

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

**ORDER OF BUSINESS AND AGENDA
ELK TOWNSHIP BOARD OF EDUCATION
JUNE 13, 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. Public Hearing - 5/2/2024
- B. Regular - 5/2/2024
- C. Executive - 5/2/2024

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 accept the resignation of Ashley Davis, 5th grade teacher, effective June 30, 2024
- b. I make a motion to approve Wanda Martorano as a substitute nurse effective 6/1/24, at a previously approved rate
- c. I make a motion to accept the resignation of Kevin Donahue, Principal, effective June 30, 2024
- d. I make a motion to approve Dr. Briean Madden as Principal, effective date TBD, at \$124,000
- e. I make a motion to approve the following staff members to work the summer program at a previously approved rate:

Teachers:			
Brianna Anderson	Cora Goss	Steve Keane	Kristen Molinari
Paige Nelson	Dave Paoline	Desiree Smith	Brooke Traina
Marielle Walker			
Nurse/^Substitute:			
Tammy Park	^Christina Lawrence	^Marcos Haro	
Substitute/Teachers:			
Ryan Malloy	Annelise Walker		

(Paid through Title I funds)

- f. I make a motion to approve the following staff members to attend two preparation days for the summer program at a previously approved rate:

Teachers:

Brianna Anderson	Cora Goss	Steve Keane	Kristen Molinari
Paige Nelson	David Paoline	Desiree Smith	Brooke Traina
Marielle Walker			
Nurse:			
Tammy Park			

(Paid through Title I funds)

- g. I make a motion to approve Kelsey Wertz as the Student Success Coordinator at \$75,000 annually with family health coverage as of 9/1/24
- h. I make a motion to approve the following staff for curriculum writing at a previously approved rate:

Christine Magro	Art	1- day
David Paoline	Technology	1- day
Hope Fiddell	Music	1- day
Steven Keane	Service Learning	1- day

- i. I make a motion to approve the following staff to provide tutoring for students with an IEP (not to exceed 10 hours per student) at a previously approved rate:

Steve Keane	Brianna Anderson
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- j. I make a motion to approve Dave Paoline as a custodian for the summer at a rate of \$17.50/hr
- k. I make a motion to approve the following teaching staff hires for the 2024-2025 school year as listed:

<u>Name</u>	<u>Position</u>	<u>Degree</u>	<u>Step</u>	<u>Salary</u>	<u>Effective</u>
Stephanie Matteo	Teacher	BA	1	\$55,334	9/1/2024

- l. 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</u>	<u>State Medical Leave</u>
Bridget Wurster (custodian)	5/28/24 through 7/7/24	5/28/24 through 7/7/24 (Unpaid)	5/28/24 through 7/7/24 (6 weeks)	5/28/24 through 7/7/24 (6 weeks)

2. Policy – (Eugene Thomas)

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

Policy #2411	Guidance Counseling (M) - <i>Revised</i>
Policy #2431.4	Prevention and Treatment of Sports-Related Concussions and Head Injuries (M) - <i>Revised</i>
Regulation #2431.4	Prevention and Treatment of Sports-Related Concussions and Head Injuries (M) - <i>Revised</i>
Policy #3211	Code of Ethics - <i>Revised</i>
Policy #5842	Equal Access of Student Organizations - <i>Revised</i>
Policy #7610	Vandalism - <i>Revised</i>
Regulation #7610	Vandalism - <i>New</i>
Policy #9323	Notification of Juvenile Offender Case Disposition - <i>Revised</i>

3. Curriculum & Technology - (Cheryl Potter)

- a. I make a motion to approve the following Stockton University student for the clinical practicum in teaching and learning as listed:

Name	Dates	Subject	Cooperating Teacher
Rebecca Gourley	Fall 2024: 9/9/24 through 12/27/24 Spring 2025: 1/2/25 through 5/9/24	Early Childhood Education	Kristina Thumlert

- b. I make a motion to approve Rachel Tomczak to administer the Brigance Kindergarten Readiness Assessment to newly enrolled Kindergarten students over the summer at a previously approved rate
- c. I make a motion to approve Jaime Cifuentes to provide the following on an as needed basis:
1. Bilingual Psychological evaluations at a rate of \$600 per evaluation
 2. Bilingual Psychoeducational evaluations at a rate of \$1,200 per evaluation

- d. I make a motion to accept the receipt of the High Impact Tutoring Grant in the amount of \$38,000
- e. I make a motion to approve submission of the FY25 ESEA Grant Application
- f. I make a motion to approve submission of the 2024-2027 Language Instruction Educational Program Three-Year Plan.
- g. I make a motion to accept the award of the Teacher Climate and Culture Innovation Competitive Grant in the amount of \$75,000
- h. I make a motion to approve the amended American Rescue Plan Safe Return Plan.
- i. I make a motion to approve tuition contracts with Glassboro BOE for the following students:

<u>Student</u>	<u>Grade</u>	<u>Responsible</u>	<u>Amount</u>
FL	4th	Homeless-Elk	\$ 20,695 (Prorated - 3/1/24)
FJ	2nd	Homeless-Elk	\$ 20,695 (Prorated - 3/1/24)

- j. 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>
Julian Gravener	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

- k. I make a motion to approve GCSSSD CRESS to provide educational services as needed for the 2024/2025 school year
- l. I make a motion to approve Hewitt Psychiatric to provide services as needed for the 2024/2025 school year
- m. I make a motion to approve Samantha Tuller as interim principal for the 2024 ESY/Summer school program, at a per diem rate of \$375/day
- n. I make a motion to approve the shared service agreement with Delsea Regional School District for Instructional Supervisor Services in the amount of \$20,000
- o. 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>
Christine Magro	Online	The Art of Ed's "Summer 2024 NOW"	7/31/24 through 8/1/24	\$129.00			\$129.00

(Paid with Title IV 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 April 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 April 2024. The Treasurer’s Report and Secretary’s Report are in agreement for the month of April 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 April 2024
 - f. I make a motion to approve the following bills as listed:
 - 1. General Bill List \$ 456,479.00
 - 2. Hand Check \$ 13,665.60
 - 3. Cafeteria Bill List \$ 15,279.62
 - g. I make a motion to approve the 24/25 amended School Budget, which includes an additional \$81,123 of Stabilized School Budget Aid (pending County Board of Education approval)

- 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>
6th Grade Class	Courtyard	Delsea Grad Walk	06/12/24	8:00am-10:00am
6th Grade Class	Courtyard	Moving Up Ceremony	06/11/24	6:00pm-6:30pm
LEAD Officers	Courtyard Playground	6th Grade LEAD Picnic	05/31/24	1:30pm-3:00pm

(All facility requests are pending proper insurance certificates)

3. Cafeteria – (Colleen Barbaro)

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

Total Income	\$ 15,423.40
Total Expense	\$(16,125.00)
Net Income or (Loss)	\$ (701.60)
Average Daily Attendance	357
Average Daily Participation	168
Percentage of Participation	47%

b. I make a motion to approve Nutri Serve Food Management, Inc. by Metz to provide Food Service Management Services for the 2024-2025 school year, with a management fee of \$19,450 (1.6% increase from the previous year)

4. Transportation – (Lynnette Peterson)

a. I make a motion to approve the 2024-2025 participation in the cooperative transportation service with GCSSSD

b. I make a motion to approve the school bus evacuation drills that were completed on April 16th, 2024 and April 19th, 2024

9. Superintendent’s Report

A. Recommend the Board approve the April 2024 HIB report as previously submitted

B. Recommend the Board approve the Shared Service Agreement with the Township of Elk for School Resource Officer services

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

	Date	Time
Fire Drill - Aura	5/31/24	9:12am
Fire Drill - Walls	5/31/24	3:00pm
Secure Drill - Aura	5/29/24	9:00am
Secure Drill - Walls	5/28/24	11:45am

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 available balance transfer as of the end of the year to the capital reserve account up to an amount of \$500,000
- B. Recommend the Board approve available balance transfer as of the end of the year to the maintenance reserve account up to an amount of \$250,000
- C. Recommend the Board approve the Delsea Regional School District shared services with Elk Township Board of Education as listed:
 - a. Superintendent
 - b. Assistant Superintendent/Curriculum Supervisor
 - c. IT Services
 - d. Child Study Team Director
 - e. Transportation Services
 - f. Facilities Manager
 - g. Business Office Services
 - h. Transportation Coordinator
- D. Recommend the Board approve the Elk Township Board of Education Shared Services with Delsea Regional School District as listed:
 - a. Maintenance Mechanic
 - b. Student Success Coordinator
- E. Recommend the Board approve the 2024-2025 employment contract for Francis Ciociola, Superintendent
- F. Recommend the Board approve the 2024-2025 employment contract for Dr. Anthony Fitzpatrick, Assistant Superintendent/Curriculum Supervisor
- G. Recommend the Board approve the 2024-2025 employment contract for Joseph Collins, School Business Administrator

13. Old Business

14. New Business

15. Public Participation (Second) 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.

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. Superintendent Evaluation

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 June 13, 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.