

**EL SINBORO TOWNSHIP BOARD OF EDUCATION
REGULAR MEETING MINUTES
November 14, 2022**

CALL TO ORDER

The regular meeting of the Elsinboro Township Board of Education was called to order by Board Member, Mr. Damian Carlson, on Monday, November 14, 2022 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*, 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

Mr. Carlson, Board Member, led the Pledge of Allegiance to the flag.

ROLL CALL OF MEMBERS

Members Present: Mr. Damian Carlson, Mrs. Kathleen Sheffield, Mr. Jeffrey Stepler, and Mrs. Kay Weber

Members Absent: Mrs. Kelly Anne Delaney, Mrs. Victoria Galasso, Mr. Michael Khairzada

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

APPROVAL OF MINUTES

Motion made by Mrs. Weber, second by Mrs. Sheffield to approve the regular meeting minutes of October 17, 2022 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: 4-0-0

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

Workshop Participation

The following workshop participation:

STAFF	LOCATION	WORKSHOP	DATE	COST	MILEAGE	ANTICIPATED SUB COST
-------	----------	----------	------	------	---------	----------------------

**EL SINBORO TOWNSHIP BOARD OF EDUCATION
REGULAR MEETING MINUTES
November 14, 2022**

Sharon Simms	virtual	IED ELA and SS Instruction Practices Multimedia	11/21/22	\$279	N/A	\$105
Glennnda Nelson	virtual	BER Increasing Mastery of Math Facts	12/13/22	\$279	N/A	\$105
Barbara Schneider	Atlantic City, NJ	NJMEA Music Educators Conference	2/23/23 and 2/24/23	\$180	N/A	\$210
Amy Weinert	virtual	BER Strategies for reaching "I Don't Care!" students	1/9/23	\$279	N/A	\$105

Threat Assessment Team

The following staff to serve on the district's Threat Assessment Team as per P.L. 2022, c. 83: Cindy Angel-Leon, CST; Amy Weinert; Kiesa White; Julie Hofacker; Melanie Allen; Laural Kretzer; Jack Smith, Resource Officer; Laura Gallagher; and Bethany Hannah.

ABSTAIN: Mrs. Weber

Motion Carried: 3-0-1

PERSONNEL - SUPPORT

Maintenance Coordinator

The employment of Kevin Shipman as Maintenance Coordinator for the 2022-2023 school year effective on/about December 15, 2022 through June 30, 2023 at an annual salary of \$57,000, to be prorated based on start date, pending successful completion of all pre-employment requirements.

OTHER BUSINESS

HIB Self-Assessment 2021-2022 School Year

Submission of the School Self-Assessment for Determining Grades under the *Anti-Bullying Bill of Rights Act* (Self-Assessment) to the NJDOE.

HIB Report - Approval

The Superintendent's monthly Harassment, Intimidation, and Bullying Report for October 2022 as presented:

HIB Investigations:	
Reported:	1*
Completed:	0

**EL SINBORO TOWNSHIP BOARD OF EDUCATION
REGULAR MEETING MINUTES
November 14, 2022**

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

*Incident was reported on October 29, 2022

HIB Report - Acknowledgement

The Superintendent's monthly Harassment, Intimidation, and Bullying Report for November 2022 as presented:

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

**Investigation of October 29, 2022 reported incident was completed in November 2022

Use of Facilities

The use of facilities for the following:

Healthy Kids Running Series - April 2, 2023 through June 18, 2023 (every Sunday). Usage is for the grounds surrounding the school and parking lot.

ABSTAIN: Mrs. Weber

Motion Carried: 3-0-1

Elsinboro Township Tree Lighting (MAPSA/ESA) - December 2, 2022 from 4:00 pm - 8:00 pm. Usage is for the parking lot in front of the school. MAPSA will be providing refreshments and the ESA will be providing pictures with Santa and craft bags.

Adopt District Curriculum

The district curriculum which is aligned with the New Jersey Student Learning Standards (NJSLs) which includes resources (textbooks, online subscriptions, workbooks, etc.) as listed below for the 2022-2023 school year as per the recommendation of the CSA:

Language Arts Literacy, Mathematics, Physical Education, Comprehensive Health, Science, Social Studies, Art, Music and World Language (Spanish)

Field Trips

Joe Sarbello and 25 students to go to the Salem Community College for the County Science Fair on March 8, 2023 from 9:00 am to 1:15 pm. Students will be interviewed by judges about their projects, view a program. No cost to students, cost of bus \$560.00.

The 4th and 5th grade (26 students) with Mrs. Reiger and Mrs. Boyle and 9 chaperones to go to The Franklin Institute in Philadelphia on June 1, 2023 from 8:30 am to 2:30 pm. Cost per student is \$17.00. Bus cost is \$678.40.

The 2nd & 3rd grade (24 students) with Mrs. Hannah & Mrs. Nelson and 18 chaperones to go to the Academy of Natural Sciences on June 1, 2023 from 8:30 am to 2:45 pm. Cost per student is \$15.00, bus cost is \$702.40.

**EL SINBORO TOWNSHIP BOARD OF EDUCATION
REGULAR MEETING MINUTES
November 14, 2022**

The 2nd, 3rd & 4th grades with Mrs. Hannah, Mrs. Nelson and Mrs. Rieger and 5 chaperones to go to DuPont Environmental Education Center in Wilmington, DE on May 12, 2023 from 8:30 am to 12:30 pm. Cost to each student \$7.00, bus cost \$400.00.

Abstain on Threat Assessment Team: Mrs. Weber (see above)

Motion Carried 3-0-1

Abstain on Healthy Kids Running Series: Mrs. Weber (see above)

Motion Carried 3-0-1

All Other Motions Carried: 4-0-0

ROLL CALL VOTE: YES: Mr. Carlson, Mrs. Sheffield, Mr. Stepler, and Mrs. Weber

Motions Carried 4-0-0

BOARD SECRETARY/BUSINESS ADMINISTRATOR REPORT

Motion made by Mr. Stepler, second by Mrs. Sheffield to approve the following as presented by the 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 June 30, 2022 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 June 30, 2022, 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 June 30, 2022.

Cash Reconciliation Report

The cash reconciliation report for the month of June, 2022.

Bills to be Paid

The bills list for November, 2022, and the payroll and agency for October, 2022. Furthermore, if the December Board meeting is canceled, the Board approve payment of December bills, with approval at the reorganization meeting on January 4, 2023.

Transfers

The transfers for the month of June, 2022.

**ELSINBORO TOWNSHIP BOARD OF EDUCATION
REGULAR MEETING MINUTES
November 14, 2022**

Salem County Special Services School District Related Services 2022-2023 - Speech

The Itinerant/Shared Services Agreement with Salem County Special Services School District to provide Speech Therapy services (Gianna Rodriguez) to Elsinboro Township School District effective November 1, 2022 through June 30, 2023 at the rate of \$93.00 per hour and if needed, \$270.00 per speech evaluation.

Note: The Board approved this Agreement on June 20, 2022 for various services on an as needed basis. At this time, the district is contracting with SCSSSD for Speech Therapy services on a regular basis.

Termination of Shared Art Teacher 2022-2023

The termination of the Shared Service Agreement with the Alloway Township Board of Education for Shared Instructional Services - Art Teacher effective December 31, 2022. The Alloway employee, per her request, has been reduced to three days per week (60%) effective January 1, 2023 and will no longer provide services to Elsinboro two days per week (40%). Elsinboro's total cost will be prorated based on the termination date.

Social Worker Services Agreement - Mannington Board of Education

Entering into an agreement with the Mannington Township Board of Education to provide Social Worker Services for the 2022-2023 school year effective July 1, 2022 through June 30, 2023 at a cost of \$18,000. The Social Worker will be onsite at Elsinboro two half days per week (20%).

Membership in HCESC Cooperative Pricing System

Resolution 2022-12 for Member Participation in the Hunterdon County Educational Services Commission Cooperative Pricing System and the Cooperative Pricing Agreement effective November 14, 2022. Membership in this Cooperative Pricing System allows the district to use the HCESC's 'administrative purchasing services and facilities in order to effect substantial economies in the purchase of work, materials, and supplies.'

**ROLL CALL VOTE: YES: Mr. Carlson, Mrs. Sheffield, Mr. Stepler, and Mrs. Weber
Motions Carried 4-0-0**

DISCUSSION ITEMS/FYI

- Elsinboro Enrollment 2022-2023
- Fire Drill -November 2, 2022, 2:23 pm, 1 min. 11 secs., 104 students, 19 staff, sunny, 68 degrees, station 4
- Security Drill-October 27, 2022, 9:03 am, Evacuation, 1 min. 29 secs., sunny 54 degrees, All staff and students participated. An evacuation was called at 9:03 a.m by Mrs. Kiernan. All staff and students evacuated to the flag pole and returned to classrooms when all was clear by Mrs. Kretzer. Jack Smith was present and spoke to students.
- Parent/Teacher Conferences - 11/16 - 11/18
- American Education Week - 11/14-11/18
 - Teacher Information
 - Contest
- School Calendar-November
- Tree Lighting - 12/2/22

EL SINBORO TOWNSHIP BOARD OF EDUCATION
REGULAR MEETING MINUTES
November 14, 2022

- Hallway Flooring- There are cracks throughout the newly installed tiles in the elementary hallway. The vendor has been made aware and will make the necessary repairs.
- Visit by the Prosecutor's Office for a Cyber Bullying Assembly, 6-8th grades.
- Estimates for Fence around generator, sidewalks and steps at dismissal door, LED lighting and ceilings for rest of building.
- Phone-1 button all call
- Preschool - The district should be notified by the State no later than 11/14/22 as to whether the revised application has been approved.
- Chromebooks/Printers - Maintenance of equity funding has been used for this purchase.
- Promethean Boards - Maintenance of equity funding has been used for this purchase.
- Lumos Online Learning - Maintenance of equity funding has been used for this purchase which serves as an NJSLA test preparation program.
- Window Replacement outside Main Office
- Window Replacement in RR and Art/Music Room
- Bring Gym Doors up to Code
- Start Strong
- Shout Outs

PRESIDENT'S REPORT

COMMUNICATIONS TO THE BOARD

None

OLD BUSINESS

- The BA shared the most recent emails between Foley's manager (Mark Norwine) and the CSA as to the ETA for the generator's replacement automatic transfer switch. Mr. Norwine reported that the district is #5 on Eaton's warranty list. He receives an update from Eaton on a weekly basis.
- The BA is waiting for an updated quote from Tri-State HVAC for the equipment piece of the air conditioning in the gym project.
- An update from Samantha Boonstra, R&V Engineers was read to the Board:
"Our inspector is going to possibly stop by on-site this Wednesday if it ends up raining to finalize the constructability review period for the project. We are also checking with the zoning office again to make sure we provide the Township any information they may need for the project, as well. However, we have selected dates for advertisement/bid opening/award and wanted to confirm with you and the District that these dates work best:
Advertisement: 12/7/2022
Bid Opening: 12/21/2022 at 10 AM (time can change depending on availability)
Potential Award: 1/4/2023 BOE and Re-org Meeting
The Board confirmed that the suggested dates were acceptable.
- The CSA and BA have a meeting scheduled with representatives from Hogan Security Group for the replacement of three sets of exterior doors.
- Reminder to complete required Board training by 12/31/2022

NEW BUSINESS

**ELSINBORO TOWNSHIP BOARD OF EDUCATION
REGULAR MEETING MINUTES
November 14, 2022**

- Annual School Election Results: Mrs. Sheffield was re-elected to a 3 year term expiring December 31, 2025. The unofficial count was: Mrs. Sheffield 385 votes and "Write In" 58 votes. The official results have not yet been provided to determine the write-in winner for the open 3 year term.
- Upcoming Board meetings:
 - December 19 Board meeting will be canceled.
 - The reorganization meeting is scheduled for **Wednesday, January 4, 2023** (first Wednesday). This would be the reorganization and regular Board meeting for January. Reorganization meetings must be held within the first week of the new year.

COMMITTEE REPORTS

None

PUBLIC COMMENT - OPEN

Lauren Morgan, Health/PE Teacher, asked when the pole barn would be installed. The small shed that is used to store gym equipment is leaking.

EXECUTIVE SESSION

Motion made by Mrs. Weber, second by Mrs. Sheffield that the Board enter into Executive Session by Resolution at 7:06 p.m. from which the general public will be excluded:

**ELSINBORO 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 **7:10** 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 - HIB

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.

**EL SINBORO TOWNSHIP BOARD OF EDUCATION
REGULAR MEETING MINUTES
November 14, 2022**

VOICE VOTE: Unanimously approved
Motion carried: 4-0-0

RESUME PUBLIC PORTION

Motion made by Mrs. Weber, second by Mrs. Sheffield to return to the public portion of the meeting at 7:10 p.m.

VOICE VOTE: Unanimously approved
Motion carried: 4-0-0

ADJOURNMENT

Motion made by Mrs. Weber, second by Mr. Stepler, that there being no further business to be brought before the Board, that the meeting be adjourned at 7:10 p.m.

VOICE VOTE: Unanimously approved
Motion carried: 4-0-0

Respectfully submitted,

Melanie M. Allen
Business Administrator/Board Secretary