

**ELSINBORO TOWNSHIP BOARD OF EDUCATION  
REGULAR MEETING MINUTES  
November 15, 2021**

**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, November 15, 2021 at 6:32 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: Mrs. Kelly Anne Delaney, Mrs. Victoria Galasso, Mr. Michael Khairzada, Mrs. Kathleen Sheffield, Mr. Jeffrey Stepler, and Mrs. Kay Weber

Members absent: Mr. Damian Carlson

Also in attendance: Mrs. Coni McAllister, Superintendent; Ms. Melanie M. Allen, Board Secretary/Business Administrator; 1 Staff Member

**APPROVAL OF MINUTES**

8Motion made by Mrs. Sheffield, second by Mrs. Galasso to approve the regular meeting minutes of October 18, 2021 as submitted by the Board Secretary and as per the recommendation of the Superintendent and Business Administrator (one correction to the approval of the regular meeting minutes of September 20, 2021 was noted).

**VOICE VOTE:** Approved

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

**SUPERINTENDENT'S REPORT**

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

**PERSONNEL - SUPPORT**

**SACC Substitute (A.M.)**

Aimee Henry as an A.M. SACC substitute for the remainder of the 2021-2022 school year at the rate of \$15.00 per hour.

**SACC Workers (P.M.)**

The Superintendent to hire P.M. SACC worker(s) in between the November 2021 and the January 5, 2022 Board meetings at the rate of \$14.50 per hour pending successful completion of all pre-employment requirements. The Board of Education will take formal action at its next regularly scheduled Board of Education meeting.

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**OTHER BUSINESS**

HIB Self-Assessment 2020-2021 School Year

The School Self-Assessment for Determining Grades under the *Anti-Bullying Bill of Rights Act* (Self-Assessment) be submitted to the NJDOE.

HIB Report - Approval

The Superintendent's monthly Harassment, Intimidation, and Bullying Report for October 2021 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 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

Field Trips

The following field trips for the Elsinboro Middle School Academic League-approximately 10 students and 1 staff (Mrs. Rieger) -

- January 18, 2022 to Oldmans Twp. School 11:45 am to 1:45 pm \$165.10 bus cost
- February 15, 2022 to Alloway Twp. School 8:50 am -10:35 am \$154.70 bus cost
- March 22, 2022 to Pennsville Middle School 8:55 am to 10:30 am \$150.00 bus cost
- May 3, 2022 to Upper Pittsgrove Twp. School 8:40 am to 10:45 am \$179.40 bus cost
- May 17, 2022 to Mannington Twp. School 12:00 pm to 1:25 pm \$150.00 bus cost

Use of Facilities

The use of the facilities for the following:

Healthy Kids Running Series

April 24, 2022 through June 5, 2022 (every Sunday). Usage is for the grounds surrounding the school and parking lot. Mrs. Bethany Hannah presented information on the program to the board last year.

**ABSTAIN: Mrs. Weber**

**Motion Carried: 5-0-1**

Elsinboro Township Tree Lighting (MAPSA/ESA)

December 3, 2021 from 5:00 pm - 8:00 pm. Parking lot in front of the school. MAPSA will be providing refreshments and the ESA will be providing take-away craft bags.

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Elsinboro Youth Basketball

November 2021 - March 2022. Building usage includes gym and bathrooms. Restrictions are as follows: 2 individuals per family, spectators must be masked, bleachers will be marked for home and away team spectators, concessions will be sold (only individually wrapped items).

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

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

**Abstain on Healthy Kids Running Series and Elsinboro Youth Basketball: Mrs. Weber (see above). Motion Carried 5-0-1**

**All Other Motions Carried: 6-0-0**

**BOARD SECRETARY/BUSINESS ADMINISTRATOR'S REPORT**

Motion made by Mr. Khairzada, second by Mrs. Sheffield 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 October 31, 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 October 31, 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 October 31, 2021.

Cash Reconciliation Report

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

Transfers

The transfers for the month of October, 2021.

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Bills to be Paid

The bills list for November, 2021, and the payroll and agency for October, 2021. Furthermore, if the December board meeting is cancelled, the Board approve the payment of December bills, with approval at the reorganization meeting on January 5, 2022.

**ABSTAIN on payroll: Mr. Stepler**  
**Motion Carried: 5-0-1**

Approval of Tentative Budget Calendar

The 2022-2023 tentative Budget Calendar. Approval of an annual budget calendar is part of the NJQSAC requirement.

ARP ESSER Grant Award

The submission of the American Rescue Plan Elementary & Secondary School Emergency Relief (ARP ESSER) Fund Grant and Subgrant allocations, as well as accept the funds as follows:

ARP ESSER Mandatory Subgrant Award	\$220,400
Accelerated Learning Coaching and Educator Support Grant	\$50,000
Evidence-Based Summer Learning and Enrichment Activities Grant	\$40,000
Evidence-Based Comprehensive Beyond the School Day Activities Grant	\$40,000
MTSS Mental Health Support Staffing Grant	\$45,000
Total ARP ESSER Funds	\$395,400

The grant period runs from March 11, 2021 through September 30, 2024.

Tuition Contract - Lower Alloways Creek Board of Education

The Special Education tuition contract between the Elsinboro Township Board of Education and the Lower Alloways Creek Township Board of Education for one Elsinboro resident student (SID# 2448392437) to attend the Preschool Disabilities Program at the LAC School, effective November 3, 2021 through June 30, 2022 at an annual tuition rate of \$18,000 (amount to be prorated for the contract).

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

**Abstain on Bills to be Paid: Mr. Stepler (see above). Motion Carried 5-0-1**  
**All Other Motions Carried: 6-0-0**

DISCUSSION ITEMS/FYI

- Elsinboro Enrollment 2021-2022 - 120
- Fire Drill -November 11, 2021, 1:30 pm, 1 min. 16 secs., 114 students, 23 staff, partly cloudy, 51 degrees, station 3
- Security Drill-October 28, 2021, 2:15 pm, Lockdown, 4 minutes, sunny 65 degrees, All staff and students participated, a lockdown was called at 2:15 p.m. All staff and students were locked in their classroom with shades drawn and lights off. Teachers discussed

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with students what takes place during a lockdown. Doors were unlocked by Mrs. McAllister and Mrs. Kretzer.

- Parent/Teacher Conferences - 11/17 - 11/19 - in-person with restrictions
- American Education Week - 11/15-11/19
  - Teacher Information
  - Poster Contest
- School Calendar-November
- Tree Lighting - 12/3/21

**PRESIDENT'S REPORT**

**OLD BUSINESS**

- The Business Administrator provided an overview of the meeting held with Kelvin Lam, Foley, Inc., and two persons from Northeast, the vendor who will install the generator. Mr. Khairzada, Mrs. McAllister, Mr. Schneck, and Ms. Allen also attended. A meter has been installed on the electric panel to record electric usage for one week (the actual load differs from what was assumed by Foley). The recorded data will be analyzed by the project engineer to determine if a transformer is required. A transfer pump will be used to refuel the generator in place of a fuel line installed from the current fuel tank to the generator.
- The proposal for air conditioning in the gym has been received, but will need to be broken down between labor costs and materials costs. At least one additional proposal for labor only will be needed.
- The revised proposal from Remington & Vernick Engineers will be resent to the members of the Building & Grounds Committee for review.
- Elsinboro did not apply for the Preschool Expansion Aid Grant at this time, but will apply when the next round of funding is released (most likely during the later part of the current school year).

**NEW BUSINESS**

- Annual School Election Results:
  - Mrs. Delaney, Mrs. Galasso, and Mr. Stepler were re-elected to 3 year terms, expiring December 31, 2024. The unofficial count was: Mrs. Delaney 414 votes, Mrs. Galasso 425 votes, Mr. Stepler 419 votes, and "Write In" 17 votes.
- Upcoming board meetings:
  - December 20 Board meeting will be cancelled
  - The reorganization meeting is scheduled for **Wednesday, January 5, 2022** (first Wednesday). This will be the reorganization and regular Board meeting for January. Reorganization meetings must be held within the first week of the new year.

**COMMITTEE REPORTS**

- Mrs. Delaney, Mr. Stepler, Mrs. McAllister, and Ms. Allen (Building and Grounds Committee) visited Quinton School on October 25, 2021 to tour the district's Pole Barn (Garage) that was constructed during the past summer. Information about the building

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permits process, the vendor chosen to construct the building, and the work done after construction was shared by Quinton's Superintendent, Business Administrator, and Facility Person.

**EXECUTIVE SESSION**

None

**PUBLIC COMMENT**

None

**ADJOURNMENT**

Motion by Mr. Khairzada, second by Mr. Stepler, that there being no further business to be brought before the Board, the meeting be adjourned at 6:55 p.m.

**VOICE VOTE:** Unanimously approved

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

Respectfully submitted,

Melanie M. Allen  
Business Administrator/Board Secretary