

**ELSINBORO BOARD OF EDUCATION
REGULAR MEETING MINUTES
October 20, 2025**

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, October 20, 2025 at 5:31 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 5:30 p.m, to the *South Jersey Times*, the Elsinboro Township Municipal Clerk and all Board members. A copy is also posted in the lobby of the Elsinboro Township School, on the front door, and on the district's website

PLEDGE TO THE FLAG

Mrs. Delaney led the Pledge of Allegiance to the flag.

ROLL CALL OF MEMBERS

Members Present: Damian Carlson, Kelly Anne Delaney, Jenna Hogate (6:20 p.m.), Kathleen Sheffield, John Sieber, Madinah Thomas, Kay Weber

Members Absent: None

Also in Attendance: Mrs. Laural Kretzer, Chief School Administrator; Ms. Melanie M. Allen, Board Secretary/Business Administrator; Richard W. Hunt, Parker McCay P.A.; John Halbruner, The Hyland Group; 1 Staff Member

EXECUTIVE SESSION

Motion made by Mrs. Weber, second by Mrs. Sheffield that the Board enter into Executive Session by Resolution at 5:33 p.m., from which the general public will be excluded:

**ELSINBORO 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 Elsinboro 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 approximately 6:28 p.m.

NOW, THEREFORE, BE IT RESOLVED that the Board of Education of the Elsinboro School District will go into closed session for the following reason(s) as outlined in N.J.S.A. 10:4-12:

- Litigation, Contract Negotiations or Attorney/Client Privilege

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.

ROLL CALL VOTE: YES: Mrs. Sheffield, Mrs. Weber, Mr. Sieber, Ms. Thomas, Mr. Carlson, Mrs. Delaney

Motion Carried: 6-0-0

Mr. Hunt and Mr. Halbruner left the meeting (6:00 p.m.).

Ms. Hogate entered the meeting (6:20 p.m.).

RESUME PUBLIC SESSION

Motion made by Mrs. Weber, second by Mrs. Sheffield to return to the public portion of the meeting at 6:28 p.m.

VOICE VOTE: Unanimously approved

Motion Carried: 7-0-0

APPROVAL OF MINUTES

Motion made by Mrs. Weber, second by Mr. Sieber to approve the regular and executive session meeting minutes of September 15, 2025 as submitted by the Board Secretary and as per the recommendation of the Chief School Administrator and Business Administrator.

ABSTAIN: Mrs. Delaney

Motion Carried: 6-0-1

PUBLIC COMMENT - AGENDA ITEMS

None

CHIEF SCHOOL ADMINISTRATOR'S REPORT

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

PERSONNEL – PROFESSIONAL

None

PERSONNEL – SUPPORT

Unpaid Leave of Absence - M. Harris

The request from Melissa Harris for an intermittent unpaid leave of absence beginning September 1, 2025 until January 20, 2026.

OTHER BUSINESS

HIB Report - Approval

Approve the Superintendent's monthly Harassment, Intimidation, and Bullying Report for **September 2025** as presented:

HIB Investigations:

Reported: 0

Completed: 0

of incidents ruled as HIB: 0

of incidents ruled as not falling under HIB: 0

HIB Report - Acknowledgement

Acknowledge the Superintendent's monthly Harassment, Intimidation, and Bullying Report for **October 2025** as presented:

HIB Investigations:

Reported:	0
Completed:	0
# of incidents ruled as HIB:	0
# of incidents ruled as not falling under HIB:	0

Bus Evacuation

Acknowledge the School Bus Evacuation Drill, bus 3, held on October 14, 2025, at Elsinboro Township School.

Acknowledge the School Bus Evacuation Drill, buses 1 and 2, held on October 16, 2025, at Elsinboro Township School.

Field Trips

Mrs. Hofacker to take the Culture Club (25 students) on a tour of the Salem County Historical Hancock Site to view and observe the impact during the American Revolution on Wednesday, October 29, 2025. Pick-up time is 5:00 pm, returning at 7:30 pm. There is no cost to the students. Bus cost is \$340.00. Culture Club grant funds will be used to pay for the cost of the bus.

Mrs. Weinert to take the Middle School Academic League to Oldmans Township School on Tuesday, November 4, 2025. Pick-up time is 12:00 pm, returning at 2:00 pm. There is no cost to the students. Bus cost is \$320.00.

Ms. Minichino to take 8th grade to SCVTS on Tuesday, November 11, 2025 to visit the programs offered. Pick-up time is 8:30 am, returning at 11:00 am. There is no cost to the students, and the bus is provided by SCVTS.

Mrs. Weinert to take the Middle School Academic League to Salem Middle School on Tuesday, December 2, 2025. Pick-up time is 9:00 am, returning at 11:15 am. There is no cost to the students. Bus cost is \$300.00.

Mrs. Hofacker to take the Culture Club (25 students) on a tour of SCVTS to view and observe a fully equipped kitchen and pastry room and learn about the importance of a full scale pastry operation on Wednesday, December 10, 2025. Pick-up time is 3:00 pm, returning at 6:30 pm. There is no cost to the students. Bus cost is \$430.00. Culture Club grant funds will be used to pay for the cost of the bus.

Mrs. Hofacker to take the Culture Club (25 students) on a tour of Longwood Gardens to view and observe seasonal horticulture and the importance of plant stewardship on Thursday, December 18, 2025. Pick-up time is 3:00 pm, returning at 8:00 pm. There is no cost to the students. Bus cost is \$550.00. Culture Club grant funds will be used to pay for the cost of the tickets and bus.

Use of Facilities

The use of the building by Salem Exchange Club, 10/24/2025, 4:00 pm - 6:00 pm, for Chicken Dinner Take-Out. They will use the gymnasium and will clean up after themselves. Joe McAllister will be the person in charge.

The use of the building by the Culture Club, 11/19/2025, 5:00 pm - 6:00 pm, for a parent Thanksgiving dinner. They will use the gymnasium and will clean up after themselves. Julie Hofacker will be the person in charge.

The use of the building by the Jr/Varsity Boys/Elsinboro Youth Basketball league, 11/22/2025, 5:00 pm - 7:00 pm, for a parent meeting. They will use the gymnasium and will clean up after themselves. Bethany Hannah will be the person in charge.

ABSTAIN: Mrs. Weber

Motion Carried: 6-0-1

Respect Week and Violence and Vandalism Week

Designate the week of October 6, 2025 as *Respect Week* and the week of October 27, 2025 as *Violence and Vandalism Week* and *Red Ribbon Week*. The theme is Life is a Puzzle, Solve it Drug Free.

Code of Student Conduct

The Code of Student Conduct for the 2025-2026 school year with no revisions.

NJ Quality Single Accountability Continuum (QSAC)

Resolution 2025-10:

RESOLUTION 2025-10
ELSINBORO TOWNSHIP BOARD OF EDUCATION
NJQSAC - School Year 2025-2026

WHEREAS, 18A:7A-10 establishes the New Jersey Quality Single Accountability Continuum (NJQSAC) for evaluating the performance of each school district; and

WHEREAS, the evaluation of the district will be based upon five (5) key quality performance indicators of school district effectiveness in the following District Performance Review (DPR) areas: instruction and program; personnel; fiscal management; operations; and governance; and

WHEREAS, the Elsinboro Township Board of Education has completed the DPR's for the period 2025-2026 in the key components to assess the district's capacity and effectiveness using quality performance indicators and will file the required reporting information with the NJ Department of Education; and

WHEREAS, the Elsinboro Township Board of Education has determined that the district has scored as follows:

<u>100</u>	Instruction and Program
<u>88</u>	Fiscal Management
<u>94</u>	Governance
<u>82</u>	Personnel
<u>100</u>	Operations

NOW THEREFORE BE IT RESOLVED, the Elsinboro Township Board of Education deems the above 2025-2026 DPR scores as accurate and approves the submission of each DPR and the DPR Declaration Page to the Department of Education by November 15, 2025.

Annual Preschool Operational Plan Update

The submission of the Elsinboro Township School District's Annual Preschool Operational Plan Update as required by the NJ Department of Education, Division of Early Childhood Services.

Annual Preschool Projected Enrollment

The submission of the district's 2026-2027 school year preschool projected enrollment to the NJ Department of Education as follows:

3 Year Olds	7 students
4 Year Olds	7 students
<u>Special Education</u>	<u>1 student</u>
1 classroom	15 students

ROLL CALL VOTE: YES: Mr. Carlson, Mrs. Sheffield, Ms. Hogate, Mrs. Weber, Mr. Sieber, Ms. Thomas, Mrs. Delaney

ABSTAIN: Mrs. Weber Use of Facilities (see above)

Motion Carried: 6-0-1

All Other Motions Carried: 7-0-0

BOARD SECRETARY/BUSINESS ADMINISTRATOR REPORT

Motion made by Mrs. Weber, second by Mr. Carlson to approve the following recommendations as presented by the Chief School Administrator and Business Administrator:

Board Secretary Certification - FINAL

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 June 30, 2025 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 June 30, 2025, 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 June 30, 2025.

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 July 31, 2025 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 July 31, 2025, 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 July 31, 2025.

Cash Reconciliation Report - FINAL

The Cash Reconciliation Report for the month of June, 2025.

Cash Reconciliation Report

The Cash Reconciliation Report for the month of July, 2025.

Transfers - FINAL

The transfers for the month of June, 2025.

Transfers

The transfers for the month of July, 2025.

Bills to be Paid

Payroll and agency for July, 2025 and August, 2025 and the bills lists for September, 2025 and (#1 and #2) for October, 2025.

Comprehensive Maintenance Plan/Form M1

The Comprehensive Maintenance Plan and Form M1 for submission to the Salem County Office of Education.

Budget Development Calendar 2026-2027

The tentative 2026-2027 Budget Development Calendar (pending any changes mandated by the state and release of state aid numbers). Approval of an annual budget calendar is a NJQSAC requirement.

Out of District Placement Contracts 2025-2026

The following out of district tuition contracts for the 2025-2026 school year:

Placement	SID#	Dates	Tuition Cost
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Pittsgrove Twp. School District - MD Program	5296551042	9/1/2025 - 6/30/2026	\$30,395 + 1:1 Aide \$33,929
Pittsgrove Twp. School District - 8th Grade	1307099304	9/1/2025 - 6/30/2026	\$15,561
Pittsgrove Twp. School District - 8th Grade	3599130560	9/1/2025 - 6/30/2026	\$15,561

Health and Safety Evaluation of School Buildings Checklist

The submission of the district's Health and Safety Evaluation of School Buildings Checklist for the 2025-2026 school year to the County Office of Education by November 15, 2025. Submission of the annual checklist is a NJQSAC requirement.

ROLL CALL VOTE: YES: Ms. Hogate, Mrs. Sheffield, Mr. Sieber, Ms. Thomas, Mrs. Weber, Mr. Carlson, Mrs. Delaney

Motion Carried: 7-0-0

DISCUSSION ITEMS/FYI

- Enrollment - October 2025: 107 students
- Fire Drill - Monday, September 15, 2025, 9:38 am, 1 min 31 secs, 103 students, 23 staff, cloudy, 70 degrees, station 4. All went smoothly.
- Security Drill-Thursday, September 18, 2025, 9:57 am, 3 mins., 105 students, 22 staff, cloudy, shelter in place, Code Janet, Attended by the Elsinboro OEM, Jack Smith.
- Fire Prevention Visit was on October 10th, for K-5
- October Calendar
- Julie Hofacker - PBIS Support, Social Emotional Learning Activities, Peer Mediation training 10/16/25; 16 students signed up to be trained. This year, we "Kicked Off the Year" with Gratitude. Mrs. Hofacker received a grant to participate in a school-wide gratitude program called Give Thx. Students will share their gratitude every Thursday, Thankful Thursdays, through digital Thank-You notes, drawings, or letters, and staff will participate in "Grateful for Fridays." The goal of this SEL program is to practice gratitude every week for at least 5-10 minutes to improve both physical and mental health. In October, students had lessons on Respect, Anti-Bullying, Red Ribbon Week, and Anti-Violence. Students were introduced to SafeNJ, an anonymous online reporting system that students and parents at Elsinboro Twp School can utilize this year to report concerns about unsafe, bullying, or unkind behavior. This program was made possible through a grant. Other SEL highlights thus far this school year have included Peer Mediation/Mentor Training, Culture Club trips, a presentation by Salem County Health and Human Services for middle school students, and the launch of our school's Care Closet.
- Threat Assessment Team Members (8 members, 7 school personnel, 1 law enforcement)
- Memorandum of Agreement between Education and Law Enforcement Officials; signatures will be completed at Round Table by January.
- School Safety Team and Scip Meeting is scheduled for October 23, 2025.
- Halloween Parade; October 31st; parents are invited
- Elsinboro has been designated as a Revolutionary School! New Jersey has launched a statewide network to promote social studies education and civic engagement in celebration of the 250th anniversary of the American Revolution. We have been given free classroom

resources and professional development opportunities designed to bring history and civic learning to life. NJ's goal is to honor our past while empowering students to become active, engaged citizens for the future

- Pre-K went to Dalton Farms in Swedesboro.
- GAMES Club (Giving Alternatives and Making Educational Successes Club (Mrs. Hannah-Grades 1-3)
- The CSA presented NJSLA Data (participation and performance results) as required per NJQSAC (Instruction and Program Indicator 8).

Motion made by Mrs. Weber, second by Mr. Carlson to approve the following Elsinboro Township School District Mission and Vision statements (updated to reference NJ Student Learning Standards (previously NJ Common Core)):

Mission Statement

The Elsinboro Township Board of Education is committed to providing a comprehensive system of education that supports the development of each student's full potential. The District affirms its responsibility to ensure equitable educational opportunities that are responsive to students' abilities and needs, while operating within the scope of available resources.

It is the mission of the Elsinboro Township School District to meet and exceed the New Jersey Student Learning Standards as established by the State of New Jersey. The Board expects all students to acquire and demonstrate the skills and knowledge outlined in the New Jersey Student Learning Standards at every grade level.

To achieve this mission, the Board of Education shall employ and support a staff of qualified professional educators who are dedicated to implementing the New Jersey Student Learning Standards and adhering to the New Jersey Standards for Professional Development.

Vision Statement

The Elsinboro Township School District will serve as the heart of the community by fostering an inclusive and nurturing environment where every student is challenged, supported, and inspired to achieve academic excellence and personal growth. Through strong partnerships with families and the community, the District will empower students to become lifelong learners, responsible citizens, and leaders prepared to succeed in an ever-changing world.

Where community roots grow academic success.

ROLL CALL VOTE: YES: Ms. Hogate, Mrs. Sheffield, Mr. Sieber, Ms. Thomas, Mrs. Weber, Mr. Carlson, Mrs. Delaney

Motion Carried: 7-0-0

PRESIDENT'S REPORT

Communications to the Board

None

Old Business

- McCloskey has confirmed, based on testing, that the drain pan in Unit 2 has a manufacturing defect and should be replaced. There is a very lengthy lead time for a new drain pan. Unit 1 is now leaking from the piping above the unit.

New Business

- Technicians from Tremco Roofing were onsite several days to complete an analysis and repair, as needed, of each roof section per the roof warranty quality assurance program. A written report will be issued with findings and work completed.
- Reminder to complete required Board training by 12/31/2025.

Committee Reports

None

FYI - Next meeting Monday, November 17, 2025

PUBLIC COMMENT – OPEN

None

ADJOURNMENT

Motion made 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 7:20 p.m.

VOICE VOTE: Unanimously approved

Motion Carried: 7-0-0

Respectfully submitted,

Melanie M. Allen
Business Administrator/Board Secretary