

**ELSINBORO TOWNSHIP BOARD OF EDUCATION  
REGULAR MEETING MINUTES  
APRIL 11, 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, April 11, 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, Mr. Michael Khairzada, Mrs. Kathleen Sheffield, Mr. Jeffrey Stepler, and Mrs. Kay Weber

Members Absent: Mrs. Victoria Galasso

Also in attendance: Mrs. Coni McAllister, Superintendent; Ms. Melanie M. Allen, Board Secretary/Business Administrator; 2 Staff Members; Public

**PRESENTATION**

Andrew Yoder and Samantha Boonstra of Remington & Vernick Engineers, Inc. provided an update (virtually) on the Parking Lot Expansion Project. The Board agreed to the change of scope request from R&V which allows for the completion of a wetlands delineation and mapping on the property across from the school (Block 28, Lot 1). The property owner, Mr. Sean Elwell, has signed a consent for his property to be accessed so that this work can be done. Mr. Yoder estimated that the delineation and mapping would be completed within the next two weeks.

**APPROVAL OF MINUTES**

Motion made by Mr. Khairzada, second by Mrs. Weber to approve the regular and executive session meeting minutes of March 14, 2022 and the regular and executive session meeting minutes of March 21, 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'S REPORT**

Motion made by Mrs. Sheffield, second by Mr. Khairzada to approve the following recommendations as presented by the Superintendent:

**PERSONNEL – PROFESSIONAL**

Workshop Participation

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The following workshop participation:

STAFF	LOCATION	WORKSHOP	DATE	COST	SUB COST	MILEAGE
Glenda Nelson	Virtual	Catching Up Students-Reading or Writing	5/4/2022	\$279	\$90	N/A
Robin Stepler	Zoom	Intermediate Google	6/27-6/30 1:00 - 2:30 pm	\$195	N/A	N/A
Danielle Powers	Zoom	Intermediate Google	6/27-6/30 9:00 - 10:30 am	\$195	N/A	N/A
Mariah Mills	Virtual	Struggling Readers, Targeted Interventions	4/26/2022	\$279.00	\$90	N/A
Laural Kretzer	On Demand	Restorative Discipline		\$159.00	N/A	N/A

Employment-Tenured Teacher Contracts 2022-2023

The following tenured teachers for the 2022-2023 school year:

Kristina Boyle	Timothy Fox	Laura Gallagher	Bethany Hannah
Elizabeth Schneider	Laural Kretzer	Sharon Simms	Lauren Morgan
Glenda Nelson	Tammy Rieger	Barbara Schneider	
Michelle Lombardi	Joseph Sarbello	Amy Weinert	

**ABSTAIN: Mrs. Weber**

**Motion Carried: 5-0-1**

Employment – Non-Tenured - Second Year Contracts 2022-2023

The following non-tenured teachers be issued a contract for the 2022-2023 school year:

Aimee Henry and Mariah Mills

2022-2023 Teachers Salaries

The 2022-2023 professional staff salaries as attached and as per the negotiated agreement.

**ABSTAIN: Mrs. Weber**

**Motion Carried: 5-0-1**

**OTHER BUSINESS**

HIB Report - Approval

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

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HIB Investigations:

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

HIB Report - Acknowledgement

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

HIB Investigations:

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

Homeless Agreement 2022-2023

Entering into the Salem County Homeless Student Agreement for 2022-2023. The agreement states that Elsinboro School will not seek tuition or transportation reimbursement for any resident student, excluding special education students, determined to be homeless in accordance with the law, from any Salem County school districts who participate. (100% district participation is anticipated for 2022-2023).

Field Trip

The 2nd grade class (15 students) and Mrs. Hannah to walk to the Elsinboro Municipal Building on Wednesday, May 4, 2022 at 9:15 a.m until 11:00 a.m. to meet with the Mayor to learn about local government. There is no cost for this trip.

The 1st, 2nd and 3rd grade classes (34 students), 4 teachers (Ms. Henry, Mrs. Hannah, Mrs. Nelson and Mrs. Mills) and 4 parent chaperones to go by bus to the DuPont Environmental Education Center, Wilmington, DE, on Friday, May 20, 2022 from 8:30 am until 12:30 pm. Cost per student is \$7.00. Bus cost is \$382.67.

The 2nd & 3rd grade classes (25 students) and 12-15 chaperones including 2 teachers (Mrs. Hannah & Mrs. Nelson) to go by bus to Strasburg Railroad in PA on Wednesday, June 1, 2022, from 8:00 am to 3:30 pm. Cost per student is \$16.00. Bus cost is \$665.57.

The 8th Grade (16 students), Mrs. Lombardi and an undetermined number of parent chaperones, to go to Hershey Park, Hershey, PA. on Wednesday, June 1, 2022, from 8:00am to 10:00 pm at a cost of \$86.75 (admission, meal and drink plan) per student, paid for out of the Class of 2022 student fund. Parent chaperones will pay their on way. The charter bus cost is \$2,640.00.

The Kindergarten class (12 students), Mrs. Elizabeth Schneider, Ms. Atkins and 2 parent chaperones, to go to the Delaware Children's Museum in Wilmington, DE, on Friday, May 20, 2022, from 9:15 am (depart school) to 2:30 pm (arrive at school). Student cost \$15, Chaperone cost \$10. Bus cost \$501.57.

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Use of Facilities

The Use of Facilities for the ESA to hold an outdoor Spring Dance for students in K-3 (6:00-7:00 pm, parents must accompany) and 4-8 (7:30-9:00, chaperoned) on a date in April/May (TBD). School will be open for bathroom facilities (halls monitored by both a male and female chaperone) and if rain is forecasted. Admission is \$5.00 to cover the cost of food, music and decorations.

**ROLL CALL VOTE: YES: Mr. Carlson, Mr. Khairzada, Mrs. Sheffield, Mr. Stepler, Mrs. Weber, and Mrs. Delaney  
Abstain on Tenured Teacher Employment and Teacher 2022-2023 Salaries: Mrs. Weber (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 Mr. Khairzada to approve the following as presented by the Business Administrator:

**BOARD SECRETARY REPORT/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 March 31, 2021 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 March 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 March 31, 2022.

Cash Reconciliation Report

The Cash Reconciliation report for the month of March, 2022.

Bills to be Paid

The payroll and agency for March, 2022 and bills list for April, 2022.

Transfers

The transfers for the month of March, 2022.

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NJ Schools Insurance Group - Safety Grant

Approval by Resolution the application to the NJ Schools Insurance Group for the Safety Grant in the amount of \$2,000.00 for the project period July 1, 2022 through June 30, 2023. Grant funds will be used to purchase mulch for the playground.

Salem County Cooperative Transportation Program 2022-2023

The 2022-2023 Contract for Participation in Cooperative Transportation with Gloucester County Special Services School District for homeless/public/nonpublic/special education/vocational transportation needs.

2022-2023 Tuition Contract SCVTS

The 2022-2023 tuition contract with Salem County Vocational Technical School as follows:

15 Full Time Vocational and Academy students @ \$4,050 each	\$60,750.00
2020-2021 Tuition Adjustment due from SCVTS	(\$18,627.50)
Total Tuition to SCVTS for 2022-2023	\$42,122.50

2022-2023 Medical, Prescription Drug and Dental Insurance

The entering into an Agreement with The Public Employer Trust to provide medical, prescription drug, and dental insurance to eligible employees for the 2022-2023 school year. The agreement calls for a 0% increase for dental and an increase of 3.7% for health/prescription insurance.

SC Cooperative Pricing Consortium - JPA 2022-2023

The 2022-2023 Joint Purchasing Agreements with Penns Grove- Carneys Point Regional School District for baked goods, ice cream, milk, juice & dairy.

District Tax Schedule 2022-2023

The 2022-2023 District Tax Schedule.

**ROLL CALL VOTE: YES: Mr. Carlson, Mr. Khairzada, Mrs. Sheffield, Mr. Stepler, Mrs. Weber, and Mrs. Delaney**  
**Motions Carried: 6-0-0**

**DISCUSSION ITEMS/FYI**

- Elsinboro Enrollment 2021-2022 - 119
- Calendar - April 2022
- Congratulations! Salem County Sumdog Contest 2022 -
  - Top Ten Classes
    - 3rd place - Mrs. Rieger's fourth grade
    - 5th place - Mrs. Rieger's fifth grade
    - 7th place - Ms. Lombardi's sixth grade
  - Top Ten Students
    - 7th place - CH from Mrs. Rieger's fourth grade
    - 8th place - RD from Mrs. Rieger's fifth grade
    - 9th place - BM from Mrs. Rieger's fourth grade
- Congratulations! 4A Student - Lillian Breslin

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- Joan Lavine Keats Teacher's Grant from Rider University to advance the Holocaust and genocide studies was awarded to Mrs. Simms.
- Congratulations! Delaware Valley Science Fair Winners - Kaitlyn Khairzada and Jared Bacon - Mrs. McAllister noted that the success of Elsinboro students was a joint effort between the Math, ELA, and Science programs.
- Correspondence from Mark Kasubinski, SCVTS Supervisor of Admission
  - All students who applied have been accepted. One student is on the waiting list because the program is full.
- Fire Drill-Monday, March 21, 2022, 1:11 PM, 1 min. 11 secs., 108 students, 22 staff, sunny, 61 degrees, station 7

Motion made by Mr. Khairzada, second by Mr. Stepler to approve the following Resolution as presented:

Resolution in Opposition to the Recommendation of the Feasibility Study

**ROLL CALL VOTE: YES: Mr. Carlson, Mr. Khairzada, Mrs. Sheffield, Mr. Stepler, Mrs. Weber, and Mrs. Delaney**  
***Motion Carried: 6-0-0***

**PRESIDENT'S REPORT**

**OLD BUSINESS**

- The Business Administrator reported that the generator will be tested on April 19, 2022 (during Spring Break) by Foley CAT personnel.
- The Business Administrator has spoken with Quinton School's BA regarding the possibility of using her QPA status for the Pole Barn Project. Additional research on how this process works will be completed and reported to the Board at an upcoming meeting.
- Reminder: Filing of Personal/Relative and Financial Disclosure Statements must be completed no later than April 30, 2022.

**NEW BUSINESS**

- Superintendent Evaluation - online completion at [www.njsba.org](http://www.njsba.org). Please complete online **by June 5, 2022**. It's required to be approved by the BoE by June 30, 2022 to meet QSAC requirements. Note: Mrs. Weber and Mr. Stepler are not permitted to complete the evaluation due to conflicts of interest.
- Board Self Evaluation - Complete online at [www.njsba.org](http://www.njsba.org) by **May 31, 2022**, as it's also required to be approved by the BoE by the June board meeting to meet QSAC requirements. An email with instructions will be forthcoming.

**PUBLIC COMMENT**

Jermaine Key asked if reminders of upcoming ESA meetings could be sent to parents.

Mrs. McAllister replied that the dates of ESA meetings are listed on the school's monthly calendar that is sent home with students and also posted on the district's Facebook page.

**EXECUTIVE SESSION**

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Motion made by Mr. Khairzada, second by Mr. Stepler that the Board enter into Executive Session by Resolution at 7:00 p.m. from which the general public will be excluded:

**EL SINBORO 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 7:13 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:

- Personnel Matters - Superintendent Search

**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.

**VOICE VOTE: Unanimously approved**

***Motion carried: 6-0-0***

***Mrs. Sheffield left the meeting at 7:10 p.m.***

**RESUME PUBLIC PORTION**

Motion made by Mr. Khairzada, second by Mrs. Weber to return to the public portion of the meeting at 7:13 p.m.

**VOICE VOTE: Unanimously approved**

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

**ADJOURNMENT**

Motion by Mr. Khairzada, second by Mrs. Weber, that there being no further business to be brought before the Board, that the meeting be adjourned at 7:13 p.m.

**VOICE VOTE: Unanimously approved**

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

Respectfully submitted,

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Melanie M. Allen  
Business Administrator/Board Secretary