

**EL SINBORO BOARD OF EDUCATION
REGULAR MEETING MINUTES
May 19, 2025**

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, May 19, 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, 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.

PLEDGE TO THE FLAG

Mrs. Delaney led the Pledge of Allegiance to the flag.

ROLL CALL OF MEMBERS

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

Members Absent: None

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. Weber, second by Mrs. Sheffield to approve the regular and executive session meeting minutes of April 28, 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: 7-0-0

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

Employment - Preschool Teacher

The employment of Tonya Foster as a Preschool teacher for the 2025-2026 school year. Ms. Foster's start date will be September 1, 2025, and she will be paid on the BA Scale, Step 5, with an annual salary of \$57,790 and benefits as per the EEA Agreement.

Workshop Participation

The following workshop participation:

STAFF	LOCATION	WORKSHOP	DATE	COST	SUB COST	MILEAGE
Laural Kretzer, CSA	Virtual	NJSBA Spring Conference	May 30, 2025 & recorded	\$99.00	N/A	N/A
Melanie Allen, SBA	Atlantic City, NJ	NJASBO Annual Conference	June 4-6, 2025	\$550.00	N/A	N/A
Pamela Marts	Somerset, NJ	34th Annual School Health Conference	October 22, 2025	\$215.00	\$150.00	Yes

Summer Math/Reading Challenge

The implementation and payment of all costs associated with the Summer Math/Reading Challenge for 2025, including a stipend not to exceed \$1,200 for Bethany Hannah, Program Director, as represented on the attached document.

ABSTAIN: Mrs. Weber

Motion Carried: 6-0-1

PERSONNEL - SUPPORT

Continuation of Administrative Leave

The continuation of a paid administrative leave for employee SMID #90267162 for the remainder of the 2024-2025 school year.

2024-2025 SACC Worker Substitute

The following SACC position for the remainder of the 2024-2025 school year:

SACC Worker Substitute - Amy Weinert at \$16.00/hour

2025-2026 Support Staff Salaries

The 2025-2026 support staff and salaries as per the recommendation of the Chief School Administrator.

Summer Custodial Work

James Watson for summer custodial work at the rate of \$17.14 per hour as per the recommendation of the Chief School Administrator.

Substitute Rates 2025-2026

The substitute rates for 2025-2026 as follows:

Substitute Teacher	\$125.00 per diem
Long-Term Substitute Teacher	\$145.00 per diem - Days 1-60 \$160.00 per diem - Days 61-120 \$200.00 per diem - Days 121-180
Substitute School Nurse	\$150.00 per diem
Substitute Office, Custodian or Cafeteria	\$15.80 per hour (2% increase over 2024-2025 hourly rate due to 2025 increase

	in minimum wage)
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OTHER BUSINESS

HIB Report - Approval

Approve the Superintendent's monthly Harassment, Intimidation, and Bullying Report for **April 2025** 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 **May 2025 (as of May 14, 2025)** as presented:

HIB Investigations:	
Reported:	2
Completed:	1
# of incidents ruled as HIB:	0
# of incidents ruled as not falling under HIB:	1

Field Trip

The 8th grade (8 students), Ms. Minichino and an undetermined number of parent chaperones, to go to Hershey Park, Hershey, PA on Monday, June 2, 2025, from 9am to 9pm at a cost of \$36 admission and \$40 meal plan per person (\$76 total) to be paid for out of the Class of 2025 student fund. Parent Chaperones will pay their own way.

Approval of Danielson Teacher Evaluation Framework

The Danielson Teacher Evaluation Framework for observing and evaluating teaching staff. This Evaluation Tool has been used at Elsinboro School since 2012.

Policies

The following policy and regulation for readoption (no changes as last presented to the Board on January 6, 2025):

CODE	POLICY	STATUS
5118.2 Policy 5118.2 Regulation	Foster Care and Educational Stability (Policy & Regulation)	Readoption for Collaborative Federal Desk Monitoring CAP

The following policies for a first reading (revisions as recommended by NJSBA):

CODE	POLICY	STATUS
3220/3230	State Funds; Federal Funds	First Reading - Revisions
9200	Orientation And Training Of Board Members	First Reading - Revisions

Annual School Plan

The submission of the district's 2025-2026 Annual School Plan to the New Jersey Department of Education by the July 15, 2025 deadline. The Plan is required for all districts that operate a Schoolwide Title I program.

Affirmative Action Team Needs Assessment and CEP

Authorize the district's Affirmative Action Team to conduct a needs assessment and subsequently develop the Elsinboro Township School District Comprehensive Equity Plan based on the needs assessment findings and action plans.

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

ABSTAIN: Mrs. Weber Summer Math/Reading Challenge (see above)

Motion Carried: 6-0-1

All Other Motions Carried: 7-0-0

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:

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, 2025 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, 2025, 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, 2025.

Cash Reconciliation Report

The Cash Reconciliation Report for the month of March, 2025.

Transfers

The transfers for the month of March, 2025.

Bills to be Paid

Payroll and agency for April, 2025 and the bills lists for May, 2025.

Statement of Assurance - Testing/Reporting of Lead in School Drinking Water

The submission of the 2024-2025 school year Statement of Assurance for Testing and Reporting of Lead in School Drinking Water to the New Jersey Department of Education by the June 30, 2025 deadline. Testing for the period January 1, 2025 through June 30, 2025 was completed on April 12, 2025.

REAP Grant 2025-2026

Applying for the REAP (Rural Education Achievement Program) grant for the 2025-2026 school year in the estimated amount of \$16,720.96 for the purpose of purchasing student technology devices.

Professional Appointments

The appointments for professional services for the 2025-2026 school year.

Health Benefit Waiver 2025-2026

Payment to employees who waive health, prescription or dental coverage in the following amounts (upon completion of waiver form and submission of all required insurance data by the employee for 2025-2026):

Health/Prescription Insurance	\$2,000 per year
Dental Insurance	\$ 300 per year

Salem County Inter Agency Council Agreement - Culture Club

The agreement with the Salem County Inter Agency Council effective January 1, 2025 through December 31, 2025 for the operation of Elsinboro's Culture Club for the period September 1, 2025 through December 31, 2025 and accept grant funds in the amount of \$7,280.00.

Shared Art Teacher 2025-2026

The Shared Services Agreement with the Lower Alloways Creek Board of Education for Shared Instructional Services - Art Teacher for the 2025-2026 school year at a rate of \$41,050. The Agreement allocates 50% of the teacher's time to Elsinboro School and 50% to Lower Alloways Creek School. This is income to Elsinboro.

Shared Music Teacher 2025-2026

The Shared Services Agreement with the Lower Alloways Creek Board of Education for Shared Instructional Services - Music Teacher for the 2025-2026 school year at a rate of \$37,850. The Agreement allocates 50% of the teacher's time to Elsinboro School and 50% to Lower Alloways Creek School. This is income to Elsinboro.

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

Motion Carried: 7-0-0

DISCUSSION ITEMS/FYI

- Pillars of Character - May/June, Mrs. Hofacker
- Mayor's Luncheon - May 21, 2025
- Enrollment - May 2025: 102 students
- May 2025 Calendar
- Security Drill-April 28, 2025, 10:00 am, Active Shooter Drill, 12 minutes; All rooms were secured and there were no issues.
Attended by: Mrs. Kretzer
- Thank you to Mrs. Hannah for hosting Cinco de Mayo with her 2nd grade class.

- Congratulations to Marlaina, Skylar, Joshua, Maisy, Filomena, MacGyver, and Jiselle for participating in the Headstart in Harmony Festival.
- Congratulations to Ryan for being Elsinboro's 4A award recipient.
- Family Game Night will be held on May 20.
- NJSLA testing was completed on May 14.
- Congratulations to Mrs. Schneider for an outstanding Spring Concert and to Mrs. Cary for a wonderful Art Show. Both events were held on May 7 (28 choir students and 31 instrumental students).
- Congratulations to our PSEG Calendar Contest winners, Kolbi and Tiera, in 4th grade.
- Fun Run is May 28.
- Math Showcase is May 29.
- Family Day is May 30.
- Onsite monitoring for the district's YSC 2024 Culture Club grant will take place on June 2.

PRESIDENT'S REPORT

Communications to the Board

- Motion by Mrs. Sheffield, second by Mrs. Weber to authorize the Board President to submit a letter to the Salem County Board of Commissioners regarding the Board's opposition of the proposed Waste Management Facility application to be located on Tilbury Road.

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

Motion Carried: 7-0-0

Old Business

- Work continues on the air conditioning in the gym project. The Project Manager (from McCloskey) has given his assurance that the project will be complete by graduation on June 12.
- NJSBA Mandated Training Requirements for 2025: Thomas- Governance III
- Superintendent Evaluation - Complete online at www.njsba.org/. Mrs. Kretzer has completed her part of the evaluation. It's required to be approved by the BoE by June 30, 2025, 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, 2025, as it's also required to be approved by the BoE by June 30, 2025, to meet QSAC requirements. An email with instructions was sent from the Business Administrator on April 22.

New Business

- Notification of the Use of Pesticides - May 23, 2025

Committee Reports

- Finance/Negotiations Committee - 5/19/2025
- Ms. Thomas reported the Salem City Board of Education recently hired an Assistant Superintendent. The tuition rate charged to sending districts was discussed at the last Salem City BoE meeting. There continues to be concerns by the sending districts of this rate that seems to significantly increase each year.
- A letter was received from the Executive County School Business Official stating the current combined enrollment of Elsinboro, Lower Alloways Creek, and Mannington Township School Districts does not entitle the districts to voting representation on Salem City's Board of

Education for 2025.

FYI

Next Board Meeting - June 16, 2025

PUBLIC COMMENT – OPEN

Daniel McLaughlin, 9 S. Tilbury Road, asked for a copy of the Board's letter to the Salem County Board of Commissioners opposing the Waste Management Facility application.

Mrs. Delaney will provide a copy of the letter.

Jeffrey Powers, 116 N. Golfwood Avenue in Carneys Point, requested the reason behind Danielle Powers being placed on administrative leave and why she will not be paid for her unused vacation and sick days.

Note: Mrs. Powers requested any discussion regarding her employment be held in public session.

Mrs. Kretzer stated the leave is due to lack of confidentiality.

Ms. Allen replied that unused sick and vacation days are paid only at the time of retirement per Board Policy.

Danielle Powers, 116 N. Golfwood Avenue in Carneys Point, requested more information regarding being placed on administrative leave. She stated that she has done many things for the school above her regular duties and the administrative leave feels like a slap in the face.

Mrs. Kretzer stated the leave is also due to Mrs. Powers not coming to her with concerns and issues but sharing those concerns and issues with other staff members.

Mrs. Delaney stated that Mrs. Kretzer is willing to meet with Mrs. Powers to provide additional information.

Daniel McLaughlin asked if the school has an employee exit interview process. Is there a personnel committee?

Mrs. Delaney responded that there is a Board personnel committee.

Tiffany Rieck, 19 Stuart Drive, asked who is on the personnel committee.

Mrs. Delaney provided the names of the Board members who are on the personnel committee (Mr. Carlson, Mrs. Sheffield, and Mrs. Delaney).

Mr. Carlson added that the email addresses of the Board members are on the district's website. Anyone with questions and/or concerns can contact a Board member by sending an email.

Tiffany Rieck asked why she had not received a written response from the Board within 10 days of the last Board meeting per Board policy. She recounted a situation involving her daughter. This evening, she requested a copy of the procedure put into place, per Mrs. Kretzer, as a result of the situation.

Mrs. Kretzer stated she will share the procedure with Ms. Rieck.

Danielle Powers stated that no discipline was given as a result of the incident involving Ms. Rieck's daughter. An incident with another student occurred, and Mrs. Powers was written up.

Daniel McLaughlin stated that parents should know of staff discipline that results from a situation involving their child(ren).

Mr. Carlson said the district cannot legally share that information.

Mrs. Kretzer added that staff confidentiality matters cannot be shared.

EXECUTIVE SESSION

Motion made by Mr. Carlson, second by Ms. Hogate that the Board enter into Executive Session by Resolution at 7:16 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 7:42 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:

- Litigation, Contract Negotiations or Attorney/Client Privilege
- Personnel Matters

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, Ms. Hogate, Mrs. Weber, Mr. Sieber, Ms. Thomas, Mrs. Delaney

Motion Carried: 7-0-0

RESUME PUBLIC SESSION

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

VOICE VOTE: Unanimously approved

Motion Carried: 7-0-0

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 7:42 p.m.

VOICE VOTE: Unanimously approved

Motion Carried: 7-0-0

Respectfully submitted,

Melanie M. Allen
Business Administrator/Board Secretary