

**ELSINBORO BOARD OF EDUCATION
REGULAR MEETING MINUTES
August 21, 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, August 21, 2023 at 6:35 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, 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; Public

INFORMATION/QUESTION & ANSWER

Samantha Boonstra, PE from Remington & Vernick Engineers, provided information and answered questions regarding the basin constructed as part of the parking lot expansion project.

Discussion ensued between Board members and Mrs. Boonstra regarding why the basin is not draining as quickly as it should. R&V recommends additional work outside of the original scope of the project. A 10 ft. x 10 ft. area will be dug 5 feet deep and sand will be added to increase infiltration of the water in the wettest part of the basin. Mrs. Boonstra will contact Ms. Allen with the cost of this recommendation after a proposal is received from Ricky Slade. Ms. Allen will then share the proposed cost with the Board.

Several Board members shared their displeasure and concern with how the basin looks. Although a fence is not required, the district will be installing one for safety and liability reasons.

EXECUTIVE SESSION

Motion made by Mrs. Weber, second by Mr. Stepler, that the Board enter into Executive Session by Resolution at 7:02 p.m., from which the 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 7:42 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:

- **Unwarranted Invasion of Individual Privacy - Interview Board of Education Candidates:
Jenna Hogate and John Sieber**

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, Mrs. Sheffield, Mr. Stepler, Ms. Thomas, Mrs. Weber, Mrs. Delaney
Motion Carried: 6-0-0**

RESUME PUBLIC SESSION

Motion made by Mrs. Weber, second by Mrs. Sheffield to return to the public portion of the meeting at 7:42 p.m.

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

APPOINTMENT OF BOARD OF EDUCATION MEMBER

Motion made by Mr. Carlson, second by Mrs. Weber to approve Jenna Hogate to the Elsinboro Township Board of Education to fill the two-year unexpired seat on the Board for the remainder of the 2023 calendar year only.

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

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

Hire Personnel Between Board Meetings

The CSA to make any necessary staff hires to fill vacancies as needed for the 2023-2024 school year. Formal Board approval will be taken at the regularly scheduled Board meeting on September 18, 2023.

Resignation - Art Teacher

Accept, with regret, the resignation of Sarah Florjancic, Art Teacher, effective June 30, 2023. Ms. Florjancic has been with the district for six months.

Employment - Art Teacher

The employment of Natasha Cary as a full time Art teacher for the 2023-2024 school year. Mrs. Cary’s start date is September 1, 2023 and she will be paid on the BA scale, step 6, with an annual salary of \$56,771 and benefits as per the EEA Agreement. Mrs. Cary’s position will be shared with Lower Alloways Creek School District (40% Elsinboro and 60% LAC).

Employment - School Nurse

The employment of Pamela Marts as a School Nurse for the 2023-2024 school year. Mrs. Marts’ start date is December 1, 2023 and she will be paid on the BA scale, step 10, with an annual salary of \$61,321 and benefits as per the EEA Agreement.

NO: Mrs. Delaney

Motion Carried: 5-1-0

Curriculum Revision

All certificated staff members (teachers) for curriculum writing. The rate of pay will be \$100/subject for minor revisions or \$200/subject for major revisions to update curriculum. It is estimated that revisions will take less than 3 hours per staff member. Each grade will have 4 units per subject for state revisions to ELA and Math. The curriculum update is necessary due to NJQSAC requirements and updated resources. The state proposed the revisions to be released and scheduled to begin for the 2023-2024 school year, however those revisions have not yet been released by NJ DOE. Curriculum revisions will be paid using ESSER III funds.

Workshop Participation

The following workshop participation:

STAFF	LOCATION	WORKSHOP	DATE	COST	SUB COST	MILEAGE
Laural Kretzer, CSA	C.P. Case Middle School, Flemington, NJ	NJDoE School Safety Specialist Academy	August 14-17, 2023	N/A	N/A	200 miles @ \$.47/ mile = \$94.00 + hotel \$671.12

PERSONNEL – SUPPORT

Employment - Substitutes

The following teacher/aide substitutes for the 2023-2024 school year at the rate of \$125.00 per diem: Donna Ascenzi, Elizabeth Davis, Natalya Franklin.

The following nurse substitutes for the 2023-2024 school year at the rate of \$150.00 per diem: Tracey Scull, Dora Hooks.

The following office substitute for the 2023-2024 school year at the rate of \$15.50 per hour: Donna Ascenzi.

Employment - SACC Worker

The employment of Sommer Johnson as SACC Coordinator and part-time SACC worker for the 2023-2024 school year at the rate of \$20.00 per hour.

The position of Food Service Manager and SACC Coordinator has been split effective with the 2023-2024 school year. Mrs. Johnson will be responsible for all SACC Coordinator tasks.

The following staff member as a SACC substitute for the 2023-2024 school year at the rate of \$16.00 per hour - Danielle Powers.

Employment - Administrative Secretary

The employment of Danielle Powers as Administrative Secretary for the 2023-2024 school year effective December 1, 2023 through June 30, 2024 at an annual salary of \$48,048 (prorated based on start date).

Employment - Food Service Manager

The employment of Kelly Finley as Food Service Manager for the 2023-2024 school year effective December 1, 2023 through June 30, 2024 at an annual salary of \$25,272 (prorated based on start date).

Substitute Caller

Danielle Powers as the district's Substitute Caller for the 2023-2024 school year at an annual stipend amount of \$1,500.

OTHER BUSINESS

Substitute Handbook

The Elsinboro Township School Substitute Handbook for the 2023-2024 school year.

SACC Handbook

The Elsinboro Township School SACC Handbook for the 2023-2024 school year.

Mentoring Plan

The Elsinboro Township School Mentoring Plan for the 2023-2024 school year.

Emergency Virtual or Remote Instruction Plan 2023-2024

The district's 2023-2024 school year Emergency Virtual or Remote Instruction Plan as required by the New Jersey Department of Education. This plan would be implemented during a district closure lasting more than three consecutive school days due to a declared state of emergency, declared public health emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure.

Uniform Policy

The Elsinboro Township Uniform Policy for the 2023-2024 school year. (No revisions)

Field Trips

2 field trips that were approved by Mrs. Kretzer for the summer camp-July 12, 2023 to the Cohanzick Zoo, 9:00 am to noon, 52 students,6 chaperones, no cost to the student, bus cost \$295.00 and July 19, 2023 to the Woodstown Bowling Alley, (included pizza and soda), 9:00 am to noon, 52 students, 6 chaperones, no cost to the student, bus cost \$295.00. ESSER II/III funds were used for all trip costs.

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

No on Employment of School Nurse: Mrs. Delaney (see above)

Motion Carried: 5-1-0

All Other Motions Carried: 6-0-0

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 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, 2023 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, 2023, 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, 2023.

Board Secretary 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 April 30, 2023 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 April 30, 2023, 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 April 30, 2023.

Board Secretary 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 May 31, 2023 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 May 31, 2023, 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 May 31, 2023.

Board Secretary 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 June 30, 2023 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 June 30, 2023, 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 June 30, 2023.

Cash Reconciliation Report

The Cash Reconciliation Report for the month of March, 2023.

Cash Reconciliation Report

The Cash Reconciliation Report for the month of April, 2023.

Cash Reconciliation Report

The Cash Reconciliation Report for the month of May, 2023.

Cash Reconciliation Report

The Cash Reconciliation Report for the month of June, 2023.

Transfers

The transfers for the month of March, 2023.

Transfers

The transfers for the month of April, 2023.

Transfers

The transfers for the month of May, 2023.

Transfers

The transfers for the month of June, 2023.

Bills to be Paid

The bills lists for June 2023 (final) and August 2023 and payroll and agency for June, 2023.

ABSTAIN: Mrs. Weber

Motion Carried: 5-0-1

Nonpublic Transportation Aid 2022-2023

The acceptance of Nonpublic Transportation Aid for the 2022-2023 school year in the amount of \$624.00.

2023-2024 Grant Funds

Applying for the following grants for the 2023-2024 school year:

IDEA: Basic	\$46,459	(Increase of \$2,645 over previous year)
Preschool	\$ 881	(Increase of \$5 over previous year)
Total	\$47,340	(Increase of \$2,650 over previous year)

Out of District Placement Contracts 2023-2024

The following out-of-district tuition contracts for the 2023-2024 school year:

Placement	SID#	Dates	Tuition Cost
SCSSSD - Daretown School	1758725370	9/1/2023-6/30/2024	\$61,317 + 1:1 Aide \$54,165
SCSSSD - Regional Day School	6762132931	9/1/2023-6/30/2024	\$50,614
Pittsgrove Twp. School District	3599130560	9/1/2023-6/30/2024	\$29,898

Transportation Renewals 2023-2024

The 2023-2024 transportation renewals for Elsinboro School District with contractor B.R.Williams, Inc for Multi Contract #1, renewal #21. The route costs increased 5.86%, which is the maximum permissible by the State, based upon the CPI for student transportation renewals.

Route 1	Salem High School	\$22,610.63
Route 2	Elsinboro Twp. School	\$22,754.56
Route 3	Elsinboro Twp. School	<u>\$22,610.63</u>
Total:		\$67,975.82

Early Childhood Coordinator Services - Quinton - REVISED

The revised Early Childhood Coordinator Services Agreement with Quinton Township Board of Education for Early Childhood (Preschool) Coordinator services effective July 1, 2023 through June 30, 2024 at a cost of \$27,000 (decrease of \$6,500 over original agreement due to an additional district participating in this shared service). Preschool Expansion Aid funds will be used to cover the costs of this required position.

Library Media Specialist - Agreement

The Agreement with the Alloway Township Board of Education to appoint Shari Rupertus, Alloway's Media Specialist, as a Library Media Specialist Consultant for the Elsinboro Board of Education for the 2023-2024 school year. Ms. Rupertus has agreed to the appointment for no monetary compensation. Per Governance - Indicator 14 under NJQSAC, the district Board of Education ensures that all students have access to library media services.

SC Cooperative Pricing Consortium - 2023-2024 Cafeteria Bid Award

Award the 2023-2024 cafeteria bid for the purchase of baked goods, milk, and ice cream as received from the bid opening through the Penns Grove – Carneys Point Regional School District's SC Cooperative Pricing Consortium to the following:

Baked Goods	Awarded to: Deluxe Italian Bakery, Inc.
Milk	Awarded to: HyPoint Dairy Farms
Ice Cream	Awarded to: Georgio's Water Ice, Inc.

Vended Meals Contract 2023-2024 - RESCIND

The recension of the Vended Meals Contract for 2023-2024 with Pennsville School District for the following rates:

Student lunch:	\$3.50
Adult lunch:	\$5.00

After further review, Pennsville is unable to enter into such a contract with another school district per the Request for Proposals previously issued by the district.

Vended Meals Contract 2023-2024

Entering into a Vended Meals Contract for 2023-2024 with Quinton Township School District for the following rates:

Student lunch:	\$3.00
Adult lunch:	\$4.50
Daily delivery fee:	\$20.00

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

Abstain on Bills to be Paid: Mrs. Weber (see above)

Motion Carried: 5-0-1

All Other Motions Carried: 6-0-0

DISCUSSION ITEMS/FYI

- Enrollment: 116 students
- Congrats to the following students for earning over 500 points on their Summer Math Challenge. They received a “water day” on August 1st at our school. Congrats to the following students for earning at least 300 points on their Summer Reading Challenge. They received an ice cream party that was held at Hudock’s Custard Stand on July 27th. Great job reading everyone! Keep it up! More prizes will be awarded in September.
- Security Drill-Tabletop-Discussion, June 5, 2023, 8:30 am, 45 mins., sunny, 67 degrees, CSA Kretzer and Cpl. Jack Smith, off site evacuation and parent reunification.
- Summer School-Avg. Attendance was 30 students, (48 signed up); Teachers were enthusiastic and had a fun time working together with students to do crafts, make recipes, play outside, yoga program, theater program, field trips, Mr. Softee, Mr. Rob visits, Community of Offshore Wind presentation, and assisted with required summer work.
- Educere Program-2 students worked on the Educere program to make up grade level work in order to be promoted to the next grade. Students had until August 18th to complete the program and a decision will be made after results are released, by August 28th, for grade level placement. Thank you to Mrs. Hofacker and Mrs. Weinert for all the leg work they did to arrange this program.
- Congratulations to Mr. Sarbello and his after school program for winning an iPad from the Empowered team.

Last year’s 8th grade students participated in Empowered schools, a program focused on energy. Throughout the program, students completed activities such as water audits, where they measured how water flowed out of sinks and calculated how much water they used per day. Students also completed HVAC audits, and found the best lighting for classrooms using a tool that measured in lumens. The students completed posters and hung up signs around the school to help everyone assist in their journey to use less energy. Each activity students completed was worth points, we competed against schools throughout the state. Elsinboro tied for the top score and received an iPad as an award.

- Congratulations again to Mr. Sarbello for being approved as Coordinator of the Math & Science Committee. He will be replacing Nancy Anderson.
- Thank you to Mrs. Hannah for all of the technology work she completed during the summer, especially setting up the new Promethean boards!
- Security Officer - The Board will continue to discuss this topic at future Board meetings.
- The project to replace three sets of exterior doors and add access controls to those doors plus the main entrance door has not yet begun. The vendor has assured the Administration that the project will be completed prior to the first day of school.
- The vendor who was hired to replace carpeting in three classrooms will now replace the tile in the elementary hallway. The floor will first be leveled to prevent the tiles from cracking. This is the step that was not completed last summer when the current tiles were installed.
- There are several classroom units in need of HVAC repairs. CM3 continues to address the repairs, but in some instances, the needed parts have been on backorder for quite some time.

PRESIDENT’S REPORT

Communications to the Board

None

Old Business

- There was no update to report on the air conditioning in the gym project. The BA continues to investigate the best cause of action (use a cooperative purchasing contract or go out to bid). The Board Solicitor's opinion will be sought.
- The BA reported that the wiring for electricity in the pole barn is scheduled to be installed within the next week. A split AC/heat unit will be installed in the temperature controlled room.
- The parking lot project went very well. Ricky Slade began work the day following the last day of school. The parking lot looks great! Punch list items will be determined when the engineer is on site next. The remaining concern is the retention basin.
- Petitions filed with the Salem County Board of Elections for the November 2023 election are as follows:

Two 3-year terms and One 1-year term available:

3 year term: Damian Carlson, Kay Weber, Jenna Hogate

1 year term: John Sieber

New Business

None

Committee Reports

None

FYI - Next meeting Monday, September 18, 2023

PUBLIC COMMENT - OPEN

None

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 8:33 p.m.

VOICE VOTE: Unanimously Approved

Motion Carried: 6-0-0

Respectfully submitted,

Melanie M. Allen
Business Administrator/Board Secretary