

**ELSINBORO BOARD OF EDUCATION
REGULAR MEETING MINUTES
September 16, 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, September 16, 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.

ROLL CALL OF MEMBERS

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

Members Absent: Madinah Thomas

Also in Attendance: Mrs. Laural Kretzer, Chief School Administrator; Ms. Melanie M. Allen, Board Secretary/Business Administrator; 1 Staff Member

APPROVAL OF MINUTES

Motion made by Ms. Hogate, second by Mrs. Weber to approve the regular and executive session meeting minutes of August 19, 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

None

CHIEF SCHOOL ADMINISTRATOR'S REPORT

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

FMLA/NJFLA Leave of Absence - A. Halus

The request from Aimee Halus for an FMLA/NJFLA leave of absence beginning September 3, 2024 on an intermittent basis for a total period of leave of 8 weeks. Mrs. Halus' leave will be unpaid.

Long Term Substitute Teacher - Basic Skills

Donna Ascenzi as a long-term substitute teacher for basic skills effective September 4, 2024, through on/about December 3, 2024, at the Board approved long-term substitute teacher rates.

School Nurse Certification Coursework - Tuition Reimbursement

The Graduate coursework request from Pamela Marts for nine (9) credits taken through Rutgers University- Camden toward attainment of her School Nurse Certification. Reimbursement will be provided in the amount of \$8,577.00.

Salary Guide Movement - P. Marts

The request from Pamela Marts to increase her salary from BA Scale, Step 11, with an annual salary of \$63,723 to BA+15 Scale, Step 11 with an annual salary of \$64,223 (prorated based on effective date). Mrs. Marts has obtained 15 credits toward the attainment of her Master’s Degree.

Threat Assessment Team

The following staff to serve on the district’s Threat Assessment Team as per P.L. 2022, c. 83: Cindy Angel-Leon, CST; Amy Weinert; Julie Hofacker; Melanie Allen; Laural Kretzer; Jack Smith, Resource Officer or other Representative from the LAC PD; Pam Marts; and Bethany Hannah.

2024-2025 Stipend Position

The following stipend position for the 2024-2025 School Year:

Late Bus Duty (\$600/year) - Elizabeth Schneider

PERSONNEL – SUPPORT

Workshop Participation

The following workshop participation:

STAFF	LOCATION	WORKSHOP	DATE	COST	SUB COST	MILEAGE
Kelly Finley, Food Service Director	Virtual	ServSafe Certification	At Own Pace	\$179	N/A	N/A
Tammy Rieger	Camden Aquarium	Impact of Climate Change on Small & Mid-Size Urban Areas	10/07/24	N/A	\$125	N/A
Tammy Rieger	Woodstown High School	Climate Change Learning Core #2	10/17/24	N/A	\$125	N/A
Tammy Rieger	Virtual	Sustainable Jersey Resources	12/11/24	N/A	\$125	N/A
Tammy Rieger	Rowan College of SJ Cumberland	Climate Change Learning Core #1	12/5/24	N/A	\$125	N/A
Tammy Rieger	Virtual	Climate Change Learning Core #6	11/20/24	N/A	N/A	N/A
Glennnda Nelson	Virtual - Live	Elevating Reading Workshop	12/5/24	\$295	\$125	N/A

OTHER BUSINESS

Safety and Security Plan

The Elsinboro Township School’s Safety and Security Plan for 2024-2025 as presented.

Gifted & Talented Handbook

The Elsinboro Township School’s Gifted & Talented Handbook for 2024-2025 as presented.

Nurses Standing Orders 2024-2025

The Nurse's Standing Orders for 2024-2025 as attached. A copy of the orders will be on file in the Nurse's office and in the Business Office.

Nursing Services Plan 2024-2025

The Nursing Services Plan for 2024-2025 as attached. A copy of the plan will be on file in the Nurse's office and in the Business Office.

Use of Facilities

The building by the Elsinboro School Association, 10/18/2024, 4:00-9:00 pm, for Halloween Trunk or Treat. They will be in the parking lot, cleaning up after themselves. ESA President, Tiffany Rieck, will be the person in charge.

The use of the building by Elsinboro Youth Basketball League from November 2024 - March 2025 during after school hours and weekends. Bethany Hannah will be the person in charge.

SSDS

The School Safety Data System report period 2 (Jan 1-June 30, 2024) noting 3 alleged HIB, 0 HIB training, and 10 HIB Programs.

HIB Report - Acknowledgement

Acknowledge the Chief School Administrator's monthly Harassment, Intimidation and Bullying Report for **September 2024** as presented:

HIB Investigations:	
Reported:	0
Completed:	0
Number of incidents ruled as Harassment, Intimidation or Bullying:	0
Number of incidents ruled as not falling under the HIB provisions:	0

Field Trips

The Academic Club and Mrs. Rieger to attend an academic meet at Mannington Township School on October 8, 2024 from 12:00 noon to 1:30 pm. Bus cost is \$315.00.

Mrs. Rieger and Mrs. Boyle to take the 4th and 5th grade classes to Salem River Inn on October 22, 2024 from 8:30 am to 10:30 am to clean up the beach and conduct a microplastic study in the river. There is no cost to the student and the bus will be funded by the Salem River Inn.

Mrs. Hofacker to take Culture Club students to Woodstown Central Railroad on October 18, 2024 from 3:00 pm to 4:30 pm. There is no cost to the students. Bus cost is \$365.00. Culture Club grant funds will be used to pay for the cost of the bus.

ABSTAIN: Ms. Hogate

Motion Carried: 5-0-1

Mrs. Hofacker to take Culture Club students to The Hancock House Historic Site on October 23, 2024 from 5:00 pm to 8:00 pm where they will learn about the impact of the Hancock House during the American Revolution. There is no cost to the students. Bus cost is \$365.00. Culture Club grant funds will be used to pay for the cost of the bus.

ABSTAIN: Ms. Hogate

Motion Carried: 5-0-1

The Academic Club and Mrs. Rieger to attend an academic meet at Oldmans Township School on November 5, 2024 from 9:00 am to 10:30 pm. Bus cost is \$315.00.

The Academic Club and Mrs. Rieger to attend an academic meet at Alloway Township School on December 3, 2024 from 12:00 noon to 1:30 pm. Bus cost is \$315.00.

The Academic Club and Mrs. Rieger to attend an academic meet at Pennsville Middle School on January 7, 2025 from 9:00 am to 10:40 am. Bus cost is \$315.00.

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

ABSTAIN: Ms. Hogate on Field Trips - Culture Club (see above)

Motion Carried: 5-0-1

All Other Motions Carried: 7-0-0

PRESENTATION

Frank Radey, Radey Associates Architects, provided an overview of the *Elsinboro School Multi-Purpose Room HVAC Replacement Project*. Mr. Radey reported on the project specifications, bidding process, and timeline, and answered Board members’ questions.

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

The bills lists (2) for September, 2024.

2024 ESY Out of District Transportation

The following transportation routes with GCSSSD for 2024 ESY Transportation. A 7% administrative fee is charged by GCSSSD in addition to the costs shown.

Route Number	Destination	Number of Elsinboro Students (est.)	Estimated Per Diem Cost*
SS612	SCSSSD Summer Program held at SCVTS	1	\$348.11
SS592Q	Creative Achievement	4	\$68.50 per student (Cost to be reimbursed by resident districts)

GCSSSD Transportation - Contracted Bus Routes 2024-2025

The 2024-2025 school year transportation for the following students. A 7% administrative fee is charged by GCSSSD in addition to the costs shown.

Route Number	Destination	Estimated Per Diem Cost*	New/Renewal	Number of Elsinboro Students (est.)
Y1564	SCVTS - WHS	\$502.77*	Renewal	3

Y313	SCVTS - PGHS	\$97.93*	New	1
Y1802	SCVTS - PVHS	\$234.89*	Renewal	2 effec. 9/5 only
Y1184	SCSSSD - Regional Day/Salem Campus	\$424.48*	Renewal	1
Y1907Q	Creative Achievement	\$483.94 (inc bus aide)	New	4 effec. 9/5-9/10 w/ aide 3 effec. 9/11 w/o aide (Cost to be reimbursed by resident districts)
Y1909Q	Creative Achievement	\$379.00	New	1 effec. 9/13 (Cost to be reimbursed by resident district)

*Routes may contain students from multiple districts and cost is divided among those districts

Out of District Placement Contracts 2024-2025

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

Placement	SID#	Dates	Tuition Cost
SCSSSD - Regional Day School	6762132931	9/1/2024 - 6/30/2025	\$53,904
Pittsgrove Twp. School District	3599130560	9/1/2024 - 6/30/2025	\$14,426

2024-2025 Parental Contract for Student Transportation

Entering into a Parental Contract for Student Transportation with Mrs. Tiffany Rieck for transportation of her child to/from Pittsgrove Middle School from/to home effective September 1, 2024 through June 30, 2025 at a cost of \$50.00 per day, total cost not to exceed \$9,000.00 for this contract. Payment to Mrs. Rieck is in lieu of the district contracting for transportation services for this student.

Vended Meals Contract 2024-2025 - Revised

Entering into a Vended Meals Contract for the 2024-2025 school year with Quinton Township School District at the following rates:

Student lunch: \$3.25

Adult lunch: \$4.75

The estimated total cost of the contract is \$43,420.00. This is the second year for this arrangement.

Award to McCloskey Mechanical Contractors, Inc. - Multi-Purpose Room HVAC Project

Awarding the Elsinboro Township School District Multi-Purpose Room HVAC project to McCloskey Mechanical Contractors, Inc. in the amount of \$315,000.00 representing Grand Total Base Bid.

McCloskey Mechanical Contractors, Inc. was the low bidder out of the five (5) bids opened on September 12, 2024. All bids were opened and reviewed by Radey Associates Architects. The Board Solicitor has confirmed that McCloskey has fully complied with and responded to the Bid.

Capital Reserve Withdrawal

A withdrawal from the district's Capital Reserve account in the amount of \$240,206 for the purpose of funding the Elsinboro School Multi-Purpose Room HVAC project during the 2024-2025 school year. Any unused funds will be deposited back into the Capital Reserve after completion of the project.

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

Motion Carried: 6-0-0

DISCUSSION ITEMS/FYI

- September Calendar
- Fire Drill- Thursday, Sept. 12, 2024, 2:13 pm, 1 min. 6 secs., 104 students, 22 staff, sunny, 85 degrees, station 7
- Enrollment - September 2024: 106 students
- Open House - 9/19/24
- Kindergarten Meet and Greet 8/22/24 and 8/26/24 (6 students attended)
- Pre-K Open House was held at Quinton, 9/4/24 10-11 am (8 students enrolled currently - 9 students will be enrolled in December)
- Signs have been installed in the parking lot to designate two 'visitors only' parking spaces.
- Officials from the NJ Department of Education Office of School Preparedness and Emergency Planning and Salem County Office of Education will conduct a security visit on 9/17/2024.
- List of Students who reached over 600 points on the Summer Reading Challenge and were rewarded with a pizza lunch
- List of Students who reached over 600 points on the Math Reading Challenge and were rewarded with a McDonald's lunch
- Classrooms updates:
 - 5th Grade ELA: We have just started reading our first marking period novel, Wonder. The students are super excited to continue reading to find out how August overcomes his fear of going to a real school for the first time due to a facial abnormality.
 - 4th Grade ELA: We have just started reading our first marking period novel, Because of Mr. Terupt. The students love it so far and are super excited to continue reading and discover what terrible accident the new teacher, Mr. Terupt, faces.

PRESIDENT'S REPORT

- Cumberland & Salem County SBA Hybrid Meeting - September 17, 2024, at 6:00 p.m. at the Salem River Inn (start time is 6:45 pm. for virtual option)
Topic: 'Salem Community College CAP Program'

Old Business

- The CSA reported that the trailer has not been removed as planned because there has been no communication from the person planning to remove it.

- Reminder to place wheel stop markers throughout the parking lot in preparation for snow plowing by Township staff

New Business

- A Policy Wellness Check will be conducted by NJSBA (no cost to the district) on the Board's current Policy manual.

Committee Reports

None

PUBLIC COMMENT – OPEN

None

EXECUTIVE SESSION

Motion made by Mr. Carlson, second by Mrs. Weber that the Board enter into Executive Session by Resolution at 7:14 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 7:46 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, Mrs. Delaney

Motion Carried: 6-0-0

RESUME PUBLIC SESSION

Motion made by Mr. Carlson, second by Mrs. Weber to return to the public portion of the meeting at 7:21 p.m.

VOICE VOTE: Unanimously approved

Motion Carried: 6-0-0

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 7:21 p.m.

VOICE VOTE: Unanimously approved

Motion Carried: 6-0-0

Respectfully submitted,

Melanie M. Allen
Business Administrator/Board Secretary