

**EL SINBORO BOARD OF EDUCATION  
REGULAR MEETING MINUTES  
July 21, 2025**

**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, July 21, 2025 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 virtually 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, on the front door, and on the district's website *Note: The meeting was held virtually due to summer maintenance projects in the school building, and notice of the change in meeting location was posted on the district's website, Facebook page, and on the front door.*

**PLEDGE TO THE FLAG**

Mrs. Delaney led the Pledge of Allegiance to the flag.

**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; Public

**APPROVAL OF MINUTES**

Motion made by Mrs. Weber, second by Mrs. Sheffield to approve the regular and executive session meeting minutes of June 16, 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**

Eric Fizur, 618 Salem-Fort Elfsborg Road, asked when parents will be made aware of the updates to the district's uniform policy.

Mrs. Kretzer replied that parents would be notified of the changes following approval by the Board.

**CHIEF SCHOOL ADMINISTRATOR'S REPORT**

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

**PERSONNEL – PROFESSIONAL**

Employment - 4th/5th Grade Math/Science Teacher

The employment of Jenna Hudock as a 4th/5th Grade Math/Science Teacher for the 2025-2026 school year. Mrs. Hudock's start date will be September 1, 2025, and she will be paid on the BA +15 Scale, Step 3, with an annual salary of \$57,190 and benefits as per the EEA Agreement.

## **PERSONNEL - SUPPORT**

### Substitutes

Maxine Hengeli as a substitute office secretary, custodian, cafeteria worker, and instructional aide for the 2025-2026 school year at the Board approved rates, pending successful completion of all new hire paperwork.

Erica Palmer as a substitute office secretary and cafeteria worker for the 2025-2026 school year at the Board approved rates.

## **OTHER BUSINESS**

### Virtual Learning Plan 2025-2026

The Elsinboro Township School District's Virtual Learning Plan for the 2025-2026 school year and approve the submission of the Plan to the Salem County Office of Education by the deadline of July 31, 2025. The Plan would be implemented during a closure lasting more than three consecutive school days due to a declared state of emergency, a declared public health emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure.

### HIB Report - Approval

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

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

### Policy

Waive the second reading of the following policy, as revised, and adopt at the first reading in order to allow for timely notification of the revisions to parents/guardians:

| CODE   | POLICY          | STATUS                             |
|--------|-----------------|------------------------------------|
| 5132.5 | School Uniforms | First Reading & Adoption-Revisions |

**NO: Ms. Hogate**

**Motion Carried: 5-1-0**

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

**NO: Ms. Hogate Policy (see above)**

**Motion Carried: 5-1-0**

**All Other Motions Carried: 6-0-0**

## **BOARD SECRETARY/BUSINESS ADMINISTRATOR REPORT**

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

### Board Secretary 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 May 31, 2025 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 May 31, 2025, 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 month ending May 31, 2025.

### Cash Reconciliation Report

The Cash Reconciliation Report for the month of May, 2025.

### Transfers

The transfers for the month of May, 2025.

### Bills to be Paid

Payroll and agency for June, 2025 and the bills list (#1) for June 30, 2025.

### ESY Tuition Contract Agreement - GCSSSD

The Special Education Extended School Year Tuition Contract Agreement with Gloucester County Special Services School District effective July 7, 2025 through August 7, 2025 at a cost of \$4,770 for one resident Elsinboro student.

### Resolution No. 2025-9: Increase the Bid Threshold

The following Resolution:

#### **Resolution No. 2025-9 Increase the Bid Threshold**

WHEREAS, the State Treasurer, in consultation with the Governor and pursuant to N.J.S.A. 52:34-7 and N.J.S.A. 18A:18A-3(b) has increased the bid threshold amount for school districts whose School Business Administrator/Board Secretary does not possess a Qualified Purchasing Agent Certificate, from \$32,000 to \$39,000, effective July 1, 2025;

WHEREAS, the Elsinboro Township Board of Education would like to take advantage of the maximum statutory bid threshold amount of \$39,000;

NOW, THEREFORE BE IT RESOLVED that the Elsinboro Township Board of Education pursuant to N.J.S.A. 18A:18A-3(a) establishes and sets the bid threshold amount of \$39,000 for the school district and further authorizes the School Business Administrator/Board

Secretary to award contracts in full accordance with N.J.S.A. 18A:18A-3(a) for those purchases that do not exceed in the aggregate of the newly established bid threshold amount.

FUTHERMORE, for contracts in the aggregate that are less than the bid threshold but fifteen percent (15%) or more of the amount, the School Business Administrator/Board Secretary shall award contracts after soliciting at least two competitive quotations.

The School Business Administrator/Board Secretary, pursuant to N.J.S.A. 18A:18A-37(c) is authorized to award contracts that are in the aggregate less than fifteen percent (15%) of the bid threshold without soliciting competitive quotations.

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

#### **DISCUSSION ITEMS/FYI**

- Fire Drill - July 16, 2025, 10:10 am, 1 min. 0 secs., 22 students, 10 staff, sunny 83 degrees, station 1
- Thank you to Mrs. Weber and Bethany Hannah for helping to tackle the kindergarten supplies.

#### **PRESIDENT'S REPORT**

##### **Communications to the Board**

None

##### **Old Business**

- Several outstanding items still remain before the air conditioning in the gym project can be deemed complete including the installation of the motor for the variable speed exhaust fan and training on the programming controls. A follow up letter was sent to the McCloskey project manager by the district's Architect regarding a completion schedule. Unit 2 has an ongoing small leak that has been repaired a few times.

##### **New Business**

- Reminder - Completed School Election Petitions (Mrs. Sheffield and Ms. Thomas) shall be filed with the County Clerk on or before 4:00 p.m. on the last Monday of July, which is July 28, 2025. The County Clerk's Office is located at 110 Fifth St., Suite 200, Salem, NJ 08079.
- The Business Administrator thanked Roland Carter, SCVTS Food Service Director, for helping Elsinboro comply with the NJDoA requirement to offer a summer food service program for the second year in a row. Between the snack items purchased for Elsinboro by SCVTS and items remaining at the end of the school year, snacks were provided to all students each day of the summer program.
- Student Transportation Services To and From School - Bids Due 10:00 a.m. on August 6, 2025

##### **Committee Reports**

None

**FYI - Next meeting Monday, August 18, 2025**

## **EXECUTIVE SESSION**

Motion made by Mr. Carlson, second by Mrs. Weber that the Board enter into Executive Session by Resolution at 6:53 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 7:40 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, Mrs. Sheffield, Ms. Hogate, Mrs. Weber, Mr. Sieber, Mrs. Delaney**

***Motion Carried: 6-0-0***

## **RESUME PUBLIC SESSION**

Motion made by Ms. Hogate, second by Mrs. Sheffield to return to the public portion of the meeting at 7:40 p.m.

**VOICE VOTE: Unanimously approved**

***Motion Carried: 6-0-0***

## **PUBLIC COMMENT – OPEN**

Jeanette Harrington, 314 Quinton-Malboro Road, (Quinton Township Board of Education member) asked if there was any other way to obtain the link for tonight's Board meeting other than by contacting the Business Administrator.

Mrs. Delaney stated that the link could be obtained via the ways in which the meeting was advertised (i.e. newspaper, website). *Note: Instructions for obtaining the link were posted on the district's website, Facebook page, and on the front door of the school.*

Eric Fizur, 618 Salem-Fort Elfsborg Road, spoke as a follow up to comments made at a previous Board meeting regarding notification to parents when a student receives any type of discipline. Have any changes been made to the discipline policy?

Mrs. Kretzer responded that no changes have been made. Parents are notified via a telephone call and/or email when students are written up. A prior incident from last school year during which a parent was not notified immediately was addressed.

**ADJOURNMENT**

Motion made by Ms. Hogate, second by Mr. Carlson that there being no further business to be brought before the Board that the meeting be adjourned at 7:45 p.m.

**VOICE VOTE: Unanimously approved**

***Motion Carried: 6-0-0***

Respectfully submitted,

Melanie M. Allen  
Business Administrator/Board Secretary