

**ELSINBORO BOARD OF EDUCATION
REGULAR MEETING MINUTES
February 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 Wednesday, February 21, 2024 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*, 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.

PLEDGE TO THE FLAG

Mrs. Delaney, Board President, led the Pledge of Allegiance to the flag.

ROLL CALL OF MEMBERS

Members Present: Kelly Anne Delaney, Jenna Hogate, Kathleen Sheffield, John Sieber, Madinah Thomas (arrived at 6:37 p.m.), Kay Weber
Also in attendance: Mrs. Laural Kretzer, Chief School Administrator; Ms. Melanie M. Allen, Board Secretary/Business Administrator; Staff Member; Public

EXECUTIVE SESSION

Motion made by Mrs. Sheffield, second by Mrs. Weber that the Board enter into Executive Session by Resolution at 6:32 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 6:51 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 - **Interview Board of Education Candidate: Damian Carlson**
- Confidential Matters per Statute or Court Order - Student Matter - **HIB**

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: Ms. Hogate, Mrs. Sheffield, Mrs. Weber, Mr. Sieber, Mrs. Delaney
Motion Carried: 5-0-0

Ms. Thomas entered the meeting during Executive Session (6:37 p.m.).

RESUME PUBLIC SESSION

Motion made by Mrs. Sheffield, second by Ms. Hogate to return to the public portion of the meeting at 6:51 p.m.

VOICE VOTE: Unanimously approved

Motion Carried: 6-0-0

APPOINTMENT OF BOARD OF EDUCATION MEMBER

Motion made by Mrs. Sheffield, second by Mrs. Weber to approve Damian Carlson to the Elsinboro Township Board of Education to fill the one-year unexpired seat on the Board for the remainder of the 2024 calendar year only.

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

Motion Carried: 6-0-0

APPROVAL OF MINUTES

Motion made by Ms. Hogate, second by Ms. Thomas to approve the regular and executive session meeting minutes of January 3, 2024 and the special and executive session meeting minutes of February 7, 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: 6-0-0

PUBLIC COMMENT - AGENDA ITEMS

John Turner (662 Salem - Ft. Elfsborg Road) asked for the status of the retention basin located in front of the school. He suggested that interim goals be given to the engineer to address the problem of the water not draining properly. He asked if the engineer had talked with anyone other than the designer employed by the same engineering firm.

Mrs. Delaney replied that the basin was required as part of the parking lot expansion project. Additional work, at an additional cost to the district, on the basin was completed as recommended by the engineer with a goal to increase the speed at which the basin drained. The work has not proven successful.

Ms. Allen added that a fence will be installed around the basin. She spoke with the engineer this morning and provided pictures of the basin showing the current high water level.

The engineer will share the pictures with the designer and request suggestions to address the issue.

CHIEF SCHOOL ADMINISTRATOR’S REPORT

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

PERSONNEL – PROFESSIONAL

Resignation - Special Education Teacher

With regret, the resignation of Fawn Kiernan, Special Education teacher, effective February 9, 2024. Mrs. Kiernan has been with the district for 1.5 years.

2023-2024 Stipend Position

The following change in stipend position for the 2023-2024 school year:

Late Bus Duty (\$600/year)- Replace Fawn Kiernan with Amanda Hyatt effective February 1, 2024 (stipend will be prorated based on effective date)

Substitute

Diana Pompper as a substitute teacher for the remainder of the 2023-2024 school year at a rate of \$125.00 per diem.

PERSONNEL - SUPPORT

Workshop Participation

The following workshop participation:

| STAFF | LOCATION | WORKSHOP | DATE | COST | SUB COST | MILEAGE |
|-------------------------|-------------------------|---|--|---------------------|----------|---------|
| Lauren Morgan | Quinton Twp. School | Penn Literacy Workshop Series | 2/5/24 2/26/24 3/8/24 3/25/24 | \$1,150.00 | N/A | N/A |
| Pam Marts | Salem County Fire House | Stop The Bleed Training | 04/24/24 | \$0.00 | \$150.00 | N/A |
| Amy Weinert & Pam Marts | Atlantic City, NJ | School Climate & Anti-Bullying Conference | 05/21/24-05/22/24 | \$299.00 per person | \$275.00 | N/A |

OTHER BUSINESS

Job Descriptions

District Job Descriptions as presented. Per NJQSAC, these documents must be reviewed by the Board on a periodic basis.

HIB Report - Approval

The Superintendent’s monthly Harassment, Intimidation, and Bullying Report for December 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

The Superintendent’s monthly Harassment, Intimidation, and Bullying Report for January 2024 as presented:

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

Field Trips

Mr. Sarbello and 10 students to go to Chemours Site in Pennsville, NJ on March 19, 2024 from 8:40-11:45am. The students will be observing the site's soil, pond and birds. There is no cost to the students and the bus will be shared with Alloway and paid by Chemours as part of a grant.

Mrs. Schneider, Mrs. Rieger, Mrs. Boyle and 37 students to go to Salem Community College on March 7th, 2024 from 8:45am - 2:15pm to participate in KIC. The students will be presenting their projects and participating in group science related activities. There is no cost to the students, bus cost is \$560.00.

Mrs. Boyle, 1 chaperone and 11 students (5th grade) to go to JA Finance Park/JA Biztown in Wilmington, Delaware on March 13, 2024, from 8:30am - 1:30pm for the students to participate in the JA Biztown program. There is no cost to the students, the bus will be shared with Quinton.

Appointment of Committees/Representatives (Held for March Meeting)

The appointment of the following Committees/Representatives for 2024:

- a. NJSBA Delegate & Alternate
- b. SCSBA Delegate & Alternate
- c. Academic Policy Committee
- d. Building/Grounds Committee
- e. Budget/Finance/Negotiations Committee
- f. Curriculum Committee
- g. Education Liaison
- h. Personnel Committee
- i. Elsinboro School Association Representative

These positions were tabled until the next meeting in order to include Mr. Carlson in the appointments.

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

Motion Carried: 6-0-0

Motion made by Mrs. Sheffield, second by Ms. Hogate to reject the following recommendation as presented by the Chief School Administrator:

HIB Report - Approval

The Superintendent’s monthly Harassment, Intimidation, and Bullying Report for November 2023 as presented:

| | |
|--|---|
| HIB Investigations: | |
| Reported: | 1 |
| Completed: | 1 |
| # of incidents ruled as HIB: | 1 |
| # of incidents ruled as not falling under HIB: | 0 |

The Board’s rejection results in the following change:

| | |
|--|-----|
| HIB Investigations: | |
| Reported: | 1 |
| Completed: | 1 |
| # of incidents ruled as HIB: | 4 0 |
| # of incidents ruled as not falling under HIB: | 0-1 |

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

Motion Carried: 6-0-0

BOARD SECRETARY/BUSINESS ADMINISTRATOR REPORT

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

2022-2023 Audit, Recommendations and Corrective Action Plan

The Board Secretary presented the 2022-2023 Audit, the Recommendations, and Corrective Action Plan for discussion. The following documents were provided:

- Annual Comprehensive Financial Report (ACFR)
- Auditor’s Management Report
- Corrective Action Plan

Resolution 2024-2 2022-2023 Audit, Recommendations and Corrective Action Plan

Resolution 2024-2 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 February 21, 2024,

Now Therefore Be It Resolved that the Elsinboro Township Board of Education accepts the audit for the 2022-2023 school year, fiscal year ending June 30, 2023, and approves the Corrective Action Plan (CAP) as follows:

School Food Service: Finding 2023-1: Meal Reimbursement requests should be submitted within 60 days.

School Food Service: Finding 2023-2 (also PY Finding 2022-1): The Board should implement a corrective action plan to effectively reduce the net cash resources on hand in the Food Service Fund through capital expenditure or otherwise.

Facilities and Capital Assets: Finding 2023-3: Additions, deletions and other adjustments to the District's Fixed Asset Record should be submitted to the outside vendor in a timely manner, in order to reflect updated annual information in the financial statements.

Bills to be Paid

The bills list for January, 2024 and February, 2024 and payroll and agency for December, 2023 and January, 2024.

Resolution 2024-1 Special Education Medicaid Initiative (SEMI) Program
Resolution 2024-1 as presented:

RESOLUTION 2024-1
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 2024-2025 school year within 45 days of the budget submission due date, and

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 (9 students are projected for the 2024-2025 school year),

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 in the County of Salem an appropriate waiver of the requirements of NJAC 6A:23A-5.3 for the 2024-2025 school year.

E-Rate Services Agreement with e2e Exchange

The renewal Agreement with e2e Exchange, LLC for e-rate consultant services effective July 1, 2023 through June 30, 2025 at the fees listed for Category One and Category Two (including Bid Management Services) (if funding is applied for funding). At this time, the district is eligible for a Category One reimbursement rate of up to 80% of eligible costs (offsets the cost of internet services).

Local Recreation Improvement Grant Application

The submission of an application to the NJ Department of Community Affairs for the FY 2024 Local Recreation Improvement Grant. The application includes the cost to update the existing school playground including the purchase and installation of new equipment.

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

Motion Carried: 6-0-0

DISCUSSION ITEMS/FYI

- Fire Drill - January 3, 2024, 2:18 p.m., 1 min. 7 secs., 103 students, 28 staff, sunny 43 degrees, station 1.
- Fire Drill - February 1, 2024, 1:18 pm, 1 min. 13 secs, 104 students, 24 staff, sunny 47 degrees, station 8.
- Security Drill - January 30, 2024, 1:19 p.m., Bomb Threat Drill, 27 minutes, cloudy, 41 degrees, 108 students, 26 staff, Cpl. Jack Smith, a lockdown was called by Mrs. E Schneider. All students and staff remained in their classrooms and were then evacuated to the gymnasium.
- Enrollment - January 2024: 114 students; February 2024: 113 students
- February Calendar
- February Pillars of Character - Julie Hofacker
- Congratulations to the Elsinboro Science Fair winners! The winners will move on to the Salem County Science Fair in March.
- The 100th Day of School was celebrated on February 15, 2024.
- Students of the Month were recognized on February 7, 2024.
- Honor Roll Awards were presented on February 5, 2024.
- 8th Grade Dialogue Representative - Sol Elmer
- Read Across America Week activities will take place during the week of February 26, 2024.
- Tuesday, April 2, 2024 will now be an in-session day as a make-up day for inclement weather.
- Mrs. Kretzer shared an email received from Assemblyman Dave Bailey regarding discussions at the State level about drones flying near schools. It is recommended that both the Township and the Board institute drone policies.
- The six new green cafeteria tables have arrived and look great!

PRESIDENT'S REPORT

Communications to the Board

Old Business

- The Business Administrator provided a handout listing the proposals received for the air conditioning in the gym project. She shared guidance received from the Salem County Executive County Business Official.
- Electricity has been transferred from the trailer to the pole barn. The mini split unit in the temperature controlled room is operating and all lighting has been installed inside and outside of the building. The leveling of dirt around the pole barn/light landscaping work is all that remains to be completed.
- An email has been sent to the Board Solicitor about the status of the exterior doors replacement project. The BA will send all correspondence, pictures, videos, etc. for the Solicitor's review.
- Filing of Personal/Relative and Financial Disclosure Statements - New school officials must file within 30 days of taking office. Returning school officials must file no later than April 30, 2024. An email with instructions for completing the Disclosure Statements was sent from the Business Administrator on January 16.

New Business

- NJSBA Mandated Training Requirements for 2024:
 - Hogate, Sieber- Governance I
 - Thomas- Governance II (*Set to be released by NJSBA in mid-February*)
 - Weber- Governance IV (*Set to be released by NJSBA in mid-February*)

- Mr. Sieber suggested that the Salem City Police Department and Salem County Sheriff's Department be contacted and offered a tour of the school in order to familiarize officers with the building. In the event of an emergency, officers from those departments will most likely be some of the first responders. The idea of installing Knox boxes on the exterior of the building that require a code, not a key, to open was also discussed.

Committee Reports

- Ms. Thomas provided information from the Salem City Board of Education meeting held on February 14, 2024.

FYI

Next Board Meeting - March 18, 2024

PUBLIC COMMENT - OPEN

Mrs. Rieger stated that Elsinboro's Academic League students will be competing in the championship at Salem Community College on February 28, 2024.

EXECUTIVE SESSION

Motion made by Mrs. Weber, second by Mrs. Sheffield that the Board enter into Executive Session by Resolution at 7:56 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 8:20 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 - **Support Staff at Retirement**

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: Ms. Hogate, Mrs. Sheffield, Ms. Thomas, Mr. Sieber, Mrs. Weber, Mrs. Delaney

Motion Carried: 6-0-0

RESUME PUBLIC SESSION

Motion made by Ms. Hogate, second by Ms. Thomas to return to the public portion of the meeting at 8:20 p.m.

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

Motion made by Ms. Hogate, second by Mrs. Sheffield to approve payment to Robin Stepler for earned but unused sick days at the time of retirement (January 1, 2024) in the amount of \$3,850 (77 days at \$50/day) and payment for earned but unused vacation days in the amount of \$184.80 (1 day at \$184.80/day).

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

Motion made by Mrs. Sheffield, second by Ms. Hogate to approve the enrollment of Kelly Finley, Food Service Manager, in the district’s medical and dental benefits plans with coverage at the level of parent/child(ren) effective immediately.

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

Motion made by Mrs. Sheffield, second by Ms. Hogate to authorize the Elsinboro Education Association to submit a Sidebar Agreement to the Board for consideration for the purpose of allowing employees to elect single or parent/child(ren) medical and dental health benefits at the time of hire.

ROLL CALL VOTE: YES: Ms. Hogate, Mrs. Sheffield, Ms. Thomas, Mr. Sieber, Mrs. Delaney
ABSTAIN: Mrs. Weber
Motion Carried: 5-0-1

ADJOURNMENT

Motion made by Ms. Hogate, second by Mrs. Sheffield that there being no further business to be brought before the Board that the meeting be adjourned at 8:28 p.m.

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

Respectfully submitted,

Melanie M. Allen
Business Administrator/Board Secretary