

EL SINBORO TOWNSHIP BOARD OF EDUCATION
REGULAR MEETING MINUTES
June 20, 2022

CALL TO ORDER

The regular meeting of the Elsinboro Township Board of Education was called to order by Board President, Mrs. Kelly Anne Delaney, on Monday, June 20, 2022 at 6:31 p.m.

OPEN PUBLIC MEETINGS ACT ANNOUNCEMENT

The New Jersey Open Public Meetings Law was enacted to ensure the rights of the public to have advance notice of and to attend the meetings of the public bodies at which any business affecting their interest is discussed or acted upon. In accordance with the provisions of this Act, the Elsinboro Township Board of Education transmitted notice of this meeting, to be held in the Elsinboro School at 6:30 p.m., to the *South Jersey Times*, Elsinboro Township Municipal Clerk and all board members. A copy is also posted in the lobby of the Elsinboro Township School and on the front door.

PLEDGE TO THE FLAG

Mrs. Delaney, Board President, led the Pledge of Allegiance to the flag.

ROLL CALL OF MEMBERS

Members Present: Mr. Damian Carlson, Mrs. Kelly Anne Delaney, Mrs. Victoria Galasso, Mrs. Kathleen Sheffield, Mr. Jeffrey Stepler, and Mrs. Kay Weber

Members Absent: Mr. Michael Khairzada

Also in attendance: Mrs. Coni McAllister, Superintendent; Ms. Melanie M. Allen, Board Secretary/Business Administrator; 3 Staff Members; Mayor; Township Committee; Public

APPROVAL OF MINUTES

Motion made by Mrs. Weber, second by Mrs. Galasso to approve the regular meeting minutes of May 9, 2022 as submitted by the Board Secretary and as per the recommendation of the Superintendent and the Business Administrator.

VOICE VOTE: Unanimously approved

Motion carried: 6-0-0

SUPERINTENDENT SEARCH COMMITTEE/NEGOTIATIONS COMMITTEE

Motion made by Mrs. Sheffield, second by Mr. Carlson to approve the following recommendation as presented by the Superintendent Search Committee and Negotiations Committee:

Employment - Superintendent

The 2022-2025 employment contract and salary for Laural Kretzer, Superintendent. The County Office has approved Mrs. Kretzer's contract as required.

ROLL CALL VOTE: YES: Mr. Carlson, Mrs. Galasso, Mrs. Sheffield, and Mrs. Delaney

ABSTAIN: Mr. Stepler and Mrs. Weber

Motions Carried: 6-0-0

SUPERINTENDENT'S REPORT

Motion made by Mrs. Sheffield, second by Mr. Carlson to approve the following

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recommendations as presented by the Superintendent:

PERSONNEL – PROFESSIONAL

Teaching/Staff Assignments

The teaching assignments for the 2022-2023 school year.

ABSTAIN: Mrs. Weber

Motion Carried: 5-0-1

Employment-Full Time Special Education Teacher

The hire of Fawn Kiernan as a full time Special Education teacher for the 2022-2023 school year. Ms. Kiernan's start date will be September 1, 2022 and she will be paid on the BA scale, step 1, with an annual salary of \$52,356 and benefits as per the EEA Agreement.

After-School Clubs

The following after-school clubs:

- Robotics Club - Mr. Sarbello, Meeting once a week from Sept - Jan., \$25 per hour.
- Science Fair Club - Mr. Sarbello, Meeting once a week from Sept. - Jan., \$25 per hour
- Elsinboro School Newspaper - Mrs. Simms, Meeting once a week from 9/23/22-6/9/23 - \$25 per hour.
- All programs are eligible to be covered under the ESSER III grant.

Employment - In-House ESY/Summer Enrichment Program

The employment of the following staff members for the 2022 In-House ESY/ Summer Enrichment Program. The 2022 ESY/Summer Enrichment Program will be funded through the ESSER II and ESSER III Grants.

- **Teachers at the rate of \$40.00 per hour:** Tim Fox, Aimee Henry, Lauren Morgan, Glenda Nelson, Joe Sarbello, Sharon Simms, Amy Weinert
- **School Nurse at the rate of \$40.00 per hour:** Aliyah Thomas

SEP will be held in-person with each teacher employed for up to 90 hours from June 28, 2022 through August 4, 2022, Tuesday-Thursday (6 weeks), at the rate of \$40 per hour (max \$3,600.00 each), as per the recommendation of the Superintendent. The School Nurse will be employed up to 72 hours at the rate of \$40 per hour (max \$2,880.00). Student hours will be 9:00 a.m.-12:00 p.m. each day.

PERSONNEL – SUPPORT

Summer Work Hours - Office Staff

The summer work hours for office staff (Mrs. Kretzer and Mrs. Stepler) to be Monday through Thursday, effective July 1, 2022 through August 30, 2022.

ABSTAIN: Mr. Stepler

Motion Carried: 5-0-1

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Technology Work

Bethany Hannah for technology work for 2022-2023, at the rate of \$15.00 per hour, for up to 600 hours. Mrs. Hannah will work in the summer and before/after school hours doing computer maintenance, programming, SJSLA technology coordinator, updating software, cleaning up computers, etc. per the recommendation of the CSA.

ABSTAIN: Mrs. Weber

Motion Carried: 5-0-1

Carryover Hours - Office Staff

Robin Stepler to be able to carryover 5 vacation days into the 22-23 school year to be used before June 30, 2023.

ABSTAIN: Mr. Stepler

Motion Carried: 5-0-1

OTHER BUSINESS

HIB Report - Approval

The Superintendent's monthly Harassment, Intimidation and Bullying Report for May, 2022 as presented:

HIB Investigations:

| | |
|--|---|
| Reported: | 3 |
| Completed: | 3 |
| Number of incidents ruled as Harassment, Intimidation or Bullying: | 1 |
| Number of incidents ruled as not falling under the HIB provisions: | 2 |

HIB Report - Acknowledgement

The Superintendent's monthly Harassment, Intimidation and Bullying Report for June, 2022 as presented:

HIB Investigations:

| | |
|--|---|
| Reported: | 1 |
| Completed: | 1 |
| Number of incidents ruled as Harassment, Intimidation or Bullying: | 1 |
| Number of incidents ruled as not falling under the HIB provisions: | 0 |

Graduation Awards 2022

The attached list of scholarship awards to the graduating class of 2022.

ABSTAIN: Mrs. Weber

Motion Carried: 5-0-1

Use of Facilities

The use of facilities for the Healthy Kids Runnings Series from September 18, 2022 to October 30, 2022. Mrs. Bethany Hannah will oversee the running program held on Sundays.

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**ROLL CALL VOTE: YES: Mr. Carlson, Mrs. Galasso, Mrs. Sheffield, Mr. Stepler, Mrs. Weber, and Mrs. Delaney
Abstain on Teaching/Staff Assignments, Technology Work and Graduation Awards 2022: Mrs. Weber (see above)
Abstain on Summer Work Hours - Office Staff and Carryover Hours - Office Staff: Mr. Stepler (see above)
Motions Carried 5-0-1
All Other Motions Carried: 6-0-0**

BOARD SECRETARY/BUSINESS ADMINISTRATOR REPORT

Motion made by Mrs. Sheffield, second by Mrs. Weber. to approve the following as presented by the Business Administrator:

Board Secretary Certification

Board's Certification:

Pursuant to N.J.A.C. 6A:23A-16.10(c) 4, the Elsinboro Township Board of Education certifies that as of May 31, 2022 and after review of the Secretary's Monthly Financial Reports and upon consultation with the appropriate district officials, to the best of the Board's knowledge, no major account or fund has been over-expended in violation of N.J.A.C. 6A:23A-16.10(a)1 and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

Board Secretary's Certification:

Pursuant to N.J.A.C. 6A:23A-16.10 (c) 3, I certify that as of May 31, 2022, no budgetary line item account has obligations and payments (contractual orders) which in total exceed the amount appropriated by the Elsinboro Township Board of Education pursuant to N.J.S.A. 18A:22-8.1 and N.J.S.A. 18A:22-8.2 and no budgetary line item account has been over-expended in violation of N.J.A.C. 6A:23A-16.10 (c) 4. Also, in accordance with N.J.A.C. 6A:23A-16.10(c) 2, it is certified that there are no changes in anticipated revenue amounts and sources for the month ending May 31, 2022.

Cash Reconciliation Report

The cash reconciliation report for the month of May, 2022.

Bills to be Paid

The bills list for June, 2022 and the payroll and agency lists for May, 2022.

Further, the Board authorize the Business Administrator to pay any outstanding bills due and to make any necessary transfers as required in June, 2022 and July, 2022 for year end close out of financial reports. A list of bills paid and transfers made for this period will be presented at the next regularly scheduled meeting.

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Transfers

The transfers for the month of May, 2022.

2022-2023 Grant Funds

The following grants for the 2022-2023 school year:

| | | |
|-------|-----------------|--|
| ESEA: | Title I, Part A | \$23,236 (Decrease of \$3,625 over previous year) |
| | Title IIA | \$ 3,179 (Decrease of \$157 over previous year) |
| | Title IV | <u>\$10,000 (no change)</u> |
| | Total | \$36,415 (Decrease of \$3,782 over previous year) |
| IDEA: | Basic | \$43,814 (Increase of \$1,811 over previous year) |
| | Preschool | <u>\$ 876 (Increase of \$149 over previous year)</u> |
| | Total | \$44,690 (Increase of \$1,960 over previous year) |

Shared Art Teacher 2022-2023

The Shared Service Agreement with the Alloway Township Board of Education for Shared Instructional Services - Art Teacher for the 2022-2023 school year at a rate of \$39,250. The Agreement allocates 40% of the teacher's time to Elsinboro School and 60% to Alloway School (1.95% increase over previous year).

Shared Spanish Teacher 2022-2023

The agreement with the Quinton Township Board of Education for a Shared Spanish Teacher for the 2022-2023 school year. The Spanish Teacher will be at Elsinboro School 2 full days per week (40% time) at a cost of \$45,000 (no increase over previous year).

Shared Mental Health Counselor 2022-2023

The agreement with the Quinton Township Board of Education for a Shared Mental Health Counselor for the 2022-2023 school year. The Counselor will be at Elsinboro School 1.5 days per week (30% time) at a cost of \$31,000 (no increase over previous year). The cost will be covered by the ESSER II and ESSER II grants.

Child Study Team Agreement 2022-2023

The agreement with the Quinton Township Board of Education to provide Child Study Team and Speech Services for the 2022-2023 school year effective July 1, 2022 through June 30, 2023 at a cost of \$36,000. The \$4,500 increase over the previous year represents an additional day of speech therapy services (2 days in total) to allow for increased student contact.

Salem County Special Services School District Related Services 2022-2023

The Itinerant/Shared Services Agreement with Salem County Special Services School District to provide various Consultant/Therapy/Evaluations, etc. to Elsinboro Township School District effective July 1, 2022 through June 30, 2023 at the various rates specified in the Agreement.

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SCSSSD Related Services/Shared Services Agreement

The Related Services/Shared Services Agreement with Salem County Special Services School District to provide Occupational Therapy services to the Elsinboro Township School District effective September 1, 2022 to June 30, 2023 at the cost of \$5,724.00. Re-negotiation of the contracted amount will occur only if the actual costs change by more/less than 10%.

SACC Program and Rates 2022-2023

The After School SACC Program and the following rates for 2022-2023, noting there are no increases over the previous year:

- Pick up by 5:00 p.m.: \$10/day full days, \$18/day ½ days; \$135/month
- Pick up by 5:30 p.m.: \$12/day full days, \$21/day ½ days; \$165/month
- 2nd child in same family: 10% discount on all fees
- Morning SACC: \$6/day; \$80/month (Contingent upon minimum enrollment of 4 monthly students)

Service Exchange Agreement-Section 125, Flexible Spending Plan and Insurance

The renewal of the contract with American Fidelity Assurance Company, to provide a Section 125 and a Flexible Spending Plan to all eligible Elsinboro School employees for the 2022-2023 school year. This plan will be provided to the employees at no cost to the Elsinboro Board of Education.

Petty Cash Fund/Custodian

The Elsinboro School Petty Cash Account for \$250 with Robin Stepler, School Secretary, as custodian of the account for the 2022-2023 school year.

ABSTAIN: Mr. Stepler

Motion Carried: 5-0-1

Vended Meals Contract 2022-2023

The Vended Meals Contract for 2022-2023 with the Lower Alloways Creek School District for the following rates:

Student lunch: \$3.05 (\$.05 increase over previous year)
Adult lunch: \$4.00
Delivery Fee: \$17.00 per day

Lunch Prices 2022-2023

The following lunch prices for 2022-2023, reflecting no increase from the previous 5 years other than the structure of snack pricing:

| | | | |
|-----------------------|--------|-----------------|-----------------------|
| Breakfast, student | \$2.25 | Lunch, student | \$3.50 |
| Breakfast, adult | \$2.75 | Lunch, reduced | \$.40 |
| Breakfast, reduced | \$.30 | Milk a la carte | \$.60 |
| Lunch, adult, regular | \$4.50 | Water, 8 oz | \$.50 |
| Lunch, adult salad | \$4.50 | Snacks | Varies (\$.25-\$1.25) |

SC Cooperative Pricing Consortium - 2022-2023 Cafeteria Bid Award

The purchasing agreements with the Penns Grove Carneys Point School District for the

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purchase of milk, juice, dairy and ice cream. Furthermore, the Board award the 2022-2023 cafeteria bids (ice cream, milk, juice and dairy) as received from the June 1, 2022 bid opening through the Penns Grove – Carneys Point Regional School District’s SC Cooperative Pricing Consortium to the following:

Ice Cream **Awarded to: Georgeo’s Water Ice, Inc.**

Milk, Juice & Dairy **Awarded to: HyPoint Dairy Farms, Inc.**

In-House ESY/Summer Enrichment Program Transportation

The quote from BR Williams for transportation to/from Elsinboro Township School for the ESY/Summer Enrichment Program at the cost of \$353.00 per diem for 18 days (total cost \$6,354.00). Funding is through the district’s ESSER II and ESSER III Grants.

2021-2022 Anticipated Contracts to be renewed, awarded or to expire during the school year per P.L. 2015, c. 47

Pursuant to PL 2015, Chapter 47, the Elsinboro Township Board of Education intends to renew, award or permit to expire the contracts previously awarded by the Board of Education. These contracts are, have been, and will continue to be in full compliance with all state and federal statutes and regulations: in particular, NJ Title 18A:18 et. seq., NJAC Chapter 6A:23A, and Federal Procurement Regulations 2CFR Part 200.317 et. Seq. (Note: This has been a requirement since May 2015).

Annual Temporary Facilities Approval for 2022-2023 SY

The Annual Temporary Facilities Approval for the 2022-2023 School Year.

Resolution No. 2022-6: Transfer to Maintenance Reserve

Resolution No. 2022-6
Transfer of Current Year Surplus to Reserve – *Maintenance Reserve*

WHEREAS, NJSA 6A:23A-14.4 et seq permits a Board of Education to establish and/or deposit into certain reserve accounts at year end, and

WHEREAS, the aforementioned statute authorized procedures, under the authority of the Commissioner of Education, which permit a Board of Education to transfer anticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by Board resolution, and

WHEREAS, the Elsinboro Township Board of Education wishes to deposit anticipated current year surplus into a *Maintenance Reserve* account at year end, and

WHEREAS, the Elsinboro Township Board of Board of Education has determined that *up to \$5,000* is available for such purpose of transfer;

NOW THEREFORE BE IT RESOLVED by the Elsinboro Township Board of Education that it hereby authorized the district’s School Business Administrator to make this transfer consistent

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with all applicable laws and regulations.

Resolution No. 2022-7: Transfer to Capital Reserve

Resolution No. 2022-7
Transfer of Current Year Surplus to Reserve – *Capital Reserve*

WHEREAS, NJSA 6A:23A-14.4 et seq permits a Board of Education to establish and/or deposit into certain reserve account at year end, and

WHEREAS, the aforementioned statute authorize procedures, under the authority of the Commissioner of Education, which permit a Board of Education to transfer anticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by Board resolution, and

WHEREAS, the Elsinboro Township Board of Education wishes to deposit anticipated current year surplus into a *Capital Reserve* account at year end, and

WHEREAS, the Elsinboro Township Board of Education has determined that *an amount not to exceed \$300,000* is available for such purpose of transfer;

NOW THEREFORE BE IT RESOLVED by the Elsinboro Board of Education that it hereby authorized the district's School Business Administrator to make this transfer consistent with all applicable laws and regulations.

Resolution No. 2022-8: Establish/Transfer to Emergency Reserve

Resolution No. 2022-8
Transfer of Current Year Surplus to Reserve – *Emergency Reserve*

WHEREAS, NJSA 6A:23A-14.4 et seq permits a Board of Education to establish and/or deposit into certain reserve account at year end, and

WHEREAS, the aforementioned statute authorize procedures, under the authority of the Commissioner of Education, which permit a Board of Education to transfer anticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by Board resolution, and

WHEREAS, the Elsinboro Township Board of Education wishes to establish an *Emergency Reserve* account and deposit anticipated current year surplus into an *Emergency Reserve* account at year end, and

WHEREAS, the Elsinboro Township Board of Education has determined that *an amount not to exceed \$50,000* is available for such purpose of transfer;

NOW THEREFORE BE IT RESOLVED by the Elsinboro Township Board of Education that it

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hereby authorized the district's School Business Administrator to make this transfer consistent with all applicable laws and regulations.

Resolution No. 2022-9: Establish/Transfer to Tuition Reserve

Resolution No. 2022-9
Transfer of Current Year Surplus to Reserve – *Tuition Reserve*

WHEREAS, NJSA 6A:23A-14.4 et seq permits a Board of Education to establish and/or deposit into certain reserve account at year end, and

WHEREAS, the aforementioned statute authorize procedures, under the authority of the Commissioner of Education, which permit a Board of Education to transfer anticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by Board resolution, and

WHEREAS, the Elsinboro Township Board of Education wishes to establish an *Tuition Reserve* account and deposit anticipated current year surplus into a *Tuition Reserve* account at year end, and

WHEREAS, the Elsinboro Township Board of Education has determined that *an amount not to exceed \$75,000* is available for such purpose of transfer;

NOW THEREFORE BE IT RESOLVED by the Elsinboro Township Board of Education that it hereby authorized the district's School Business Administrator to establish an Tuition Reserve account and make this transfer consistent with all applicable laws and regulations.

ROLL CALL VOTE: YES: Mr. Carlson, Mrs. Galasso, Mrs. Sheffield, Mr. Stepler, Mrs. Weber, and Mrs. Delaney

Abstain on Petty Cash Fund/Custodian: Mr. Stepler (see above)

Motion Carried 5-0-1

All Other Motions Carried: 6-0-0

DISCUSSION ITEMS/FYI

- Enrollment - June 2022 - 125 students
- Graduation - June 13, 2022
- Elsinboro Top Eighth Grade Students 2022
 - Lily Breslin - Valedictorian
 - AJ Carlson - Salutatorian
- Security Drill -May 31, 2022, 10:11 a.m., lockdown, 5 mins. 30 secs., sunny, 81 degrees, 113 students, 22 staff, A lockdown was called at 10:11 a.m. All staff and students were locked in their classroom and shades drawn with lights off. Teachers and students moved into lockdown position. Doors were unlocked by Mrs. McAllister.
- Fire Drill - May 31, 2:15 pm, 1 min. 10 secs., 109 students, 22 staff, sunny 92 degrees, station 9

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- June 2022 Calendar
- Summer School - Begins 6/28 through 8/4 - 60 students for camp and summer school.

PRESIDENT'S REPORT

Old Business

- Facilities Projects
 - Generator
 - Air Conditioning in the Gym
 - Pole Barn
 - Parking Lot Expansion
- Superintendent Evaluation
- Board Self Evaluation

New Business

- Summer Board Meetings - Summer Board meetings are currently scheduled for July 18, 2022 and August 15, 2022. It is suggested that we cancel the July Board meeting. Should the August Board meeting be rescheduled?
- School Election Petitions to be distributed to candidates **Michael Khairzada** and **Kathleen Sheffield** who are up for reelection in November 2022. Both are 3 year terms. Completed Petitions shall be filed with the County Clerk on or before 4:00 p.m. on the last Monday of July, which is July 25, 2022. The County Clerk's Office is located at 110 Fifth St., Suite 200, Salem, NJ 08079

EXECUTIVE SESSION

None

PUBLIC COMMENT

Elsinboro Township Committee - Resolution for Coni

ADJOURNMENT

Motion by Mr. Carlson, second by Mrs. Weber, that there being no further business to be brought before the Board, that the meeting be adjourned at 7:07 p.m.

VOICE VOTE: Unanimously approved

Motion carried: 6-0-0

Respectfully submitted,

Melanie M. Allen
Business Administrator/Board Secretary