

**ELSINBORO BOARD OF EDUCATION
REORGANIZATION & REGULAR MEETING MINUTES
January 3, 2024**

CALL TO ORDER - BOARD SECRETARY

The reorganization and regular meeting of the Elsinboro Township Board of Education was called to order by Board Secretary, Ms. Melanie M. Allen, on Wednesday, January 3, 2024 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*, 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 - BOARD SECRETARY

Ms. Melanie M. Allen, Board Secretary, led the Pledge of Allegiance to the flag.

OATH OF OFFICE

Ms. Melanie M. Allen, Board Secretary, issued the Oath of Office to re-elected Board Member:
Kay Weber - Three Year Term, 2024-2026

Ms. Melanie M. Allen, Board Secretary, issued the Oath of Office to newly elected Board Members:
Jenna Hogate - Three Year Term, 2024-2026
John Sieber - One Year Term, 2024

ROLL CALL OF MEMBERS

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

Absent: Mr. Jeffrey Stepler

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

NOMINATIONS

Election of President

Ms. Allen, Board Secretary, opened the floor for nominations for the Office of the President of the Elsinboro Township Board of Education.

Motion by Mrs. Weber, second by Mrs. Sheffield that the Board of Education open nominations for the position of the President of the Elsinboro Board of Education.

VOICE VOTE: Unanimously approved

Motion Carried: 6-0-0

Motion made by Mrs. Weber, second by Mrs. Sheffield to nominate Mrs. Kelly Anne Delaney to serve as President of the Elsinboro Township Board of Education.

Being no further nominations, it was moved by Mrs. Weber, second by Mrs. Sheffield that the Board of Education approve that the nominations for the position of President of the Elsinboro Township Board of Education be closed.

VOICE VOTE: Unanimously approved

Motion Carried: 6-0-0

The Board Secretary, Ms. Allen, called for a roll call vote on the election of Mrs. Kelly Anne Delaney as President of the Elsinboro Township Board of Education for a term of one year, commencing January 3, 2024, and until her successor is elected and shall qualify.

Motion made by Mrs. Sheffield, second by Mrs. Weber to elect Mrs. Kelly Anne Delaney as President of the Elsinboro Township Board of Education for a term of one year, commencing January 3, 2024, and until her successor is elected and shall qualify.

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

Motion Carried: 6-0-0

The Board Secretary, Ms. Allen, then declared Mrs. Kelly Ann Delaney as President of the Elsinboro Township Board of Education.

Election of Vice President

Ms. Allen, Board Secretary, opened the floor for nominations for the Office of Vice President of the Elsinboro Township Board of Education.

Motion made by Mrs. Weber, second by Ms. Thomas that the Board of Education open nominations for the position of Vice President of the Elsinboro Board of Education.

VOICE VOTE: Unanimously approved

Motion Carried: 6-0-0

Motion made by Mrs. Delaney, second by Mrs. Weber to nominate Mrs. Kathleen Sheffield to serve as Vice President of the Elsinboro Township Board of Education.

Being no further nominations, it was moved by Ms. Thomas, second by Mrs. Weber that the Board of Education approve that the nominations for the position of Vice President of the Elsinboro Township Board of Education be closed.

VOICE VOTE: Unanimously approved

Motion Carried: 6-0-0

The Board Secretary, Ms. Allen, called for a roll call vote on the election of Mrs. Kathleen Sheffield as Vice President of the Elsinboro Township Board of Education for a term of one year, commencing January 3, 2024, and until her successor is elected and shall qualify.

Motion made by Mrs. Weber, second by Ms. Thomas to elect Mrs. Kathleen Sheffield as Vice President of the Elsinboro Township Board of Education for a term of one year, commencing January 3, 2024, and until her successor is elected and shall qualify.

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

Motion Carried: 6-0-0

The Board Secretary, Ms. Allen, then declared Mrs. Kathleen Sheffield as Vice President of the Elsinboro Township Board of Education.

The Board Secretary yielded the chair to the President.

APPOINTMENTS AND DESIGNATIONS

Motion made by Mrs. Sheffield, second by Ms. Thomas to approve the following as recommended by the Chief School Administrator & Business Administrator:

Designation of Newspaper

The designated official newspaper for 2024 year as the *South Jersey Times*. This publication covers Salem, Gloucester & Cumberland Counties.

Designation of Regular Meeting Dates

The 2024 Board Meeting Schedule with the third Monday of the month (unless noted) designated for 2024 Board meeting dates. Meeting start time is 6:30 p.m.

Board Secretary Appointment

The appointment of Melanie M. Allen as Board Secretary effective January 3, 2024 and until the next reorganization meeting in January, 2025.

Designation of Depository of Funds and Designation of Signatories

Fulton Bank as the designated depository of funds (warrant, payroll, agency, reserve, student fund and unemployment fund) for 2024, with the following designated signatories:

General Account

(3) President, CSA, Board Secretary/Business Administrator or Alternate Board Secretary/Business Administrator

Payroll/Agency/Unemployment

(2) Board Secretary/Business Administrator or Alternate Board Secretary/Business Administrator & CSA

Reserve

(2) President, CSA, and/or Board Secretary/Business Administrator or Alternate Board Secretary/Business Administrator

Student Fund

(2) CSA, School Secretary and/or Board Secretary/Business Administrator or Alternate Board Secretary/Business Administrator

Adopt Policy Manual

All existing policies, bylaws and regulations for the 2024 year as per the recommendation of the Chief School Administrator. *The policy manual can be found under the Board section on the district's website.*

Purchasing Manual

The Purchasing Manual, which defines the proper purchasing practices of the Elsinboro Business Office. This manual is required by NJQSAC. *The purchasing manual can be found in the district's business office.*

Standard Operating Procedures and Internal Controls Manual

The Guide for Standard Operating Procedures and Internal Controls Manual, which describes the standard business office practices of the Elsinboro Business Office. This manual is required by NJQSAC.

P.A.C.O. Officer Designation

The designation of Melanie M. Allen as the Public Agency Compliance Officer for the Elsinboro Township School District effective January 3, 2024.

Appointment of Committees/Representatives

The following appointments of committees/representatives effective January 3, 2024 until the next reorganization meeting in January 2025.

- a. NJSBA Delegate & Alternate
- b. SCSBA Delegate & Alternate
- c. Academic/Policy Committee
- d. Building/Grounds Committee
- e. Finance/Negotiations Committee
- f. Curriculum Committee
- g. Personnel Committee
- h. Elsinboro School Association Representative

These positions were tabled until the next meeting allowing the elected president time to review the committee appointment requests prior to making any appointments.

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

Motion Carried: 6-0-0

PRESENTATION

The Administration recognizes and thanks all Board members for their service to the Elsinboro Community and School and observes the month of January, 2024 as the 20th Annual NJ School Board Recognition Month.



New Jersey's local boards of education play an essential role in our students' lives. Board members oversee 580 school districts which, in turn, operate nearly 2,500 public schools and provide educational services to nearly 1.4 million children. They set the policies for our schools and make important decisions affecting curriculum, financing and staffing. At this time, the administration wishes to raise public awareness of the role and responsibilities of our local board of education and thank the Elsinboro school board members for their efforts. Collectively, the Elsinboro board members have over 55 years of service as board members for the Elsinboro Board of Education.

APPROVAL OF MINUTES

Motion made by Ms. Thomas, second by Mrs. Weber to approve the regular and executive session meeting minutes of November 20, 2023 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: 6-0-0

PUBLIC COMMENT - AGENDA ITEMS

Mrs. Amy Weinert, ETS Basic Skills Teacher, thanked the Board of Education members for their service. She added that Elsinboro School is a great place to work!

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

Employment - Reading Specialist

Reaffirm the employment of Amanda Hyatt as a full-time Reading Specialist for the 2023-2024 school year. Mrs. Hyatt’s start date was December 1, 2023, and she will be paid on the MA scale, step 4, with an annual salary of \$56,371 (prorated based on start date) and benefits as per the EEA Agreement.

Workshop Participation

The following workshop participation:

STAFF	LOCATION	WORKSHOP	DATES	COST	SUB COST	MILEAGE
Glennnda Nelson	Virtual	Just-In-Time Math Interventions K-2	3/19/24	\$279	\$125	N/A
Barbara Schneider	Atlantic City, NJ	New Jersey Music Educators Association State Conference	2/22 & 2/23	\$195	\$125	N/A

OTHER BUSINESS

HIB Report - Approval

The Superintendent’s monthly Harassment, Intimidation, and Bullying Report for November 2023 as presented:

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

HIB Report - Acknowledgement

The Superintendent’s monthly Harassment, Intimidation, and Bullying Report for December 2023 as presented:

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

School Safety Data System Report

The School Safety Data System Report Period 1 (Sept. 1, 2023 - Dec. 31, 2023) noting 1 HIB incident, 0 alleged HIB, 3 HIB training, 5 HIB program.

Adopt District Curriculum 2023-2024

Approve and adopt the district curriculum which is aligned with the New Jersey Student Learning Standards (NJSLs) which includes resources (textbooks, online subscriptions, workbooks, etc.).

Field Trips

Ms. Minichino, 1 chaperone and 10 students (7th grade) to go to JA Finance Park in Wilmington, Delaware on February 2, 2024 from 8:30am - 1:30pm for the students to participate in the final

culmination of the JA Finance Park program. There is no cost to the students, the bus is provided by Quinton.

Mr. Sarbello and 20 students to go to Salem Community College on March 6th, 2024 from 8:30am - 2:00pm to discuss and present Science Fair projects. There is no cost to the students, bus cost is \$625.00.

Ms. Henry, Mrs. Mills, 1 additional teacher, 1 aide, 6 parents and 24 children to go to Delaware Children's Museum on Wednesday, March 27, 2024 from 9:15am - 1:30pm. There is no cost to the students, bus cost is \$555.00.

Mrs. Hannah and 13 students (2nd grade) to walk to Elsinboro Municipal Building to experience our local government on May 15, 2024 from 9:15am to 10:55am. There is no cost to the students and no bus is needed.

Mrs. Rieger, Mrs. Boyle, 1 additional teacher, 5 parents and 25 students (4th and 5th grade) to go to Fort Mott State Park to learn about its role in our local history on Wednesday, May 22, 2024 from 9:00am - 2:00pm. There is no cost to the students, bus cost is \$620.00.

Mr. Sarbello, 8 chaperones, and 27 students to go to Camp Edge on Thursday, June 6, 2024 from 8:30am to 2:00pm to work on team building activities and promote positive relationships with classmates. The cost is \$34.00 per pupil, bus cost is \$675.00.

Mrs. Schneider, 1 additional chaperone, and 30 students to go to Fun Plex as a reward to music students on Wednesday, June 12, 2024 from 9:00am to 2:30pm. There is no cost to the students, bus cost is \$625.00.

USMOA 2023-2024

"A Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials" for the 2023-2024 school year as attached and noting the 2023 revisions.

ROLL CALL VOTE: YES: Ms. Hogate, Mrs. Sheffield, Mrs. Weber, Mr. Sieber, Ms. Thomas, Mrs. Delaney
Motion Carried: 6-0-0

The CSA shared that transportation for field trips has sometimes been difficult to secure, especially for an annual trip to Salem Community College for a college hosted event.

BOARD SECRETARY/BUSINESS ADMINISTRATOR REPORT

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

Bills to be Paid

The bills list for December, 2023 and payroll and agency for July, 2023 through November, 2023. *Furthermore, the Board authorizes the Business Administrator to pay any bills due and make transfers of funds as necessary prior to the February board meeting. A list of bills paid and transfers made will be presented at that time.*

Cash Reconciliation Report

The Cash Reconciliation Report for the month of July, 2023.

Cash Reconciliation Report

The Cash Reconciliation Report for the month of August, 2023.

Cash Reconciliation Report

The Cash Reconciliation Report for the month of September, 2023.

Cash Reconciliation Report

The Cash Reconciliation Report for the month of October, 2023.

Cash Reconciliation Report

The Board approve the Cash Reconciliation Report for the month of November, 2023.

Walking Path Exercise Stations - Ben Shaffer Recreation

The proposal from Ben Shaffer Recreation for materials and installation of exercise stations as listed around the perimeter of the walking path at a cost of \$48,026.88. The proposal is based on the Educational Services Commission of New Jersey Bid #: ESCNJ 20/21-22; Co-op #65MCESCCPS.

Elsinboro Township will contribute \$6,050 toward the cost of the project. District general fund and ARP ESSER and/or Maintenance Reserve funds will be used for the balance.

GCSSSD Transportation - Contracted Bus Routes 2023-2024

The 2023-2024 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.)
Y1802	SCVTS - Pennsville Memorial HS	\$63.43*	Renewal	2
Y1842 (previously Y1815)	Creative Achievement	\$432.00 (previously \$380.00)	New	4 (Cost to be reimbursed by resident districts)
Y1564	SCVTS - Woodstown HS	Additional \$14.47*	Renewal	3 (Addition of 1 student on this route and removal of that student from route Y1820 effective 1/2/2024)

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

Shared Services Agreement - School Nurse Oversight

The Shared Services Agreement with the Quinton Township Board of Education for School Nurse Oversight for the 2023-2024 school year at a rate of \$1,000 (prorated for this contract) effective January 1, 2024 through June 30, 2024. Quinton's School Nurse will provide oversight as needed to Elsinboro's School Nurse while she works to obtain her School Nurse certification.

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

Motion Carried: 6-0-0

DISCUSSION ITEMS/FYI

- January 2024 Calendar
- Enrollment - 111 student
- Security Drill - November 21, 2023, 12:46pm, Evacuation, 1 minute 27 seconds, rainy 47 degrees, 107 students, 25 staff and Jack Smith, an evacuation was called by Natasha Cary, all staff and students evacuated to the gym for attendance check and explanation by Jack Smith, returned to classrooms.
- Security Drill - December 18, 2023, 9:01am, Active Shooter, 13 minutes, rainy, 103 students, 25 staff, Damion Carlson and Jack Smith, a lockdown was called by Kelly Finley. All staff and students were locked in their rooms with shades drawn, no one opened doors with announcement. All doors were unlocked by Laural Kretzer, Amy Weinert, and Jack Smith.
- Fire Drill - Friday, December 8, 2023, 2:08pm, 1 minute 3 seconds, 103 students, 23 staff, sunny and 51 degrees, pull station #6.
- School Newspaper - Sharon Simms - Hard copies were distributed to the Board members.
- Mrs. Barbara Schneider, the chorus, and the band did an excellent job during the Winter Concert held on December 13. Big thanks to all the teachers and staff who helped out.
- The 4th and 5th Grades field trip to the Salem River Inn on November 27 went well. Students and teachers planted 30 trees to help the environment.
- The Salem County Courthouse project is complete and a film crew came to document the students working on their projects and the voting system we used for the projects.
- A Culture Club grant in the amount of \$7,208 was awarded to Elsinboro. The grant will be used to implement a Middle School Culture Club for interested students.
- There was a great turnout at the ESA/MAPSA annual Tree Lighting and Crafts with Santa event which was held on December 8.
- The recent Game Night was a success as 67 people attended.

PRESIDENT'S REPORT

Communications to the Board

Salem City Board of Education Representative

Motion made by Mrs. Weber, second by Mrs. Sheffield to appoint Ms. Madinah Thomas as the Elsinboro Township Board of Education Representative to the Salem City Board of Education for 2024.

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

Motion Carried: 6-0-0

This will be the third year (2024) of the three-year agreement with Lower Alloways Creek and Mannington Township Boards of Education.

For the 2024 year, collectively between Elsinboro, LAC, and Mannington, student enrollment meets the 15% required to allow for two representatives to represent all three districts. Elsinboro represents 4.43% (16 students) of the 361 students attending grades 9 through 12 at Salem City High School. Based upon the last representative rotation cycle, Elsinboro and Mannington are the 2024 representatives.

Resignation of Board Member

Motion made by Mrs. Sheffield, second by Mrs. Weber to accept, with regret, the letter of resignation from Jeffrey Stepler, Board of Education member, effective immediately. Mr. Stepler has been a Board member since February, 2015.

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

Motion Carried: 6-0-0

Old Business

- The Business Administrator suggested reaching out to Ricky Slade, specifically John Sorantino who was the foreman for the parking lot expansion project, for suggestions on changing/making improvements to the retention basin.
- The Board Solicitor will be contacted to review all documentation and provide guidance regarding the exterior doors replacement project.

New Business

- The Code of Ethics for School Board Members was reviewed, and Board members signed and returned the Acknowledgement of Receipt of the Code of Ethics.
- Filing of 2024 Personal/Relative and Financial Disclosure Statements - Information forthcoming

Committee Reports

None

FYI

Next Board Meeting - February 21, 2024 (3rd Wednesday)

EXECUTIVE SESSION

Motion made by Mrs. Weber, second by Ms. Hogate that the Board enter into Executive Session by Resolution at 7:25 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 7:40 p.m. 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:

- Personnel Matters - Shared Business Services/Business Administrator

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

Motion Carried: 6-0-0

RESUME PUBLIC SESSION

Motion made by Mrs. Weber, second by Ms. Hogate to return to the public portion of the meeting at 7:40 p.m.

VOICE VOTE: Unanimously approved

Motion Carried: 6-0-0

Ms. Allen returned to the meeting (7:40 p.m.).

Termination of Shared Business Services Agreement - Alloway Board of Education

Motion made by Mrs. Weber, second by Ms. Hogate that the Board of Education terminate the Shared Business Services Agreement between the Alloway Township Board of Education and the Elsinboro Township Board of Education effective April 2, 2024. The date of termination is beyond the required sixty (60) days notice as per the Agreement and is based upon the final day of employment of the current shared services School Business Administrator. Should the BA be released from her contract with Alloway early, the Agreement between the two districts will end on that early release date.

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

Motion Carried: 6-0-0

The Board Secretary was asked to post for the position of ETS School Business Administrator and issue a Public Notice for the vacancy on the Board.

PUBLIC COMMENT - OPEN

None

ADJOURNMENT

Motion made by Ms. Hogate, second by Mrs. Weber that there being no further business to be brought before the Board that the meeting be adjourned at 7:43 p.m.

VOICE VOTE: Unanimously approved

Motion Carried: 6-0-0

Respectfully submitted,

Melanie M. Allen,
Business Administrator/Board Secretary