

**ELSINBORO BOARD OF EDUCATION
REGULAR MEETING MINUTES
October 16, 2023**

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 16, 2023 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, Ms. Jenna Hogate, Mrs. Kathleen Sheffield, Mr. Jeffrey Stepler, Ms. Madinah Thomas, Mrs. Kay Weber
Also in attendance: Mrs. Laural Kretzer, Chief School Administrator; Ms. Melanie M. Allen, Board Secretary/Business Administrator; Staff Member

APPROVAL OF MINUTES

Motion made by Mr. Stepler, second by Mrs. Sheffield to approve the regular meeting minutes of September 18, 2023 as submitted by the Board Secretary and as per the recommendation of the Chief School Administrator and the Business Administrator.

VOICE VOTE: Unanimously Approved

Motion Carried: 7-0-0

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

Workshop Participation

The following workshop participation:

STAFF	LOCATION	WORKSHOP	DATE	COST	MILEAGE	ANTICIPATED SUB COST
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Fawn Kiernan	Hampton Inn, Voorhees, NJ	NJ S.P.I.R.E.	10/26/2023	\$389	yes	\$125.00
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2023-2024 After-School Club

The following after-school club: Homework Club - Mrs. Weinert, Meeting on Tuesdays and Thursdays from 3:20 p.m. until 4:20 p.m., \$25 per hour

The program is eligible to be covered under the ESSER III grant.

PERSONNEL – SUPPORT

Employment-Substitute

Jennifer Cascaden as a per diem substitute for the remainder of the 2023-2024 school year at the Board established rates.

OTHER BUSINESS

HIB Report - Approval

Approve the Superintendent’s monthly Harassment, Intimidation, and Bullying Report for September 2023 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 2023 as presented:

HIB Investigations:

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

Field Trips

The 8th grade (10 students), School Nurse and an upper grade teacher to go to Cooper Hospital (for the Traumatic Injury Prevention Program) and Redbank Battlefield Park (to eat lunch provided by MAPSA) on Friday, April 9, 2024. Pick up time 8:40 am, return to school by 2:30 pm. There is no cost to the student. The bus cost is \$570.00. This was set up by Mrs. Gallagher.

ABSTAIN: Ms. Hogate

Motion Carried: 6-0-1

Mrs. Tammy Rieger and the Academic Club (9 students) to attend an academic match at Alloway Twp. School on Tuesday, November 14, 2023. Pick up time is 9:10 am, return time is approximately 10:30 am. There is no cost to the student. The bus cost is \$320.00.

Mrs. Tammy Rieger and the Academic Club (9 students) to attend an academic match at Pennsville Middle School on Tuesday, December 5, 2023. Pick up time is 9:10 am, return time is 10:35 am. There is no cost to the student. The bus cost is \$320.00.

Mrs. Tammy Rieger and the Academic Club (9 students) to attend an academic match at Mannington Twp. School on Tuesday, February 13, 2024. Pick up time is 12:10 pm, return time is 1:35 pm. There is no cost to the student. The bus cost is \$320.00.

The 4th and 5th grades with Mrs. Rieger, Mrs. Boyle and another chaperone to go to Winterthur Museum on Wednesday, April 10, 2024. Pick up time is 8:30 am, return time 2:00 pm. There is no cost to the student. The bus cost is \$650.00.

Respect Week and Violence and Vandalism Week

The designation of week October 9, 2023 as *Respect Week* and the week of October 23, 2023 as *Violence and Vandalism Week* and *Red Ribbon Week*.

Code of Student Conduct

The Code of Student Conduct for the 2023-2024 school year with no revisions.

Nursing Services Plan 2023-2024

The Nursing Service Plan for the 2023-2024 school year.

Use of Facilities Elsinboro Youth Basketball

The use of the building by the Elsinboro Youth Basketball League on October 19, 2023 for sign ups, November 2023 - March 2024 nights and Saturdays for use of the gym, bathrooms and to sell concessions. A certificate of Insurance will be provided before starting.

NJ Quality Single Accountability Continuum (QSAC)

The NJQSAC District Improvement Plan (DIP) in the area of Governance for submission to the NJ Department of Education. The district received a score of 77% for this Indicator. A minimum score of 80% for each Indicator is required for passing. See DIP Process, DPRs, District Placement

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.

Disposal of AED

The disposal of one (1) AED unit. The unit is expired and no longer usable and has been replaced with two (2) units.

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

Abstain: Ms. Hogate (Field Trip to Cooper Hospital only)

Motion Carried: 6-0-1

All Other Motions Carried: 7-0-0

BOARD SECRETARY/BUSINESS ADMINISTRATOR REPORT

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

Bills to be Paid

The bills list for October, 2023.

ABSTAIN: Mrs. Weber

Motion Carried: 6-0-1

Comprehensive Maintenance Plan/Form M1

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

Resolution 2023-10 ACES Membership Renewal (2023-2028)

Resolution 2023-10 to renew membership in the Alliance for Competitive Energy Services (ACES) Bid Cooperative Pricing System ID# E8801-ACESCPS for the period October, 2023 through May, 2028.

Budget Calendar 2024-2025

The tentative 2024-2025 Budget Calendar (pending any changes mandated by the state and release of state aid numbers). Approval of an annual budget calendar is a NJQSAC requirement.

GCSSSD Transportation - Contracted Bus Routes 2023-2024

The 2023-2024 school year transportation for the following students. A 7% administrative fee is charged by GCSSSD in addition to the prices shown.

Route Number	Destination	Estimated Per Diem Cost*	New/Renewal	Number of Elsinboro Students (est.)
Y1802	SCVTS - Pennsville HS	\$63.43*	Renewal	2

*Routes may contain students from multiple districts and cost is divided among those districts

ESY 2023 Tuition – SCSSSD

A Tuition Agreement with Salem County Special Services School District for one resident student to attend the 2023 ESY program at a cost of \$6,673.00 for the period July 10, 2023 through August 18, 2023.

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

Abstain: Mrs. Weber (Bills List for October, 2023 only)

Motion Carried: 6-0-1

All Other Motions Carried: 7-0-0

DISCUSSION ITEMS/FYI

- Enrollment - 112 students
- Fire Drill - Wednesday, October 4, 2023, 12:44 pm, 1 min 23 secs, 108 students, 28 staff, sunny 67 degrees, station 3. Door C was “blocked” and students responded appropriately.
- Security Drill-Friday, September 22, 2023, 12:39 pm, 14 mins. 37 secs., 103 students, 22 staff, overcast conditions, lockdown, tested announcements to end, several classes did not pass.
- Bus Evacuation Drills-Evacuation Drills of Bus 1 & 2 were held on October 12, 2023 at approximately 8:15 am in the driveway with Mrs. Gallagher and the bus drivers. An Evacuation Drill of Bus 3 (Salem choice bus) was held on October 13, 2023 at approximately 8:15 am in the driveway with Mrs. Gallagher and the driver.

- Fire Prevention Visit is October 12 for Grades K-5
- MAPSA/ESA Tree Lighting and Crafts with Santa - 12/8/2023
- October Calendar
- ESA Update - October Activities
 - Halloween Trunk-Or-Treat for all grades and community members 10/20/23; 6-9 pm.
 - Clean communities on 10/07/23 was postponed due to rain. A new date will be determined.
- Week of Respect - School Safety Team meeting scheduled for 10/19/2023
- Julie Hofacker - PBIS Support, Social Emotional Learning Activities
 - All of the students were given a lesson on the buddy bench and how it can be used to support any student in need. Some students have already used it and/or have helped someone who is sitting on the bench.
 - The middle school students had a lesson on "Kicking the Year Off With Kindness" and made positive affirmation cards for their classmates to use if they are having a rough day and need some extra support. The cards will be hanging in all of the middle school classrooms.
 - Sixth through eighth grade students who were chosen as Peer Mediators took part in a two-day training program.
- The district's Threat Assessment Team has to be in place for the 2023-2024 school year. Members have signed up for the state training. (9 members, 8 school personnel, 1 law enforcement)
- Classroom updates were shared by grade level/subject area.
- The CSA presented NJSLA Data (participation and performance results) as required per NJQSAC (Instruction and Program Indicator 8).
- Fences are now in place around the dumpsters and generator.
- Cafeteria Update- See two before and after pictures
- A camera monitor was installed in the Main Office that allows staff to view the outside cameras.

PRESIDENT'S REPORT

Communications to the Board

- November 7, 2023 Ballot was shared with Board members.

Old Business

- The Board discussed the state of the parking lot retention basin. The overall look of the basin is not pleasing and detracts from the new parking lot. The Board requested the BA to contact Samantha Boonstra, Remington & Vernick, for alternatives to the current basin such as installing additional sand to lessen the amount of water visible when it rains, installing an underground pipe that takes the water across the front of the school property to the open field on the left side of the building, etc.
- The BA will contact a vendor recommended by another district's Facility Manager to provide a quote for the installation of air conditioning in the gym. Quotes for two scenarios will be requested - replacing the existing unit and adding air conditioning capability to the existing unit.
- The CSA and BA updated the Board on the ongoing exterior doors replacement project. Although additional work has been completed to rectify the issues that resulted during the installation, many issues still remain. The Board President asked what the district's contractual obligations are to the vendor and if ties can be cut and a new vendor chosen. The BA replied that there is not a formal contract with the vendor, but a PO based on the

quote that details the work to be performed. She will contact the Board Solicitor regarding the situation.

- Reminder to complete required Board training by 12/31/2023

New Business

None

Committee Reports

None

FYI - Next meeting Monday, November 20, 2023

EXECUTIVE SESSION

None

PUBLIC COMMENT - OPEN

Mariah Mills, Kindergarten teacher, stated that she has had a positive year in Kindergarten so far!

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