

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

**ORDER OF BUSINESS AND AGENDA
ELK TOWNSHIP BOARD OF EDUCATION
SEPTEMBER 14, 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 - 8/10/2023

6. Communications/Presentations

A. Annual Assessment Report - Dr. Anthony Fitzpatrick

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 teaching position as listed:

<u>Name</u>	<u>Step</u>	<u>Degree</u>	<u>Salary</u>	<u>Effective</u>
Morgan Fischer	1	BA	\$53,363	9/01/2023

b. I make a motion to approve the following change in degree status as listed:

<u>Name</u>	<u>From</u>			<u>To</u>			<u>Effective</u>
	<u>Step</u>	<u>Degree</u>	<u>Salary</u>	<u>Step</u>	<u>Degree</u>	<u>Salary</u>	
Steven Keane	6-7	BA	\$54,963	6-7	BA+15	\$55,518	9/01/2023

c. I make a motion to approve the following stipend positions as listed:

<u>Position</u>	<u>Teacher</u>	<u>Stipend/Rate</u>
Teacher in Charge	Mary Beth Warfield	\$2,000/annual
Safety Patrol Advisor	Jen Barrett and Jen Seeney <i>(split stipend)</i>	\$725

d. I make a motion to approve the following positions at a previously approved rate as listed:

<u>Position</u>	<u>Teacher</u>
After School Tutoring	Paige Starr
Student Congress Advisor	Paige Starr
Home and School Liaison	Rachel Tomczak

School News	Steven Keane
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e. I make a motion to approve the following volunteer positions as listed:

<u>Position</u>	<u>Volunteer</u>
STEAM K-3	David Paoline
Student Congress Advisor	Taylor Schiavone

f. 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>
James Cunningham (custodian)	9/11/2023 through 9/29/2023 (3 weeks)	Unpaid: 9/11/2023 through 9/29/2023	9/11/2023 through 9/29/2023 (3 weeks)	9/11/2023 through 9/29/2023 (3 weeks)

g. I make a motion to approve Danielle Saponaro as the 2023-2024 Preschool Site Administrator at a salary of \$85,000 (prorated)

**Pending the award of the Preschool Expansion Aid*

2. Policy – (Eugene Thomas)

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

<u>Policy # 6112</u>	Reimbursement of Federal and Other Grant Expenditures (M) (R)
<u>Policy # 6115.04</u>	Federal Funds - Duplication of Benefits (M) (N)
<u>Policy # 6311</u>	Contracts for Goods or Services Funded by Federal Grants (M) (R)
<u>Reg. # 6115.01</u>	Federal Awards/Funds Internal Controls - Allowability of Costs (M) (N)

3. Curriculum & Technology - (Cheryl Potter)

a. I make a motion to approve the following Child Study Team members to complete summer evaluations at a rate of \$40/hr

Brooke-Rose Tharp-Traina	Denise Pierce
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b. I make a motion to approve the following clinic/workshop as listed:

<u>Name</u>	<u>Location</u>	<u>Workshop</u>	<u>Date</u>	<u>Reg. Fee</u>	<u>Mileage & Tolls</u>	<u>Lodging & Meals</u>	<u>Total</u>
Kevin Donahue	JP Case Middle School Flemington, NJ	School Security Specialist Training	8/14/2023	No Cost	\$299.30	\$0.00	\$299.30
			8/15/2023				
			8/16/2023				
			8/17/2023				

- c. I make a motion to approve the following staff members to attend Summer Professional Development at a previously approved rate
(Paid for through Esser-II Funds):

Orton Gillingham Comprehensive Training	
Jennifer Everwine	Kristen Plowman
Donna Foote	Paige Starr
Kristen Molinari	

- d. I make a motion to approve the 2022-2023 Annual Assessment Report
e. I make a motion to approve the following graduate coursework as listed:

<u>Name</u>	<u>Course</u>	<u>Cost</u>
Desiree Smith	Linguistics and Second Language Acquisition for Teaching Languages	\$ 2,377.72
Desiree Smith	Issues of Language and Cultural Diversity in ESL	\$ 2,377.72

- f. I make a motion to approve Marcos Haro to provide translation services for non-English speaking families at a rate of \$27/hr (paid through Title III)

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 July 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 July 2023. The Treasurer’s Report and Secretary’s Report are in agreement for the month of July 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 July Transfer Report
- f. I make a motion to approve the following bills as listed:
 - 1. General Bill List \$ 221,006.61
 - 2. Hand Check \$ 28,533.77

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	Library <i>(Meeting)</i>	9/13/2023	6:00 pm through 8:00 pm
Aura Home and School	All Purpose Room <i>(Dance)</i>	9/15/2023	5:30 pm through 9:30 pm
Girl Scouts	All Purpose Room Library <i>(Meetings)</i>	10/01/2023 through 7/01/2024 Mondays and Wednesdays <i>(Bi-Weekly)</i>	7:00 pm through 8:00 pm

(All facility requests are pending proper insurance certificates)

3. Cafeteria – (Colleen Barbaro)

- a. None

4. Transportation – (Lynnette Peterson)

- a. None

9. Superintendent’s Report

- A. Recommend the Board approve submission of the SSDS Report
- B. Recommend the Board approve the contract for In-School Nursing Services provided by Star Pediatric Home Care Agency effective July 1, 2023 through June 30, 2024
- C. Recommend the Board approve the July 2023 HIB report as previously submitted
- D. Recommend the Board acknowledge the receipt of the following reports as listed:
 - 1. Enrollment - N/A
 - 2. Staff Attendance

3. Nurse's Report - N/A
4. HIB Report - August 2023
5. Facility Manager's Report
6. Principal's Report
7. Fire Drills/Crisis Drills

Fire Drill	8/30/2023	9:05 am
Table Top Drill with Chief Gonnelli	8/28/2023	11:00 am

E. Recommend the Board approve the following special education tuition student placement as listed:

<u>Initials</u>	<u>DOB</u>	<u>Classification</u>	<u>School</u>	<u>Contracted Educational Tuition</u>
P. K.	7/8/2020	PSD	HollyDELL School	\$492.95/diem (\$88,731.00/180 days)

F. Recommend the Board approve the following field trip in accordance with our fee schedule and educational significance as listed:

<u>Date</u>	<u>Name/Location</u>	<u>Grade/Time</u>
9/29/2023	Mood's Farm Mullica Hill, NJ	Kindergarten 12:15 pm - 1:45 pm

10. Legislation (Mary Snively)

- A. Legislative Update

11. Gloucester County School Board Association (Sarah Ruczynski)

- A.

12. School Business Administrator's Report

- A.

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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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 September 14, 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.