

**ELSINBORO TOWNSHIP BOARD OF EDUCATION
REGULAR MEETING MINUTES
October 18, 2021**

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 18, 2021 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: Mrs. Kelly Anne Delaney, Mrs. Victoria Galasso, Mr. Michael Khairzada, Mrs. Kathleen Sheffield, Mr. Jeffrey Stepler, and Mrs. Kay Weber

Members absent: Mr. Damian Carlson

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

APPROVAL OF MINUTES

Motion made by Mrs. Weber, second by Mrs. Sheffield to approve the regular meeting minutes of September 20, 2021 as submitted by the Board Secretary and as per the recommendation of the Superintendent and Business Administrator.

VOICE VOTE: Approved

Motion carried: 5-0-1

SUPERINTENDENT'S REPORT

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

OTHER BUSINESS

HIB Report - Approval

The superintendent's monthly Harassment, Intimidation, and Bullying Report for September 2021 as presented:

HIB Investigations:

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

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HIB Report - Acknowledgement

The Superintendent's monthly Harassment, Intimidation, and Bullying Report for October 2021 as presented:

HIB Investigations:

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

Respect Week and Violence and Vandalism Week

The designation of the week of October 12, 2021 as Respect Week, the week of October 25, 2021 as *Violence and Vandalism* week and Red Ribbon Week.

Code of Student Conduct

The Code of Student Conduct for the 2021-2022 school year with no revisions.

Mentoring Plan

The district Mentoring Plan for the 2021-2022 school year with no revisions. Currently there is one teacher who qualifies to be mentored.

District Professional Development Plan

The district PDP for the 2021-2022 school year.

Gifted and Talented Handbook

The district Gifted and Talented handbook for the 2021-2022 school year with no revisions.

Policies for Approval

The second reading and revision of the following policies:

CODE	POLICY	STATUS
5141.10	Face Coverings	Second Reading/ Approval
5141.11	Vaccination and Testing	Second Reading/ Approval

Nursing Services Plan 2021-2022

The Nursing Service Plan for the 2021-2022 school year.

Use of Facilities

The use of Facilities for the ESA to hold an outdoor Halloween Party for students in K-3 (6:00-7:00 pm, parents must accompany) and 4-8 (7:30-9:00, chaperoned) on October 29, 2021. School will only be open for bathroom facilities (halls monitored by both a male and female chaperone). Admission is \$5.00 to cover the cost of pizza, snacks, music and decorations.

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ROLL CALL VOTE: YES: Mrs. Delaney, Mrs. Galasso, Mr. Khairzada, Mrs. Sheffield, Mr. Stepler, and Mrs. Weber

Motions Carried 6-0-0

Discussion: Mrs. McAllister provided an update on the status of on site COVID testing using a State approved vendor.

BOARD SECRETARY/BUSINESS ADMINISTRATOR'S REPORT

Motion made by Mrs. Sheffield, second by Mr. Stepler 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 September 30, 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 September 30, 2021, 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. And, 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 September 30, 2021.

Cash Reconciliation Report

The cash reconciliation report for the month of September, 2021.

Bills to be Paid

The payroll and agency for September, 2021 and bills list for October, 2021.

ABSTAIN: Mrs. Weber

Motion Carried: 5-0-1

Transfers

The transfers for the month of September 2021.

Comprehensive Maintenance Plan/Form M1

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

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OOD Placement - SY

The out-of-district placement for one Elsinboro resident student (SID #6762132931) at the SCSSSD - Regional Day School Salem Campus for the 2021-2022 school year at the cost of \$46,757.00.

OOD Transportation & Joint Transportation Agreement- Lindenwold Board of Education

The transportation route with GCSSSD for the 2021-2022 school year effective September 23, 2021 through June 30, 2022. Further, the Board enter into a Joint Transportation Agreement with Lindenwold School District for transporting 1 student, residing in the Legacy Treatment Services Center, to SCSSSD Daretown School, at the cost of \$44.50. Elsinboro will charge an administrative fee to Lindenwold for transportation services.

Route Number	Destination	Student	Cost per Day
Y117	SCSSSD Daretown School	1	40.40*

*does not include 7.0% administrative fee charged by GCSSSD

2021-2022 Preschool Education (Expansion) Aid Grant Application

The 2021-2022 school year preschool education (expansion) aid plan/grant application and budget in an amount to be determined as submitted to the Division of Early Childhood Education. If the application is approved, the district will contract with Lower Alloways Creek School District to offer a three-year old and/or a four-year old preschool program by January 24, 2022.

ROLL CALL VOTE: YES: Mrs. Delaney, Mrs. Galasso, Mr. Khairzada, Mrs. Sheffield, Mr. Stepler, and Mrs. Weber

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

- Elsinboro Enrollment 2021-2022 - 121
- Fire Drill - Thursday, October 14, 2021, 2:10 PM, 114 students, 21 staff, sunny, 80 degrees, station #2
- Security Drill - Wednesday, September 22, 2021, 10:15 a.m., lockdown, 5 minute duration, sunny, 69 degrees, all present staff and students, a lockdown was called at 10:15 a.m. All staff and students were locked in their classrooms with shades drawn and lights off. Teachers discussed with students what takes place during a lockdown. Doors were unlocked by Mrs. McAllister and Mrs. Kretzer.
- Bus 1, 2 and 3 evacuations were held 8:15 a.m. on September 21, 2021 in the front driveway. All 3 were under the guidance of Mrs. Gallagher, School Nurse.
- MAPSA/ESA Tree Lighting and Crafts with Santa - 12/3/21
- October 2021 Calendar
- ESA Update - October Activities

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- Movie Night - Fun Run Reward from May 2021
- Mum Sale
- Halloween Party
- Week of Respect - Julie Hofacker and Laura Gallagher
- Julie Hofacker - Pillars of Character
 - September
 - October
- Laural Kretzer provided an update on the wireless upgrade and installation of a new rack & switch completed by SCC technology staff. Copiers were recently replaced in the Main Office and Teachers Workroom.

PRESIDENT'S REPORT

OLD BUSINESS

- The Business Administrator shared that a meeting with the vendor supplying the generator as well as related contractors for the project will be held on October 19, 2021 to discuss the possible need for a transformer due to varying electric loads. Mrs. McAllister, Ms. Allen, Mr. Schenck, and Mr. Khairzada will also be attending.
- The proposal for air conditioning in the gym has been received, but will need to be broken down between labor costs and materials costs. At least one additional proposal for labor only will be needed.

COMMITTEE REPORTS

- The Building and Grounds Committee met with Andrew Yoder, Remington & Vernick Engineers, prior to the Board meeting. It was decided that R & V will proceed with the parking lot expansion project (Option 1). The district will pursue the construction of a pole barn on its own.

Motion by Mr. Khairzada, second by Mrs. Sheffield to approve the revised proposal from Remington & Vernick Engineers for the Elsinboro Township School parking lot expansion project only (pole barn project deleted from revised proposal). The Board chooses R & V's Option 1 at a cost of \$288,000.

ROLL CALL VOTE: YES: Mrs. Delaney, Mrs. Galasso, Mr. Khairzada, Mrs. Sheffield, Mr. Stepler, and Mrs. Weber

Motions Carried 6-0-0

FYI - Next meeting Monday, November 15, 2021. (third Monday)

ADJOURNMENT

Motion by Mrs. Weber, second by Mrs. Galasso, that there being no further business to be brought before the Board, the meeting be adjourned at 6:50 p.m.

VOICE VOTE: Unanimously approved

Motion carried: 6-0-0

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Respectfully submitted,

Melanie M. Allen
Business Administrator/Board Secretary