

**EL SINBORO BOARD OF EDUCATION
REGULAR MEETING MINUTES
November 20, 2023**

CALL TO ORDER

The regular meeting of the Elsinboro Township Board of Education was called to order by Board President, Mrs. Kelly Ann Delaney, on Monday, November 20, 2023 at 6:37 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, Mrs. Kay Weber

Absent: Mr. Jeffrey Stepler and Ms. Madinah Thomas

Also in attendance: Mrs. Laural Kretzer, Chief School Administrator; Ms. Melanie M. Allen, Board Secretary/Business Administrator; Staff Member; Samantha Boonstra, PE from Remington & Vernick Engineers

INFORMATION/QUESTION & ANSWER

Samantha Boonstra, PE from Remington & Vernick Engineers, provided information and answered questions regarding alternatives to the basin constructed as part of the parking lot expansion project. An estimated cost to move the basin approximately 450 feet to the left side of the school was shared.

APPROVAL OF MINUTES

Motion made by Mrs. Sheffield, second by Mrs. Weber to approve the regular meeting minutes of October 16, 2023 as submitted by the Board Secretary and as per the recommendation of the Chief School Administrator and Business Administrator.

VOICE VOTE: Unanimously Approved

Motion Carried: 5-0-0

PUBLIC COMMENT - AGENDA ITEMS (Including Public Comment on the 2022-2023 HIB Self-Assessment)

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:

PERSONNEL - PROFESSIONAL

Employment - Reading Specialist *Tabled until after closed session*

The employment of Amanda Hyatt as a full-time Reading Specialist for the 2023-2024 school year. Mrs. Hyatt's start date is December 1, 2023 and she will be paid on the MA scale, step 9, with an annual salary of \$61,471(prorated based on start date) and benefits as per the EEA Agreement.

Workshop Participation

The following workshop participation:

STAFF	LOCATION	WORKSHOP	DATE	COST	MILEAGE	ANTICIPATED SUB COST
Aimee Henry	Recorded version	Dyslexia	1/22/2024	\$279	N/A	\$125.00

PERSONNEL - SUPPORT

Substitute

Brielle Roll as a substitute for the remainder of the 2023-2024 school year at a per diem rate of \$125.00.

Change in Start Date for Food Service Manager

The change in the start date for Kelly Finley, Food Service Manager, from December 1, 2023 to November 29, 2023 to allow Ms. Finley to train with Ms. Powers, current Food Service Manager. Ms. Finley will be paid at the rate of \$16.85 per hour (her contractual hourly rate) for hours worked on November 29, 2023 and November 30, 2023.

OTHER BUSINESS

HIB Self-Assessment 2022-2023 School Year

The School Self-Assessment for Determining Grades under the *Anti-Bullying Bill of Rights Act* (Self-Assessment) be submitted to the NJDOE.

HIB Report - Approval

Approve 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

HIB Report - Acknowledgement

Acknowledge the Superintendent's monthly Harassment, Intimidation, and Bullying Report for November 2023 as presented:

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

*Investigating currently.

Use of Facilities

The use of facilities for the following:

Healthy Kids Running Series

April 2024 through June 2024 (5 Sundays). Usage is for the grounds surrounding the school and parking lot. Hours 10:00 am - 6:00 pm.

Elsinboro Township Tree Lighting (MAPSA/ESA)

December 8, 2023 from 4:00 pm - 8:00 pm. Usage is for the parking lot in front of the school. MAPSA will be providing refreshments and the ESA will be providing crafts with Santa.

ABSTAIN: Ms. Hogate

Motion Carried: 4-0-1

Field Trips

Mrs. Rieger, Mrs. Boyle and 4th & 5th grade students (25) to go to the Salem River Inn on November 27, 2023, Monday, 8:50 am to 12:00 noon to assist in planting trees and learn about the local ecosystem. There is no cost to the students, bus cost is \$331.00.

Ms. Minichino, Mr. Fox and 10 - 8th graders to Salem High School on Thursday Dec. 14, 2023 from 8:30 am to 1:00 pm. The purpose is to visit classes to see what Salem has to offer. No cost to the student, the bus is provided by Salem High School.

Mrs. Simms, 1 chaperone and 17 students (6th grade) to go to Esther Raab Holocaust Museum & Goodwin Education Center in Cherry Hill on Thursday, December 7, 2023 from 8:45 am to 1:30 pm. No cost to the students, bus cost \$556.00. The organization runs off donations, so Mrs. Simms would like to use the remaining \$200 in grant money she received as a donation.

School Safety Specialist

The appointment of Laural Kretzer, CSA, as the district's School Safety Specialist effective immediately. Mrs. Kretzer recently obtained her School Safety Specialist certification. Mrs. Kretzer will replace Ms. Allen, SBA, in this role.

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

Abstain: Ms. Hogate (Elsinboro Tree Lighting Use of Facilities)

Motion Carried: 4-0-1

All Other Motions Carried: 5-0-0

BOARD SECRETARY/BUSINESS ADMINISTRATOR REPORT

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

Bills to be Paid

The bills lists (2) for November, 2023. Furthermore, if the December Board meeting is canceled, the Board approve payment of December bills, with approval at the reorganization meeting on January 3, 2024.

Preschool Transportation - B.R.Williams

The 2023-2024 school year preschool transportation route with B.R. Williams, Inc. effective September 1, 2023 through June 30, 2024 at a cost of \$57.16 per diem, total cost of \$10,288.00.

The route cost increased 5.86%, which is the maximum permissible by the State, based upon the CPI for student transportation renewals.

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 price shown.

Route Number	Destination	Estimated Per Diem Cost*	New/Renewal	Number of Elsinboro Students (est.)
Y1815	Creative Achievement	\$380.00	New	4 (Cost to be reimbursed by resident districts) <i>New student added 11/1/2023</i>

Health and Safety Evaluation of School Buildings SoA

The Health and Safety Evaluation of School Buildings Checklist Statement of Assurance for the 2023-2024 school year. The SoA acknowledges that the district has completed the yearly Checklist before December 29, 2023.

Shared Mental Health Counselor 2023-2024

The agreement with the Quinton Township Board of Education for a Shared Mental Health Counselor for the 2023-2024 school year. The Counselor will be at Elsinboro School 2 full days per week (40% time) at a cost of \$46,000. The cost will be partially covered by the ESSER III (Mental Health Support Staffing and general ARP ESSER) grant with the balance funded by the general fund budget.

Shared Spanish Teacher 2023-2024

The agreement with the Quinton Township Board of Education for a Shared Spanish Teacher for the 2023-2024 school year. The Spanish Teacher will be at Elsinboro School 2 full days per week (40% time) at a cost of \$36,000 (\$9,000 decrease over previous year).

2023-2024 Contract for Educational Services - Department of Children and Families

The contract with the NJ Department of Children and Families, Office of Education effective July 19, 2023 through June 30, 2024 for transportation costs for one student residing at the Legacy Treatment Home in Elsinboro. The State will reimburse the district for all associated transportation costs based on the per diem rate charged by Gloucester County Special Services School District.

2023-2024 Transportation Agreement - Dennis Township Board of Education

The transportation agreement contract with the Dennis Township Board of Education effective July 5, 2023 through June 30, 2024 for transportation costs for one Dennis Township resident student residing at the Legacy Treatment Home in Elsinboro. Dennis Township will reimburse the district for all associated transportation costs based on the per diem rate charged by Gloucester County Special Services School District.

2023-2024 Transportation Agreement - Piscataway Township Board of Education

The transportation agreement contract with the Piscataway Township Board of Education effective July 19, 2023 through June 30, 2024 for transportation costs for one Piscataway Township resident

student residing at the Legacy Treatment Home in Elsinboro. Piscataway Township will reimburse the district for all associated transportation costs based on the per diem rate charged by Gloucester County Special Services School District.

Preschool Projected Enrollment 2024-2025

Reaffirm the submission to the New Jersey Department of Education of the following enrollment projection for the district's preschool program for the 2024-2025 school year:

3 Year Olds	7 Students Projected
4 Year Olds	7 Students Projected
Special Education	<u>1 Student Projected</u>
	15 Students - Total

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

DISCUSSION ITEMS/FYI

- Enrollment - 111 students
- Security Drill - October 25, 2023, 1:25 pm, Bomb Threat, 47 mins., sunny, All staff and students participated. A bomb threat scenario was presented involving waiting for students to find the note indicating there is a bomb and a few emails to staff with directions to follow. Cpl. Jack Smith was present.
- Fire Drill - November 7, 2023, 1:09 pm, 1 min. 17 secs., 109 students, 25 staff, overcast, 65 degrees, station 7.
- A whole school bus evacuation was held Tuesday, October 17, 2023 at 9:00 am in the front drop off area. Bus 2 was used. 3 Classes were called out at a time based on the emergency bus list. In an actual evacuation, 3 buses would be here to take the students to the Woodstown-Pilesgrove School District.
- Parent/Teacher Conferences - 11/15/23 - 11/17/23
- American Education Week - 11/14/23-11/17/23
- School Calendar - November 2023
- Tree Lighting and Crafts with Santa - 12/8/23
- Hallway Flooring was repaired after door installation
- The CSA and BA provided an update on the status of the exterior doors replacement project. Mrs. Delaney, along with Mrs. Kretzer and Ms. Allen, attended a meeting with Daniel Hogan, co-owner of Hogan Security Group, during which Mr. Hogan observed and documented the continued outstanding issues. Another installer was onsite (November 17, 2023) to work through the issues. He plans to return the following week to address the remaining issues.
- Visit by the Sheriff's Office for a Cyber Bullying Assembly, 6-8th grades 10/31/23
- Elsinboro's Academic Club won their match against Alloway 11/14/23
- Honor Roll students were honored 11/17/23 for their academic achievement with certificates, soft pretzels and juice.
- Grant Proposal submitted for Elsinboro School's Middle School Culture Club through the Salem County Youth Services Commission

PRESIDENT'S REPORT

Communications to the Board

- The district's NJQSAC District Improvement Plan (DIP) was approved for implementation by the NJ Department of Education. The Salem County Executive County Superintendent and

County Office staff will conduct an interim review of the district's progress in June, 2024. See memo and DIP.

Old Business

- As per the recommendation of Quinton Township School's Facility Manager, the Business Administrator contacted vendor Northeast Mechanical to request an onsite visit/proposal for the installation of air conditioning in the gym. A tech will be onsite next week. The BA was advised that if the AC unit is placed on the roof, an engineer will need to be involved to complete structural field work.
- Work remains outstanding on the temperature control room in the pole barn.
- Reminder to complete required Board training by 12/31/2023

New Business

- Annual School Election Results (unofficial):
Ms. Hogate was elected to a 3 year term expiring December 31, 2026. Mrs. Weber was re-elected to a 3 year term expiring December 31, 2026. The unofficial count was: Ms. Hogate 251 votes, Mrs. Weber 257 votes, and 7 "Write In" votes.

Mr. John Sieber was elected to a 1 year term expiring December 31, 2024. The unofficial count was: Mr. Sieber 329 votes and 14 "Write In" votes.

The Election will be certified on November 22, 2023 in accordance with the 2023 General Election Timeline.

- Upcoming Board meetings:
 - The December 18, 2023 Board meeting has been canceled.
 - The reorganization meeting is scheduled for **Wednesday, January 3, 2024** (first Wednesday). This would be the reorganization and regular Board meeting for January. Reorganization meetings must be held within the first week of the new year.

COMMITTEE REPORTS

None

EXECUTIVE SESSION

Motion made by Mr. Carlson, second by Mrs. Weber that the Board enter into Executive Session by Resolution at 7:30 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 7:47 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

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: Mr. Carlson, Ms. Hogate, Mrs. Sheffield, Mrs. Weber, Mrs. Delaney
Motion Carried: 5-0-0**

RESUME PUBLIC SESSION

Motion made by Mrs. Weber, second by Ms. Hogate to return to the public portion of the meeting at 7:47 p.m.

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

TABLED MOTION

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

PERSONNEL - PROFESSIONAL

Employment - Reading Specialist *Tabled until after closed session*

The employment of Amanda Hyatt as a full-time Reading Specialist for the 2023-2024 school year. Mrs. Hyatt's start date is December 1, 2023 and she will be paid on the MA scale, step 9, with an annual salary of \$61,471(prorated based on start date) and benefits as per the EEA Agreement.

**ROLL CALL VOTE: NO: Mr. Carlson, Ms. Hogate, Mrs. Sheffield, Mrs. Weber, Mrs. Delaney
Motion Not Carried: 0-5-0**

PUBLIC COMMENT - OPEN

None

The Board thanked Mr. Carlson for his years of service as a dedicated Board member and wished him the best in all future endeavors!

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 7:51 p.m.

**VOICE VOTE: Unanimously approved
Motion Carried: 5-0-0**

Respectfully submitted,

Melanie M. Allen
Business Administrator/Board Secretary