

**ELSINBORO BOARD OF EDUCATION
REGULAR MEETING MINUTES
November 17, 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, November 17, 2025 at 6:33 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, on the front door, and on the district's website

PLEDGE TO THE FLAG

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

ROLL CALL OF MEMBERS

Members Present: Kelly Anne Delaney, Kathleen Sheffield, John Sieber, Madinah Thomas, Kay Weber

Members Absent: Damian Carlson, Jenna Hogate

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

APPROVAL OF MINUTES

Motion made by Mrs. Weber, second by Mrs. Sheffield to approve the regular and executive session meeting minutes of October 20, 2025 as submitted by the Board Secretary and as per the recommendation of the Chief School Administrator and Business Administrator.

Motion Carried: 5-0-0

PUBLIC COMMENT - AGENDA ITEMS

None

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	MILEAGE	ANTICIPATED SUB COST
B. Schneider	Atlantic City	NJMEA State Convention	2/19/2026 & 2/20/2026	\$225.00	Yes	\$125.00

J. Sarbello	Virtual	Improving Learning Outcomes for All Students in Your Science Classroom (Grades 6-12)	12/12/2025	\$295.00 (Title IIA)	N/A	\$125.00
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PERSONNEL – SUPPORT

None

OTHER BUSINESS

HIB Report - Approval

Approve the Superintendent's monthly Harassment, Intimidation, and Bullying Report for **October 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 **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

Field Trips

Ms. Minichino and the eighth grade class (16 students) to go to Salem High School in Salem, NJ to visit the high school as a possible choice to attend next year, on December 10, 2025 from 8:45 am - 12:30 pm. There is no cost to the students. The bus cost will be provided by Salem High School.

Mrs. Weinert to take the Middle School Academic League (12 students) to an Academic League Competition at PennsGrove Middle School on Tuesday, January 6, 2026 from 12:00 pm - 2:15 pm. There is no cost to the students and the bus cost is \$320.00.

Mrs. Weinert to take the Middle School Academic League (12 students) to an Academic League Competition at Mannington Township School on Tuesday, February 3, 2026 from 9:00 am - 11:00 am. There is no cost to the students and the bus cost is \$300.00.

Mrs. Halus, Ms. Gwinn, and 12 additional chaperones to take Kindergarten and 1st grade (12 students) to Adventure Aquarium, 1 Riverside Drive, Camden NJ on Tuesday, March 27, 2026 from 9:15 am - 2:30 pm. to explore and learn about animals and sea life. Cost to students is \$19.00. The bus cost is \$590.00.

Mr. Sarbello and Ms. Minichino to take 6,7,8 grades (26 students) to Salem Community College, 460 Hollywood Avenue Carneys Point NJ on Wednesday, March 11, 2026 from 9:25 am - 1:30 pm. for the Salem County Science Fair. There is no cost to the students. The bus cost is \$490.00.

Ms. Minichino to take 4-8 grades (25 students) to Salem Community College, 460 Hollywood Avenue Carneys Point NJ on Tuesday, May 27, 2026 from 9:00 am - 2:30 pm. for the Math Showcase. There is no cost to the students. The bus cost is \$610.00.

Use of Facilities

The use of the building on 11/14/2025, 5:00 pm - 8:30 pm, for Family Movie Night. The gymnasium and bathrooms will be used and will be cleaned up following the event. Julie Hofacker will be the person in charge. (email sent by CSA to Board on 11/3/2025)

The use of the building by Elsinboro MAPSA, 12/5/2025, 4:00 pm - 9:00 pm, for the Annual Tree Lighting and Crafts with Santa. They will use the gymnasium and will clean up after themselves. Bethany Hannah will be the person in charge.

ABSTAIN: Mrs. Weber

Motion Carried: 4-0-1

The use of the building on 2/6/2026, 4:00 pm - 10:00 pm, for a student dance. The gymnasium and bathrooms will be used and will be cleaned up following the event. Kelly Finley will be the person in charge.

The use of the building by Healthy Kids Running Series, April, 2026 thru June 2026 (5 Sundays), 10:00 am - 6:00 pm, for Running series. They will use outside facilities and will clean up after themselves. Bethany Hannah will be the person in charge.

ABSTAIN: Mrs. Weber

Motion Carried: 4-0-1

USMOA 2025-2026

"A Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials" for the 2025-2026 school year.

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

ABSTAIN: Mrs. Weber Use of Facilities (see above)

Motion Carried: 4-0-1

All Other Motions Carried: 5-0-0

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:

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 August 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 August 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 August 31, 2025.

Cash Reconciliation Report

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

Transfers

The transfers for the month of August, 2025.

Bills to be Paid

The bills list for November, 2025. Furthermore, if the December Board meeting is canceled, the Board approve payment of December bills, with approval at the reorganization meeting on January 5, 2026.

ABSTAIN: Mrs. Weber

Motion Carried: 4-0-1

Pet Therapy Services - FURever as Friends, Inc.

An Agreement with FURever As Friends, Inc. for students in grades K-8 to participate in the FURever as Friends pet therapy S.M.I.L.E. Program effective November 21, 2025 through June 30, 2026 at a cost of \$300.00. This program is designed to improve and enhance the reading skills of children by using certified pet therapy teams as literacy mentors. One pet therapy team will be assigned to Elsinboro School and will be onsite two days each month.

One-on-One Teacher Aide Services Agreement 2025-2026

The following One-on-One Teacher Aide Services Agreement for the 2025-2026 school year:

Service	SID#	Dates	Cost
One-on-One Teacher Aide	5465676876	10/24/2025 - 6/30/2026 (145 days)	\$21,481.75

Telephone System Upgrade - Xtel

A proposal from Xtel, the district's current local and long distance telephone service provider, to upgrade the district's telephone system as follows:

- Conversion of POTs lines to HPBX solution
- Replacement of all NEC telephones with Poly Edge E220 and E350 telephones

There is a one time cost of \$856.65. The monthly cost is \$611.42 for 60 months. The current monthly cost for telephone service is about \$750.00.

ROLL CALL VOTE: YES: Mrs. Sheffield, Mrs. Weber, Mr. Sieber, Ms. Thomas, Mrs. Delaney
ABSTAIN: Mrs. Weber Bills to be Paid (see above)
Motion Carried: 4-0-1
All Other Motions Carried: 5-0-0

DISCUSSION ITEMS/FYI

- Enrollment - November 2025: 107 students
- Security Drill-October 22, 2025, 10:21 am, Evacuation to Pole Barn area; 2 mins to evacuate, total drill time 7 minutes; sunny 59 degrees; All staff and students participated. Drill called by new staff member JH. An emergency scenario was presented by OEM J. Smith.
- Fire Drill - Thursday, October 23, 2025, 12:35 pm, 1 min 22 secs, 106 students, 24 staff, cloudy, 61 degrees, station 7. All went smoothly.
- Fire Drill - Wednesday, November 5, 2025, 10:07 am, 1 min 14 secs, 98 students, 26 staff, sunny, 56 degrees, station 8. All went smoothly.
- Parent/Teacher Conferences were held on 11/12/25 through 11/14/25.
- American Education Week was celebrated the week of 11/17/25.
- School Calendar - November
- Winter Concert - 12/15/25
- Tree Lighting - 12/5/25
- Presentation by Salem County Health and Human Services - 'Catch Your Breath', 6-8th grades on 10/17/25
- Police Officer Activity with Grades 4-5th during gym class on 10/29/25; Sponsored by Salem County Health and Human Services
- Resource table set up by Southwest Council during 6-8th grades lunch period on 10/29
- Honor Roll students will be recognized on 11/20/25 for their academic achievement with certificates and snacks.
- Thank you note sent to Evan Weinert for the completion of his Eagle Scout Project at ETS!
- Holiday Store is coming! December 16-18, 2025
- Food Drive - first donation to the local food bank on 11/6/25; still collecting
- 8th SCVTS visit was 11/11/25
- Culture Club Parent Dinner is 11/19/25
- Culture Club Monitoring 2024-2025 - 96.83% score. Congratulations to Mrs. Hofacker!
- Perfect Attendance MP1 - 25 students were recognized.

PRESIDENT'S REPORT

Communications to the Board

None

Old Business

- The Business Administrator reported that the gym HVAC units are not providing heat. According to McCloskey technicians, the units are calling for heat, but the hot water valves are closing instead of opening. This is a programming issue. The controls vendor (Hawks) as well as a McCloskey tech and service manager will be onsite on November 18 to repair this problem.

- The replacement drain pan for Unit 2 is scheduled to ship on December 10.
- Reminder to complete required Board training by 12/31/2025.

New Business

- Annual School Election Results (unofficial) (See page 20 for Elsinboro BoE):
Mrs. Sheffield and Ms. Thomas were re-elected to 3 year terms expiring December 31, 2028. The unofficial count was: Mrs. Sheffield 448 votes and Ms. Thomas 439 votes.
- Upcoming Board meetings:
 - The December 15 Board meeting will be canceled. The reorganization meeting is scheduled for **Monday, January 5, 2026** (first Monday). This would be the reorganization and regular Board meeting for January. Reorganization meetings must be held within the first week of the new year.
- Mrs. Weber shared concerns regarding the safety of students who are dropped off at the edge of the parking lot and walk through the parking lot to the school building at AM arrival.
 - Mrs. Kretzer stated this practice is not allowed and parents have been notified of such.
- Mrs. Sheffield noted that some of the lights on the outside of the building are not working.

Committee Reports

None

PUBLIC COMMENT – OPEN

Eric Fizur, 618 Salem-Fort Elfsborg Road, thanked Mrs. Weber for recently attending the play, *Clue*, at Salem High School. He invited all Board members to attend another production which will be held in March, 2026.

EXECUTIVE SESSION

Motion made by Mrs. Weber, second by Mrs. Sheffield that the Board enter into Executive Session by Resolution at 7:12 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 7:32 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: Mrs. Sheffield, Mrs. Weber, Mr. Sieber, Ms. Thomas, Mrs. Delaney
Motion Carried: 5-0-0

RESUME PUBLIC SESSION

Motion made by Mrs. Sheffield, second by Mrs. Weber to return to the public portion of the meeting at 7:32 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 7:32 p.m.

VOICE VOTE: Unanimously approved

Motion Carried: 5-0-0

Respectfully submitted,

Melanie M. Allen
Business Administrator/Board Secretary