

**EL SINBORO TOWNSHIP BOARD OF EDUCATION
REGULAR MEETING MINUTES
March 15, 2023**

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 Wednesday, March 15, 2023 at 6:36 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 (7:22 p.m.), Mrs. Kelly Anne Delaney, Mrs. Victoria Galasso, Mrs. Kathleen Sheffield, Mr. Jeffrey Stepler, Ms. Madinah Thomas, 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. Sheffield, second by Mrs. Weber to approve the regular meeting minutes of February 15, 2023 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: 6-0-0

PUBLIC COMMENT - AGENDA ITEMS

None

CHIEF SCHOOL ADMINISTRATOR'S REPORT

Motion made by Mrs. Sheffield, second by Mrs. Galasso 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	SUB COST	MILEAGE
Sarah Florjancic	Rowan University	AENJ Spring Symposium (registered)	3/18/23 Saturday	\$100.00 (paid by teacher, to be reimbursed)	N/A	yes
Tim Fox	Recorded Version	Accelerate Progress for Students with IEP's	At his convenience	\$279.00	\$105.00	N/A
Aimee Henry	Recorded Version	Practical Solutions to Decrease Attention Getting/Tantrum Behaviors	5/11/2023	\$279.00	N/A	N/A

PERSONNEL - SUPPORT

None at this time

OTHER BUSINESS

Policies for Approval:

The following policy:

CODE	POLICY	STATUS
5131	Student Code of Conduct	Revisions

HIB Report - Approval

Approve the Superintendent's monthly Harassment, Intimidation, and Bullying Report for January 2023 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 2023 as presented:

HIB Investigations:

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

2023-2024 School Calendar

The school calendar for the 2023-2024 school year.

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Field Trips

The following field trips:

6th and 7th grade students (23) with Mrs. Simms and Mr. Sarbello and parent chaperones to Camp Edge, Alloway, NJ, on Thursday, June 1, 2023 from 8:30 am to 2:00 pm for teambuilding and trust exercises while promoting a positive relationship with all classmates. Cost to students is \$34.00, bus cost \$523.39.

Seven County Science winners and Mr. Sarbello to attend the Delaware Valley Regional Fair on April 5th at the Greater Oaks Expo Center in Pennsylvania. There is no fee for the participants. Bus will be shared with another district. Departure time 9:00 am, return to school between 6:00-7:00 pm.

Adopt Additional District Curriculum

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

Visual and Performing Arts (Theater)

ROLL CALL VOTE: YES: Mrs. Galasso, Mrs. Sheffield, Mr. Stepler, Ms. Thomas, Mrs. Weber, Mrs. Delaney

Motion Carried: 6-0-0

BOARD SECRETARY/BUSINESS ADMINISTRATOR REPORT

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

Bills to be Paid

Payroll and agency for February 2023 and authorize the Business Administrator to pay any outstanding bills due and to make any necessary transfers as required in March, 2023. A list of bills paid and transfers made will be presented at the next regularly scheduled meeting.

2023-2024 Parental Contract for Student Transportation

Entering into a Parental Contract for Student Transportation with Mrs. Tiffany Rieck for transportation Pittsgrove Middle School effective February 15, 2023 through June 30, 2023 \$50.00 per day, total cost of \$3,950.00 for this contract in lieu of the district contracting for transportation services for this student.

2023-2024 Preschool Education Aid Budget

The submission of Elsinboro Township School District's 2023-2024 school year Preschool Education Aid Budget of \$214,500 and supporting Budget Narrative.

SCVTS Tuition Contract 2023-2024

The 2023-2024 tuition contract with Salem County Vocational Technical School as follows:

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Full Time Vocational and Academy	\$ 60,750.00
Due FROM SCVTS 2021-2022	<u>\$ (11,161.87)</u>
Total	\$ 49,588.13

Exterior Doors Replacement Project - Hogan Security Group

Award the exterior doors replacement and access control project to Hogan Security Group LLC, Hunterdon County Educational Services Commission Purchasing Contract #203 as follows:

- 3 sets of exterior entrances	\$123,337.08
- new hardwired card readers for 4 exterior entrances	<u>\$13,725.72</u>
	\$137,062.80

Maintenance of Equity funds will be used.

Resolution: 2023-2024 Tentative Budget Submission

After review and discussion of the proposed 2023-2024 school year budget and upon discussion with the full Board, approve the following Resolution:

RESOLUTION #2023-2

EL SINBORO TOWNSHIP BOARD OF EDUCATION

RESOLUTION APPROVING 2023-2024 TENTATIVE BUDGET

MARCH 15, 2023

BE IT RESOLVED, that the Elsinboro Township Board of Education has reviewed and discussed the 2023-2024 school district budget for the 2023-2024 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
2023-2024 Total Expenditures	\$3,523,149	\$429,398	\$ 0	\$3,952,547
Less: Anticipated Revenues	<u>\$1,969,413</u>	<u>\$429,398</u>	<u>\$ 0</u>	<u>\$2,398,811</u>
Taxes to be Raised	\$1,553,736	\$ 0	\$ 0	\$1,553,736

BE IT RESOLVED to acknowledge that the 2023-2024 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 that the general fund appropriations include a \$14,000 withdrawal from the Tuition Reserve Account which were deposited into the account in school year 2021-2022 and are now required to be withdrawn to pay tuition obligations in the 2023-2024 school year.

BE IT RESOLVED in accordance with the N.J.A.C. 6A:23B-1.2(b), the maximum expenditure for travel for the 2023-2024 school year for all staff and Board members is \$10,000; and

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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 2023-2024 School Year Budget will be held in the Gymnasium of the Elsinboro Township School on Monday, May 8, 2023 at 6:30 p.m.; and

THEREFORE BE IT RESOLVED that the Elsinboro Township Board of Education approves the 2023-2024 Budget for submission to the Salem County Executive County Superintendent for approval.

ROLL CALL VOTE: YES: Mrs. Galasso, Mrs. Sheffield, Mr. Stepler, Ms. Thomas, Mrs. Weber, Mrs. Delaney
Motion Carried: 6-0-0

DISCUSSION ITEMS/FYI

- Elsinboro Enrollment - 116 students
- Security Drill -February 15, 2023, 9:21 am, modified lockdown, 55 secs., mostly cloudy, 51 degrees, 114 students, 20 staff, Cpl. Jack Smith, a modified lockdown (formerly shelter in place) was called by Ms. Powers at 9:21 a.m. All students and staff were cleared from the hallways, locked in their classrooms, shades drawn and activities resumed. All doors unlocked by Mrs. Kretzer.
- Summer Enrichment Program - Enrollment forms were sent home with all students. Thirty (30) students have signed up to attend to date.
- Science Fair Winners
 - a. Science Fair Winners -Local Level
 - b. Science Fair Winners - County Level
- March Calendar
- Mrs. Kretzer shared that Mr. Green, Maintenance Coordinator, is doing a great job!
- The latest edition of *The Trojan Times* was distributed to the Board members.

Motion made by Mrs. Sheffield, second by Mrs. Galasso to approve the Attorney-Client Fee Contract with Frantz Law Group, APLC to hire the firm to provide legal services in connection with pursuing claims for damages associated with Social Media litigation which includes the preparation and filing of the district's individual action.

ROLL CALL VOTE: YES: Mrs. Galasso, Mrs. Sheffield, Mr. Stepler, Ms. Thomas, Mrs. Weber, Mrs. Delaney
Motion Carried: 6-0-0

PRESIDENT'S REPORT

Communications to the Board

None

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Old Business

- The BA reported that a second vendor has been contacted to submit a proposal for the pole barn project.
- The contracts for the parking lot expansion project were erroneously sent to the district before being signed by the contractor. They were picked up by the engineering firm to take to the contractor to be signed and will be returned for district signatures thereafter.

New Business

- Change in date of May 2023 Board meeting based on allowable dates for Public Hearing on the budget (Monday, April 24, 2023 - Monday, May 8, 2023) to **Monday, May 8, 2023 at 6:30 p.m.**
- Board Self Evaluation - Email with directions will follow.
- The Business Administrator informed the Board that Alloway Township School District will no longer be providing shared business services to Lower Alloways Creek School District effective July 1, 2023. This change will have no impact on Elsinboro.

Mr. Carlson entered the meeting (7:22 p.m.).

Committee Reports

- The Negotiations Committee will meet with EEA on March 29, 2023 at 5:30 p.m.

FYI

Next Board Meeting - April 17, 2023 (Mr. Khairzada will be recognized prior to the meeting at 6:00 p.m.)

PUBLIC COMMENT - OPEN

None

EXECUTIVE SESSION

Motion made by Mrs. Weber, second by Mrs. Sheffield that the Board enter into Executive Session by Resolution at 7:29 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 7:33 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

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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: 7-0-0

RESUME PUBLIC SESSION

Motion made by Mrs. Weber, second by Mr. Carlson to return to the public portion of the meeting at 7:33 p.m

VOICE VOTE: Unanimously approved

Motion carried: 7-0-0

ADJOURNMENT

Motion made by Mrs. Weber, second by Mrs. Sheffield, that there being no further business to be brought before the Board, that the meeting be adjourned at 7:34 p.m.

Respectfully submitted,

Melanie M. Allen
Business Administrator/Board Secretary