Check                         \$ 6,316.79
    4. Cafeteria Bill List                 \$ 15,056.00

2. Facilities – (J. Wilson Hughes, Jr.)
  - a. None  
*(All facility requests are pending proper insurance certificates)*

3. Cafeteria – (Colleen Barbaro)
  - a. I make a motion to approve the May 2023 cafeteria report as listed:

<b>Total Income</b>	<b>18,872.15</b>
<b>Total Expense</b>	<b>(17,019.01)</b>
<b>Net Income or (Loss)</b>	<b>1,853.14</b>

<b>Average Daily Attendance</b>	<b>321</b>
<b>Average Daily Participation</b>	<b>210</b>
<b>Percentage of Participation</b>	<b>65%</b>

- 4. Transportation – (Lynnette Peterson)
  - a. None

**9. Superintendent’s Report**

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

Fire Drill	6/09/2023	2:06 pm
Security Drill	6/09/2023	2:09 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 Professional Medical Staffing to provide substitute nursing services for the 2023-2024 school year at a rate of \$54/hr

**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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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 July 13, 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.**