

**EL SINBORO BOARD OF EDUCATION  
REGULAR MEETING MINUTES  
May 20, 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, May 20, 2024 at 6:34 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, John Sieber, Madinah Thomas, Kay Weber

Members Absent: Kathleen Sheffield

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 Ms. Thomas to approve the regular and executive session meeting minutes of April 24, 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**

Rebecca Fizur, 618 Salem-Ft. Elfsborg Road, addressed the Board regarding her son serving a disciplinary consequence and no written information sent home. The CSA did not attend an IEP meeting held for her son, and she is concerned that the district is not following the accommodations listed in the IEP.

Eric Fizur, 618 Salem-Ft. Elfsborg Road, stated there is still a lack of communication since he attended last month's Board meeting. He is requesting communication about the situation leading to his son's disciplinary consequence and wants to ensure that his son is treated fairly.

**CHIEF SCHOOL ADMINISTRATOR'S REPORT**

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

**PERSONNEL – PROFESSIONAL**

Long Term Substitute Teacher - Special Education

Donna Ascenzi as a long term substitute teacher effective April 2, 2024 through June 14, 2024 at the Board approved rates and approve retroactive pay for Mrs. Ascenzi based on the first day she served in this position.

School Nurse Certification Coursework - Tuition Reimbursement

Graduate coursework request from Pamela Marts for six (6) credits taken through Rutgers University- Camden toward attainment of her School Nurse Certification. Reimbursement will be provided in the amount of \$6,379.50.

Workshop Participation

The following workshop participation:

STAFF	LOCATION	WORKSHOP	DATE	COST	SUB COST	MILEAGE
Melanie Allen, SBA	Atlantic City	NJASBO Annual Conference	June 5-7, 2024	\$500.00	N/A	N/A

**PERSONNEL - SUPPORT**

2024-2025 Support Staff Salaries

The 2024-2025 support staff and salaries as per the recommendation of the Chief School Administrator.

Summer Custodial Work

James Watson for summer custodial work at the rate of \$16.64 per hour as per the recommendation of the Chief School Administrator.

Substitute Rates for Long Term Substitute Teacher 2023-2024

The following Long Term Substitute Teacher rates for 2023-2024:

Long-Term Substitute Teacher	\$145.00 per diem - Days 1-60 \$160.00 per diem - Days 61-120 \$200.00 per diem - Days 121-180
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Substitute Rates 2024-2025

The substitute rates for 2024-2025 as follows:

Substitute Teacher	\$125.00 per diem
Long-Term Substitute Teacher	\$145.00 per diem - Days 1-60 \$160.00 per diem - Days 61-120 \$200.00 per diem - Days 121-180
Substitute School Nurse	\$150.00 per diem
Substitute Office, Custodian or Cafeteria	\$15.50 per hour

**OTHER BUSINESS**

HIB Report - Approval

Approve the Superintendent’s monthly Harassment, Intimidation, and Bullying Report for April 2024 as presented:

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

HIB Report - Acknowledgement

Acknowledge the Superintendent’s monthly Harassment, Intimidation, and Bullying Report for May 2024 (as of May 20, 2024) as presented:

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

Approval of Danielson Teacher Evaluation Framework

The Danielson Teacher Evaluation Framework for observing and evaluating teaching staff. This Evaluation Tool has been used at Elsinboro School since 2012.

Field Trip

Tammy Reiger and 3 staff members to take grades 4 and 5 to Salem River Inn on May 28, 2024 from 8:45am - 11:30am to plant milkweed, helping increase the butterfly population. There is no cost to the students. The bus cost is \$385.00 and will be paid by the Salem River Inn.

Policies

The following policies for second reading and adoption:

CODE	POLICY	STATUS
4240	Compensation and Related Benefits	Second Reading - New Policy
	Parent Code of Conduct	Second Reading - New Policy

Employment - In-House ESY/Summer Enrichment Program

The employment of the following staff members for the 2024 In-House ESY/Summer Enrichment Program. The 2024 ESY/Summer Enrichment Program will be funded through the ESSER III Grant.

- Teachers at the rate of \$45.00 per hour:** Lauren Morgan, Glenda Nelson, Joseph Sarbello, Sharon Simms, Amy Weinert, Amanda Hyatt
- Nurse at the rate of \$45.00 per hour:** Pamela Marts
- Substitute Teacher:** Michelle Minichino

*SEP will be held in-person with each teacher employed for up to 75 hours from June 25, 2024 through August 1, 2024, Tuesday-Thursday (6 weeks), at the rate of \$45 per hour (max \$3,375.00 each), as per the recommendation of the Chief School Administrator. The School Nurse will be employed up to 75 hours at the rate of \$45 per hour (max \$3,375.00). Teacher hours 8:00 am-12:00 pm, Student hours will be 9:00 a.m.-12:00 p.m. each day.*

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

**Mrs. Delaney**  
**Motion Carried: 6-0-0**

**BOARD SECRETARY/BUSINESS ADMINISTRATOR REPORT**

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

Bills to be Paid  
The bills list for May, 2024.

Professional Appointments  
The appointments for professional services for the 2024-2025 school year.

Health Benefit Waiver 2024-2025  
Payment to employees who waive health, prescription or dental coverage in the following amounts (upon completion of waiver form and submission of all required insurance data by the employee for 2024-2025):

Health/Prescription Insurance	\$2,000 per year
Dental Insurance	\$ 300 per year

Early Childhood Coordinator Services - Quinton  
The Early Childhood Coordinator Services Agreement with Quinton Township Board of Education for Early Childhood (Preschool) Coordinator services effective July 1, 2024 through June 30, 2025 at a cost of \$27,500. Preschool Expansion Aid funds will be used to cover the cost of this required position. There is an increase of \$500 (1.9%) over the 2023-2024 school year.

School Psychologist Services 2024-2025  
Entering into an agreement with the Quinton Township Board of Education to provide School Psychologist Services for the 2024-2025 school year effective July 1, 2024 through June 30, 2025 at a cost of \$4,000. There is no increase in cost over the 2023-2024 school year.

Shared Mental Health Counselor 2024-2025  
The agreement with the Quinton Township Board of Education for a Shared Mental Health Counselor for the 2024-2025 school year. The Counselor will be at Elsinboro School 2 full days per week (40% time) at a cost of \$48,000. There is an increase of \$2,000 (4.3%) over the 2023-2024 school year.

Shared Spanish Teacher 2024-2025  
The agreement with the Quinton Township Board of Education for a Shared Spanish Teacher for the 2024-2025 school year. The Spanish Teacher will be at Elsinboro School 2 full days per week (40% time) at a cost of \$36,000. There is an increase of \$3,000 (8.3%) over the 2023-2024 school year.

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

**DISCUSSION ITEMS/FYI**

- Pillars of Character - May/June, Mrs. Hofacker
- Mayor's Luncheon - June 5, 2024

- Enrollment - May 2024: 113 students
- May 2024 calendar
- Grandparent's Day was a success. Thank you to the Elsinboro Education Association for sponsoring the event. Thank you to all the teachers who helped assemble the lunches and a great big thank you to all the grandparents who joined us for lunch.
- Thank you to Mrs. Hannah for hosting Cinco de Mayo with her 2nd grade class.
- Congratulations to Saliah, Skylar, and Elizabeth for participating in the South Jersey Elementary Honors Band.
- Congratulations to Marlaina, Josh, Maisy, Sasha, Amayah, and Skylar for participating in the Headstart in Harmony Festival.
- Administrative Professionals Day - We are lucky to have Mrs. Powers!
- Congratulations to Sasha for being our 4A award recipient.
- Congratulations to Mrs. Hannah for being rewarded with the NFL 360 Grant, she has received a \$1,000 grant to buy items to go toward promoting student fitness and reducing childhood obesity.
- Family Game Night was a success. 70 people attended this event.
- NJSLA testing was completed on Thursday, May 16.
- Congratulations to Mrs. Schneider for an outstanding Spring Concert, and to Mrs. Cary for the return of the Art Show. Both events were held on May 8.
- Congratulations to our PSEG Calendar Contest winners, Kolbi and Bridgette in 3rd grade.
- The Ice Cream Social was held May 17 and was sponsored by the Elsinboro School Association.
- The Math Showcase at Salem Community College is May 23.
- Fun Run is May 30.
- Family Day is May 31.

## **PRESIDENT'S REPORT**

### **Communications to the Board**

None

### **Old Business**

- The Business Administrator explained that a Request for Proposals (RFP) for Architect of Record for the 2024-2025 school year will be issued. Proposals will be due prior to the June 17 Board of Education meeting so a responding firm can be recommended for Board approval at that meeting. The Architect's first project/priority will be the air conditioning in the gym project given the tight timeline based on the use of ARP ESSER funds to support a portion of the project.
- The Business Administrator reported that Salem County Mosquito Control was very responsive when contacted regarding concerns of standing water in the retention basin. An initial dip by Mosquito Control personnel found no mosquito larvae present. Small fish will be added to the basin to eat any larvae that appear. The use of fish for this purpose is the preference of the Department of Environmental Protection as opposed to using pesticides.
- Superintendent Evaluation - Complete online at [www.njsba.org](http://www.njsba.org). It's required to be approved by the BoE by June 30, 2024 to meet QSAC requirements. Note: Mrs. Weber is not permitted to complete the evaluation due to a conflict of interest.

- Board Self Evaluation - Complete online at [www.njsba.org](http://www.njsba.org) by **May 31, 2024**, as it's also required to be approved by the BoE by June 30, 2024 to meet QSAC requirements. An email with instructions was sent to Board members on 4/16.
- NJSBA Mandated Training Requirements for 2024:  
     Thomas- Governance II  
     Carlson, Weber- Governance IV

**New Business**

- The district received \$107,637 in Stabilized School Budget Aid funds per P.L. 2024, c. 13. Guidance from the NJ Department of Education will be forthcoming as to how the funds are to be used to support the 2024-2025 school year budget.

**Committee Reports**

**FYI**

Next Board Meeting - June 17, 2024

**PUBLIC COMMENT – OPEN**

None

**EXECUTIVE SESSION**

Motion made by Ms. Thomas, second by Mr. Carlson that the Board enter into Executive Session by Resolution at 7:19 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 8:47 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
- Personnel Matters

**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, Ms. Thomas, Mrs. Weber, Mrs. Delaney**

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

Mrs. Weber left the meeting (7:58 p.m.).

**RESUME PUBLIC SESSION**

Motion made by Ms. Thomas, second by Ms. Hogate to return to the public portion of the meeting at 8:27 p.m.

**VOICE VOTE: Unanimously approved**

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

**ADJOURNMENT**

Motion made by Ms. Thomas, second by Ms. Hogate that there being no further business to be brought before the Board that the meeting be adjourned at 8:27 p.m.

**VOICE VOTE: Unanimously approved**

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

Respectfully submitted,

Melanie M. Allen  
Business Administrator/Board Secretary