

**EL SINBORO TOWNSHIP BOARD OF EDUCATION
REGULAR MEETING MINUTES
MAY 9, 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, May 9, 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, Mrs. Kathleen Sheffield, Mr. Jeffrey Stepler, and Mrs. Kay Weber

Members Absent: Mr. Michael Khairzada

Also in attendance: Mrs. Coni McAllister, Superintendent (virtual); Ms. Melanie M. Allen, Board Secretary/Business Administrator; 2 Staff Members; Public

PRESENTATION AND PUBLIC HEARING ON THE 2022-2023 BUDGET

The Business Administrator presented the proposed 2022-2023 Elsinboro School Budget.

PUBLIC COMMENT - BUDGET ONLY

None

2022-2023 BUDGET APPROVAL

Motion made by Mrs. Weber, second by Mr. Stepler to approve by Resolution the FY 2022-2023 school district budget, noting that the budget is within the statutory cap and reflects a zero percent tax increase.

**RESOLUTION #2022-5
EL SINBORO BOARD OF EDUCATION
RESOLUTION APPROVING 2022-2023 BUDGET
MAY 9, 2022**

BE IT RESOLVED, that the Elsinboro Board of Education has reviewed and discussed the 2022-2023 school district budget, and the Elsinboro Board of Education approves, in accordance with the statutory requirements, the 2022-2023 budget as follows:

GENERAL FUND	SPECIAL REVENUE	DEBT SERVICE	TOTAL
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2022-2023 Total Expenditures	\$3,230,453	\$257,706	\$ 0	\$3,488,159
Less: Anticipated Revenues	\$1,676,717	\$257,706	\$ 0	\$1,934,423
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Taxes to be Raised	\$1,553,736	\$ 0	\$ 0	\$1,553,736

BE IT RESOLVED to acknowledge that the 2022-2023 school year budget as described results in a 0% increase in the tax levy for a total of \$1,553,736; and

BE IT RESOLVED in accordance with the N.J.A.C. 6A:23B-1.2(b), the maximum expenditure for travel for the 2022-2023 school year for all staff and board members is \$10,000; and

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

THEREFORE BE IT RESOLVED that the Elsinboro Township Board of Education approves and adopts the 2022-2023 Budget at the Public Hearing held in the Gymnasium of the Elsinboro Township School on May 9, 2022 at 6:30 p.m.

ROLL CALL VOTE: YES: Mr. Carlson, Mrs. Galasso, Mrs. Sheffield, Mr. Stepler, Mrs. Weber, and Mrs. Delaney
Motions Carried: 6-0-0

APPROVAL OF MINUTES

Motion made by Mrs. Sheffield, second by Mrs. Galasso to approve the regular and executive session meeting minutes of April 11, 2022 as submitted by the Board Secretary and as per the recommendation of the Superintendent and the Business Administrator.

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

SUPERINTENDENT'S REPORT

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

PERSONNEL – PROFESSIONAL

Summer Math/Reading Challenge

The implementation and payment of all costs associated with the Summer Math/Reading Challenge for 2022, including a stipend not to exceed \$1200 for Bethany Hannah, Program Director, as represented on the attached document. Note: This program is eligible to be covered under the ESSER III grant.

ABSTAIN: Mrs. Weber
Motion Carried: 5-0-1

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2022-2023 Stipend Positions

The following stipend positions for the 2022-2023 School Year:

- Eighth Grade Advisor** (\$500 per year) - Michelle Lombardi
- Academic League Advisor** (\$500 per year) - Tammy Rieger
- Teacher in Charge** (\$1,500 per year) - Amy Weinert
- Substitute Teacher in Charge** (\$50/day) - Bethany Hannah
- Home School Teacher** (\$25 per hour) - Joe Sarbello

ABSTAIN: Mrs. Weber

Motion Carried: 5-0-1

PERSONNEL - SUPPORT

2022-2023 Support Staff Salaries

The 2022-2023 support staff and salaries as per the recommendation of the Superintendent.

ABSTAIN: Mr. Stepler

Motion Carried: 5-0-1

2022-2023 SACC Positions

The following SACC positions for the 2022-2023 School Year:

- SACC Coordinator** - Danielle Powers
- SACC Worker** - Tammy Rieger \$15.00/hour
(substitutes - Lauren Morgan, Leah Atkins, and Michelle Lombardi) \$15.00/hour
- SACC Workers-** \$15.00/hour

Summer Custodial Work

James Watson for summer custodial work, at the rate of \$14.00 per hour per the recommendation of the Superintendent.

Substitute Rates 2022-2023

The substitute rates for 2022-2023 as follows:

Substitute Teacher	\$105.00 per diem
Substitute School Nurse	\$150.00 per diem
Substitute Office, Custodian or Cafeteria	\$15.00 per hour

OTHER BUSINESS

Code of Student Conduct

The Elsinboro Township School Code of Student Conduct for the 2022-2023 school year with no revisions at this time.

HIB Report - Approval

**EL SINBORO TOWNSHIP BOARD OF EDUCATION
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The Superintendent's monthly Harassment, Intimidation, and Bullying Report for April 2022 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

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

HIB Investigations:	
Reported:	3
Completed:	3
# of incidents ruled as HIB:	2
# of incidents ruled as not falling under HIB:	1

Approval of Danielson Teacher Evaluation Framework

The Danielson Teacher Evaluation Framework for observing and evaluating teaching staff. This Evaluation Tool has been used at Elsinboro School since 2012.

Field Trip

The 6th and 7th grade classes with Mr. Sarbello and Mrs. Simms to go to Camp Edge in Alloway, NJ, on Thursday, June 2, 2022 (raindate Friday, June 3, 2022) from 8:30 am to 2:30 pm. The cost per student is \$26.00. There will be 9 chaperones at their own cost of \$12.50 each. The bus cost is \$190.00. The purpose of the trip is team building and communication skills.

Approximately 40 students and 2 staff members to go to Creekside Inn, Woodstown, NJ, for the Honor Roll Lunch with the Mayor and Township Committee on Thursday, June 9, 2022, at 11:30 am, returning at 1:40 pm. The cost of the bus is \$320.00.

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

Abstain on Summer Math/Reading Challenge and 2022-2023 Stipend Positions: Mrs. Weber (see above)

Abstain on 2022-2023 Support Staff Salaries: Mr. Stepler (see above)

Motions Carried 5-0-1

All Other Motions Carried: 6-0-0

BOARD SECRETARY/BUSINESS ADMINISTRATOR REPORT

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

Board Secretary Certification - Revised for March 2022

Board's Certification

**EL SINBORO TOWNSHIP BOARD OF EDUCATION
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Pursuant to N.J.A.C. 6A:23A-16.10(c) 4, the Elsinboro Township Board of Education certifies that as of **March 31, 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 **March 31, 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 **March 31, 2022**.

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 **April 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 **April 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 **April 30, 2022**.

Cash Reconciliation Report

The Cash Reconciliation Report for the month of March, 2022 - Revised. (Fund 10 cash was decreased by \$3,560 and Fund 70 cash was increased by \$3,560. The net total of the change was \$0.00.)

Cash Reconciliation Report

The Cash Reconciliation Report for the month of April, 2022.

Bills to be Paid

The bills list for May, 2022 and the payroll and agency for April, 2022.

Transfers

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The transfers for the month of April, 2022.

Professional Appointments

The appointments for professional services for 2022-2023.

Shared Business Services Agreement 2022-2023

The renewal of the Agreement for Shared Business Services with the Alloway Board of Education for 2022-2023 at a cost of \$90,900 per year. (1% increase over previous year)

Health Benefit Waiver 2022-2023

The payment to employees who waive health, prescription or dental coverage in the following amounts (upon completion of waiver form and submission of all required insurance data by the employee for 2022-2023):

Health/Prescription Insurance	\$2,000 per year
Dental Insurance	\$ 300 per year

2022-2023 Tuition Contract Salem City

The entering into tuition contracts with Salem City School District for Comprehensive High School and Comprehensive Resource Room for the 2022-2023 school year as follows:

Description	Students/ Hours	Rate	Total
Comprehensive High School	14 FT students	\$14,000 each	\$196,000
Comprehensive Resource Room	500 hours	\$25.40/hour	\$ 12,700
2022-2023 TOTAL TUITION			\$208,700

GCSSSD – Nonpublic Aid-in-Lieu Program

The District’s participation in the 2022-2023 Gloucester County Special Services School District Nonpublic Aid-In-Lieu Program to fulfill required state regulations, at a cost of \$4.25 per eligible nonpublic student.

GCSSSD – Choice Student Transportation Program

The District’s participation in the 2022-2023 Gloucester County Special Services School District Choice Student Transportation Program to fulfill required state regulations, at a cost of \$4.25 per eligible choice student.

ROLL CALL VOTE: YES: Mr. Carlson, Mrs. Galasso, Mrs. Sheffield, Mr. Stepler, Mrs. Weber, and Mrs. Delaney
Motions Carried: 6-0-0

DISCUSSION ITEMS/FYI

- May 2022 Calendar

**EL SINBORO TOWNSHIP BOARD OF EDUCATION
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- Pillars of Character - May/June, Mrs. Hofacker
- Bus 3 (Salem choice) evacuation was held Monday, March 21, 2022, at 8:15 a.m., in the front driveway of the school, Bus 2 evacuation was held Tuesday, March 22, 2022, at 8:15 am, in the front driveway of the school and Bus 1 evacuation was held Friday, April 29, 2022, at 8:15 a.m., in the front driveway of the school, all conducted by Mrs. Laura Gallagher, school nurse.
- Fire Drill - Monday, April 25, 2022, 10:15 a.m., 100 students, 18 staff, cloudy, 55 degrees, station 8, 1 min. 11 secs. Total
- Security Drill - Friday, April 29, 2022, at 2:21 pm, lockdown, 5 minutes duration, sunny 59 degrees, all staff and students, a lockdown was called by Mrs. McAllister. All staff and students were locked in their classroom with shades drawn and lights off. Teachers discussed with students what takes place during a lockdown. Doors were unlocked by Mrs. Kretzer and Mrs. McAllister.
- Mayor's Luncheon - June 9, 2022
- Elsinboro Enrollment 2021-2022

PRESIDENT'S REPORT

OLD BUSINESS

- The Business Administrator reported that the generator will be tested on June 20, 2022 by Foley CAT personnel. Foley was not able to conduct testing during Spring Break as originally planned. Because the electricity to the building has to be shut off multiple times during testing, the new date chosen is the next business day following the last day of school.
 - Mrs. Weber asked if a fence would be installed around the generator. Ms. Allen replied that a fence was not part of the original plan, but she would look into whether having one was necessary.
- The wetlands delineation and mapping on the property across from the school (Block 28, Lot 1) (property owner, Mr. Sean Elwell) was completed on April 27 and 28, 2022. It was confirmed that the 150' transition/buffer zone was actually set back enough that it is no longer within the school parking lot area. Remington & Vernick Engineers, Inc. reported that NJDEP permits for disturbance in the wetlands transition area now do not need to be submitted.
- Superintendent Evaluation - online completion at www.njsba.org. Please complete online by June 5, 2022. It's required to be approved by BoE by June 30, 2022 to meet QSAC requirements. Note: Mrs. Weber and Mr. Stepler are not permitted to complete the evaluation due to conflicts of interest.
- Board Self Evaluation - See April 28 email for specific instructions. Complete online at www.njsba.org by May 31, 2022, as it's also required to be approved by the BoE by the June Board meeting to meet QSAC requirements.

NEW BUSINESS

- Salem City Tuition Rates 2022-2023 and Prior Year Adjustment
- 2022-2023 Preschool Expansion/Preschool Education Aid

PUBLIC COMMENT

**ELSINBORO TOWNSHIP BOARD OF EDUCATION
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Stephen and Andrea Liber reviewed situations involving their daughter that they believe should have resulted in HIB determinations.

EXECUTIVE SESSION

None

ADJOURNMENT

Motion 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 7:16 p.m.

VOICE VOTE: Unanimously approved

Motion carried: 6-0-0

Respectfully submitted,

Melanie M. Allen
Business Administrator/Board Secretary