

**EL SINBORO TOWNSHIP BOARD OF EDUCATION  
REORGANIZATION AND REGULAR MEETING MINUTES  
January 5, 2022**

**CALL TO ORDER**

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 5, 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**

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 Members:  
Kelly Anne Delaney - Three Year Term, 2022-2024  
Jeffrey Stepler - Three Year Term, 2022-2024

**ROLL CALL OF MEMBERS**

Members Present: Mr. Damian Carlson, Mrs. Kelly Anne Delaney, Mr. Michael Khairzada, Mrs. Kathleen Sheffield, Mr. Jeffrey Stepler, Mrs. Kay Weber

Members Absent: Mrs. Victoria Galasso

Also in attendance: Mrs. Coni McAllister, Superintendent (attended virtually);

Ms. Melanie M. Allen, Board Secretary/Business Administrator; and 2 staff members

**NOMINATIONS**

**Election of President**

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

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

**VOICE VOTE: Unanimously approved**

***Motion carried: 6-0-0***

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

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

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**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 5, 2022 and until her successor is elected and shall qualify.

**ROLL CALL VOTE: YES: Mr. Carlson, Mr. Khairzada, Mrs. Sheffield, Mr. Stepler,  
Mrs. Weber, Mrs. Delaney**  
***Motion Carried: 6-0-0***

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

**Election of Vice President**

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

Motion by Mrs. Sheffield, second by Mr. Stepler that the Board of Education open nominations for the position of Vice President of the Elsinboro Township Board of Education.

**VOICE VOTE: Unanimously approved**  
***Motion carried: 6-0-0***

Motion by Mrs. Weber, second by Mr. Stepler to nominate Michael Khairzada to serve as Vice President of the Elsinboro Township Board of Education.

Being no further nominations, it was moved by Mrs. Weber, second by Mr. Stepler that the Board of Education approve that the nominations for the position of Vice President of the Elsinboro 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 Mr. Michael Khairzada as Vice President of the Elsinboro Township Board of Education for a term of one year, commencing January 5, 2022 and until his successor is elected and shall qualify.

**ROLL CALL VOTE: YES: Mr. Carlson, Mrs. Delaney, Mrs. Sheffield, Mr. Stepler,  
Mrs. Weber, Mr. Khairzada**  
***Motion Carried: 6-0-0***

The Board Secretary, Ms. Allen, then declared Mr. Khairzada as Vice President of the Elsinboro Township Board of Education.

*The Board Secretary yielded the chair to the president.*

Motion made by Mr. Khairzada and second by Mrs. Weber to approve the following:

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**Designation of Newspaper**

The designated official newspaper for 2022 year as the *South Jersey Times*. This publication covers Salem, Gloucester & Cumberland Counties.

**Designation of Regular Meeting Dates**

The third Monday of the month for the 2022 meeting schedule (unless noted otherwise) as per the attached.

**Board Secretary Appointment**

The appointment of Melanie M. Allen, as Business Administrator/Board Secretary and Ms. Kimberly J. Lenox as alternate, effective January 5, 2022 and until the next reorganization meeting in January 2023.

**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 2022, with the following designated signatories:

**General Account** (3) President, Superintendent, Board.Secty/Bus. Adm. or Alternate Board Secretary/Bus. Admin.

**Payroll/Agency/Unemployment** (2) Bd.Secty/Bus. Adm or Alternate Board Secretary/Bus. Admin. & Superintendent

**Reserve** (2) President, Superintendent, and/or Board Secty/Bus. Adm. or Alternate Board Secretary/Bus. Admn.

**Student Fund** (2) CSA, School Secretary and/or Bd.Secty/Bus. Adm. or Alternate Board Secretary/Bus. Admin.

**Adopt Policy Manual**

All existing policies, bylaws and regulations for the 2022 year as per the recommendation of the Superintendent. *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 QSAC. *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 QSAC.

**Food Service Biosecurity Management Plan**

The Food Service Biosecurity Management Plan, which contains policies and procedures to minimize the risk of intentional contamination of food and reduce the risk of illness or death in our school community. The plan is required per QSAC.

**P.A.C.O. Officer Designation**

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The designation of Melanie M. Allen as the Public Agency Compliance Officer for the Elsinboro Township School District effective January 5, 2022.

**Appointment of Committees/Representatives**

- a. NJSBA Delegate & Alternate (*Delaney & Khairzada*)
- b. SCSBA Delegate & Alternate (*Delaney & Carlson*)
- c. Academic Policy Committee (***Weber, Sheffield, Stepler***)
- d. Building/Grounds Committee (***Khairzada, Delaney, Stepler***)
- e. Budget/Finance/Negotiations Committee (***Delaney, Khairzada, Carlson***)
- f. Curriculum Committee (***Sheffield, Weber, Galasso***)
- g. Education Liaison (*N/A for 2022*)
- h. Personnel Committee (***Carlson, Khairzada, Galasso***)
- i. Elsinboro School Association Representative (*Galasso*)  
*Committee chairperson listed in bold.*

**Salem City Board of Education Representative**

The Joint Agreement with Mannington Board of Education and Lower Alloways Creek Board of Education for the rotation of sending district representation to the Salem City Board of Education for calendar years 2022, 2023, and 2024.

*For the 2022 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 3.74% of the 321 students attending grades 9 through 12 at Salem City High School. Based upon the last representative rotation cycle, Lower Alloways Creek and Mannington are the 2022 representatives.*

**ROLL CALL VOTE: YES: Mr. Carlson, Mr. Khairzada, Mrs. Sheffield, Mr. Stepler, Mrs. Weber, and Mrs. Delaney**  
***Motion Carried: 6-0-0***

**PRESENTATION**

*The Administration recognized and thanked all board members for their service to the Elsinboro Community and School in observance of the month of January as the 18th Annual NJ School Board Recognition Month.*

New Jersey's local boards of education play an essential role in our students' lives. They 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 63 years of service as board members for the Elsinboro Board of Education.

**APPROVAL OF MINUTES**

Motion made by Mrs. Sheffield, second by Mr. Khairzada to approve the regular meeting minutes of November 15, 2021 as submitted by the Board Secretary and as per the recommendation of the Superintendent and Business Administrator.

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**VOICE VOTE: Unanimously approved**  
**Motion carried: 6-0-0**

**SUPERINTENDENT'S REPORT**

Motion made by Mr. Khairzada, second by Mrs. Sheffield to approve the following recommendations as presented by the Superintendent:

**PERSONNEL – PROFESSIONAL**

Workshop Participation

The following workshop participation:

STAFF	LOCATION	WORKSHOP	DATE	COST	SUB COST	MILEAGE
Coni McAllister	Elsinboro School	2022 NJASA Techspo	1/26-1/28/22	\$490	N/A	✓
Kristina Boyle	Elsinboro School	Increasing Student's Success in Today's Inclusive Classroom	Recording of 1/27/22, to be used 2/28/2022	\$279	\$90.00	N/A

**PERSONNEL - SUPPORT**

Increase in Substitute Rates 2021-2022

An increase in the following substitute rates effective January 1, 2022 through June 30, 2022 due to the increase in the NJ minimum wage rate:

Substitute Office, Custodian or Cafeteria	From \$12.00 per hour To \$13.00 per hour
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**OTHER BUSINESS**

HIB Report - Approval

The Superintendent's monthly Harassment, Intimidation, and Bullying Report for November 2021 as presented:

HIB Investigations:

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

HIB Report - Acknowledgement

The Superintendent's monthly Harassment, Intimidation, and Bullying Report for December 2021 as presented:

HIB Investigations:

Reported:	0
Completed:	0

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

**ROLL CALL VOTE: YES: Mr. Carlson, Mr. Khairzada, Mrs. Sheffield, Mr. Stepler, Mrs. Weber, and Mrs. Delaney**  
***Motion Carried: 6-0-0***

**BOARD SECRETARY/BUSINESS ADMINISTRATOR REPORT**

Motion made by Mrs. Sheffield, second by Mr. Khairzada to approve the following as presented by the Business Administrator:

**BOARD SECRETARY REPORT**

**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 November 30, 2021 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 November 30, 2021, 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 in changes in anticipated revenue amounts and sources for the month ending November 30, 2021.

**Cash Reconciliation Report**

The Cash Reconciliation Report for the month of November, 2021.

**Transfers**

The transfers for the month of November, 2021.

**Bills to be Paid**

The bills list for December, 2021, and the payroll and agency for November and December, 2021. *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.*

**ROLL CALL VOTE: YES: Mr. Carlson, Mr. Khairzada, Mrs. Sheffield, Mr. Stepler, Mrs. Weber, and Mrs. Delaney**  
***Motion Carried: 6-0-0***

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**DISCUSSION ITEMS/FYI**

- January 2022 Calendar
- Elsinboro Enrollment 2021-2022 - 121 students
- Pillars of Character - Julie Hofacker
  - December, 2021 - The Month of Giving
  - January, 2022 - The Month of Celebrating Diversity/Tolerance and Career Education
- Security Drill - December 15, 2021, 2:15 pm, Lockdown, 5 mins., partly 58 degrees, all staff and students, a lockdown was called, all staff and students were locked in their classrooms with shades drawn and lights off. Teachers discuss with students what takes place during a lockdown. Doors were unlocked by Mrs. McAllister and Mrs. Kretzer.
- Fire Drill - December 22, 2021, 9:53 a.m., 1 min. 22 secs., 96 students, 24 staff, sunny, 40 degrees, station 4
- Regionalization Update
- Copies of the School Newspaper, *The Trojan Times*, were distributed to the Board. Mrs. Simms is the advisor of this club.

**PRESIDENT'S REPORT**

**COMMUNICATIONS TO THE BOARD**

- Letter from parent, DD

**OLD BUSINESS**

- The Business Administrator stated that all permits have been received for the installation of the generator. Northeast, the installation vendor, plans to start digging to run the conduit on January 6.
- The pre-application request was sent by Andrew Yoder, Remington & Vernick Engineers, to the NJDEP per the email received from Mr. Yoder on December 7, 2021. The pre-application meeting is the first step in receiving approval from the NJDEP for the parking lot expansion project.

**NEW BUSINESS**

- Review of Code of Ethics for School Board Members and Acknowledgement of Receipt of the Code of Ethics. Please sign the acknowledgement and return to Ms. Allen.
- Filing of 2022 Personal/Relative and Financial Disclosure Statements - Information forthcoming

**COMMITTEE REPORTS**

None

**FYI**

- Next Board Meeting - February 16, 2022 (2nd Wednesday)

**EXECUTIVE SESSION**

Motion made by Mr. Khairzada, second by Mr. Carlson that the Board enter into the Executive Session by Resolution at 6:52 p.m. from which the general public will be excluded:

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**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 7:14 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 - Superintendent Position

**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.

**VOICE VOTE: Unanimously approved**  
***Motion carried: 6-0-0***

**RESUME PUBLIC PORTION**

Motion made by Mr. Khairzada, second by Mrs. Sheffield to return to the public portion of the meeting at 7:14 p.m.

**VOICE VOTE: Unanimously approved**  
***Motion carried: 6-0-0***

**PERSONNEL**

Motion made by Mrs. Weber, second by Mr. Khairzada that the Board of Education accept, with both regret and sincere appreciation, the letter of retirement from Constance McAllister, Chief School Administrator, effective July 1, 2022.

**ROLL CALL VOTE: YES: Mr. Carlson, Mr. Khairzada, Mrs. Sheffield, Mr. Stepler, Mrs. Weber, and Mrs. Delaney**  
***Motion Carried: 6-0-0***

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The Board thanked Mrs. McAllister for her dedicated efforts that have resulted in much progress and many successes for the Elsinboro Township School during her 14 year tenure as Chief School Administrator.

**PUBLIC COMMENT**

None

**ADJOURNMENT**

Motion by Mr. Khairzada, second by Mr. Carlson, that there being no further business to be brought before the Board, that the meeting be adjourned at 7:15 p.m.

**VOICE VOTE:** Unanimously approved

***Motion carried: 6-0-0***

Respectfully submitted,

Melanie M. Allen  
Business Administrator/Board Secretary