

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

**ORDER OF BUSINESS AND AGENDA  
ELK TOWNSHIP BOARD OF EDUCATION  
DECEMBER 12, 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 - 11/14/24

**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. None

2. Policy – (Eugene Thomas)

a. None

3. Curriculum & Technology - (Cheryl Potter)

a. I make a motion to acknowledge receipt and acceptance of the 2023-2024 Elk Township School District New Jersey Quality Single Accountability Continuum (NJQSAC) results.

b. I make a motion to approve submission of the 2024-2025 Elk Township School District New Jersey Quality Single Accountability Continuum (NJQSAC) District Improvement Plan (DIP) for the area of Instruction and Program.

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

<u>Name</u>	<u>Course</u>	<u>Cost</u>
Tammy Park	Methods & Materials in Health Teaching for School Nurses	\$1,774.20
Tammy Park	Practicum in School Nursing	\$1,774.19

**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 October The Board Secretary certifies that no line item account has been over-expand 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 October. The Treasurer’s Report and Secretary’s Report are in agreement for the month of October
- 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 - \$ 365,752.06
  - 2. Hand Checks - \$ 15,610.45
  - 3. Cafeteria Checks - \$ 16,935.47

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/ Event</u></b>	<b><u>Facility Requested</u></b>	<b><u>Dates Requested</u></b>	<b><u>Time Requested</u></b>
6th Grade / Pumpkin Craft	All Purpose Room	11/25/24	1:45 pm-2:45 pm
6th Grade / Holiday Party	All Purpose Room	12/19/24	1:30 pm-2:30 pm
Gloucester County Prosecutor's Office / Cyber-Security Assembly	All Purpose Room	02/12/25	1:30pm

South West Council / Don't Get Vaped Presentation	All Purpose Room	03/07/25	12:30pm-3:15pm
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3. Cafeteria – (Colleen Barbaro)

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

Total Income	\$ 20,045.51
Total Expense	\$ (16,560.83)
Net Income or (Loss)	\$ 3,484.68
Average Daily Attendance	344
Average Daily Participation	188
Percentage of Participation	53%

4. Transportation – (Lynnette Peterson)

a. I make a motion to approve the following 2024-2025 Transportation Jointure as listed:

1. Clayton Board of Education

**9. Superintendent's Report**

- A. Recommend the Board approve the October 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:

<u>Date/Time</u>	<u>Location</u>	<u>Name</u>
1/09/25 10:00am-11:45am	Edelman Planetarium Glassboro, NJ	Pre-K 3 and 4
1/10/25 9am-11:30am	Levoy Theatre Millville, NJ	1st Grade
1/31/25 9:00am-12:00pm	iMax Theater Cherry Hill	3rd Grade
2/27/25 11:30am-1:30pm	Edelman Planetarium Glassboro, NJ	2nd Grade

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

<u>Initials</u>	<u>DOB</u>	<u>Classification</u>	<u>School</u>	<u>Contracted Educational Tuition</u>
K.R.	10/10/13	MD	Main Road	40,685.00
B.S.	05/16/19	MD	J. Harvey Rodgers	19,218.28

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

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

Fire Drill	11/25/24	9:30pm
Fire Drill - Pitman	11/27/24	10:45am
Lockdown Drill	11/22/24	2:00pm
Lockdown Drill - Pitman	11/22/24	9:35am

**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.**

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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.

**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 December 12, 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.**