

**ELSINBORO BOARD OF EDUCATION
REGULAR MEETING MINUTES
October 21, 2024**

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 21, 2024 at 6:34 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*, the 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.

ROLL CALL OF MEMBERS

Members Present: Damian Carlson, Kelly Anne Delaney, Jenna Hogate, Kathleen Sheffield, John Sieber, Madinah Thomas, Kay Weber

Members Absent: None

Also in Attendance: Mrs. Lural Kretzer, Chief School Administrator; Ms. Melanie M. Allen, Board Secretary/Business Administrator; 2 Staff Members; Public

APPROVAL OF MINUTES

Motion made by Mrs. Weber, second by Ms. Hogate to approve the regular and executive session meeting minutes of September 16, 2024 as submitted by the Board Secretary and as per the recommendation of the Chief School Administrator and Business Administrator.

VOICE VOTE: Unanimously approved

Motion Carried: 7-0-0

EXECUTIVE SESSION I

Motion made by Mrs. Sheffield, second by Mr. Carlson that the Board enter into Executive Session by Resolution at 6:36 p.m., from which the general public will be excluded:

**ELSINBORO 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 6:42 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:

- Unwarranted Invasion of Individual Privacy

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.

ROLL CALL VOTE: YES: Mr. Carlson, Ms. Hogate, Mr. Sieber, Mrs. Sheffield, Mrs. Weber, Ms. Thomas, Mrs. Delaney
Motion Carried: 7-0-0

RESUME PUBLIC SESSION

Motion made by Mr. Carlson, second by Mrs. Weber to return to the public portion of the meeting at 6:42 p.m.

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

PUBLIC COMMENT - AGENDA ITEMS

None

CHIEF SCHOOL ADMINISTRATOR'S REPORT

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

PERSONNEL – PROFESSIONAL

Change in Work Schedule

The request from Amanda Hyatt, Reading Specialist, to reduce her work schedule from full-time to part-time, 3 days per week/60%, effective October 22, 2024. Mrs. Hyatt's annual salary will be prorated based on this reduction in schedule.

Workshop Participation

The following workshop participation:

STAFF	LOCATION	WORKSHOP	DATE	COST	MILEAGE	ANTICIPATED SUB COST
Glenda Nelson	Virtual	Fundations Level 1 Virtual Launch Workshop	10/24/2024	\$330.00	N/A	\$125.00
Pam Marts	Salem County Department of Emergency Services	Stop the Bleed for the NJ Educator Train the Trainer	01/04/2025	N/A	11 miles	\$150.00
Laural Kretzer	Salem County Department of Emergency Services	Stop the Bleed for the NJ Educator Train the Trainer	01/04/2025	N/A	11 miles	\$0

ABSTAIN: Ms. Hogate
Motion Carried: 6-0-1

2024-2025 After- School Club

The following after-school club:

Homework Club - Mrs. Weinert, Meeting on Tuesdays and Thursdays from 3:20 p.m. until 4:20 p.m., \$25 per hour

PERSONNEL – SUPPORT

Employment - Substitute

Erica Palmer as a per diem substitute for the remainder of the 2024-2025 school year at the Board established rates.

OTHER BUSINESS

HIB Report - Approval

Approve the Superintendent’s monthly Harassment, Intimidation, and Bullying Report for **September 2024** 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 **October 2024** as presented:

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

HIB Self-Assessment 2023-2024

The Elsinboro Township School District School Self-Assessment for Determining Grades under the *Anti-Bullying Bill of Rights Act* for the 2023-2024 school year. The district scored 78 points out of a possible 78 points.

Bus Evacuation

Acknowledge the School Bus Evacuation Drill held on October 16, 2024 at Elsinboro Township School.

Field Trips

The 8th grade (9 students), School Nurse and an upper grade teacher to go to Cooper Hospital (for the Traumatic Injury Prevention Program) and Redbank Battlefield Park (to eat lunch provided by MAPSA) on April 9, 2025. Pick up time 8:45 am, return to school by 2:30 pm. There is no cost to the student. The bus is being provided by the Salem County Department of Health (Jenna Hogate).

ABSTAIN: Ms. Hogate

Motion Carried: 6-0-1

Ms. Minichino to take 8th grade to SCVTS on Thursday, November 14, 2024 to visit programs offered. Pick-up time is 8:30 am, returning at 11:00 am. There is no cost to the student and the bus is provided by SCVTS.

Ms. Minichino to take 8th grade to Salem High School on Thursday, November 21, 2024, to visit as an option for secondary education. Pick-up time is 8:30 am, returning at 2:00 pm. There is no cost to the student and the bus is provided by SHS.

Mrs. Hofacker and 5 chaperones to take the Culture Club (20 students) on a tour of Salem County to view and observe holiday lights and discuss winter holidays on Wednesday, December 4, 2024. Pick-up time is 5:00 pm, returning at 7:30 pm. There is no cost to the students. Bus cost is \$315.00. Culture Club grant funds will be used to pay for the cost of the bus.

ABSTAIN: Ms. Hogate

Motion Carried: 6-0-1

Respect Week and Violence and Vandalism Week

Designate the week of October 7, 2024 as *Respect Week* and the week of October 21, 2024 as *Violence and Vandalism Week* and *Red Ribbon Week*.

ABSTAIN: Ms. Hogate

Motion Carried: 6-0-1

Code of Student Conduct

The Code of Student Conduct for the 2024-2025 school year with no revisions.

Annual Preschool Operational Plan Update

The submission of the Elsinboro Township School District's Three Year Preschool Plan and Annual Update, including the MS Form Survey, SoA, and District Contact Chart, as required by the NJ Department of Education, Division of Early Childhood Services.

Annual Preschool Projected Enrollment

The submission of the district's 2025-2026 school year preschool projected enrollment to the NJ Department of Education as follows:

3 Year Olds	6 students
4 Year Olds	7 students
<u>Special Education</u>	<u>2 students</u>
1 classroom	15 students

ROLL CALL VOTE: YES: Ms. Hogate, Mrs. Sheffield, Mr. Sieber, Mr. Carlson, Mrs. Weber, Ms. Thomas, Mrs. Delaney

ABSTAIN: Ms. Hogate on Workshop Participation; Field Trips - Cooper Hospital and Culture Club; Respect Week and Violence and Vandalism Week (see above)

Motions Carried: 6-0-1

All Other Motions Carried: 7-0-0

BOARD SECRETARY/BUSINESS ADMINISTRATOR REPORT

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

Bills to be Paid

Payroll and agency for July, 2024 and August, 2024 and the bills lists for September, 2024 and October, 2024 (2). Furthermore, the Board approve payment of any additional October bills, with approval at the Board meeting on November 18, 2024.

Comprehensive Maintenance Plan/Form M1

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

Budget Calendar 2025-2026

The tentative 2025-2026 Budget Calendar (pending any changes mandated by the state and release of state aid numbers). Approval of an annual budget calendar is a NJQSAC requirement.

Out of District Placement Contract 2024-2025

The following out of district tuition contract for the 2024-2025 school year:

Placement	LID#	Dates	Tuition Cost
Quinton Twp. School District	16232898	9/1/2024 - 6/30/2025	\$33,500

Shared Services Agreement - School Nurse Oversight

The Shared Services Agreement with the Quinton Township Board of Education for School Nurse Oversight for the 2024-2025 school year at a rate of \$1,000 (prorated to \$500 for this contract) effective September 26, 2024, through December 31, 2024. Quinton’s School Nurse will provide oversight as needed to Elsinboro’s School Nurse while she works to obtain her School Nurse certification.

Resolution to Join/Renew Membership

By resolution to renew membership in the New Jersey Schools Insurance Group (NJSIG) Educational Risk and Insurance Consortium-South (ERIC South) and to renew its membership for a 3 year period beginning July 1, 2024 through June 30, 2027. Elsinboro BoE contracts through the NJSIG and ERIC South for its workers compensation insurance.

By resolution to renew membership in the School Alliance Insurance Fund (SAIF) for a 3 year period beginning July 1, 2024 through June 30, 2027. Elsinboro BOE contracts through the SAIF Fund for its general liability, E&O and commercial package.

Memorandum of Understanding for Preschool Education Services - Quinton Twp. BoE 2023-2024

A Memorandum of Understanding with Quinton Township Board of Education for Elsinboro resident 3- and 4- year olds to attend the 3- and 4- year old preschool program at Quinton Township School based on Elsinboro’s 2023-2024 school year Preschool Education Aid application as submitted to New Jersey Department of Education Division of Early Childhood Education. Elsinboro will pay Quinton \$107,250 for the arrangement. The total amount payable is based on one (1) classroom of 15 students.

Memorandum of Understanding for Preschool Education Services - Quinton Twp. BoE 2024-2025

A Memorandum of Understanding with Quinton Township Board of Education for Elsinboro resident 3- and 4- year olds to attend the 3- and 4- year old preschool program at Quinton Township School based on Elsinboro’s 2024-2025 school year Preschool Education Aid application as submitted to New Jersey Department of Education Division of Early Childhood Education. Elsinboro will pay Quinton \$136,179 for the arrangement. The total amount payable is based on one (1) classroom of 15 students.

ROLL CALL VOTE: YES: Mr. Carlson, Ms. Hogate, Mr. Sieber, Mrs. Sheffield, Mrs. Weber,

Ms. Thomas, Mrs. Delaney

Motion Carried: 7-0-0

DISCUSSION ITEMS/FYI

- Enrollment - October 2024: 104 students
- Fire Drill - Monday, October 7, 2024, 2:08 pm, 1 min 30 secs, 95 students, 19 staff, sunny 75 degrees, station 4. All went smoothly.
- Security Drill - Friday, September 17, 2024, 10:20 am, 4 mins. 30 secs., 103 students, 27 staff, cloudy, lockdown, tested announcements to end, everyone appropriately responded. Attended by the State, County and LAC PD.
- Evacuation Drill of Bus 3 was held on October 10, 2024, at approximately 8:15 am in the driveway with Mrs. Hofacker and the bus driver.
- Fire Prevention Visit was October 11th; for K-5
- Donuts with Dad was October 11th, K-3; about 40 “dads”
- October Calendar
- ESA Update - October Activities
 - a. Halloween Trunk-Or-Treat for all grades and community members 10/18/24; 5:30-8 pm.
 - b. Clean communities was on 9/28/24-ESHA, Basketball and 8th Grade
- Julie Hofacker - PBIS Support, Social Emotional Learning Activities
 - a. All of the students were given a lesson on the buddy bench and how it can be used to support any student in need. I have already had students tell me that they've used it and also that they have helped someone who is sitting on the bench.
 - b. The middle school students had a lesson on "Kicking the Year Off With Kindness" and made positive affirmation cards for their classmates to use if they are having a rough day and need some extra support. The cards will be hanging in all of the middle school classrooms.
- Threat Assessment Team 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; signatures will be completed at Round Table in November or January.
- School Safety Team and ScIp Meeting had to be rescheduled for October 23, 2024.
- Halloween Parade; October 31st; parents are invited.
- Absenteeism (September snack cards, October will be a movie and popcorn)
- Suggested Mystery Reader program
- The CSA presented NJSLA Data (participation and performance results) as required per NJQSAC (Instruction and Program Indicator 8).

PRESIDENT'S REPORT

Communications to the Board

None

Old Business

- There has been no progress in removing the trailer from school property.
- ARP ESSER funds were used to pay for the equipment portion (\$75,774) of the air conditioning in the gym project. The steel contractor was onsite on October 18 to field measure. The sheet metal vendor has requested an onsite visit to complete field measurements as well.
- Reminder for Board members to complete required Board training by 12/31/2024

New Business

- Thank you to Shawn Love, Love's Welding & Construction, for installing shelving in the pole barn at the cost of materials only.

Committee Reports

None

PUBLIC COMMENT – OPEN

None

EXECUTIVE SESSION II

Motion made by Ms. Hogate, second by Mrs. Weber that the Board enter into Executive Session by Resolution at 7:27 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 7:47 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:

- 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.

ROLL CALL VOTE: YES: Mr. Carlson, Ms. Hogate, Mr. Sieber, Mrs. Sheffield, Mrs. Weber, Ms. Thomas, Mrs. Delaney
Motion Carried: 7-0-0

RESUME PUBLIC SESSION

Motion made by Mr. Carlson, second by Mrs. Sheffield to return to the public portion of the meeting at 7:47 p.m.

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

Mrs. Weber referred to the recent NJSBA mandated training she completed, specifically how Board members interact with the public during the public comment portions of Board meetings.

ADJOURNMENT

Motion made 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 7:47 p.m.

VOICE VOTE: Unanimously approved

Motion Carried: 7-0-0

Respectfully submitted,

Melanie M. Allen
Business Administrator/Board Secretary