

**ELSINBORO BOARD OF EDUCATION
REGULAR MEETING MINUTES
September 15, 2025**

CALL TO ORDER

The regular meeting of the Elsinboro Township Board of Education was called to order by Board Vice President, Mr. Damian Carlson, on Monday, September 15, 2025 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. at 6:30 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

Mr. Carlson led the Pledge of Allegiance to the flag.

ROLL CALL OF MEMBERS

Members Present: Damian Carlson, Jenna Hogate, Kathleen Sheffield, John Sieber, Madinah Thomas, Kay Weber

Members Absent: Kelly Anne Delaney

Also in Attendance: Mrs. Laural Kretzer, Chief School Administrator; Ms. Melanie M. Allen, Board Secretary/Business Administrator; 1 Staff Member; Public

APPROVAL OF MINUTES

Motion made by Mrs. Sheffield, second by Ms. Hogate to approve the regular session meeting minutes of August 18, 2025 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: 6-0-0

PUBLIC COMMENT - AGENDA ITEMS

None

CHIEF SCHOOL ADMINISTRATOR'S REPORT

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

PERSONNEL – PROFESSIONAL

Employment - Special Education Teacher

The employment of Samantha Saddler as a Special Education Teacher for the 2025-2026 school year. Mrs. Saddler's start date was September 1, 2025, and she will be paid on the MA Scale, Step 2, with an annual salary of \$57,490 and benefits as per the EEA Agreement.

Employment - Preschool Instructional Coach (PIC)

The employment of Jennifer Cascaden as a Preschool Instructional Coach for the 2025-2026 school year. Mrs. Cascaden will work one day per week (20%) effective September 1, 2025 through June 30, 2026 at an annual salary of \$13,428. Her salary will be charged to the preschool grant budget.

Threat Assessment Team

The following staff to serve on the district's Threat Assessment Team as per P.L. 2022, c. 83: Jennifer Schino, CST; Amy Weinert; Julie Hofacker; Melanie Allen; Loral Kretzer; Resource Officer or other Representative from the LAC PD; Pamela Marts; and Bethany Hannah.

PERSONNEL - SUPPORT

Substitutes

David Fedora as a substitute teacher for the 2025-2026 school year at the Board approved rate, pending successful completion of all new hire paperwork.

Workshop Participation

The following workshop participation:

STAFF	LOCATION	WORKSHOP	DATE	COST	SUB COST	MILEAGE
Elizabeth Schneider	Virtual	SPIRE 4E	9/18/2025	\$400.00 (Title IIA)	\$125.00	N/A
Julie Hofacker	Virtual	Seminar in PIRS Practices	October 2025 - February 2026	\$1,650.00 (Preschool Grant)	N/A	N/A

OTHER BUSINESS

Safety and Security Plan

The Elsinboro Township School's Safety and Security Plan for 2025-2026 as presented.

Gifted & Talented Handbook

The Elsinboro Township School's Gifted & Talented Handbook for 2025-2026 as presented.

Nurses Standing Orders 2025-2026

The Nurse's Standing Orders for 2025-2026 as attached. A copy of the orders will be on file in the Nurse's office and in the Business Office.

Nursing Services Plan 2025-2026

The Nursing Services Plan for 2025-2026 as attached. A copy of the plan will be on file in the Nurse's office and in the Business Office.

Use of Facilities

The use of the building by Elsinboro Youth Basketball League from November 2025 - March 2026 during after school hours and weekends. Bethany Hannah will be the person in charge.

SSDS

The School Safety Data System report period 2 (Jan 1-June 30, 2025) noting 3 alleged HIB, 0 HIB training, and 10 HIB Programs.

HIB Self-Assessment 2024-2025 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 - Acknowledgement

Acknowledge the Chief School Administrator's monthly Harassment, Intimidation and Bullying Report for **September 2025** as presented:

HIB Investigations:

Reported:	0
Completed:	0
Number of incidents ruled as Harassment, Intimidation or Bullying:	0
Number of incidents ruled as not falling under the HIB provisions:	0

Field Trips

The 5th-8th Grade Culture Club students, Mrs. Hofacker, and 3 chaperones to go to Equine Assisted Therapy Of NJ on October 1, 2025 from 3:00 p.m. - 7:00 p.m. There is no cost to the students. The bus cost is \$475. Culture Club grant funds will be used to pay for the cost of admission and the bus.

The 5th-8th Grade Culture Club students, Mrs. Hofacker, and 3 chaperones to go to the Historical Society of Salem County on October 10, 2025 from 12:30 p.m. - 3:00 p.m. There is no cost to the students. The bus cost is \$390. Culture Club grant funds will be used to pay for the cost of the trip (donation to the Historical Society) and the bus.

The 8th grade students, Mr. Sarbello, and Ms. Minichino to go to the Salem County Fair grounds to participate in agricultural related activities on October 15, 2025 from 8:45 a.m. - 1:45 p.m. There is no cost to the students. The bus cost is \$585.

The Preschool students, Ms. Foster, and Ms. Harris along with the students' parents to go to Dalton Farms on October 16, 2025 from 9:30 a.m. - 2:00 p.m. There is no cost to the students. The bus cost is \$525. Preschool grant funds will be used to pay for the cost of the trip and the bus.

Evaluation of Homework, Organization, and Planning Skills (HOPS) Program

The district's participation in the Children's Hospital of Philadelphia's HOPS Program for the 2025-2026 school year. The Program focuses on improving student organization, time management, and planning skills and academics for middle school students. There is no cost to the district to participate.

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

Motion Carried: 6-0-0

BOARD SECRETARY/BUSINESS ADMINISTRATOR REPORT

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

Bills to be Paid

The bills lists (#1 and #2) for September, 2025.

Termination of School Social Worker Agreement - Mannington

The termination of the 2025-2026 school year School Social Worker Agreement with Mannington Township Board of Education effective September 4, 2025. Due to staffing changes, the School Social Worker is needed at Mannington School full-time.

School Social Worker Services 2025-2026 - Upper Pittsgrove

Entering into an agreement with Upper Pittsgrove Township Board of Education to provide School Social Worker Services for the 2025-2026 school year effective September 5, 2025 through June 30, 2026 at a cost of \$24,000.

2025-2026 Tuition Agreement - Quinton

A Tuition Agreement with Quinton Township Board of Education for one resident student to attend the Preschool Disabilities program at a cost of \$34,967 for the period September 1, 2025 through June 30, 2026.

GCSSSD Transportation - Contracted Bus Routes 2025-2026

The 2025-2026 school year transportation for the following students. A 7% administrative fee is charged by GCSSSD in addition to the costs shown.

Route Number	Destination	Estimated Per Diem Cost*	New/Renewal	Number of Elsinboro Students (est.)
Y1953B	Quinton Twp. School	\$153.00	New effective 9/4/2025	1
Y1807	GCSSSD - Bankbridge	\$218.40*	Renewal	1
Y1975Q	Elmer School	\$228.00	New effective 9/9/2025	1
Y1899B	Pittsgrove Twp. Middle School	140.33*	New effective 9/8/2025	1

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

Copier Lease

The contract with Ricoh, USA for leasing the following copiers under State Contract # M2075-187846:

1. IM5000 Teacher's Work Room Copier
2. IM3500A Main Office Copier

This is a 48 month lease, and replaces the current copier lease that expires mid October, 2025. The cost for this lease is \$404.38/month, which covers all service, parts, labor and supplies (except paper) for both copiers and includes up to 27,500 copies per month, with overages of \$.0071/copy. This is the same lease that we currently have in place at a cost increase of \$15.96 per month and a decrease of \$.0001 in overages. A second proposal was obtained from Xerox.

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

Motion Carried: 6-0-0

DISCUSSION ITEMS/FYI

- September Calendar
- Great Start to the school year!
- Enrollment - September 2025: 106 students
- Open House - 9/18/25

- Pre-K and Kindergarten Open House 8/26/25 at 6 pm
- Summer Reading Challenge Pizza Lunch September 15th, 11 students
- Summer Math Challenge McDonald's Lunch September 16th, 13 students
- 8th-grade collaboration with Elsinboro Fire and EMS Departments
- 8th Grade Pre-K buddies for preschool bus riders
- New NJSLA-adaptive: More information to come from the NJ Department of Education
- Culture Club field trip to the planetarium at Rowan University and dinner at one of the dining halls
- Instrumental Demonstration for 4th Graders - 9/12/25
- Care Closet - funded by the Salem County Health and Wellness Foundation (\$2,000 donation)
- Thank you letter from an ETS parent

PRESIDENT'S REPORT

Communications to the Board

- Cumberland & Salem County SBA Hybrid Meeting - October 7, 2025, at 6:00 p.m. at the Cumberland County Technical Education Center (start time is 6:45 pm. for virtual option)
Topic: 'How Can Board Members Utilize Artificial Intelligence'
- Salem County Ballot Preview - Shared by Request of the Salem County Clerk

Old Business

- Due to the electric (building wide) quickly shutting off and coming back on several times on September 8, Units 1 and 2 powered down and never came back on. McCloskey techs resolved the issue (fuses in protection mode). The VFD was installed. Gym air conditioning Unit 2 continues to have an ongoing small leak even though many techs have been onsite to repair it.

New Business

- Mrs. Weber suggested a smaller sink be installed in the new Kindergarten classroom. She also asked about the status of the installation of the preschool playground.

Committee Reports

None

FYI - Next meeting Monday, October 20, 2025

PUBLIC COMMENT – OPEN

Rebecca Fizur, 618 Salem-Fort Elfsborg Road, asked if there was a plan to upgrade the basketball court. Also, she stated she had not yet been contacted by the district's new contracted School Social Worker.

Ms. Allen responded that the current school year budget includes funds specific to the renovation of the basketball court.

Mrs. Kretzer stated that the new School Social Worker will be reaching out to parents now that the Board has approved the shared agreement with Upper Pittsgrove School District.

EXECUTIVE SESSION

Motion made by Ms. Hogate, second by Mrs. Weber that the Board enter into Executive Session by Resolution at 6:57 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 7:27 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:

- Confidential Matters per Statute or Court Order (student matter)
- 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, Ms. Hogate, Mrs. Weber, Mr. Sieber, Ms. Thomas, Mr. Carlson,

Motion Carried: 6-0-0

RESUME PUBLIC SESSION

Motion made by Mrs. Sheffield, second by Ms. Thomas to return to the public portion of the meeting at 7:27 p.m.

VOICE VOTE: Unanimously approved

Motion Carried: 6-0-0

ADJOURNMENT

Motion made by Mrs. Sheffield, second by Ms. Thomas 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: 6-0-0

Respectfully submitted,

Melanie M. Allen
Business Administrator/Board Secretary