

**EL SINBORO TOWNSHIP BOARD OF EDUCATION  
REGULAR MEETING MINUTES  
September 19, 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, September 19, 2022 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., 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. Victoria Galasso, Mr. Michael Khairzada, Mrs. Kathleen Sheffield, Mr. Jeffrey Stepler, and Mrs. Kay Weber  
Also in attendance: Mrs. Laural Kretzer, Chief School Administrator; Ms. Melanie M. Allen, Board Secretary/Business Administrator; Staff Member

**APPROVAL OF MINUTES**

Motion made by Mr. Khairzada, second by Mrs. Weber to approve the regular meeting minutes of August 15, 2022 as submitted by the Board Secretary and as per the recommendation of the Chief School Administrator and the Business Administrator.

**VOICE VOTE: Unanimously approved**  
***Motion carried: 7-0-0***

**PUBLIC COMMENT - AGENDA ITEMS**

None

**CHIEF SCHOOL ADMINISTRATOR'S REPORT**

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

**PERSONNEL – PROFESSIONAL**

**Stipend - Bus Riders Duty**

The stipend of \$600.00 each to Fawn Kiernan and Amy Weinert for supervision of students riding buses after school effective September 1, 2022 through June 30, 2023. Buses may arrive 10-15 minutes after dismissal due to tiered routes. Payment of these two stipends prevented the district from going out to bid for transportation services which would have resulted in rate increases over the CPI (1.91%).

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Workshop Participation

The following workshop participation:

STAFF	LOCATION	WORKSHOP	DATES	COST	SUB COST	MILEAGE
Glennnda Nelson	Virtual	Making Best Use of Google Classroom	11/1/22	\$279	\$105	N/A

Field Trips

The Academic Club (10 students) and Mrs. Rieger to attend an academic meet at Pennsville Middle School on November 8, 2022 from 9:00 a.m. to 10:45 a.m. Bus cost \$278.40.

The other 4 Academic Club trips were approved last month, the bus costs are as follows-Oct. 18 to Alloway School \$302.40, Dec. 6 to Upper Pittsgrove School \$347.20, Jan. 24 to Mannington School \$284.80, and Feb. 14 to Oldmans Township School \$310.40.

The 8th Grade (14 students) and Mr. Sarbello to go to the Salem County Fairgrounds to participate in agricultural related activities on October 20, 2022 from 8:30 a.m. until 2:00 p.m. There is no cost to the students.

The 5th Grade (18 students) and Mrs. Rieger to go to Chemours Chambers Works-Deepwater on Tuesday, October 25, 2022, from 8:50 a.m. to 11:40 a.m. at no cost to the students and the bus is being provided by County and Chemours.

Ms. Lombardi and the 8th grade (14 students) to go to the Salem County Vocational Technical School on November 15, 2022 to see the building and different programs from 8:30a.m. to 11:00 a.m. There is no cost to the students and the bus is provided by the SCVTS.

**PERSONNEL – SUPPORT**

Employment - SACC Worker

The employment of Brianna Gras as a part-time SACC worker for the 2022-2023 school year at the rate of \$15.00 per hour.

Employment - SACC Substitute

The employment of Jennifer Johnson as a substitute SACC worker for the 2022-2023 school year at the rate of \$15.00 per hour.

**OTHER BUSINESS**

Virtual or Remote Instruction Plan 2022-2023

The Elsinboro Township School's Virtual or Remote Instruction Plan for 2022-2023 as presented.

PDP Plan 2022-2023

The Elsinboro Township School's Professional Development Plan for 2022-2023 as presented.

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Safety and Security Plan 2022-2023

The Elsinboro Township School's Safety and Security Plan for 2022-2023 as presented.

Gifted & Talented Handbook 2022-2023

The Elsinboro Township School's Gifted & Talented Handbook for 2022-2023 as presented.

Nurses Standing Orders 2022-2023

The Nurses Standing Orders for 2022-2023 as attached. A copy of the orders will be on file in the Nurse's office and in the Business Office.

Use of Facilities

The use of the building by the Elsinboro School Association on Friday, October 21, 2022 for a holiday dance.

The use of the parking lot for Trunk or Treat sponsored by the Elsinboro Township Development Committee, October 28th; Rain Date October 29th. Hot chocolate and cookies will be served at no cost.

SSDS

The School Safety Data System report period 2 (Jan 1-June 30, 2022), noting 7 incidents, 2 alleged and 5 confirmed, 4 HIB trainings and 2 HIB Programs.

HIB Report - Acknowledgement

The Chief School Administrator's monthly Harassment, Intimidation and Bullying Report for **September 2022** 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

Policies for Approval

The following policy:

CODE	POLICY	STATUS
5131.9	HIB	Revisions

**ROLL CALL VOTE: YES: Mr. Carlson, Mrs. Galasso, Mr. Khairzada, Mrs. Sheffield, Mr. Stepler, Mrs. Weber, and Mrs. Delaney  
Motions Carried 7-0-0**

**BOARD SECRETARY/BUSINESS ADMINISTRATOR REPORT**

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

Bills to be Paid

The bills list for September, 2022 and the payroll and agency bills list for July, 2022 and August, 2022.

Transportation Renewals 2022-2023

The 2022-2023 transportation renewals for Elsinboro School District with contractor B.R.Williams, Inc for Multi Contract #1, renewal #20. The route costs increased 1.91%, which is the maximum permissible by the State, based upon the CPI for student transportation renewals.

Route 1	Salem High School	\$21,358.99
Route 2	Elsinboro Twp. School	\$21,494.96
Route 3	Elsinboro Twp. School	<u>\$21,358.99</u>
<b>Total:</b>		<b>\$64,212.94</b>

2022 ESY Out of District Transportation

The following transportation routes with GCSSSD for 2022 ESY Transportation. A 7% administrative fee is charged by GCSSSD in addition to the prices shown.

Route Number	Destination	Number of Elsinboro Students (est.)	Estimated Per Diem Cost*
SS526	SCSSSD - Daretown School	1	\$156.94/day
SS584	SCSSSD - Regional Day/Salem Campus	1	\$26.00/day

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

GCSSSD Transportation - Contracted Bus Routes 2022-2023

The 2022-2023 school year transportation for the following students. A 7% administrative fee is charged by GCSSSD in addition to the prices shown.

Route Number	Destination	Estimated Per Diem Cost*	New/Renewal	Number of Elsinboro Students (est.)
Y1599	SCIT - WHS	\$429.03	Renewal	1
Y1184	SCSSSD -Regional Day/Salem	\$371.88	Renewal	1

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	Campus			
Y1179	SCSSSD - Daretown School	TBD	New	1
Y1703	LAC School	\$166.00	New	1

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

Shared Trauma Informed Coordinator/Behaviorist

The Shared Service Agreement with the Quinton Township Board of Education for Shared Trauma Informed Coordinator/Behaviorist Services for the 2022-2023 school year at a rate of \$13,500. The Agreement allocates 20% of the Coordinator's time to Elsinboro Township School.

2022 ESY Special Education Tuition Contract Agreement - LAC BoE

The ESY Special Education Tuition Contract Agreement between the Lower Alloways Creek Board of Education and the Elsinboro Township Board of Education for 1 Elsinboro resident student (SID# 2448392437) to attend the 2022 Extended School Year program at the LAC School at a tuition rate of \$1,500 per student.

Special Education Tuition Contract Agreement - LAC BoE

The Special Education Tuition Contract Agreement between the Lower Alloways Creek Board of Education and the Elsinboro Township Board of Education for 2 Elsinboro resident students (SID# 2448392437 and SID#2425960153) to attend the Special Education Program at the LAC School, effective September 1, 2022 through June 30, 2023 at an annual tuition rate of \$19,300 per student.

Special Education Out-of-District Placements & Contracts

The following out-of-district placements and contracts for the 2022-2023 school year:

SID#	Placement	Tuition
75499354441	SCSSSD - Daretown Campus	\$6,550 ESY \$58,959 9/1/2022-6/30/2023
6762132931	SCSSSD - RDS/Salem Campus	\$5,430 ESY \$48,627 9/1/2022-6/30/2023

Spanish Teacher - Agreement

The Agreement with the Lower Alloways Creek Board of Education to appoint Elsinboro's Spanish Teacher as a Spanish Teacher Consultant for the Lower Alloways Creek Board of Education for the 2022-2023 school year. There is no cost for the consultation services. Per Instruction & Program- Indicator 13 under NJQSAC, content areas, including World Language, curriculum and instruction are aligned to the New Jersey Student Learning Standards (NJSLS).

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Shared Computer Technician and Consulting Services

The Shared Service Agreement with the Alloway Township Board of Education for the following technology support services for the 2022-2023 school year:

- Computer Technician Services at a cost of \$8,400 effective July 11, 2022 through June 30, 2023
- Technology Consulting Services provided by Salem Community College personnel at a cost of \$1,500 effective August 1, 2022 through June 30, 2023

Turn-Key Technologies Proposal for Cameras Replacement

The proposal from Turn-Key Technologies, Inc. to replace the school building's existing cameras system and add additional cameras (15 cameras in total) at a cost of \$55,857.69 through the Educational Services Commission of NJ (ESCNJ) Cooperative (NJ state approved co-op #65MCESCCPS). This project will be funded by the district's Maintenance of Equity State Aid.

Memorandum of Understanding for Preschool Education Services - Quinton Twp. BoE

The Memorandum of Understanding with Quinton Township Board of Education for Elsinboro resident 3- and 4- year olds to attend the 3- and 4- year old preschool program at Quinton Township School based on Elsinboro's 2022-2023 school year Preschool Education Aid application as submitted to New Jersey Department of Education Division of Early Childhood Education. Elsinboro will pay Quinton \$53,914 for the arrangement.

**ROLL CALL VOTE: YES: Mr. Carlson, Mrs. Galasso, Mr. Khairzada, Mrs. Sheffield, Mr. Stepler, Mrs. Weber, and Mrs. Delaney**  
**Motions Carried 7-0-0**

**DISCUSSION ITEMS/FYI**

- September Calendar
- Fire Drill- Tuesday, September 13, 2022, 10:28 a.m., 1 min., 41 sec., 114 students, 24 staff, Sunny, 77 degrees, station #2
- Security Drill-Friday, September 16, 2022, 1:30 p.m., 6 mins. 16 secs., 111 students, 22 staff, sunny, 73 degrees, a lockdown was called at 1:30 p.m. Staff and students were locked in their classroom with shades drawn and lights off. Teachers and students moved into lockdown position. Doors were unlocked by Mrs. Kretzer.
- Enrollment - Elsinboro Enrollment 2022-2023
- The CSA presented NJSLA Data (participation and performance results) as required per NJQSAC (Instruction and Program Indicator 8).
- Open House - 9/15/22
- The CSA shared a sample of the ESA's special order gray t-shirts with green logo which will be added as an option for the gym uniform.
- Recycling old, out-dated textbooks, and tech. hardware.
- The district's Preschool Education Aid application was not approved, but there is an opportunity to resubmit the application after the DoE Early Childhood Division's suggested updates and changes have been made. The new submission deadline is October 14, 2022. The CSA and BA are working on application revisions and will resubmit the district's application and proposed budget.

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**PRESIDENT'S REPORT**

**COMMUNICATIONS TO THE BOARD**

None

**OLD BUSINESS**

- The CSA and BA reported that there is a backlog in production of the generator's automatic transfer switch because the third-party manufacturer that Eaton uses has gone out of business. Eaton is now producing the controllers itself. The CSA remains in contact with Foley's manager who most recently stated that although production of the controllers has begun, an ETA is still unknown at this time.
- The Business Administrator stated that she received confirmation that the district can use ESSER funds to finance purchases through NJ regional/local/county co-ops. National co-ops cannot be used for public works or construction contracts which is the category under which the air conditioning in the gym project falls. The district may have to go out to bid for this project.
- Samantha Boonstra, Remington & Vernick Engineers, met with Mr. Schenck on September 14 to make a final determination on the placement of the future pole barn, sheds, and dumpsters. The final drawing of the parking lot expansion project will include these items and allow for lips in the pavement for vehicles to be driven into the pole barn and sheds and gain close access to the dumpsters as needed.
- Reminder to complete required Board training by 12/31/2022

**NEW BUSINESS**

None

**COMMITTEE REPORTS**

None

**FYI** - Next meeting Monday, October 17, 2022 (3rd Monday)

**EXECUTIVE SESSION**

Motion made by Mr. Khairzada, second by Mrs. Galasso that the Board enter into Executive Session by Resolution at 7:09 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 **7:20** 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:

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***Unwarranted Invasion of Individual Privacy  
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.

**VOICE VOTE: Unanimously approved**  
***Motion carried: 7-0-0***

**RESUME PUBLIC PORTION**

Motion made by Mr. Khairzada, second by Mrs. Galasso to return to the public portion of the meeting at 7:20 p.m.

**VOICE VOTE: Unanimously approved**  
***Motion carried: 7-0-0***

**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 7:20 p.m.

**VOICE VOTE: Unanimously approved**  
***Motion carried: 7-0-0***

Respectfully submitted,

Melanie M. Allen  
Business Administrator/Board Secretary