

**EL SINBORO BOARD OF EDUCATION
REGULAR MEETING MINUTES
May 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, May 18, 2026 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, 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 (6:31 p.m.), Kathleen Sheffield, John Sieber, Madinah Thomas (6:33 p.m.), Kay Weber

Members Absent: None

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

APPROVAL OF MINUTES

Motion made by Mrs. Sheffield, second by Mrs. Weber to approve the regular and executive session meeting minutes of April 27, 2026 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: 5-0-0

Ms. Hogate entered the meeting (6:31 p.m.).

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

Tuition Reimbursement

The Tuition Reimbursement Request from Pamela Marts for three (3) credits taken through Rutgers University- Camden for the spring 2026 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.

Summer Math/Reading Challenge

The implementation and payment of all costs associated with the Summer Math/Reading Challenge for 2026, including a stipend not to exceed \$1,200.00 for Bethany Hannah, Program Director for

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grades K-4, and a stipend not to exceed \$450.00 for Sharon Simms, Program Director for grades 6-8, as represented on the attached document.

ABSTAIN: Mrs. Weber

Motion Carried: 6-0-1

2026-2027 After-School Club

The following after-school club:

Middle School Culture Club: Julie Hofacker (coordinator), Kelly Finley, Pamela Marts, Lauren Morgan, Glennnda Rehrman, Samantha Saddler, and Sharon Simms at the rate of \$25.00 per hour.

Activities will be held during the months of September, 2026 through December, 2026. Culture Club expenditures will be funded by the YSC Inter Agency Council Grant (\$7,280.00) awarded to the district.

PERSONNEL - SUPPORT

2026-2027 Support Staff Salaries

The 2026-2027 support staff and salaries as per the recommendation of the Chief School Administrator.

Employment - Preschool Instructional Coach (PIC)

The employment of Jennifer Cascaden as a Preschool Instructional Coach for the 2026-2027 school year. Mrs. Cascaden will work one day per week (20%) effective September 1, 2026 through June 30, 2027 at an annual salary of \$13,830. Her salary will be charged to the preschool grant budget.

Summer Custodial Work

James Watson for summer custodial work at the rate of \$17.66 per hour as per the recommendation of the Chief School Administrator.

Substitute Rates 2026-2027

The substitute rates for 2026-2027 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	\$15.92 per hour

OTHER BUSINESS

HIB Report - Approval

Approve the Superintendent's monthly Harassment, Intimidation, and Bullying Report for **April 2026** as presented:

HIB Investigations:

Reported: 1

Completed: 1

of incidents ruled as HIB: 0

of incidents ruled as not falling under HIB: 1

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HIB Report - Acknowledgement

Acknowledge the Superintendent's monthly Harassment, Intimidation, and Bullying Report for **May 2026 (as of May 14, 2026)** as presented:

HIB Investigations:

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

Ms. Thomas entered the meeting (6:33 p.m.).

Field Trip

The Mayor Luncheon, with 40 students and 3 staff chaperones, to go to Creekside Inn, Woodstown NJ on Friday, June 5, 2026, from 10:30am to 12:30pm. for the purpose of honor roll recipients during 2025-26 marking periods. There is no cost to the students and the bus cost is \$325.

Use of Facilities

The use of the building by Healthy Kids Running Series, September - October 2026 (5 Sundays) and April - June 2027 (5 Sundays) 10:00am - 6:00pm, for a running series. They will use outside facilities and will clean up after themselves. The person in charge will be Bethany Hannah.

ABSTAIN: Mrs. Weber

Motion Carried: 6-0-1

The use of the building by Elsinboro MAPSA for summer camp. The camp will run from June 22-25th, 2026. MAPSA will need two classrooms, gym, bathrooms, along with outside track and playground. The person in charge will be Bethany Hannah.

ABSTAIN: Ms. Hogate, Mrs. Sheffield, Mrs. Weber

Motion Carried: 4-0-3

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.

Annual School Plan

The submission of the district's 2026-2027 Annual School Plan to the New Jersey Department of Education by the July 15, 2026 deadline. The Plan is required for all districts that operate a Schoolwide Title I program.

Homeless Agreement 2026-2027

The Salem County Homeless Student Agreement for 2026-2027. 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 2026-2027).

Bus Evacuation

Acknowledge the School Bus Evacuation Drill, whole school, held on October 22, 2025 at Elsinboro Township School.

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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; Use of Facilities - Healthy Kids Running Series (see above)

Motion Carried: 6-0-1

ABSTAIN: Ms. Hogate, Mrs. Sheffield, Mrs. Weber Use of Facilities - Elsinboro MAPSA Summer Camp (see above)

Motion Carried: 4-0-3

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:

Bills to be Paid

The bills list for May, 2026.

GCSSSD Transportation - Contracted Bus Route 2025-2026

The 2025-2026 school year transportation for the following student. A 7% administrative fee is charged by GCSSSD in addition to the price shown.

Route Number	Destination	Estimated Per Diem Cost*	New/Renewal	Number of Elsinboro Students (est.)
Y1179	SCSSSD - Daretown School	\$122.49*	Second student effec 5/7/2026	2 (Cost to be reimbursed by resident districts)

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

NRESC Transportation Agreement 2025-2026

An Agreement with Northern Region Educational Services Commission for transportation services to Elsinboro Township resident students effective July 1, 2025 through June 30, 2026 on an as needed basis.

NRESC Transportation - Contracted Bus Route 2025-2026

The 2025-2026 school year transportation for the following student. A 4% administrative fee is charged by NRESC (Northern Region Educational Services Commission) addition to the price shown.

Route Number	Destination	Estimated Per Diem Cost*	New/Renewal	Number of Elsinboro Students (est.)
Q4234	DCF School - Bergen Campus	\$125.00	New effec 5/1/2026	1

CST Related Services Provider - Center for Family Guidance

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The addition of Center for Family Guidance, PC to the list of Child Study Team Related Services Providers effective May 18, 2026 through May 17, 2027 for use on an as needed basis. The addition of this vendor allows for more cost effective options when nonroutine CST services are needed.

CST Related Services Provider - Upper Pittsgrove Township School District

The addition of Upper Pittsgrove Township School District to the list of Child Study Team Related Services Providers effective May 18, 2026 through June 30, 2026 for use on an as needed basis. The addition of this LEA allows for more cost effective options when nonroutine CST services are needed.

School Lead Filters Program

Participation in the NJ Department of Education's School Lead Filters Program which provides a one-time reimbursement in the amount of \$1,000.00 for the purchase and installation of point-of-use filtered bottle-filling stations. Qualifying costs must be incurred between July 1, 2024 and September 30, 2026.

REAP Grant 2026-2027

Applying for the REAP (Rural Education Achievement Program) grant for the 2026-2027 school year in the estimated amount of \$16,888.00 for the purpose of purchasing student technology devices and related technology supplies.

Professional Appointments

The appointments for professional services for the 2026-2027 school year.

Health Benefit Waiver 2026-2027

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 2026-2027):

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

Shared Art Teacher 2026-2027

The Shared Services Agreement with the Lower Alloways Creek Board of Education for Shared Instructional Services - Art Teacher for the 2026-2027 school year at a rate of \$43,125. 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 2026-2027

The Shared Services Agreement with the Lower Alloways Creek Board of Education for Shared Instructional Services - Music Teacher for the 2026-2027 school year at a rate of \$59,950. 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 Spanish Teacher 2026-2027

The agreement with the Quinton Township Board of Education for a Shared Spanish Teacher for the 2026-2027 school year. The Spanish Teacher will be at Elsinboro School 2 full days per week (40% time) at a cost of \$39,000. There is no increase in cost over the 2025-2026 school year.

Integrated Pest Management Services 2026-2027

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The Board accept the proposal from Tri-County Termite & Pest Control, Inc. for Integrated Pest Management services for the 2026-2027 school year at a cost of \$50.00 per month (\$600.00 total) effective July 1, 2026 through June 30, 2027. There is no increase in cost over the 2025-2026 school year.

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

Motion Carried: 7-0-0

DISCUSSION ITEMS/FYI

- Enrollment - April 2026: 101 students
- Mayor's Luncheon - June 5, 2026
- Enrollment - May 2026: 101 students
- May 2026 calendar
- Congratulations to Ian G. for being our 4A award recipient.
- Bike to School 23 students, LAC Police, Sheriff's Office, and EMS
- NJSLA-A testing was completed on Thursday, May 14th.
- Congratulations to Mrs. Schneider for an outstanding Spring Concert and to Mrs. Cary for the wonderful Art Show, May 11th, dedicated to the memory of Mrs. Yerkes.
- Congratulations to our PSEG Calendar Contest winners, Aryanna C. and Gianna S., in 4th grade. Luncheon is tomorrow, May 19th.
- Fun Run is June 12th
- Math Showcase is May 27th
- Family Day is May 29th
- Preschool Graduation is June 11th

PRESIDENT'S REPORT

Communications to the Board

Old Business

- NJSBA Mandated Training Requirements for 2026:
Hogate- Governance III
Sheffield, Thomas- Governance IV
- Superintendent Evaluation - Complete online at www.njsba.org/. Mrs. Kretzer has notified the Board of the completion of her part of the evaluation. It's required to be approved by the BoE by June 30, 2026, 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, 2026, as it's also required to be approved by the BoE by June 30, 2026, to meet QSAC requirements. An email with instructions was sent from the Business Administrator on April 23.

New Business

- Motion made by Mrs. Sheffield, second by Mrs. Weber to approve Resolution #2026-5 'Urging Relief from Rising Public School Employee Health-Care Costs.'

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

Motion Carried: 7-0-0

- School Election Petitions were distributed to candidates **Jenna Hogate** and **Kay Weber** who

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are up for reelection in November 2026. Both are 3 year terms. Completed Petitions shall be filed with the County Clerk on or before 4:00 p.m. on the last Monday of July, which is July 27, 2026. The County Clerk's Office is located at 110 Fifth St., Suite 200, Salem, NJ 08079.

- RFP - Architect of Record 2026-2027 discussion

Committee Reports

Mr. Carlson provided information from Salem City Board of Education's last Board meeting including the district's plan to construct a new PK-8 school at the cost of \$85,000,000 and purchase a renovated modular building at the cost of \$2,500,000 to replace the existing trailers located on the Salem High School property.

Next Board Meeting - June 15, 2026

PUBLIC COMMENT – OPEN

None

EXECUTIVE SESSION

Motion made by Mrs. Weber, second by Ms. Hogate that the Board enter into Executive Session by Resolution at 6:57 p.m., from which the general public will be excluded:

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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 8:12 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, Mr. Sieber, Ms. Hogate, Ms. Thomas, Mrs. Weber, Mrs. Delaney

Motion Carried: 7-0-0

Mrs. Weber left the meeting (7:20 p.m.).

RESUME PUBLIC SESSION

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Motion made by Ms. Hogate, second by Ms. Thomas to return to the public portion of the meeting at 8:12 p.m.

VOICE VOTE: Unanimously approved

Motion Carried: 6-0-0

The Board directed the Board Secretary to advertise for a Special Board meeting to be held on May 26, 2026 at 5:00 p.m. for the purpose of reviewing shared Superintendent and Business Administrator proposals.

Professional Appointments

Motion made by Mrs. Sheffield, second by Mr. Sieber to approve Radey Associates Architects as the Architect of Record for the 2026-2027 school year.

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

Motion Carried: 6-0-0

ADJOURNMENT

Motion made by Ms. Hogate, second by Ms. Thomas that there being no further business to be brought before the Board that the meeting be adjourned at 8:13 p.m.

VOICE VOTE: Unanimously approved

Motion Carried: 6-0-0

Respectfully submitted,

Melanie M. Allen
Business Administrator/Board Secretary