

**EL SINBORO TOWNSHIP BOARD OF EDUCATION  
REORGANIZATION AND REGULAR MEETING MINUTES  
January 4, 2023**

**CALL TO ORDER**

The reorganization and regular meeting of the Elsinboro Township Board of Education was called to order by Board Secretary, Ms. Melanie M. Allen, on Wednesday, January 4, 2023 at 6:30 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**

Ms. Melanie M. Allen, Board Secretary, led the Pledge of Allegiance to the flag.

**OATH OF OFFICE**

Ms. Melanie M. Allen, Board Secretary, issued the Oath of Office to re-elected Board Member:  
Kathleen Sheffield - Three Year Term, 2023-2025

**ROLL CALL OF MEMBERS**

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

Members Absent: Mr. Jeffrey Stepler

Also in attendance: Mrs. Laural Kretzer, Chief School Administrator; Ms. Melanie M. Allen, Board Secretary/Business Administrator; Staff Member

**NOMINATIONS**

**Election of President**

Ms. Allen, Board Secretary, opened the floor for nominations for President of the Elsinboro Township Board of Education.

Motion made by Mrs. Delaney, second by Mrs. Weber that the Board of Education open the floor for nominations for the position of President of the Elsinboro Township Board of Education.

**VOICE VOTE: Unanimously approved**

***Motion carried: 5-0-0***

Motion made by Mrs. Sheffield, second by Mrs. Weber to nominate Mrs. Kelly Anne Delaney to serve as President of the Elsinboro Township Board of Education.

Being no further nominations, it was moved by Mrs. Weber, second by Mrs. Sheffield that the Board of Education approve that the nominations for the position of President of the Elsinboro Township Board of Education be closed.

**VOICE VOTE: Unanimously approved**

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***Motion carried: 5-0-0***

The Board Secretary, Ms. Allen, called for a roll call vote on the election of Mrs. Kelly Anne Delaney as President of the Elsinboro Township Board of Education for a term of one year, commencing January 4, 2023 and until her successor is elected and shall qualify.

**ROLL CALL VOTE: YES: Mr. Damian Carlson, Mrs. Victoria Galasso,  
Mrs. Kathleen Sheffield, Mrs. Kay Weber, Mrs. Kelly Anne Delaney**

***Motion Carried: 5-0-0***

The Board Secretary, Ms. Allen, then declared Mrs. Delaney as President of the Elsinboro Township Board of Education.

**Election of Vice President**

Ms. Allen, Board Secretary, opened the floor for nominations for Vice President of the Elsinboro Township Board of Education.

Motion made by Mrs. Weber, second by Mrs. Sheffield that the Board of Education open the floor for nominations for the position of Vice President of the Elsinboro Township Board of Education.

**VOICE VOTE: Unanimously approved**

***Motion carried: 5-0-0***

Motion made by Mrs. Sheffield, second by Mrs. Weber to nominate Mr. Damian Carlson to serve as Vice President of the Elsinboro Township Board of Education.

Being no further nominations, it was moved by Mrs. Sheffield, second by Mrs. Weber that the Board of Education approve that the nominations for the position of Vice President of the Elsinboro Township Board of Education be closed.

**VOICE VOTE: Unanimously approved**

***Motion carried: 5-0-0***

The Board Secretary, Ms. Allen, called for a roll call vote on the election of Mr. Damian Carlson as Vice President of the Elsinboro Township Board of Education for a term of one year, commencing January 4, 2023 and until his successor is elected and shall qualify.

**ROLL CALL VOTE: YES: Mrs. Victoria Galasso, Mrs. Kathleen Sheffield, Mrs. Kay Weber,  
Mrs. Kelly Anne Delaney, Mr. Damian Carlson**

***Motion Carried: 5-0-0***

The Board Secretary, Ms. Allen, then declared Mr. Damian Carlson as Vice President of the Elsinboro Township Board of Education.

*The Board Secretary yielded the chair to the president.*

Motion made by Mrs. Sheffield and second by Mrs. Galasso to approve the following:

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**Designation of Newspaper**

The designated official newspaper for 2023 year as the *South Jersey Times*. This publication covers Salem, Gloucester & Cumberland Counties.

**Designation of Regular Meeting Dates**

The third Monday of the month for the 2023 Board Meeting Schedule (unless noted otherwise) as per the attached.

**Board Secretary Appointment**

The appointment of Melanie M. Allen as Business Administrator/Board Secretary and Ms. Kimberly J. Lenox as alternate effective January 4, 2023 and until the next reorganization meeting in January 2024.

**Designation of Depository of Funds and Designation of Signatories**

*Fulton Bank* as the designated depository of funds (warrant, payroll, agency, reserve, student fund and unemployment fund) for 2023, with the following designated signatories:

**General Account** (3) President, CSA,, Board.Secty/Bus. Adm. or Alternate Board Secretary/Bus. Admin.

**Payroll/Agency/Unemployment** (2) Board Secretary/Business Administrator or Alternate Board Secretary/Business Administrator

**Reserve** (2) President,CSA, and/or Board Secretary/Business Administrator or Alternate Board Secretary/Business Administrator

**Student Fund** (2) CSA, School Secretary and/or Board Secretary/Business Administrator or Alternate Board Secretary/Business Administrator

**Adopt Policy Manual**

All existing policies, bylaws and regulations for the 2023 year as per the recommendation of the Superintendent. *The policy manual can be found under the board section on the district's website.*

**Purchasing Manual**

The Purchasing Manual, which defines the proper purchasing practices of the Elsinboro Business Office. This manual is required by NJQSAC. *The purchasing manual can be found in the district's business office.*

**Standard Operating Procedures and Internal Controls Manual**

The Guide for Standard Operating Procedures and Internal Controls manual, which describes the standard business office practices of the Elsinboro Business Office. This manual is required by NJQSAC.

**P.A.C.O. Officer Designation**

The designation of Melanie M. Allen as the Public Agency Compliance Officer for the Elsinboro Township School District effective January 4, 2023.

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**Appointment of Committees/Representatives**

- a. NJSBA Delegate & Alternate
- b. SCSBA Delegate & Alternate
- c. Academic Policy Committee
- d. Building/Grounds Committee
- e. Budget/Finance/Negotiations Committee
- f. Curriculum Committee
- g. Education Liaison
- h. Personnel Committee
- i. Elsinboro School Association Representative

*These positions were tabled until the next meeting when the Board vacancy will be filled and all members will have an opportunity to serve.*

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

***Motion Carried: 5-0-0***

**PRESENTATION**

*The Administration recognized and thanked all board members for their service to the Elsinboro Community and School in observance of the month of January as the 19th Annual NJ School Board Recognition Month.*

New Jersey's local boards of education play an essential role in our students' lives. They oversee 580 school districts which, in turn, operate nearly 2,500 public schools and provide educational services to nearly 1.4 million children. They set the policies for our schools and make important decisions affecting curriculum, financing and staffing. At this time, the administration wishes to raise public awareness of the role and responsibilities of our local board of education and thank the Elsinboro school board members for their efforts. Collectively, the Elsinboro board members have over 64 years of service as board members for the Elsinboro Board of Education.

**APPROVAL OF MINUTES**

Motion made by Mrs. Weber, second by Mr. Carlson to approve the regular meeting minutes of November 14, 2022 as submitted by the Board Secretary and as per the recommendation of the Chief School Administrator and Business Administrator.

**VOICE VOTE: Approved**

***Motion carried: 4-0-1***

**Abstain: Mrs. Delaney**

**PUBLIC COMMENT - AGENDA ITEMS**

None

**CHIEF SCHOOL ADMINISTRATOR'S REPORT**

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

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**PERSONNEL – PROFESSIONAL**

Employment-Art Teacher

The employment of Sarah Florjancic as a full time Art teacher for the 2022-2023 school year. Ms. Florjancic’s start date is January 2, 2023 and she will be paid on the BA scale, step 3, with an annual salary of \$53,356 and benefits as per the EEA Agreement. Ms. Florjancic’s position will be shared with Lower Alloways Creek School District (40% Elsinboro and 60% LAC).

Workshop Participation

The following workshop participation:

STAFF	LOCATION	WORKSHOP	DATE	COST	SUB COST	MILEAGE
Kristina Boyle	Elsinboro School	Google Classroom Strengthen Your Instruction	2/13/2023	\$279.00	\$105.00	N/A
Laural Kretzer & Amy Weinert	Lyndhurst, NJ	Reality Planning for an Active Lethal Threat Event	1/19/2023 - rescheduled to 2/6/2023	N/A	N/A	Yes

**OTHER BUSINESS**

HIB Report - Approval

The Chief School Administrator’s monthly Harassment, Intimidation, and Bullying Report for November 2022 as presented:

HIB Investigations:

Reported:	1
Completed:	1
# of incidents ruled as HIB:	0
# of incidents ruled as not falling under HIB:	1

HIB Report - Acknowledgement

#22/23-003 #22/23-004 #22/23-005

The Chief School Administrator’s monthly Harassment, Intimidation, and Bullying Report for December 2022 as presented:

HIB Investigations:

Reported:	3
Completed:	3
# of incidents ruled as HIB:	0
# of incidents ruled as not falling under HIB:	3

Adopt Additional District Curriculum

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The district curriculum which is aligned with the New Jersey Student Learning Standards (NJSLS) which included the resources (textbooks, online subscriptions, workbooks, etc.) as listed below for the 2022-2023 school year as per the recommendation of the CSA:

Financial Literacy

Three-Year Preschool Operational Plan

The submission of the district's Three-Year Preschool Operational Plan to the NJ Department of Education Division of Early Childhood Services. The purpose of the Plan is to provide a comprehensive description of how the district will implement each component of a high-quality preschool program for three- and four-year old children.

**ROLL CALL VOTE: YES: Mr. Carlson, Mrs. Galasso, Mrs. Sheffield, Mrs. Weber, Mrs. Delaney,  
*Motion Carried: 5-0-0***

Motion made by Mrs. Sheffield, second by Mr. Carlson to approve the following recommendation as presented by the Chief School Administrator:

**PERSONNEL - SUPPORT**

Change in Rate-Custodial Staff-10 Month

Increase in the hourly rate for the following custodial staff from \$14.00 per hour to \$15.50 per hour effective January 1, 2023 through June 30, 2023 due to an additional increase in the NJ minimum wage rate:

James Watson

**ROLL CALL VOTE: YES: Mr. Carlson, Mrs. Galasso, Mrs. Sheffield, Mrs. Weber, Mrs. Delaney,  
*Motion Carried: 5-0-0***

**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 REPORT

**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, 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:**

**EL SINBORO TOWNSHIP BOARD OF EDUCATION  
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Pursuant to N.J.A.C. 6A:23A-16.10 (c) 3, I certify that as of July 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 July 31, 2022.

BOARD SECRETARY REPORT

**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 August 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 August 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 August 31, 2022.

Cash Reconciliation Report

The Cash Reconciliation Report for the month of July, 2022.

Cash Reconciliation Report

The Cash Reconciliation Report for the month of August, 2022.

Transfers

The transfers for the month of July, 2022.

Transfers

The transfers for the month of August, 2022.

Bills to be Paid

The bills list for December, 2022, and the payroll and agency for November and December, 2022. *Furthermore, the Board authorizes the Business Administrator to pay any bills due and make transfers of funds as necessary prior to the February board meeting. A list of bills paid and transfers made will be presented at that time.*

Local Food for Schools Cooperative Agreement Funding

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The district's participation in the NJ Department of Agriculture's Local Food for Schools Cooperative Agreement Funding Opportunity with an initial entitlement of \$1,000. The grant opportunity will support the cost associated with taking those important measures and ensuring students have safe and healthy learning environments.

Substitute Custodial Services - Alloway

The Shared Services Agreement with the Alloway Township Board of Education for Alloway to provide substitute custodial services to Elsinboro on an as needed basis effective October 21, 2022 through December 15, 2022 at a rate of \$120.00 per day.

FY2023 Emergent and Capital Maintenance Needs Funding

The submission of the Certification in Support of Receipt of FY2023 Emergent and Capital Maintenance Needs. The district's allocation is \$2,827. Funds are to be used to offset costs 'associated with taking those important measures and ensuring students have safe and healthy learning environments.'

APR ESSER (III) Accelerated Learning Coaching and Educators support Grant-Amendment

An Amendment to the ARP ESSER (III) Accelerated Learning Coaching and Educator Support Grant as listed:

Increase	20-488-210-100 (curriculum writing)	\$11,000
Decrease	20-488-200-300 (professional services)	<u>(\$11,000)</u>
		-\$0-

Award to Ricky Slade Construction, Inc. - Parking Lot Expansion Project

The award, contingent upon review and approval by the Board Solicitor, of the Elsinboro Township School District Parking Lot Expansion project to Ricky Slade Construction, Inc. in the amount of \$336,300.00 representing Base Bid Items 1 through 33. Ricky Slade Construction, Inc. was the lowest bidder out of six (6) bids opened on December 21, 2022. All bids were opened and reviewed by Remington & Vernick Engineers.

Special Education Out-of-District Placement & Contract

The following out-of-district placement and contract for the 2022-2023 school year:

SID#	Placement	Tuition	1:1 Aide
3599130560	SCSSSD-Daretown Campus	\$38,978 12/8/2022-6/30/2023	\$34,682.55 12/8/2022-6/30/2023

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

***Motion Carried: 5-0-0***

**DISCUSSION ITEMS/FYI**

- January 2023 Calendar

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- Enrollment - 116 students
- Security Drill - November 15, 2022, 9:21 am, Off Site Evacuation, 18 min. (students had a lot of questions), cloudy 38 degrees, 112 students, 21 staff and Cpl. Smith, an offsite evacuation was called by Danielle Powers, all staff and students evacuated to the gym for attendance check and explanation by Cpl. Smith, returned to classrooms.
- Security Drill- December 16, 2022, 2:12 pm, Lockdown with fire alarm, 10 minutes, cloudy 44 degrees, 103 students, 20 staff, Cpl. Jack Smith, a lockdown was called by Mrs. Stapler. All staff and students were locked in their classrooms with shades drawn and lights off. After 2 minutes a fire alarm was pulled to test whether anyone would evacuate. No one did. All doors were then unlocked by Mrs. Kretzer.
- Fire Drill - December 20, 2022, Tuesday, 1 min. 21 secs., 102 students, 21 staff, sunny, 38 degrees, station 5
- Bus Evacuation Drills-November 9, 2022 (Bus 3), November 22, 2022, (Bus 1 & 2), all at 8:15 am in front driveway, all oversaw by Mrs. Gallagher, School Nurse
- Big thank you to Damian Carlson for fixing the sheds that were in need of repair.
- School Newspaper - Sharon Simms - Hard copy distributed to all Board members.
- Mrs. Barbara Schneider, the chorus and band did an excellent job during the Winter Concert, 12/14/22. We had help from many teachers and staff. Big thanks to Bethany Hannah, Michelle Lombardi and Amy Weinert.
- Preschool students were able to start January 2, 2023.
- Commend the Elsinboro Teachers for stepping in to help during a hard flu season.
- Cameras are installed. Due to the noise created by the server, the server will most likely be moved from the CSA's office.
- Elsinboro School was voted the Best of Salem County for schools!

**PRESIDENT'S REPORT**

**COMMUNICATIONS TO THE BOARD**

Salem City Board of Education Representative

Motion made by Mrs. Sheffield, second by Mrs. Weber to appoint Mr. Damian Carlson as the Elsinboro Township Board of Education Representative to the Salem City Board of Education for 2023.

*For the 2023 year, collectively between Elsinboro, LAC, and Mannington, student enrollment meets the 15% required to allow for two representatives to represent all three districts. Elsinboro represents 3.41% (19 students) of the 410 students attending grades 9 through 12 at Salem City High School. Based upon the last representative rotation cycle, Elsinboro and Lower Alloways Creek are the 2023 representatives.*

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

***Motion Carried: 5-0-0***

**OLD BUSINESS**

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- The BA shared that the generator project is complete! The automatic transfer switch was replaced, the unit was tested, and it is now operating online. The two-year warranty was effective the day that the unit was 100% operational (November 22, 2022 -> November 22, 2024).
- The BA stated that a meeting has been scheduled with a vendor to review the site plan and drawings for the Pole Barn. This is the vendor that constructed the Pole Barn at Quinton Township School.
- Upon review and approval of the bid for the Parking Lot Expansion Project by the Board's Solicitor, the construction contract will be signed and a pre-construction meeting with the contractor, engineering firm, and district will be scheduled.
- The CSA will obtain a proposal for the replacement of the windows in her office because they leak when it rains.

**NEW BUSINESS**

- The Code of Ethics for School Board Members was reviewed, and Board members signed and returned the Acknowledgement of Receipt of the Code of Ethics.
- Filing of 2023 Personal/Relative and Financial Disclosure Statements - Information forthcoming

**COMMITTEE REPORTS**

**FYI**

Next Board Meeting - February 15, 2023 (3rd Wednesday)

**EXECUTIVE SESSION**

None

**PUBLIC COMMENT - OPEN**

None

**ADJOURNMENT**

Motion made by Mr. Carlson, second by Mrs. Sheffield, that there being no further business to be brought before the Board, that the meeting be adjourned at 7:27 p.m.

**VOICE VOTE: Unanimously approved**

***Motion carried: 5-0-0***

Respectfully submitted,

Melanie M. Allen  
Business Administrator/Board Secretary

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