

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

**ORDER OF BUSINESS AND AGENDA  
ELK TOWNSHIP BOARD OF EDUCATION  
NOVEMBER 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 - 10/10/24
- B. Executive - 10/10/24

**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 Michael Jusko as a substitute custodian at a rate of \$15.49/hr

2. Policy – (Eugene Thomas)

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

Policy 4324	Right of Privacy - <i>Revised</i>
Policy 5337	Service Animals - <i>Revised</i>
Policy 8467	Firearms and Weapons (M) - <i>Revised</i>
Regulation 8467	Firearms and Weapons (M) - <i>Revised</i>

3. Curriculum & Technology - (Cheryl Potter)

- a. I make a motion to approve the following clinic/workshop as listed:

Name	Location	Workshop	Date	Reg. Fee	Mileage & Tolls	Lodging & Meals	Total
Tammy Park	Virtual	Mental Health First Aid Youth	12/10/24 and 12/11/24	\$128.93	\$0.00	\$0.00	\$128.93

- b. I make a motion to approve the following graduate coursework as listed:

<u>Name</u>	<u>Course</u>	<u>Cost</u>
Kelsey Wertz	LDTC Certification	\$747.00

- c. I make a motion to approve Tammy Park to complete 50 hours of internship in Health Teaching through Rowan University with Elizabeth Putz at Delsea Regional Middle School from 01/21/2025 through 05/09/2025
- d. I make a motion to approve the submission of the FY25 Title I Comparability of Services Report
- e. I make a motion to approve submission of the FY25 ESEA Carryover Amendment to reflect the inclusion of unspent FY24 federal aid. The new allocations are:
  - Title I: \$78,869 (carryover \$11,175)
  - Title II: \$11,984 (carryover \$3,201)
  - Title IV: \$10,931 (carryover \$931)

**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 September. 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 September. The Treasurer’s Report and Secretary’s Report are in agreement for the month of September
- 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 Report for October
- f. I make a motion to approve the following bills as listed:
 

1. General Bill List -	\$ 301,485.14
2. Hand Checks -	\$ 19,842.65
3. Cafeteria Checks -	\$ 16,133.89

2. Facilities – (J. Wilson Hughes, Jr.)

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

a. I make a motion to approve the following facility requests as listed:

<b><u>Organization</u></b>	<b><u>Facility Requested</u></b>	<b><u>Dates Requested</u></b>	<b><u>Time Requested</u></b>
Student Congress Veterans Day Ceremony	Library/All Purpose Room	11/11/24	8:30am-10:00am
Aura School News	Classroom	10/22, 11/12, 11/26, 12/10, 01/07, 01/21, 02/04, 02/18, 03/04, 03/18, 04/08, 04/22, 05/06, 05/30, 06/03	3:05pm-4:05pm
Science Fair	All Purpose Room	01/07/24 and 01/08/25	6:30pm-7:30pm 8:30am-10:15am
HSA Meetings	Library/ Conference Room	11/13, 12/11, 01/18	6:00pm Conference Room 7:00pm Library
HSA	All Purpose Room / Holiday Shop	12/04/24	5:00pm-9:00pm
ETEA Holiday Shop Treats	All Purpose Room	12/04/24	5:30pm-8:00pm
HSA	Library	11/25/24	6:00pm-6:15pm
Franklin Twp Youth Basketball	All Purpose Room	Mon/Wed Nov - Feb	6:00pm-7:30pm

- b. I make a motion to approve the Three Year Comprehensive Maintenance Plan
- c. I make a motion to approve the Annual Maintenance Budget Amount Worksheet, Form M-1
- d. I make a motion to approve the Maximum Capital Reserve (LRFP) in the amount of \$ 991,110

3. Cafeteria – (Colleen Barbaro)

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

Total Income	\$ 87,869.77
Total Expense	\$ (71,817.82)
Net Income or (Loss)	\$ 16,051.95
Average Daily Attendance	351
Average Daily Participation	157
Percentage of Participation	45%

4. Transportation – (Lynnette Peterson)

- a.

**9. Superintendent’s Report**

- A. Recommend the Board approve the September HIB report as presented last month  
 B. Recommend the Board approve the following field trips in accordance with our fee schedule and educational significance as listed:

<b><u>Date</u></b>	<b><u>Location</u></b>	<b><u>Name</u></b>
06/06/2025	FunPlex Mt. Laurel	6th Grade

- C. Recommend the Board approve the following special education tuition student placements as listed:

<b><u>Initials</u></b>	<b><u>DOB</u></b>	<b><u>Classification</u></b>	<b><u>School</u></b>	<b><u>Contracted Educational Tuition</u></b>
J.C. B.S.	03/03/20 05/16/19	PSD PSD	South Harrison Township	23/24 ESY 19 days @ 39.74
J.C.	03/03/20	PSD	South Harrison Township	24/25 ESY 19 days @ 43.69

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

1. Enrollment - October
2. Staff Attendance - October
3. Nurse’s Report - October
4. HIB Report - October

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

Fire Drill	10/9/24	9:00 am
Fire Drill - Pitman	10/25/24	12:40 pm
Lockdown Drill	10/24/24	9:00 am
Lockdown Drill - Pitman	10/30/24	12:30 pm

**10. Legislation (Jacqueline Wraight)**

- A. Legislative Update

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

- 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.**

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. 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 October 10, 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.**

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.

**18. Motion to adjourn at: \_\_\_\_\_ p. m.**