

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

**ORDER OF BUSINESS AND AGENDA
ELK TOWNSHIP BOARD OF EDUCATION
JANUARY 4, 2024
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 Board Secretary 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. Results of Election

- A. Elected to three year term
- Joyce Massott-Burnett - 980
 - Cheryl Potter - 985
 - Jacqueline Wraight - write in

5. Administration of the Oath of Office

6. Roll call

7. Nominations for President

- A. Recommend the Board open the nominations for President
- B. Recommend the Board close the nominations for President
- C. Recommend the Board cast the ballot for President
- D. Recommend the Board appoint _____ as the new President

8. Nominations of Vice President

- A. I make a motion to open the nominations for Vice President
- B. I make a motion to close the nomination for Vice President
- C. I make a motion to cast the ballot for Vice President
- D. I make a motion to appoint _____ as the new Vice President

9. Reorganization items and Appointments

- A. I make a motion to adopt all existing and pending board policies and regulations
- B. I make a motion to appoint _____ as delegate to the New Jersey School Boards Association, for 2024
- C. I make a motion to appoint _____ as alternate delegate to the New Jersey School Boards Association, for 2024
- D. I make a motion to appoint _____ as delegate to the Gloucester County School Boards Association, for 2024
- E. I make a motion to appoint _____ as alternate delegate to the Gloucester County School Boards Association, for 2024
- F. I make a motion to approve parliamentary procedures for Board meetings
- G. I make a motion to approve the curriculum and textbooks, for the 2024-2025 school year
- H. I make a motion to approve the Board of Education Regular Meeting and Special Meeting Dates and Times
- I. For the information of the Board the School Ethics Act and Code for School Board Members, pursuant to N.J.S.A. 18A:12-24.1 et seq., have been distributed. Each member of the Board of Education shall sign an acknowledgement of receipt for the Code of Ethics. This acknowledgement of receipt assures that each Board of Education member has read and become familiar with the Code of Ethics
 - 1. Reading and discussion of Code of Ethics

10. Motion to approve meeting minutes as listed

- A. Regular - 12/14/2023

11. Communications/Presentations

12. 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.

13. Committees:

A. Personnel/Policy/Curriculum & Technology

1. Personnel – (Sarah Ruczynski)

(all hiring is pending completion of required state paperwork)

- a. None

2. Policy – (Eugene Thomas)

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

| | |
|-----------------|--|
| Policy 3161 | Examination for Cause - <i>Revised</i> |
| Policy 4161 | Examination for Cause - <i>Revised</i> |
| Policy 3212 | Attendance (M) - <i>Revised</i> |
| Regulation 3212 | Attendance (M) - <i>New</i> |
| Policy 4212 | Attendance (M) - <i>Revised</i> |
| Regulation 4212 | Attendance (M) - <i>New</i> |

3. Curriculum & Technology - (Cheryl Potter)

- a. I make a motion to approve Emma Tallman, Librarian (one day per week) at a rate of \$200/day, paid out to Title I funds

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 November 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 November 2023. The Treasurer’s Report and Secretary’s Report are in agreement for the month of November 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 Transfer Reports for November 2023
- f. I make a motion to approve the following bills as listed:
 - 1. General Bill List \$ 242,090.71
 - 2. Hand Check \$ 17,087.20
 - 3. Cafeteria Bill List \$ 11,449.79

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> |
|----------------------------|----------------------------------|---|------------------------------|
| Elk Township Little League | All purpose room | Tuesdays & Thursdays from January 2024 through March 2024 | 6:00pm to 8:30pm |

(All facility requests are pending proper insurance certificates)

3. Cafeteria – (Colleen Barbaro)

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

| | |
|------------------------------------|-----------------------|
| Total Income | \$ 16,099.26 |
| Total Expense | (\$ 16,784.43) |
| Net Income or (Loss) | (\$ 685.17) |
| Average Daily Attendance | 399 |
| Average Daily Participation | 164 |
| Percentage of Participation | 41% |

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

| | |
|------------------------------------|-----------------------|
| Total Income | \$ 12,613.53 |
| Total Expense | (\$ 12,457.01) |
| Net Income or (Loss) | \$ 156.52 |
| Average Daily Attendance | 312 |
| Average Daily Participation | 179 |
| Percentage of Participation | 57% |

4. Transportation – (Lynnette Peterson)

a. None

14. Superintendent’s Report

- A. Recommend the Board approve Adelynn Gonnelli to attend Aura School beginning in September 2024 under the provisions of Board Policy 5111.2, Children of Nonresident Staff Members
- B. Recommend the Board approve the November 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 - December 2023
 - 5. Facility Manager’s Report
 - 6. Principal’s Report
 - 7. Fire Drills/Crisis Drills

| | Date | Time |
|-----------------------------|-------------|-------------|
| Fire Drill - Aura | 12/15/23 | 2:30pm |
| Fire Drill - Walls | 12/15/23 | 2:50pm |
| Secure Drill - Aura | 12/7/23 | 1:00pm |
| Secure Drill - Walls | 12/7/23 | 9:50am |

15. Legislation (Mary Snively)

- A. Legislative Update

16. Gloucester County School Board Association (Sarah Ruczynski)

- A.

17. School Business Administrator’s Report

A. Recommend the Board approve the 2024/2025 Budget Calendar as presented

18. Old Business

19. New Business

20. Public Participation (Second) Time Limit: 3 minutes per group or individual not being represented by a group.

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21. 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 January 4, 2024.

Joseph Collins, Board Secretary

Start time for Executive Session: _____ p.m.

End time for Executive Session: _____ p.m.

22. PUBLIC PARTICIPATION (Third) Time Limit: 3 minutes per group or individual not being represented by a group.

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