

**ELSINBORO BOARD OF EDUCATION
REGULAR MEETING MINUTES
April 24, 2024**

CALL TO ORDER

The regular meeting and Public Hearing on the 2024-2025 school year budget of the Elsinboro Township Board of Education was called to order by Board President, Mrs. Kelly Anne Delaney, on Wednesday, April 24, 2024 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*, the 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.

ROLL CALL OF MEMBERS

Members Present: Damian Carlson, Kelly Anne Delaney, Kathleen Sheffield, John Sieber, Madinah Thomas (6:49 p.m.), Kay Weber

Members Absent: Jenna Hogate

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

INFORMATION/QUESTION & ANSWER

Samantha Boonstra, PE from Remington & Vernick Engineers, provided follow up information on the status of the retention basin constructed as part of the parking lot expansion project (see letter provided by R&V). Board members posed questions and shared concerns regarding the look and safety of the basin as well as the inability of the basin to drain as quickly as originally planned. Ms. Boonstra also explained that a two year maintenance agreement (per maintenance bond) is in place (effective 8/31/2023) with Ricky Slade Construction, Inc., contractor. The agreement covers 'anything within the original scope of work for the parking lot/basin if it has not held up during this time.'

Ms. Allen reported Salem County Mosquito Control was contacted and would be coming out to assess the basin.

Ms. Thomas entered the meeting (6:49 p.m.).

PRESENTATION AND PUBLIC HEARING ON THE 2024-2025 BUDGET

Motion made by Mrs. Weber, second by Mrs. Sheffield to open the public hearing on the 2024-2025 school year budget.

VOICE VOTE: Unanimously approved

Motion Carried: 6-0-0

The Business Administrator presented the proposed 2024-2025 Elsinboro School Budget.

PUBLIC COMMENT - BUDGET ONLY

None

Motion made by Mrs. Sheffield, second by Mrs. Weber to close the public hearing on the 2024-2025 school year budget.

VOICE VOTE: Unanimously approved
Motion Carried: 6-0-0

Following discussion and any questions on the 2024-2025 Budget

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

2024-2025 BUDGET APPROVAL

The Board approve by Resolution the FY 2024-2025 school district budget, noting that the budget is within the statutory cap and reflects a 4.0% tax levy increase.

**RESOLUTION #2024-4
EL SINBORO BOARD OF EDUCATION
RESOLUTION APPROVING 2024-2025 BUDGET
APRIL 24, 2024**

BE IT RESOLVED, that the Elsinboro Board of Education has reviewed and discussed the 2024-2025 school district budget, and the Elsinboro Board of Education approves, in accordance with the statutory requirements, the 2024-2025 budget as follows:

	GENERAL FUND	SPECIAL REVENUE	DEBT SERVICE	TOTAL
2024-2025 Total Expenditures	\$3,306,337	\$537,491	\$ 0	\$3,843,828
Less: Anticipated Revenues	\$1,690,451	\$537,491	\$ 0	\$2,227,942
Taxes to be Raised	\$1,615,886	\$ 0	\$ 0	\$1,615,886

BE IT RESOLVED to acknowledge that the 2024-2025 school year budget as described results in a 4.0% increase in the tax levy for a total of \$1,615,886; and

BE IT RESOLVED that the general fund appropriations include a \$100,080 withdrawal from the Emergency Reserve Account due to an increase in health care costs in excess of 4% pursuant to N.J.A.C. 6A:23A-14.4(iv); and

BE IT RESOLVED that the general fund appropriations include the use of banked cap generated in the 2021-2022 school year in the amount of \$31,075 which is part of the tax levy; and

BE IT RESOLVED in accordance with the N.J.A.C. 6A:23B-1.2(b), the maximum expenditure for travel for the 2024-2025 school year for all staff and Board members is \$10,000; and

BE IT RESOLVED in accordance with N.J.A.C. 6A:23A-7.3, the maximum expenditure for travel established for the pre budget year for all staff and Board members was \$10,000 and as of April 24, 2024, \$156.42 has been spent for travel expenditures; and

BE IT RESOLVED the supporting documentation of this budget also contains an itemization

of certain expenditures required under administrative regulations; and

BE IT RESOLVED that a public hearing on the 2024-2025 School Year Budget will be held in the Gymnasium of the Elsinboro Township School on Wednesday April 24, 2024 at 6:30 p.m.; and

THEREFORE BE IT RESOLVED that the Elsinboro Township Board of Education approves and adopts the 2024-2025 Budget at the Public Hearing held in the Gymnasium of the Elsinboro Township School on April 24, 2024 at 6:30 p.m.

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

Motion Carried: 6-0-0

APPROVAL OF MINUTES

Motion made by Mrs. Weber, second by Mrs. Sheffield to approve the regular and executive session meeting minutes of March 18, 2024 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

Eric Fizur, 618 Salem-Ft. Elfsborg Road, thanked the Board for addressing the concern of mosquitoes in the retention basin. He stated the engineer should have required a fence be built around the basin as a safety measure.

He spoke about a recent situation regarding his son in which a disciplinary consequence was imposed, and he did not receive a letter with information about the incident.

CHIEF SCHOOL ADMINISTRATOR'S REPORT

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

PERSONNEL – PROFESSIONAL

Employment – Tenured Teacher Contracts 2024-2025

The following tenured teachers for the 2024-2025 school year:

Kristina Boyle	Timothy Fox	Bethany Hannah	Elizabeth Schneider
Sharon Simms	Lauren Morgan	Glenda Nelson	Tammy Rieger
Barbara Schneider	Michelle Minchino	Joseph Sarbello	Amy Weinert

ABSTAIN: Mrs. Weber

Motion Carried: 5-0-1

Employment – Non-Tenured - Fourth Year Contracts 2024-2025

The following non-tenured teachers be issued a contract for the 2024-2025 school year:

Aimee Henry and Mariah Mills

Employment – Non-Tenured - Second Year Contracts 2024-2025

The following non-tenured teachers be issued a contract for the 2024-2025 school year:

Amanda Hyatt Natasha Cary Pamela Marts

2024-2025 Teachers Salaries

The 2024-2025 professional staff salaries as attached and as per the negotiated agreement.

ABSTAIN: Mrs. Weber

Motion Carried: 5-0-1

Employment - Business Administrator

The amended 2023-2024 contract and salary for Melanie M. Allen, School Business Administrator/Board Secretary, effective April 3, 2024 through June 30, 2024. The amended contract has been approved by the Executive County Superintendent.

Maternity/FMLA Leave of Absence - M. Mills

The request from Mariah Mills to take maternity leave beginning June 7, 2024, using sick and personal days and then an FMLA leave of absence effective September 3, 2024 with an anticipated return date of October 23, 2024. Mrs. Mills' FMLA leave will be unpaid.

Substitute

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

OTHER BUSINESS

HIB Report - Approval

Approve the Superintendent's monthly Harassment, Intimidation, and Bullying Report for February 2024 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 March 2024 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 April 2024 as presented:

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

Homeless Agreement 2024-2025

Entering into the Salem County Homeless Student Agreement for 2024-2025. The agreement states that Elsinboro School will not seek tuition or transportation reimbursement for any resident student, excluding special education students, determined to be homeless in accordance with the law, from any Salem County school districts who participate. (100% district participation is anticipated for 2024-2025).

Policies

The following policies as listed:

CODE	POLICY	STATUS
6141.1	Unmanned Aerial Vehicles (UAV)/Drones Use in the Educational Program	Second Reading - Adoption
	Parent Code of Conduct	First Reading - New Policy

Field Trip

The band and choir students (approx. 30) with Mrs. Schneider and 2 chaperones to go to Marlton FunPlex in Marlton, NJ, on Wednesday, June 7, 2024, from 9:00 am to 2:30 pm. There is no cost to the students and the bus cost is \$625.00.

The 8th grade (11 students), Ms. Minichino and an undetermined number of parent chaperones, to go to Hershey Park, Hershey, PA on Tuesday, June 4, 2024, from 9am to 10pm at a cost of \$37 admission and \$42 meal plan per person (\$79 total) to be paid for out of the Class of 2024 student fund. Parent Chaperones will pay their own way. The class is requesting \$1,000 from the Board of Education toward the cost of the bus.

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

Abstain on Employment - Tenured Teacher Contracts 2024-2025 and 2024-2025 Teacher Salaries: Mrs. Weber (see above)

Motions Carried: 5-0-1

All Other Motions Carried 6-0-0

BOARD SECRETARY/BUSINESS ADMINISTRATOR REPORT

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

Bills to be Paid

Payroll and agency for March, 2024 and bills list for April, 2024.

NJ Schools Insurance Group - Safety Grant 2024-2025

By Resolution, the application to the NJ Schools Insurance Group for the Safety Grant in the amount of \$2,000.00 for the project period July 1, 2024 through June 30, 2025.

REAP Grant 2024-2025

Applying for the REAP (Rural Education Achievement Program) grant for the 2024-2025 school year in the estimated amount of \$12,804.00 for the purpose of purchasing student technology devices.

Salem County Cooperative Transportation Program 2024-2025

The 2024-2025 Contract for Participation in Cooperative Transportation with Gloucester County Special Services School District for homeless/public/nonpublic/special education/vocational transportation needs.

2024-2025 Medical, Prescription Drug and Dental Insurance

Entering into an Agreement with The Public Employer Trust to provide medical, prescription drug, and dental insurance to eligible employees for the 2024-2025 school year. The agreement calls for a 0.0% increase for dental and an average increase of 7.0% for health/prescription insurance resulting in an overall package increase of 6.8%.

SC Cooperative Pricing Consortium - JPA 2024-2025

The 2024-2025 Joint Purchasing Agreements with Penns Grove- Carneys Point Regional School District for baked goods, ice cream, milk, juice & dairy.

District Tax Schedule 2024-2025

The 2024-2025 District Tax Schedule.

Salem County Special Services School District Related Services 2024-2025

Entering into an Itinerant/Shared Services Agreement with Salem County Special Services School District to provide various Consultant/Therapy/Evaluations, etc. to Elsinboro Township School District effective July 1, 2024 through June 30, 2025 at the various rates specified in the Agreement.

SCSSSD Related Services/Shared Services Agreement

Entering into a Related Services/Shared Services Agreement with Salem County Special Services School District to provide Occupational Therapy and Speech Therapy services to the Elsinboro Township School District effective September 1, 2024 to June 30, 2025 at the cost of \$12,260.90 (increase of \$583.99 (5%)) over the 2023-2024 school year. Re-negotiation of the contracted amount will occur only if the actual costs change substantially (increase/decrease).

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

Motion Carried: 6-0-0

DISCUSSION ITEMS/FYI

- Enrollment - April 2024: 116 students
- Calendar - April 2024
- SCVTS Admissions: All but one student accepted
- Fire Drill-Thursday, March 14, 2024, 10:08 am, 1 min 25 secs, 107 students, 22 staff, sunny, 57 degrees, station 2
- Fire Drill-Tuesday, April 9, 2024, 9:42 am, 2 minutes 1 second, 106 students, 23 staff, sunny, 57 degrees, station 5
- Security Drill-March 28, 2024, 8:30 am, evacuation Tabletop Discussion, 30 minutes A discussion took place regarding the planning of an evacuation due to a Nuclear Emergency. Attended by: Mrs. Kretzer, Corporal Jack Smith
- Bus Evacuation Drills-Bus 3 Salem Choice students was held Thursday, April 11, 2024, at 8:21 am in the front driveway. School nurse, Mrs. Marts, oversaw the evacuation.
- Parent/student basketball game was held 3/21/24.
- Game Club has finished for 4th and 5th grades, and Mrs. Hannah's Game Clubs for K and 1st and 2nd and 3rd grades are being held now.
- NJSLA testing will begin 5/6-5/14/24
- Bring Your Child to Work Day is April 25, 2024.

- Grandparents Day will be held on April 26th and April 29th.
- The Art/Music Concert will be held on May 8th at 5:30 pm.
- Courthouse Art Awards - May 3rd
- Bike to School Day - May 15th
- Robotics Club has begun.
- Thank you to Mrs. Boyle for finishing the Yearbook!

PRESIDENT'S REPORT

Communications to the Board

- Updated Board of Education Member Information was shared

Old Business

- The Business Administrator contacted Peterson Service Company and requested a quote be provided for the installation of air conditioning in the gym. The Service Manager stated an engineer would need to be involved since the new unit will be installed on the roof. He recommended the Board use its own engineer to design the plans and Peterson would submit a quote based on the plans. The development of plans by an engineer is an additional cost to the project.
The Board asked the Business Administrator to confirm that the quote submitted by CM3 includes all engineering costs.
- The Board further discussed the state of the parking lot expansion project retention basin based on the conversation with Ms. Boonstra at the start of the meeting.
- Filing of Personal/Relative and Financial Disclosure Statements - New school officials must file within 30 days of taking office. Returning school officials must file no later than April 30, 2024. An email with instructions for completing the Disclosure Statements was sent from the Business Administrator on January 16.
- NJSBA Mandated Training Requirements for 2024:
Thomas- Governance II
Carlson, Weber- Governance IV (*Not yet released by NJSBA*)

New Business

- Sidebar Agreement to EEA Collective Negotiations Agreement
Motion by Mr. Carlson, second by Mrs. Sheffield to approve the Sidebar Agreement to the Collective Negotiations Agreement Between the Elsinboro Township Board of Education and the Elsinboro Education Association for the purpose of amending the Agreement 'pertaining to Parent/Child health care insurance, dental coverage, and prescription benefits for newly hired teachers and teachers within the three-year window of employment.'

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

ABSTAIN: Mrs. Weber

Motion Carried: 5-0-1

- Superintendent Evaluation - Complete online at www.njsba.org. Mrs. Kretzer will notify the Board following the completion of her part of the evaluation. It's required to be approved by the BoE by June 30, 2024 to meet QSAC requirements. Note: Mrs. Weber is not permitted to complete the evaluation due to a conflict of interest.
- Board Self Evaluation - Complete online at www.njsba.org by May 31, 2024, as it's also required to be approved by the BoE by June 30, 2024 to meet QSAC requirements. An email with instructions was sent to Board members on 4/16.

Committee Reports

- Ms. Thomas provided information from the Salem City Board of Education meeting held on April 10, 2024.
 - The search for a new Superintendent is in the beginning stages. School uniforms will no longer be required at Salem High School.

CHIEF SCHOOL ADMINISTRATOR’S REPORT

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

OTHER BUSINESS

Policies

The following policy as listed:

CODE	POLICY	STATUS
4240	Compensation and Related Benefits	First Reading - New Policy

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

Motion Carried: 6-0-0

FYI

Next Board Meeting - May 20, 2024

PUBLIC COMMENT – OPEN

None

EXECUTIVE SESSION

Motion made by Mrs. Weber, second by Mrs. Sheffield that the Board enter into Executive Session by Resolution at 8:17 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 8:47 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:

- 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: Mr. Carlson, Mrs. Sheffield, Mr. Sieber, Ms. Thomas, Mrs. Weber, Mrs. Delaney

Motion Carried: 6-0-0

RESUME PUBLIC SESSION

Motion made by Ms. Thomas, second by Mrs. Sheffield to return to the public portion of the meeting at 8:47 p.m.

VOICE VOTE: Unanimously approved

Motion Carried: 6-0-0

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 8:47 p.m.

VOICE VOTE: Unanimously approved

Motion Carried: 6-0-0

Respectfully submitted,

Melanie M. Allen
Business Administrator/Board Secretary