

**ELSINBORO TOWNSHIP BOARD OF EDUCATION
REGULAR MEETING MINUTES
October 17, 2022**

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, October 17, 2022 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*, 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, Board President, led the Pledge of Allegiance to the flag.

ROLL CALL OF MEMBERS

Members Present: Mr. Damian Carlson, Mrs. Kelly Anne Delaney, Mrs. Victoria Galasso, Mr. Michael Khairzada, Mrs. Kathleen Sheffield, Mr. Jeffrey Stepler, and Mrs. Kay Weber
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 Mr. Khairzada to approve the regular meeting minutes of September 19, 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: 7-0-0

PUBLIC COMMENT - AGENDA ITEMS

Mrs. Fawn Kiernan, Special Education Teacher, was introduced to the Board.

CHIEF SCHOOL ADMINISTRATOR'S REPORT

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

PERSONNEL – PROFESSIONAL

Workshop Participation

The following workshop participation:

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STAFF	LOCATION	WORKSHOP	DATE	COST	MILEAGE	ANTICIPATED SUB COST
Joe Sarbello	virtual	CER seminar/course	11/21/22	\$40	N/A	\$105.00
Mariah Mills	Cherry Hill, NJ	Dealing Effectively w/ Disruptive Students	12/2/22	\$279	N/A	\$105.00

Graduate Coursework - Tuition Reimbursement

The Graduate coursework request from Lauren Morgan for three (3) credits taken through Georgian Court University, as per Article VII: Tuition Reimbursement of the EEA Agreement. The 3 credits will be taken in the Fall of 2022. Reimbursement will be provided at the rate of \$733 per credit hour and tuition reimbursement is pending availability of funds (per EEA contract: cap of \$6,000 per year).

PERSONNEL – SUPPORT

Employment-Substitute

The employment of Paula Johnson as a substitute teacher for the remainder of the 2022-2023 school year at the rate of \$105.00 per diem.

Resignation - Maintenance Coordinator

The resignation of Karl Schenck, Maintenance Coordinator, effective October 17, 2022. Mr. Schenck has been with the district for 5.5 years

OTHER BUSINESS

HIB Report - Approval

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

HIB Investigations:
 Reported: 0
 Completed: 0
 # of incidents ruled as HIB: 0

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of incidents ruled as not falling under HIB: 0

Field Trips

The cost of transportation for the field trip to the Salem County Fairgrounds that was tabled last month. The cost went from \$638.40 to \$438.00.

The 6th grade (12 students) with Mrs. Simms and 1 other adult to go to the Jewish Federation of South Jersey Museum in Cherry Hill, NJ on Thursday, Dec. 15, 2022. Pick up time 8:40 am, return to school by 1:30 pm. There is no cost to the students, but the museum asks for a donation, and Mrs. Simms plans to use some of the grant money she was awarded last year from the Joan Lavine Keats Social Justice Institute for that. The cost of the bus is \$563.20.

The Kindergarten (16 students) and 1st grade (12 students) with Mrs. Schneider and Ms. Henry and 8 parent chaperones to go to Adventure Aquarium in Camden, NJ on Wednesday, April 5, 2023. Pick up time 8:45 a.m. and return to school time 2:20pm. The cost per student is \$16.00. The cost of the bus is \$585.00.

The 8th grade (14 students), Mrs. Gallagher, Mrs. Lombardi, and Mrs. Kiernan to go to Cooper Hospital (for the Traumatic Injury Prevention Program) and Redbank Battlefield Park (to eat lunch provided by MAPSA) on Friday, April 14, 2023. Pick up time 8:40 am, return to school by 2:00 pm. There is no cost to the student. The bus cost is \$610.00.

The 3rd, 4th and 5th grades (41 students) with Mrs. Nelson, Mrs. Rieger and Mrs. Boyle to go to the Salem County Historical Society and EERC on Friday, May 5, 2023. Pick up time 9:05 am, return to school by 2:45 pm. There is no cost to the student. The bus cost is \$470.00 to be paid by Salem County Historical Society.

The 5th grade (18 students) with Mrs. Boyle and Mr. Fox or Mrs. Weinert and the 7th grade (13 students) with Mrs. Lombardi and Mrs. Kiernan to attend Junior Achievement in Wilmington, DE (Biztown 5th and 7th Finance) on Friday, June 2, 2023. Pick up time 8:30 am, return to school time 2:15 pm. Cost per student is \$15.00 paid by the school. Bus cost is \$585.00.

The 8th grade (14 students), Mrs. Lombardi, and Mrs. Kiernan to visit Salem High School on Thursday, December 1, 2022. Bus provided by Salem High School, pick up time 8:30 am and back to school time 12:30 pm. Lunch provided by Salem High School. There is no cost to the students.

The 2nd grade (9 students) and Mrs. Hannah to go to Elsinboro Municipal Building on Wednesday, May 3, 2023. No cost to the student or no bus cost. Departure time 9:15 am, return to school 11:00 am.

Respect Week and Violence and Vandalism Week

The designation of the week of October 3, 2022 as *Respect Week* and the week of October 21, 2022 as *Violence and Vandalism Week* and *Red Ribbon Week*.

Code of Student Conduct

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The Code of Student Conduct for the 2022-2023 school year with no revisions.

USMOA 2022-2023

“A Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials” for the 2022-2023 school year.

Nursing Services Plan 2022-2023

The Nursing Services Plan for the 2022-2023 school year.

Use of Facilities Elsinboro Youth Basketball

The use of the building by the Elsinboro Youth Basketball League on October 12, 2022 for sign ups, November 2022 - March 2023 nights and Saturdays for use of the gym, bathrooms and to sell concessions. A certificate of Insurance will be provided before starting.

NJ Quality Single Accountability Continuum (QSAC)

The following Resolution 2022-11:

**RESOLUTION 2022-11
EL SINBORO TOWNSHIP BOARD OF EDUCATION
*NJQSAC - School Year 2022-2023***

WHEREAS, 18A:7A-10 establishes the New Jersey Quality Single Accountability Continuum (NJQSAC) for evaluating performance of each school district; and

WHEREAS, the evaluation of the district will be based upon five (5) key quality performance indicators of school district effectiveness in the following District Performance Review (DPR) areas: instruction and program; personnel; fiscal management; operations; and governance; and

WHEREAS, the Elsinboro Board of Education has completed the DPR's for the period 2022-2023 in the key components to assess the district's capacity and effectiveness using quality performance indicators and will file the required reporting information with the NJ Department of Education; and

WHEREAS, the Elsinboro Board of Education has determined that the district has scored as follows:

<u>TBD</u>	Instruction and Program
<u>TBD</u>	Fiscal Management
<u>TBD</u>	Governance
<u>TBD</u>	Personnel
<u>TBD</u>	Operations

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NOW THEREFORE BE IT RESOLVED, the Elsinboro Board of Education deems the above 2022-2023 DPR scores as accurate and approves the submission of each DPR and the DPR Declaration Page to the Department of Education by November 15, 2022.

Child Study Team Agreement 2022-2023 - Revised

The revised agreement with the Quinton Township Board of Education to provide Child Study Team Services (School Psychologist) for the 2022-2023 school year effective July 1, 2022 through June 30, 2023 at a cost of \$4,000, prorated to \$2,800 based on a start date of December 1, 2022. Elsinboro will contract for Speech Therapist services directly.

Taylor Klemm - School Psychologist

The contract with Taylor Klemm for School Psychologist services at an hourly rate of \$75.00 per hour and \$350.00 per evaluation effective September 1, 2022 through June 30, 2023. Ms. Klemm's services will be utilized on an as needed basis until the Child Study Team Services (School Psychologist) agreement with Quinton Township Board of Education is active (December 1, 2022).

**ROLL CALL VOTE: YES: Mr. Carlson, Mrs. Galasso, Mr. Khairzada, Mrs. Sheffield, Mr. Stepler, Mrs. Weber, and Mrs. Delaney
Motions Carried 7-0-0**

BOARD SECRETARY/BUSINESS ADMINISTRATOR REPORT

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

Bills to be Paid

The payroll and agency for September, 2022 and the bills list for October, 2022.

Comprehensive Maintenance Plan/Form M1

The Comprehensive Maintenance Plan and Form M1 for submission to the Salem County Office of Education.

Budget Calendar 2023-2024

The tentative 2023-2024 Budget Calendar.

**ROLL CALL VOTE: YES: Mr. Carlson, Mrs. Galasso, Mr. Khairzada, Mrs. Sheffield, Mr. Stepler, Mrs. Weber, and Mrs. Delaney
Motions Carried 7-0-0**

DISCUSSION ITEMS/FYI

- Elsinboro Enrollment 2022-2023 - 117 students
- Fire Drill - Wednesday, October 12, 2022, 1:10 pm, 1 min 18 secs, 110 students, 24 staff, sunny 67 degrees, station 3
- A whole school bus evacuation was held on September 28, 2022 in the front driveway under the guidance of Mrs. Gallagher, School Nurse, from 8:30 am to 9:20 am. Grades

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came out 2 at a time, 8th by itself, loaded the bus and the bus driver showed them the various ways to exit and all students evacuated through the emergency door at the rear of the bus.

- Fire Prevention Visit is October 14th for K-5
- New smoke sensor was put into the lower grade hallway; replaces a heat sensor.
- 14 Staff members became certified or recertified in CPR and AED use; 10/7/22 Sean Elwell trained everyone during the morning InService.
- Start Strong was completed today. Reports should be available tomorrow.
- Preschool Application was resubmitted 10/11/2022; Notification 11/14/2022
- MAPSA/ESA Tree Lighting and Crafts with Santa - 12/2/2022
- October Calendar
- ESA Update - October Activities
 - Halloween Dance for grades K-4 and 5-8 10/21/22
 - Bought giant Connect 4 game for ESA student activities
 - Clean communities on 10/23/22
- Week of Respect - School Safety Team met 9/28/2022
- Julie Hofacker - PBIS Support, Social Emotional Learning Activities
 - Wheel of Prizes
 - Shout Out Box
- Camera Upgrade-Met with contractor, cameras have been ordered
 - Install should be complete by the end of this year.
- Replacing sinks in 1st and 2nd grades
- Threat Assessment Team has to be in place for 2023-2024. Members have signed up for the state training. (9 members, 8 school personnel, 1 law enforcement)
- Memorandum of Agreement between Education and Law Enforcement Officials (no changes); signatures will be completed at Round Table in November.
- Declaration Page for QSAC Committee

PRESIDENT'S REPORT

COMMUNICATIONS TO THE BOARD

- Write-in Votes Procedure for School Board Election provided by Salem County Elections Deputy Clerk

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 spoke with someone at Eaton directly who said that the transfer switch should be available in November.
- The BA contacted the Board Solicitor to confirm that a national cooperative cannot be used for the labor part of a public works project. Since the materials for the air conditioner in the gym project can be purchased via the national cooperative, a new quote from TriState was requested. The quote from TriState has to be updated to reflect the U.S. Department of Energy's new 2023 minimum efficiency requirements.
- An email from Samantha Boonstra, Remington & Vernick Engineers, was read to the Board: "We were able to get locations and final questions addressed with your facilities

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staff, and the project is within our constructability review period. That is our absolute final review process to confirm it will be constructed properly. Once completed, we are ready to select advertisement dates. I know originally discussed with Andrew, we were looking to advertise this in January for better pricing and so that all materials are ready and available for summer 2023 construction. Since, the design for this project will be completed in October well in advance of that timeframe, we can always advertise sooner if necessary.”

- Reminder to complete required Board training by 12/31/2022

NEW BUSINESS

None

COMMITTEE REPORTS

None

FYI - Next meeting Monday, November 14, 2022 (2nd Monday)

EXECUTIVE SESSION

Motion made by Mr. Khairzada, second by Mrs. Galasso that the Board enter into Executive Session by Resolution at 6:54 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 **7:02** 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 - Student matter
Unwarranted Invasion of Individual Privacy
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.

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VOICE VOTE: Unanimously approved
Motion carried: 7-0-0

RESUME PUBLIC PORTION

Motion made by Mr. Khairzada, second by Mrs. Weber to return to the public portion of the meeting at 7:02 p.m.

VOICE VOTE: Unanimously approved
Motion carried: 7-0-0

PUBLIC COMMENT - OPEN

None

ADJOURNMENT

Motion by Mr. Khairzada, second by Mrs. Galasso, that there being no further business to be brought before the Board, that the meeting be adjourned at 7:02 p.m.

VOICE VOTE: Unanimously approved
Motion carried: 7-0-0

Respectfully submitted,

Melanie M. Allen
Business Administrator/Board Secretary