

**ELSINBORO BOARD OF EDUCATION
REGULAR MEETING MINUTES
March 17, 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, March 17, 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, Kathleen Sheffield, John Sieber, Madinah Thomas (6:34 p.m.), Kay Weber

Members Absent: Jenna Hogate

Also in Attendance: Mrs. Laural Kretzer, Chief School Administrator; Ms. Melanie M. Allen, Board Secretary/Business Administrator; 1 Staff Member

APPROVAL OF MINUTES

Motion made by Mrs. Sheffield, second by Mrs. Weber to approve the regular and executive session meeting minutes of February 19, 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: 5-0-0

PUBLIC COMMENT - AGENDA ITEMS

None

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

Retirement - Fourth/Fifth Grade ELA Teacher

Accept, with regret and sincere appreciation and best wishes, the letter of retirement from Tammy Rieger, Fourth & Fifth Grade ELA Teacher, effective July 1, 2025. Mrs. Rieger has worked at Elsinboro for 26 years.

Workshop Participation

The following workshop participation:

STAFF	LOCATION	WORKSHOP	DATE	COST	SUB COST	MILEAGE
Lauren Morgan	Virtual	BER Using AI Tools to Increase PE Learning and Enhance Teacher Productivity	5/08/25	\$295.00	\$125.00	N/A
Amy Weinert	Virtual	Differentiated Instruction Online	Online	\$169.00	\$125.00	N/A
Amy Weinert	Virtual	Dyslexia Early Intervention	4/25/25	\$295.00	\$125.00	N/A
Aimee Halus	Virtual	Highly Targeted Interventions for Students Struggling with Reading - K-2	4/07/25	\$295.00	\$125.00	N/A
Sharon Simms	Virtual	50 Best Strategies for Teaching ELA 6-12	4/15/25	\$295.00	\$125.00	N/A

PERSONNEL - SUPPORT

None

OTHER BUSINESS

Use of Facilities

The Use of Facilities for Elsinboro School and Home Association to host an Easter Egg Hunt on April 11, 2025 from 4:00pm - 8:00pm. This request includes the outdoor school grounds, restrooms, tables and chairs. There is no cost for admission. ESHA President, Tiffany Rieck, will be in charge of the event. Grounds and all equipment used will be cleaned and sanitized at its conclusion.

HIB Report - Approval

Approve the Superintendent's monthly Harassment, Intimidation, and Bullying Report for **January 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 **February 2025** as presented:

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

Field Trips

Mr. Sarbello to take 4 students to Oaks Expo Center on Wednesday, April 2, 2025 from 9:00am - 7:00pm to attend the Delaware Valley Regional Science Fair. They will be competing against other students in the tristate area. There is no cost to students and a bus will be shared with SCVTS.

ROLL CALL VOTE: YES: Mr. Carlson, Mrs. Sheffield, Mr. Sieber, Mrs. Weber, Mrs. Delaney
Motion Carried: 5-0-0

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

BOARD SECRETARY/BUSINESS ADMINISTRATOR REPORT

Motion made by Mrs. Sheffield, second by Ms. Thomas 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 July 31, 2024 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 July 31, 2024, 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 July 31, 2024.

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 August 31, 2024 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 August 31, 2024, 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 August 31, 2024.

Cash Reconciliation Report

The Cash Reconciliation Report for the month of July, 2024.

Cash Reconciliation Report

The Cash Reconciliation Report for the month of August, 2024.

Mrs. Sheffield asked why the Cash Reconciliation Reports for July and August were being approved at this time. The Board Secretary stated she was working to complete the reports in a more timely manner.

Transfers

The transfers for the month of July, 2024.

Transfers

The transfers for the month of August, 2024.

Bills to be Paid

Payroll and agency for January, 2025 and February, 2025 and the bills list for March, 2025.

Technology Support Services 2024-2025

The proposal from ACE Enterprise, Eddie Shelton, for technology networking support services for the remainder of the 2024-2025 school year on an as needed basis at an hourly rate of \$100.00/hour.

Technology Support Services 2025-2026

The proposal from ACE Enterprise, Eddie Shelton, for technology networking support services for the 2025-2026 school year effective July 1, 2025 through June 30, 2026 on an as needed basis at an annual retainer fee of \$5,000.00. The retainer fee represents a discounted hourly rate of \$100.00/hour for 50 hours. Time in excess of 50 hours will be billed on an hourly basis at the discounted rate.

2025-2026 Preschool Education Aid Budget

The submission of Elsinboro Township School District's 2025-2026 school year Preschool Education Aid Budget in the amount of \$239,268, including \$25,274 in carryover from the 2023-2024 school year, and supporting Budget Narrative to the New Jersey Department of Education Division of Early Childhood Education.

SCVTS Tuition Contract 2025-2026

The 2025-2026 tuition contract with Salem County Vocational Technical School as follows:

Full Time Vocational and Academy	(27 students @ \$4,050)	\$ 109,350.00
Shared Time Vocational	(0 student @ \$2,025)	\$ 0
Tuition Adj due FROM SCVTS 2023-2024*		<u>\$ (15,663.29)</u>
Total		\$ 93,686.71

*Total Tuition Adj due FROM SCVTS of \$31,326.58 will be split evenly between 2025-2026 and 2026-2027 school years

Salem City Tuition Contract 2025-2026

Entering into tuition contracts with Salem City School District for Comprehensive High School and Comprehensive Resource Room for the 2025-2026 school year as follows:

Description	Students/ Hours	Rate	Total
Comprehensive High School	6 FT students	\$21,115 each	\$126,690
Comprehensive Resource Room	2,000 hours	\$25.40/hour	\$ 50,800
2025-2026 TOTAL TUITION			\$177,490

Before and After School Programming - Healthy Kids Programs

A Memorandum of Understanding with Healthy Kids Programs to operate a before and after school program at Elsinboro Township School effective with the 2025-2026 school year. Operation of the program is dependent upon Healthy Kids securing licensure approval. There is no cost to the district for the program.

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

Motion Carried: 6-0-0

Motion made by Mr. Carlson, second by Mrs. Sheffield to approve the following as recommended by the Chief School Administrator and the Business Administrator:

Resolution: 2025-2026 Tentative Budget Submission

After review and discussion of the proposed 2025-2026 school year budget and upon discussion with the full Board, it is recommended that the Elsinboro Board of Education approve the following Resolution:

**RESOLUTION #2025-3
EL SINBORO TOWNSHIP BOARD OF EDUCATION
RESOLUTION APPROVING 2025-2026 TENTATIVE BUDGET
MARCH 17, 2025**

BE IT RESOLVED, that the Elsinboro Township Board of Education has reviewed and discussed the 2025-2026 school district budget for the 2025-2026 school year, and approves the Secretary of the Board of Education to submit to the Salem County Executive County Superintendent for approval in accordance with the statutory deadline:

	GENERAL FUND	SPECIAL REVENUE	DEBT SERVICE	TOTAL
2025-2026 Total Expenditures	\$3,851,869	\$305,869	\$ 0	\$4,157,738
Less: Anticipated Revenues	\$2,187,506	\$305,869	\$ 0	\$2,493,375
Taxes to be Raised	\$1,664,363	\$ 0	\$ 0	\$1,664,363

BE IT RESOLVED to acknowledge that the 2025-2026 school year budget as described results in a 3% increase in the tax levy for a total of **\$1,664,363**; and

BE IT RESOLVED that the Elsinboro Township Board of Education includes in the proposed budget a Health Care Costs adjustment as calculated in the budget software and pursuant to N.J.S.A. 18A:7F-38 subsection (d) in the amount of \$16,159. The additional funds will be used to pay for the additional increases in health care premiums.

BE IT RESOLVED the supporting documentation of this budget also contains an itemization of certain expenditures required under administrative regulations; and

BE IT RESOLVED that a public hearing on the 2025-2026 School Year Budget will be held in the Gymnasium of the Elsinboro Township School on Monday, April 28, 2025 at 6:30 p.m.; and

THEREFORE BE IT RESOLVED that the Elsinboro Township Board of Education approves the 2025-2026 Budget for submission to the Salem County Executive County Superintendent for approval.

Resolution: 2025-2026 Travel and Related Expense Reimbursement

Approve the following Resolution:

**RESOLUTION #2025-4
EL SINBORO TOWNSHIP BOARD OF EDUCATION
RESOLUTION APPROVING 2025-2026 TRAVEL AND
RELATED EXPENSE REIMBURSEMENT
MARCH 17, 2025**

WHEREAS the Elsinboro Township Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

WHEREAS N.J.A.C. 6A:23A-7.3 et seq. requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Chief School Administrator and a majority of the full voting membership of the Board; and

WHEREAS the Elsinboro Township Board of Education established \$10,000 as the maximum travel amount for the current school year and has expended \$105.85 as of this date; now

THEREFORE, BE IT RESOLVED the Board of Education approves travel and related expense reimbursements in accordance with N.J.A.C. 6A:23A-7.3, to a maximum expenditure of \$10,000 for the 2025-2026 school year.

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

NO: Mrs. Weber

Motion Carried: 5-1-0

DISCUSSION ITEMS/FYI

- Enrollment - March 2025: 103 students
- Fire Drill - February 3, 2025, 2:15 pm, 1 min. 31 secs., 89 students, 22 staff, sunny 52 degrees, station #6

- Security Drill - February 19, 2025, 5:00 am, 15 mins, Bomb Threat, tabletop with 1 staff, 1 officer (Jack Smith), cold 5 degrees
- The Summer Enrichment Program will be held again this summer during the months of June and July.
- Salem County Science Fair Winners 2025
 Congratulations to all the students who participated in the Salem County Science Fair. A big congratulations to the following Science Fair winners! Students who won 1st or 2nd place will move on to the Delaware Valley Regional Fair in April.
 - Sterling-2nd Place Earth & Space Science
 - Filomena-1st Place Earth & Space Science
 - Kylee-3rd Place Environmental Science
 - Ryan-1st Place Math
 - Jaimelyne-3rd Place Botany
 - Tanner-3rd Place Chemistry
 - Zaria-2nd Place Biochemistry
- March 2025 Calendar
- Yearbooks will be for sale again this year. The 8th Grade class is completing the yearbook as a fundraiser. More information to follow.
- Pi Day Activities - Eric won the drawing to throw a pie in Mr. Sarbello's face!
- A duck hunt activity was recently held for students and staff.
- Elsinboro's 8th Grade Dialogue School Representative is Sterling Lewis.
- The trailer is GONE!!
- Julie Hofacker was named the School Counselor of the County by the Salem County School Counselor Association.

PRESIDENT'S REPORT

Communications to the Board

- Cumberland/Salem SBA Hybrid Meeting on Tuesday, May 13, 2025, at the Salem River Inn and virtually
- Approval of Preschool Equivalency Application

Old Business

- Removal of Trailer - *It's gone!*
- Ms. Allen is waiting for the project schedule from McCloskey for the air conditioning in the gym project. She confirmed the equipment was shipped on March 15, 2025.
- Filing of Personal/Relative and Financial Disclosure Statements - Returning school officials must file no later than April 30, 2025. An email with instructions for completing the Disclosure Statements was sent from the Business Administrator on January 24.
- NJSBA Mandated Training Requirements for 2025:
 - Hogate - Governance II
 - Thomas- Governance III
 - Delaney- Governance IV

New Business

- Board Self Evaluation - An email with directions will follow.
- 2025-2026 Budget - Tax Levy Incentive Aid - Ms. Allen reported a Broadcast memo from the NJ Department of Education was released indicating that if a district meets 2 criteria, it may be eligible to increase its tax levy above the mandated 2% and receive 'incentive aid' from

the State. Additional details are set to be shared with districts at a later date.

- Mr. Sieber stated that no issues during basketball season were reported at Elsinboro School. Other schools experienced issues with uncooperative spectators at their Youth League basketball games. He also mentioned that rest/nap time for preschool students should be discussed and taken into consideration with regard to fire and security drills.

Committee Reports

- Finance Committee - March 12, 2025
- Personnel Committee - March 12, 2025
- Ms. Thomas reported that Salem City School District has not received its June 30, 2024 audit.

FYI

Next Board Meeting - April 28, 2025 (*4th Monday for Public Hearing on 2025-2026 Budget*)

PUBLIC COMMENT – OPEN

None

EXECUTIVE SESSION

Motion made by Mr. Carlson, second by Mrs. Weber that the Board enter into Executive Session by Resolution at 7:50 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 7:57 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

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

Motion Carried: 6-0-0

RESUME PUBLIC SESSION

Motion made by Mr. Carlson, second by Mrs. Weber to return to the public portion of the meeting at 7:57 p.m.

VOICE VOTE: Unanimously approved
Motion Carried: 6-0-0

'Do Not Enter' signs will be placed around the retention basin.

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 7:57 p.m.

VOICE VOTE: Unanimously approved
Motion Carried: 6-0-0

Respectfully submitted,

Melanie M. Allen
Business Administrator/Board Secretary