

**ELSINBORO BOARD OF EDUCATION
REORGANIZATION & REGULAR MEETING MINUTES
January 5, 2026**

CALL TO ORDER - BOARD SECRETARY

The reorganization and regular meeting of the Elsinboro Township Board of Education was called to order by Board Secretary, Ms. Melanie M. Allen, on Monday, January 5, 2026 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 - BOARD SECRETARY

Ms. Melanie M. Allen, Board Secretary, led the Pledge of Allegiance to the flag.

OATH OF OFFICE

Ms. Melanie M. Allen, Board Secretary, issued the Oath of Office to re-elected Board Members:
Kathleen Sheffield - Three Year Term, 2026-2028
Madinah Thomas - Three Year Term, 2026-2028

ROLL CALL OF MEMBERS

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

Also in attendance: Mrs. Laural Kretzer, Chief School Administrator; Ms. Melanie M. Allen, Board Secretary/Business Administrator; Staff Member

NOMINATIONS

Election of President

Ms. Allen, Board Secretary, opened the floor for nominations for the Office of the President of the Elsinboro Township Board of Education.

Motion by Mrs. Delaney, second by Mrs. Weber that the Board of Education open nominations for the position of the President of the Elsinboro Board of Education.

VOICE VOTE: Unanimously approved

Motion Carried: 6-0-0

Motion made by Mrs. Weber, second by Mrs. Sheffield to nominate Mrs. Kelly Anne Delaney to serve as President of the Elsinboro Township Board of Education.

Being no further nominations, it was moved by Mrs. Weber, second by Ms. Hogate that the Board of Education approve that the nominations for the position of President of the Elsinboro Township Board of Education be closed.

VOICE VOTE: Unanimously approved

Motion Carried: 6-0-0

The Board Secretary, Ms. Allen, called for a roll call vote on the election of Mrs. Kelly Anne Delaney as President of the Elsinboro Township Board of Education for a term of one year, commencing

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January 5, 2026, and until her successor is elected and shall qualify.

Motion made by Mrs. Weber, second by Mrs. Sheffield to elect Mrs. Kelly Anne Delaney as President of the Elsinboro Township Board of Education for a term of one year, commencing January 5, 2026, and until her successor is elected and shall qualify.

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

The Board Secretary, Ms. Allen, then declared Mrs. Kelly Ann Delaney as President of the Elsinboro Township Board of Education.

Election of Vice President

Ms. Allen, Board Secretary, opened the floor for nominations for the Office of Vice President of the Elsinboro Township Board of Education.

Motion made by Mrs. Weber, second by Ms. Hogate that the Board of Education open nominations for the position of Vice President of the Elsinboro Board of Education.

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

Motion made by Mrs. Weber, second by Mrs. Sheffield to nominate Mr. Damian Carlson to serve as Vice President of the Elsinboro Township Board of Education.

Being no further nominations, it was moved by Ms. Hogate, second by Mrs. Weber that the Board of Education approve that the nominations for the position of Vice President of the Elsinboro Township Board of Education be closed.

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

The Board Secretary, Ms. Allen, called for a roll call vote on the election of Mr. Damian Carlson as Vice President of the Elsinboro Township Board of Education for a term of one year, commencing January 5, 2026, and until his successor is elected and shall qualify.

Motion made by Mrs. Weber, second by Ms. Hogate to elect Mr. Damian Carlson as Vice President of the Elsinboro Township Board of Education for a term of one year, commencing January 5, 2026, and until his successor is elected and shall qualify.

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

The Board Secretary, Ms. Allen, then declared Mr. Damian Carlson as Vice President of the Elsinboro Township Board of Education.

The Board Secretary yielded the chair to the President.

APPOINTMENTS AND DESIGNATIONS

Motion made by Mrs. Weber, second by Ms. Hogate to approve the following as recommended by the Chief School Administrator & Business Administrator:

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Designation of Newspaper

The designated official newspaper for 2026 year as the *South Jersey Times*. This publication covers Salem, Gloucester & Cumberland Counties.

Designation of Regular Meeting Dates

The 2026 Board Meeting Schedule with the third Monday of the month (unless noted) designated for 2026 Board meeting dates. Meeting start time is 6:30 p.m.

Board Secretary Appointment

The appointment of Melanie M. Allen as Board Secretary effective January 5, 2026 and until the next reorganization meeting in January, 2027.

Designation of Depository of Funds and Designation of Signatories

Fulton Bank as the designated depository of funds (warrant, payroll, agency, reserve, student fund and unemployment fund) for 2026, with the following designated signatories:

General Account

(3) *President, CSA, Board Secretary/Business Administrator*

Payroll/Agency/Unemployment

(2) *Board Secretary/Business Administrator & CSA*

Reserve

(2) *President, CSA, and/or Board Secretary/Business Administrator*

Student Fund

(2) *CSA, Administrative Secretary and/or Board Secretary/Business Administrator*

Adopt Policy Manual

All existing policies, bylaws and regulations for the 2026 year as per the recommendation of the Chief School Administrator. *The policy manual can be found under the Board section on the district's website.*

Purchasing Manual

The Purchasing Manual, which defines the proper purchasing practices of the Elsinboro Business Office. This manual is required by NJQSAC. *The purchasing manual can be found in the district's business office.*

Standard Operating Procedures and Internal Controls Manual

The Guide for Standard Operating Procedures and Internal Controls Manual, which describes the standard business office practices of the Elsinboro Business Office. This manual is required by NJQSAC.

Food Service - Standard Operating Procedures

The Food Service Standard Operating Procedures. This document is required by the New Jersey Department of Agriculture as part of the Hazard Analysis Critical Control Point (HACCP) Food Safety System.

Cafe Biosecurity Management Plan

The Cafe Biosecurity Management Plan which contains policies and procedures to minimize the risk of intentional contamination of food and reduce the risk of illness or death in our school community. The plan is required by NJQSAC.

School Nutrition Programs Code of Conduct for Procurement

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The School Nutrition Programs Code of Conduct for Procurement.

School Nutrition Programs Procurement Procedures for School Food Authorities

The School Nutrition Programs Procurement Procedures for School Food Authorities.

P.A.C.O. Officer Designation

The designation of Melanie M. Allen as the Public Agency Compliance Officer for the Elsinboro Township School District effective January 5, 2026.

Purchasing Agent

The designation of Melanie M. Allen as the Purchasing Agent for the Elsinboro Township School District effective January 5, 2026.

Purchasing Agreements

The authorization of the School Business Administrator, in accordance with NJSA 18A:18A-10 to utilize all cooperative, jointure, state, and national contracts, as the law allows, to secure supplies and services for the effective and efficient operation of the school district, effective January 5, 2026.

District Truancy Officer

Laural Kretzer, CSA, as the District Truancy Officer effective January 5, 2026 and until the next reorganization meeting in January, 2027.

District ADA/504 Compliance Officer

Laural Kretzer, CSA, as the District ADA/504 Compliance Officer effective January 5, 2026 and until the next reorganization meeting in January, 2027.

Affirmative Action/Title IX Officer

Laural Kretzer, CSA, as the Affirmative Action/Title IX Officer effective January 5, 2026 and until the next reorganization meeting in January, 2027.

Appointment of Committees/Representatives

The appointment of the following Committees/Representatives for 2026 per the attached:

- a. NJSBA Delegate & Alternate
- b. SCSBA Delegate & Alternate
- c. Academic/Policy Committee
- d. Building/Grounds Committee
- e. Finance/Negotiations Committee
- f. Curriculum Committee
- g. Personnel Committee

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

Motion Carried: 6-0-0

PRESENTATION

The Administration recognizes and thanks all Board members for their service to the Elsinboro Community and School and observes the month of January, 2026 as the 24th Annual NJ School Board Recognition Month.



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New Jersey's local boards of education play an essential role in our students' lives. Board members oversee 580 school districts which, in turn, operate nearly 2,500 public schools and provide educational services to nearly 1.4 million children. They set the policies for our schools and make important decisions affecting curriculum, financing and staffing. At this time, the administration wishes to raise public awareness of the role and responsibilities of our local board of education and thank the Elsinboro school board members for their efforts. Collectively, the Elsinboro board members have over 64 years of service as board members for the Elsinboro Board of Education.

APPROVAL OF MINUTES

Motion made by Mrs. Sheffield, second by Ms. Hogate to approve the regular and executive session meeting minutes of November 17, 2025 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: 6-0-0

PUBLIC COMMENT - AGENDA ITEMS

The Board welcomed Ms. Sierra Gwinn, Kindergarten Teacher, to the meeting!

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

Workshop Participation

The following workshop participation:

STAFF	LOCATION	WORKSHOP	DATE	COST	SUB COST	MILEAGE
Michelle Minichino	Virtual	Basic K-12 Behavioral Threat Assessment and Management Training	11/12/2025 (approved by CSA)	\$0.00	\$125.00	N/A
Melanie Allen	Mt. Laurel, NJ	NJASBO: New Jersey School Board Assoc Presents	12/16/2025 (approved by CSA)	\$145.00	N/A	N/A
Julie Hofacker	Virtual	NJSCA Winter conference for mental Health	1/9/2026	\$119.00	\$125.00	N/A
Tim Fox	Virtual	Strategies for promoting a Growth mindset and engagement in Math class	On demand	\$169.00 <i>Title IIA funds</i>	\$125.00	N/A

Retirement - Chief School Administrator

Accept with heartfelt gratitude, acknowledgment, and best wishes the retirement letter from Laural Kretzer, Chief School Administrator, effective July 1, 2026. At the time of her retirement, Mrs. Kretzer will have served in the capacity of CSA at Elsinboro Township School for 4 years and been employed by the district for a total of 17 years.

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PERSONNEL - SUPPORT

Employment - Substitute

Brittany Turner as a teacher/aide substitute for the remainder of the 2025-2026 school year at the Board approved rate pending the successful completion of new hire paperwork.

OTHER BUSINESS

HIB Report - Approval

Approve the Superintendent's monthly Harassment, Intimidation, and Bullying Report for **November 2025** 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 **December 2025** as presented:

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

School Safety Data System Report

The School Safety Data System Report Period 1 (Sept. 1, 2025 - Dec. 31, 2025) noting 0 HIB incident, 0 alleged HIB, 3 HIB training, 5 HIB program.

Adopt District Curriculum 2025-2026

Approve and adopt the district curriculum which is aligned with the New Jersey Student Learning Standards (NJSLs) which includes resources (textbooks, online subscriptions, workbooks, etc.).

Policies

The following policies for first reading:

CODE	POLICY	STATUS
3220/3230	State Funds; Federal Funds	First Reading - Revisions <i>These policy revisions address updates to the Uniform Grant Guidance that were effective at the end of 2024.</i>
4111	Recruitment, Selection, and Hiring	First Reading - Revisions <i>The addition of policy verbiage and Legal Reference regarding Transparency in Job Listings</i>
5127	Commencement Activities	First Reading - Revisions

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		<i>The addition of Legal References for High School Voter Registration Law Resource</i>
5141.21	Administering Medication	First Reading - Revisions <i>Revised to include new sunscreen legislation</i>
5145.7	Gender Identity and Expression	First Reading - Revisions <i>The update from NJ SMART to NJSLEDS and Legal References for New Jersey Department of Education, Transgender Student Guidance for School Districts</i>
6163.1	Media Center/Library	First Reading - Revisions <i>The addition of policy verbiage required by the "Freedom to Read Act" regarding selection and curation of material and requests for removal. This policy has a new Exhibit Form with steps for consideration for removal of materials</i>
9200	Orientation and Training of Board Members	First Reading - Revisions <i>Consistent with regulatory changes, the revisions amend the timeline in which new board members must complete mandatory training from the Association.</i>

Request for Students to Remain at ETS

The request from the parents of 8th grade students SID # 5246098439 and 7062413182 to remain at Elsinboro Township School District as nonresident students for the remainder of the 2025-2026 school year.

Donations

The following donations with sincere thanks and appreciation:

- From Mrs. Elizabeth Yerkes in the amount of \$4,000.00 for the district's music program
- From Memory Keeper Photography in the amount of \$283.00 to offset the cost of student agendas purchased in the 2025-2026 school year

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

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Motion Carried: 6-0-0

BOARD SECRETARY/BUSINESS ADMINISTRATOR REPORT

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

2024-2025 Audit, Recommendations and Corrective Action Plan

The Board Secretary presented the 2024-2025 Audit, the Recommendation (1), and Corrective Action Plan. The following documents were provided:

- Annual Comprehensive Financial Report (ACFR)
- Auditor's Management Report
- Synopsis of Audit
- Governance Letter
- Corrective Action Plan

Following review and discussion, the Board accept and approve the 2024-2025 Annual Comprehensive Financial Report (ACFR), Auditor's Management Report, and the Corrective Action Plan as per the recommendation and finding for the 2024-2025 school year.

Resolution 2025-11: 2024-2025 Audit, Recommendations and Corrective Action Plan

Approve Resolution 2025-11 as presented:

Whereas the Elsinboro Township Board of Education in accordance with N.J.S.A. 18A:23-1 must have a certified External Audit of the district's account and financial transactions;

Whereas the Elsinboro Township Board of Education received the audit performed by Nightlinger, Colavita and Volpa, P.A. and discussed said audit at its public meeting held on January 5, 2026,

Now Therefore Be It Resolved that the Elsinboro Township Board of Education accepts the audit for the 2024-2025 school year, fiscal year ending June 30, 2025, and approves the Corrective Action Plan (CAP) as follows:

Financial Planning, Accounting and Reporting: Finding 2025-1: That procedures to reconcile the various bank accounts of the district be reviewed and revised in order that reconciling items between bank accounts are in agreement.

Bills to be Paid

Payroll and agency for September, 2025; October, 2025; and November, 2025 and the bills list for November, 2025 and December, 2025 (#1, #2, #3). *Furthermore, the Board authorizes the Business Administrator to pay any bills due and make transfers of funds as necessary prior to the February board meeting. A list of bills paid and transfers made will be presented at that time.*

Title I Performance Report 2024-2025

The submission of the Title I Performance Report for the 2024-2025 school year to the NJ Department of Education.

Title I Comparability Report 2025-2026

The submission of the Title I Comparability Report for the 2025-2026 school year to the NJ Department of Education.

GCSSSD Transportation - Contracted Bus Route 2025-2026

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The 2025-2026 school year transportation for the following student. A 7% administrative fee is charged by GCSSSD in addition to the cost shown.

Route Number	Destination	Estimated Per Diem Cost	New/Renewal	Number of Elsinboro Students (est.)
Y1996Q (replaces 1953B)	Quinton Twp. School	\$180.00 - effective 12/12/2025	New	1

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

Motion Carried: 6-0-0

DISCUSSION ITEMS/FYI

- January 2026 Calendar
- Enrollment - January 2026: 107 students
- Security Drill - November 25, 2025, 2:16pm, Lockdown, 6 minutes 29 seconds, rainy 53 degrees, 101 students, 25 staff; All staff and students were locked in their rooms with shades drawn. No one opened doors with announcement. All doors were unlocked by Laural Kretzer.
- Security Drill - December 22, 2025, 1:02pm, Bomb Threat Drill, 13 minutes 10 seconds, sunny 39 degrees, 100 students, 24 staff, a lockdown was called by Mrs. Kretzer after notification from student. All staff and students were locked in their rooms with shades drawn, no one opened doors with announcement. All doors were unlocked by Laural Kretzer and Rob Green.
- Fire Drill - Thursday, December 18, 2025, 1:39pm, 1 minute 13 seconds, 105 students, 26 staff, sunny and 50 degrees, pull station #3; 2 exterior doors blocked; students located alternative exits.
- 8th Graders visited SHS to tour the building.
- Honor Roll assembly 11/20/25; students were honored and treated with ice cream sundaes and souvenir sundae cups.
- Therapy Dog, Valda, and handler Kim have begun visiting classrooms.
- Mrs. Barbara Schneider, the chorus, and the band did an excellent job during the Winter Concert. We had help from many teachers and staff. Big thanks to all the teachers and staff who helped out. Thank you also to Ms. Foster and Ms. Harris for preparing the preschool song.
- Tree Lighting, Crafts with Santa, and Winter Wonderland went very well, thank you to MAPSA and the Elsinboro Fire Department for all of their hard work. Thank you to staff and teachers for decorating the trees that lined the hallways.
- Santa's Workshop was a huge success. Students were very excited to shop for their families. Thank you to Ms. Finley for organizing and coordinating parent and family volunteers.
- Culture Club had their last field trip to Longwood Gardens. Students also visited Salem County Vo-Tech to work with Chef Carter's team, where they made cookies.

PRESIDENT'S REPORT

Communications to the Board

- Representation on Salem City Board of Education - Rotation Schedule with LAC, Mannington, and Quinton Boards of Education

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Old Business

- McCloskey technicians were onsite on December 29 and 30, 2025 to replace Unit 2's cracked drain pan. The success of the replacement will not be known completely until the unit is changed to air conditioning mode in the spring. Per the engineer, parameters can be switched from 0 to 2 on each unit's VFD to allow the units to restart after 120 seconds after a loss of power. Currently, the units have to be manually reset after a power outage. The replacement of panels on each unit has not yet been completed.

New Business

- The Code of Ethics for School Board Members was reviewed. Board members signed and returned the Acknowledgement of Receipt of the Code of Ethics.
- Filing of 2026 Personal/Relative and Financial Disclosure Statements - Information forthcoming

Committee Reports

None

PUBLIC COMMENT – OPEN

None

EXECUTIVE SESSION

Motion made by Ms. Hogate, second by Mrs. Weber that the Board enter into Executive Session by Resolution at 7:24 p.m., from which the general public will be excluded:

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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 7:56 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.

Ms. Hogate left the meeting (7:40 p.m.).

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

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Motion Carried: 5-0-0

RESUME PUBLIC SESSION

Motion made by Mrs. Weber, second by Mrs. Sheffield to return to the public portion of the meeting at 7:56 p.m.

VOICE VOTE: Unanimously approved

Motion Carried: 5-0-0

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 7:56 p.m.

VOICE VOTE: Unanimously approved

Motion Carried: 5-0-0

Respectfully submitted,

Melanie M. Allen
Business Administrator/Board Secretary