

**ELSINBORO TOWNSHIP BOARD OF EDUCATION
REGULAR MEETING MINUTES
February 16, 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 Wednesday, February 16, 2022 at 6:31 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.

OATH OF OFFICE

Ms. Melanie M. Allen, Board Secretary, issued the Oath of Office to re-elected Board Member:
Victoria Galasso - Three Year Term, 2022-2024

ROLL CALL OF MEMBERS

Members Present: Mr. Damian Carlson, Mrs. Kelly Anne Delaney, Mrs. Victoria Galasso, Mr. Michael Khairzada, Mrs. Kathleen Sheffield, Mrs. Kay Weber

Members Absent: Mr. Jeffrey Stepler

Also in attendance: Mrs. Coni McAllister, Superintendent; Ms. Melanie M. Allen, Board Secretary/Business Administrator; and 2 staff members

APPROVAL OF MINUTES

Motion made by Mr. Khairzada, second by Mrs. Weber to approve the regular session and executive session meeting minutes of January 5, 2022 as submitted by the Board Secretary and as per the recommendation of the Superintendent and 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

Workshop Participation

The following workshop participation:

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STAFF	LOCATION	WORKSHOP	DATE	COST	SUB COST	MILEAGE
Laural Kretzer	Virtual	NJSACC Symposium on Evidence-Based Practices in Afterschool and Summer Learning Programs	1/26/22	\$75	N/A	N/A
Tim Fox	Virtual	50 Best Strategies ELA 6-12	On On Demand	\$279	N/A	N/A
Glennnda Nelson	Live Stream	What's New in Children's Books and Strategies, Tools, And Resources	3/9/22	\$279	\$90	N/A
Joe Sarbello	Live Stream	50 Best Strategies for Enhancing Science Instruction	3/4/22	\$279	\$90	N/A
Glennnda Nelson	Live Stream	Technology to Accelerate Learning	3/23/22	\$279	\$90	N/A

PERSONNEL - SUPPORT

2021-2022 SACC Positions

The following SACC positions for the 2021-2022 School Year:

Part-Time SACC Workers:

- Andrea Liber effective December 13, 2021 at the rate of \$14.50 per hour
- Kaitlyn May effective December 10, 2021 at the rate of \$14.50 per hour

OTHER BUSINESS

HIB Report - Approval

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

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

School Safety Data System Report

The School Safety Data System report period 1 (Sept. 1, 2021-Dec. 31, 2021) noting 0 HIB incidents, 1 alleged HIB, 2 HIB training, 2 HIB program.

Use of Facilities

The use of the facilities for the following:

Elsinboro Township Committee

March 2, 2022 from 6:30 pm - 8:00 pm. Shad Roe road project. All-purpose room for approximately 15-20 people (invitation only).

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

Motion Carried: 6-0-0

BOARD SECRETARY/BUSINESS ADMINISTRATOR REPORT

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

BOARD SECRETARY REPORT/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 **December 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 **December 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 no changes in anticipated revenue amounts and sources for the months ending **December 31, 2021**.

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BOARD SECRETARY REPORT/CERTIFICATION

Board's Certification

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Board Secretary's Certification:

Pursuant to N.J.A.C. 6A:23A-16.10 (c) 3, I certify that as of **January 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 months ending **January 31, 2022**.

Cash Reconciliation Report

The Cash Reconciliation reports for the months ending December 31, 2021 and January 31, 2022.

Bills to be Paid

The bills list for January, 2022 and February, 2022 and payroll and agency for January, 2022.

Void Check

The voiding of check #001502 dated 9/16/2019 in the amount of \$139.45 payable to Plank Road Publishing, Inc. The vendor confirms that the district's account has been paid in full.

Transfers

The transfers for the month of December, 2021 and January, 2022.

Resolution 2022-1 Special Education Medicaid Initiative (SEMI) Program

Resolution 2022-1 as presented:

**RESOLUTION 2022-1
Waiver Requirements
Special Education Medicaid Initiative (SEMI) Program**

Whereas, N.J.A.C. 6A:23A-5.3 provides that a school district may request a waiver of compliance with respect to the district's participation in the Special Education Medicaid Initiative (SEMI) Program for the 2022-23 school year within 45 days of the budget submission due date, and

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Whereas, the Elsinboro Township Board of Education desires to apply for this waiver due to the fact that it projects having fewer than 40 Medicaid eligible classified students,

Now Therefore Be It Resolved, that the Elsinboro Township Board of Education hereby authorizes the Chief School Administrator to submit to the Executive County Superintendent of Schools in the County of Salem an appropriate waiver of the requirements of NJAC 6A:23A-5.3 for the 2022-2023 school year.

Health and Safety Evaluation of School Buildings SoA

The Health and Safety Evaluation of School Buildings Checklist Statement of Assurance for the 2021-2022 school year. The SoA acknowledges that the district has completed the yearly Checklist before December 30, 2021.

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

DISCUSSION ITEMS/FYI

- Fire Drill - January 27, 2022, 1:07 pm, 1 min., 11 secs., 108 students, 20 staff, sunny, 32 degrees, station 5
- Security Drill - January 26, 2022, 1:42 pm, Lockdown, 3 min., 55 secs., all staff and students participated, A lockdown was called at 1:42 p.m. 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.
- Elsinboro Enrollment 2021-2022 - 119 students
- February Calendar
- February Pillars of Character - Julie Hofacker
- Field Trips will be reinstated for the remainder of the 2021-2022 school year.
- Mask Mandate - Optional as of March 7, 2022
- The CSA reviewed the NJSLA results for:
 - ELA 3-8
 - Math 3-8
 - Science 5 & 8
 - Mrs. McAllister and the Board recognized and thanked the applicable staff members for their efforts and achievements on these tests.
- Regionalization
 - Salem County K-8 schools Superintendents are scheduling meetings to discuss additional ways in which services can be shared and resources coordinated.
 - The Business Administrator briefly reviewed the Feasibility Study Recommendations, specifically the effects on Elsinboro School's Board membership and tax levy.
 - Presentation to Feasibility Study members by Mrs. McAllister (video provided to Board)

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PRESIDENT'S REPORT

COMMUNICATIONS TO THE BOARD

- Letter from the Staff of Elsinboro Township School regarding the endorsement of a CSA candidate

OLD BUSINESS

- The Business Administrator shared that Northeast, the generator installation vendor, has done great work. After the remaining wiring work is finished, the generator will be ready for testing. Kelvin Lam, Foley, Inc. Account Manager, will be onsite during testing. Mr. Schenck will use a portable fuel tank to fill the generator with diesel fuel in preparation for project completion/testing.
- The pre-application meeting was held on January 27, 2022 with the NJDEP and attended by Andrew Yoder, Remington & Vernick Engineers. A summary of the meeting was provided to the Board and included information 'regarding the existing conditions of wetlands and transition areas that affect the school parking lot extension.' Mr. Yoder will be invited to attend a future Board meeting to provide additional information and guidance to the Board.
The owner of the property across the road from the school was identified and will be contacted to ask if the engineers could access the property as needed for the completion of a transition waiver area permit.
- Filing of Personal/Relative and Financial Disclosure Statements - New board members must file no later than March 4, 2022. All other school officials must file no later than April 30, 2022. An email with instructions for completing the Disclosure Statements was sent from the Business Administrator on February 11.

NEW BUSINESS

- NJSBA Mandated Training Requirements for 2022:
 - Delaney- Governance IV
 - Galasso- Governance IV
 - Stepler- Governance IVPlease let Ms. Allen know if you're interested in self-paced online training, live online training, or in-person training.
- S1414 - Possibility of change in the date of Governor's budget message from February 22 to March 8 (would delay receipt of State Aid figures until March 10 and possibly change the date the budget is due to the County Office)

COMMITTEE REPORTS

- Personnel Committee (appropriate for Executive Session)

FYI

- Next Board Meeting - March 14, 2022 (2nd Monday)

EXECUTIVE SESSION

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Motion made by Mr. Khairzada, second by Mrs. Sheffield that the Board enter into Executive Session by Resolution at 7:06 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 7:18 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:

- Personnel Matters - Superintendent Search

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: 6-0-0

RESUME PUBLIC PORTION

Motion made by Mr. Khairzada, second by Mrs. Sheffield to return to the public portion of the meeting at 7:18 p.m.

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

PUBLIC COMMENT

None

ADJOURNMENT

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Motion by Mr. Khairzada, second by Mr. Carlson, that there being no further business to be brought before the Board, that the meeting be adjourned at 7:18 p.m.

VOICE VOTE: Unanimously approved

Motion carried: 6-0-0

Respectfully submitted,

Melanie M. Allen
Business Administrator/Board Secretary