

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

**ORDER OF BUSINESS AND AGENDA
ELK TOWNSHIP BOARD OF EDUCATION
MARCH 14, 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 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 - 2/8/2024

6. Communications/Presentations

A. Educational Services Professional - Award

B. Student Progress Update - Dr. Fitzpatrick and Ms. Warfield

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 resignation of Taylor Schiavone , administrative assistant, effective March 3, 2024
 - b. I make a motion to approve the hiring of Stephanie Garofolo as an administrative assistant effective April 1, 2024 at a salary of \$40,000 (prorated) annually

2. Policy – (Eugene Thomas)
 - a. None

3. Curriculum & Technology - (Cheryl Potter)
 - a. I make a motion to approve the application for the Teacher Climate and Culture Innovation Competitive Grant in the amount of \$75,000.
 - b. I make a motion to approve submission of the 2024-2025 Preschool Expansion Aid Budget Workbook
 - c. I make a motion to approve the following Rowan University student for the clinical practicum in teaching and learning as listed:

<u>Name</u>	<u>Dates</u>	<u>Subject</u>	<u>Cooperating Teacher</u>
Nick Masciulli	Fall 2024: October 10, 2024 - December 11, 2024 (2 days per week, 7 hours per day) Spring 2025: January 21, 2025 - March 14, 2025 (5 days per week, 7 hours per day)	Health & Physical Education	Brian Cogle

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 January 2024. 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 January 2024. The Treasurer’s Report and Secretary’s Report are in agreement for the month of January 2024
- 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 January 2024
- f. I make a motion to approve the following bills as listed:
 - 1. General Bill List \$ 558,122.96
 - 2. Hand Check \$ 30,182.25
 - 3. Cafeteria Bill List \$ 11,872.69

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>Purpose</u>	<u>Dates Requested</u>	<u>Time Requested</u>
HSA (3rd Grade)	All Purpose Room	Recycling Assembly	03/25/24	1:00 pm to 3:00 pm
Kindergarten	Library	Wildlife Assembly	05/31/24	12:45 pm to 1:45 pm
5th Grade	All Purpose Room	HSA Assembly	04/26/24	1:00 pm to 3:00 pm
ETEA	All Purpose Room & Library	Aquarium Day	04/19/24	8:30 am to 3:05 pm

(All facility requests are pending proper insurance certificates)

3. Cafeteria – (Colleen Barbaro)

a. I make a motion to approve the January 2024 cafeteria report as listed:

Total Income	\$15,428.83
Total Expense	(\$13,508.38)
Net Income or (Loss)	\$ 1,920.45
Average Daily Attendance	345
Average Daily Participation	150
Percentage of Participation	43%

4. Transportation – (Lynnette Peterson)

a. None

9. Superintendent’s Report

- A. Recommend the Board approve the January 2024 HIB report as previously submitted
- B. Recommend the Board approve the Shared Service Agreement between the Township of Elk and the Elk Township Board of Education for a School Resource Officer in the amount of \$20,180 from March 2024 through June 2024
- C. Recommend the Board approve the following field trips in accordance with our fee schedule and educational significance as listed:

<u>Date</u>	<u>Name/Location</u>	<u>Grade/Time</u>
05/10/2024	Please Touch Museum Philadelphia, PA	1st Grade 8:45 am - 1:45 pm
05/17/2024	Wetlands Institute Stone Harbor, NJ	5th Grade 8:30 am - 1:45 pm
05/22/2024	Duffield’s Farm Sewell, NJ	WCK Walls Pre-K 10:15 am - 12:30 pm
05/28/2024	Band & Choir Practice Delsea High School Franklinville, NJ	4th Grade - 6th Grade 8:45 am - 11:30 am
05/29/2024	The Franklin Institute Philadelphia, PA	2nd Grade 8:45 am - 1:45 pm
05/31/2024	Track & Field Day Delsea High School Franklinville, NJ	6th Grade 9:00 am - 1:45 pm

06/06/2024	The Academy of Natural Sciences Philadelphia, PA	4th Grade 9:15 am - 1:45 pm
06/10/2024	Adventure Aquarium Camden, NJ	3rd Grade 9:45 am - 1:45 pm

D. Recommend the Board acknowledge the receipt of the following reports as listed:

1. Enrollment
2. Staff Attendance
3. Nurse's Report
4. HIB Report - February 2024
5. Facility Manager's Report
6. Principal's Report
7. Fire Drills/Crisis Drills

	Date	Time
Fire Drill - Aura	2/23/24	9:45am
Fire Drill - Walls	2/26/24	11:00am
Secure Drill - Aura	2/20/24	10:00am
Secure Drill - Walls	2/27/24	11:30am

10. Legislation (Jacqueline Wraight)

- A. Legislative Update

11. Gloucester County School Board Association (Colleen Barbaro)

- A.

12. School Business Administrator's Report

- A. Recommend the Board approve the 2022-2023 Annual Comprehensive Annual Financial Report
- B. Recommend the Board approve the 2022-2023 Auditor's Management Report
- C. Recommend the Board approve the 2022-2023 Audit Synopsis

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. Board Matters

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 March 14, 2024.

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.