

**EL SINBORO BOARD OF EDUCATION
REGULAR MEETING MINUTES
February 18, 2026**

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, February 18, 2026 at 6:32 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, on the front door, and on the district's website.

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 (6:34 p.m.), Kay Weber

Members Absent: None

Also in Attendance: Mrs. Laural Kretzer, Chief School Administrator; Ms. Melanie M. Allen, Board Secretary/Business Administrator

APPROVAL OF MINUTES

Motion made by Mrs. Weber, second by Ms. Hogate to approve the regular and executive session meeting minutes of January 5, 2026 as submitted by the Board Secretary and as per the recommendation of the Chief School Administrator and Business Administrator.

VOICE VOTE: Approved

ABSTAIN: Mr. Carlson

Motion Carried: 5-0-1

PUBLIC COMMENT - AGENDA ITEMS

None

APPOINTMENTS AND DESIGNATIONS

Salem City Board of Education Representative - First year (2026) of three- year agreement with Lower Alloways Creek, Mannington Township, and Quinton Township Boards of Education

For the 2026 year, collectively between Elsinboro, LAC, Mannington and Quinton, student enrollment meets the 15% required to allow for two representatives to represent all four districts. Elsinboro represents 4.44% (14.5 students) of the 326.5 students attending grades 9 through 12 at Salem City High School. Based upon the new representative rotation cycle, Quinton and Elsinboro are the 2026 representatives.

Joint Agreement for Rotation of Sending District Representation - Salem City BoE

Motion made by Mrs. Sheffield, second by Mrs. Weber to approve the Joint Agreement for Rotation of Sending District Representation to the Salem City Board of Education between Lower Alloways Creek, Mannington Township, Quinton Township and Elsinboro Township Boards of Education for

**ELLSINBORO BOARD OF EDUCATION
REGULAR MEETING MINUTES**

February 18, 2026

the calendar years 2026-2028. Collectively, the four Boards of Education meet the 15% standard for two representatives on the Board per NJSA 18A:38-8.2.

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

Motion Carried: 6-0-0

Ms. Thomas entered the meeting (6:34 p.m.).

CHIEF SCHOOL ADMINISTRATOR’S REPORT

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

PERSONNEL – PROFESSIONAL

Tuition Reimbursement

The Tuition Reimbursement Request from Pamela Marts for three (3) credits taken through Rutgers University- Camden for the fall 2025 semester. Reimbursement will be provided at the per credit tuition rate at Rowan University of \$876.75 per credit, total reimbursement amount of \$2,630.25, per the EEA Agreement.

PERSONNEL - SUPPORT

Employment - Substitutes

Shelby Scott as an instructional aide substitute and office substitute for the remainder of the 2025-2026 school year at the Board approved rates pending the successful completion of new hire paperwork.

Liam Halus as a teacher substitute for the remainder of the 2025-2026 school year at the Board approved rate pending the successful completion of new hire paperwork.

Change in Rate for Substitutes - Minimum Wage Increase

An increase in the following substitute rate from \$15.80 per hour to \$15.92 per hour effective January 1, 2026 through June 30, 2026 due to an increase in the NJ minimum wage rate:

Substitute Office, Custodian or Cafeteria

Workshop Participation

The following workshop participation:

STAFF	LOCATION	WORKSHOP	DATE	COST	SUB COST	MILEAGE
Glennnda Rehrman	Virtual	Catching Up Students Who've Fallen Behind in Reading or Writing	3/12/26	\$295.00	\$125.00	N/A

OTHER BUSINESS

Job Descriptions

District Job Descriptions as presented. Per NJQSAC, these documents must be reviewed by the Board on a periodic basis.

**ELSNBORO BOARD OF EDUCATION
REGULAR MEETING MINUTES
February 18, 2026**

HIB Report - Approval

Approve the Superintendent’s monthly Harassment, Intimidation, and Bullying Report for **December 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 **January 2026** 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 **February 2026** as presented:

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

Policies

The following policies for second reading and adoption:

CODE	POLICY	STATUS
3220/3230	State Funds; Federal Funds	Second Reading - Revisions <i>These policy revisions address updates to the Uniform Grant Guidance that were effective at the end of 2024.</i>
4111	Recruitment, Selection, and Hiring	Second Reading - Revisions <i>The addition of policy verbiage and Legal Reference regarding Transparency in Job Listings</i>
5127	Commencement Activities	Second Reading - Revisions <i>The addition of Legal References for High School Voter Registration Law Resource</i>

**ELSINBORO BOARD OF EDUCATION
REGULAR MEETING MINUTES
February 18, 2026**

5141.21	Administering Medication	Second Reading - Revisions <i>Revised to include new sunscreen legislation</i>
5145.7	Gender Identity and Expression	Second Reading - Revisions <i>The update from NJ SMART to NJSLEDS and Legal References for New Jersey Department of Education, Transgender Student Guidance for School Districts</i>
6163.1	Media Center/Library	Second Reading - Revisions <i>The addition of policy verbiage required by the "Freedom to Read Act" regarding selection and curation of material and requests for removal. This policy has a new Exhibit Form with steps for consideration for removal of materials</i>
9200	Orientation and Training of Board Members	Second Reading - Revisions <i>Consistent with regulatory changes, the revisions amend the timeline in which new board members must complete mandatory training from the Association.</i>

Field Trips

Mrs. Marts/Mrs.Minichino and eight students of the 8th grade class to go to Cooper Hospital in Camden, New Jersey on April 8, 2026, at 8:45 am and returning at 2:30 pm. for the purpose of mental, social, and emotional well being. There is no cost to the students and the bus cost is \$625 paid for by MAPSA.

ABSTAIN: Ms. Hogate & Mrs. Weber

Motion Carried: 5-0-2

Mrs. Marts/Mrs.Minichino and eight students of the 8th grade class to go to Cooper Hospital in Camden, New Jersey on April 15, 2026, at 8:45 am and returning at 2:30 pm. for the purpose of mental, social, and emotional well being. There is no cost to the students and the bus cost is \$625 paid for by MAPSA.

ABSTAIN: Ms. Hogate & Mrs. Weber

Motion Carried: 5-0-2

Mrs. Hannah and the second grade class to go to the Elsinboro Municipal Building in Elsinboro, New Jersey on May 6, 2026, at 9:15 am and returning at 11am. for the purpose of experiencing our local government. There is no cost to the students and the student will walk there.

ABSTAIN: Mrs. Weber

**ELSBORO BOARD OF EDUCATION
REGULAR MEETING MINUTES
February 18, 2026**

Motion Carried: 6-0-1

Mrs. Barbara Schneider, 4 chaperones, and 25 music students to go to the Main Event in Newark, Delaware on May 18, 2026, at 9:00 am and returning at 2:30 pm. for the purpose of a reward for rehearsals, lessons, and concerts. The cost to the students is \$27.99 paid for by the donation from Mrs. Yerkes and the bus cost is \$610.

Ms. Foster, Mrs. Cascaden, 16 chaperones and 12 students of the Pre-K class to go to Cloverdale Farms in Greenville, Delaware on May 20, 2026, at 8:45 am and returning at 1:30 pm. for the purpose of seeing and doing things on a farm. The total cost of the trip is \$140 and the bus cost is \$505.

Mrs. Minichino, 4 teachers, and 23 students of the 5th- 7th grade classes to go to JA of Delaware in Wilmington, Delaware on May 21, 2026, at 8:30 am and returning at 2:30 pm. for the purpose of Biztown, and community members, create and execute a budget. There is no cost to the students and the bus cost is \$625.

Mrs. Boyle, Mrs. Hudock, 7 chaperones, and 33 students of the 4/5th grade classes to go to the Cape May Zoo in Cape May Court House, New Jersey on May 28, 2026, at 8:45 am and returning at 1:30 pm. for the purpose of observing animals and their habitats. The cost per student is \$4.00 and the bus cost is \$635.

Mr. Sarbello, 5 chaperones, and 22 students of the 6/7 grade classes to go to Campedge in Alloway, New Jersey on June 1, 2026, at 9 am and returning at 2:00 pm. for the purpose of problem solving and team building skills. The cost per student \$34 and the bus cost \$450.

Mrs. Minichino, 18 chaperones, and 16 students of the 8th grade class to Hershey Park in Hershey, Pennsylvania on June 2, 2026, at 8:45 am and returning at 9:00 pm. for the purpose of an Eighth grade class trip. Cost per student is approximately \$40 and the bus cost is \$1200.00. This trip's bus cost could be \$400 with a donation from BR Williams.

Mrs. Hannah, Mrs. Weinert, 15-20 chaperones, and 22 students of the 2/3 grade classes to go to the Strasburg Railroad and Museum in Strasburg, Pennsylvania on June 4, 2026, at 8:45 am and returning at 2:30 pm. for the purpose of Social Studies Curriculum. The cost per student is \$20 and the bus cost is \$915.

ABSTAIN: Mrs. Weber

Motion Carried: 6-0-1

Donation to 8th Grade Class - Trip Transportation and Related Costs

The Board's annual donation to the 8th Grade Class in the amount of \$1,000.00 to offset the cost of transportation and park tickets for their 8th grade trip to Hershey Park in June, 2026.

NJ DoE Equivalency Application - Preschool

The submission of an Equivalency Application to the Salem County Office of Education to request approval to continue to use the current preschool classroom for the 2026-2027 school year. The Application is necessary because the classroom does not meet the preschool facilities requirement of a minimum of 950 square feet.

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

ABSTAIN: Ms. Hogate & Mrs. Weber Field Trips (see above)

Motion Carried: 5-0-2

**ELSINBORO BOARD OF EDUCATION
REGULAR MEETING MINUTES**

February 18, 2026

ABSTAIN: Mrs. Weber Field Trips (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 Ms. Hogate to approve the following recommendations as presented by the Chief School Administrator and Business Administrator:

Bills to be Paid

The bills lists for January, 2026 and February, 2026 and payroll and agency for December, 2025 and January, 2026.

Void Checks

To void the following check:

Warrant Account

Check # 003981 Anonymous Alerts, LLC \$1,000.00

Service no longer provided

Resolution 2025-12 Special Education Medicaid Initiative (SEMI) Program

Resolution 2025-12 as presented:

**RESOLUTION 2025-12
Waiver Requirements
Special Education Medicaid Initiative (SEMI) Program**

Whereas, N.J.A.C. 6A:23A-5.3 provides that a school district may request a waiver of compliance with respect to the district's participation in the Special Education Medicaid Initiative (SEMI) Program for the 2026-2027 school year within 45 days of the budget submission due date, and

Whereas, the Elsinboro Township Board of Education desires to apply for this waiver due to the fact that it projects having fewer than 40 Medicaid eligible classified students (7 students are projected for the 2026-2027 school year),

Now Therefore Be It Resolved, that the Elsinboro Township Board of Education hereby authorizes the Chief School Administrator to submit to the Executive County Superintendent in the County of Salem an appropriate waiver of the requirements of NJAC 6A:23A-5.3 for the 2026-2027 school year.

GCSSSD Transportation - Contracted Bus Routes 2025-2026

The 2025-2026 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.)
Y2001Q	Inspira Elmer (A Step Ahead)	\$172.00	New	1
Y1667	Pineland Learning Center	\$194.89*	New	1 (Cost to be reimbursed by resident district)

**EL SINBORO BOARD OF EDUCATION
REGULAR MEETING MINUTES**

February 18, 2026

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

Homebound Instruction

Entering into an agreement with Brookfield Schools to provide homebound instruction to an Elsinboro student currently placed at A Step Head Program, Elmer. The contracted amount will be \$35/hour and services began on January 28, 2026.

Salem County Inter Agency Council Agreement - Culture Club

The agreement with the Salem County Inter Agency Council effective January 1, 2026 through December 31, 2026 for the operation of Elsinboro's Culture Club for the period September 1, 2026 through December 31, 2026 and accept grant funds in the amount of \$7,280.00. This will be the Club's third year of operation.

Resolution 2025-13 Designating the Locations for Public Notice

Resolution 2025-13 as presented:

**RESOLUTION 2025-13
*Designating the Locations for Public Notice***

Whereas, it is necessary to designate the locations in which publication of public notices, legal advertisements, notices of hearings, and such other official communications and/or information from, about, or pertaining to the Elsinboro Township Board of Education ("the Board of Education") may be forthcoming, or as required to be published in accordance with law; and

Whereas, the Open Public Meetings Act, N.J.S.A. 10:4-8(d), requires that certain notice of meetings be submitted to two newspapers, one of which shall be an official newspaper; and

Whereas, the newspapers designated by this body must be those which have the greatest likelihood of informing the public within the jurisdiction boundaries of the Board of Education of such meeting; and

Whereas, June 30, 2025, P.L. 2025, c. 72 was signed into law, requiring that after March 1, 2026, all public entities must publish all required legal notices on its official website; and

Whereas, public entities' websites must be accessible and available to the public free of charge, and have a direct hyperlink to the webpage with the legal notices, located conspicuously on the homepage; and

Whereas, to comply with P. L. 2025, c. 72, the Board of Education will continue to publish all required legal notices in the *South Jersey Times* and the *Elmer Times* until March 1, 2026; and

Whereas, after March 1, 2026, the Board of Education will publish all required legal notices on its official website using a direct hyperlink, located conspicuously on the homepage, to the webpage with legal notices pursuant to P.L. 2025, c. 72.

Now Therefore Be It Resolved by the Elsinboro Township Board of Education, in the County of Salem, New Jersey, as follows:

**EL SINBORO BOARD OF EDUCATION
REGULAR MEETING MINUTES
February 18, 2026**

1. That the *South Jersey Times* be and the same is hereby designated as the official newspaper of the Board of Education until March 1, 2026.
2. That the *Elmer Times* is, and the same is hereby designated as, the second official newspaper of the Board of Education until March 1, 2026, and that said newspaper is to receive notices of meetings and such other matters as are required to be sent to a second newspaper under the Open Public Meetings Act and other items which cannot be reasonably published in *The South Jersey Times*.
3. After March 1, 2026, the Board of Education will publish all public notices, legal advertisements, notices of hearings, and such other official communications and/or information from, about, or pertaining to the Board of Education, as required to be published in accordance with law, on the Board of Education's official website using a direct hyperlink, located conspicuously on the homepage, to the webpage with legal notices.

ROLL CALL VOTE: YES: Mr. Carlson, Ms. Hogate, Mrs. Sheffield, Mr. Sieber, Mrs. Weber, Ms. Thomas, Mrs. Delaney
Motion Carried: 7-0-0

DISCUSSION ITEMS/FYI

- Fire Drill - January 8, 2026, 2:31 p.m., 1 min. 27 secs., 103 students, 22 staff, sunny 49 degrees, station 2.
- Security Drill - January 16, 2026, 8:39 a.m., Active Shooter Drill, 13 minutes, sunny 25 degrees, 100 students, 27 staff. All students and staff were locked in their rooms with shades drawn. Emergency buttons located in the main office and CSA's office were tested. Attended by Sgt. Damian Carlson, LAC PD. All doors were unlocked by Mr. Green, Sgt. Carlson and Mrs. Kretzer.
- Enrollment - February 2026: 103 students
- February Calendar
- Congratulations to the ETS Science Fair Winners! And thank you Mr. Sarbello for your hard work and support!
- Students of the Month were recognized on February 6, 2026.
- Bulbs were replaced in the outside perimeter building lights.
- Four students were nominated to attend the Honors Band Festival.
- Sweetheart Dances were held for students in grades PK-4 and grades 5-8.
- Pizza with the Principal was held on February 18, 2026 via the PBIS program.

PRESIDENT'S REPORT

Communications to the Board

- The 2026 Board Information sheet was provided to Board members.

Old Business

- McCloskey technicians were onsite on February 14 to change the parameter of each gym HVAC unit's VFD from a setting of 0 to a setting of 2. The setting of 2 will allow each unit to restart itself after 120 seconds following a loss of power. The replacement panels for each unit are estimated to arrive from the manufacturer in mid to late March.
- Filing of Personal/Relative and Financial Disclosure Statements - Returning school officials must file no later than April 30, 2026. An email with instructions for completing the Disclosure Statements was sent from the Business Administrator on February 4.

**EL SINBORO BOARD OF EDUCATION
REGULAR MEETING MINUTES
February 18, 2026**

New Business

- NJSBA Mandated Training Requirements for 2026:
Hogate, Sieber- Governance III
Sheffield, Thomas- Governance IV
- The Business Administrator presented an overview of the district's 2026-2027 school year budget based on information known at this time. There is the possibility that the Governor's budget address will be delayed by two weeks which will most likely change the budget's submission date.
- Mrs. Weber cited an article published in an NJEA magazine about a NJ ethics lawsuit filed by an Alloway Board of Education member.

Committee Reports

- Committee Assignments & Appointments 2026
- Personnel Committee - February 10, 2026
- Building/Grounds Committee - February 10, 2026
- Finance/Negotiations Committee - February 10, 2026

Next Board Meeting - March 16, 2026

PUBLIC COMMENT – OPEN

None

EXECUTIVE SESSION

Motion made by Ms. Hogate, second by Mrs. Sheffield that the Board enter into Executive Session by Resolution at 7:26 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 7:51 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.

**ELSINBORO BOARD OF EDUCATION
REGULAR MEETING MINUTES
February 18, 2026**

**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 Mrs. Sheffield, second by Ms. Hogate to return to the public portion of the meeting at 7:51 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 7:51 p.m.

VOICE VOTE: Unanimously approved

Motion Carried: 7-0-0

Respectfully submitted,

Melanie M. Allen
Business Administrator/Board Secretary