

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

**ORDER OF BUSINESS AND AGENDA  
ELK TOWNSHIP BOARD OF EDUCATION  
APRIL 11, 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 - 3/14/2024
- B. Executive - 3/14/2024
- C. Special Meeting - 3/19/24

**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 Rebecca Shugarts as a substitute custodian effective 4/1/24, at a previously approved rate
  
2. Policy – (Eugene Thomas)
  - a. I make a motion to approve on first reading the following policies and regulations as listed:

Policy 1140	Educational Equity Policies / Affirmative Action (M) - <i>Revised</i>
Policy 1523	Comprehensive Equity Plan (M) - <i>Revised</i>
Policy 1530	Equal Employment Opportunities (M) - <i>Revised</i>
Regulation 1530	Equal Employment Opportunity Complaint Procedure (M) - <i>Revised</i>
Policy 1550	Equal Employment / Anti-Discrimination Practices (M) - <i>Revised</i>
Policy 2423	Bilingual Education (M) - <i>Revised</i>
Regulation 2423	Bilingual Education (M) - <i>Revised</i>

3. Curriculum & Technology - (Cheryl Potter)
  - a. I make a motion to accept receipt of the High Impact Tutoring Grant in the amount of \$38,000

**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 February 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 February 2024. The Treasurer’s Report and Secretary’s Report are in agreement for the month of February 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 February 2024
- f. I make a motion to approve the following bills as listed:
  - 1. General Bill List                                 \$ 367,784.81
  - 2. Hand Check                                         \$ 94,454.05
  - 3. Cafeteria Bill List                                 \$ 12,462.61

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	All purpose room	6th Grade Assembly	4/10/24	1:30pm to 3:00pm
The NED Show	All purpose room	Character Assembly	4/22/24	2:00pm to 2:40pm
The Southwest Council	All purpose room	“Don’t Get Vaped In”	4/24/24	1:30pm to 3:00pm

*(All facility requests are pending proper insurance certificates)*

3. Cafeteria – (Colleen Barbaro)

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

<b>Total Income</b>	<b>\$ 15,787.33</b>
<b>Total Expense</b>	<b>(\$ 15,344.40)</b>
<b>Net Income or (Loss)</b>	<b>442.93</b>

<b>Average Daily Attendance</b>	<b>352</b>
<b>Average Daily Participation</b>	<b>158</b>
<b>Percentage of Participation</b>	<b>45%</b>

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

**9. Superintendent’s Report**

- A. Recommend the Board approve the February 2024 HIB report as previously submitted
- B. 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>
6/4/2024	Delsea Middle School	6th Grade 9:30am to 11:15am

- 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 -March 2024
  5. Facility Manager’s Report
  6. Principal’s Report
  7. Fire Drills/Crisis Drills

	<b>Date</b>	<b>Time</b>
<b>Fire Drill - Aura</b>	3/4/24	1:00pm
<b>Fire Drill - Walls</b>	3/5/24	11:00am
<b>Secure Drill - Aura</b>	3/26/24	9:37am
<b>Secure Drill - Walls</b>	3/27/24	11:30am

**10. Legislation** (Jacqueline Wraight)

- A. Legislative Update

**11. Gloucester County School Board Association** (Colleen Barbaro)

- A.

**12. School Business Administrator’s Report**

**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.

**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 April 11, 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.**