

**EL SINBORO BOARD OF EDUCATION
REGULAR MEETING MINUTES
November 18, 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, November 18, 2024 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 and on the front door.

ROLL CALL OF MEMBERS

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

Members Absent: None

Also in Attendance: Mrs. Lural Kretzer, Chief School Administrator; Ms. Melanie M. Allen, Board Secretary/Business Administrator; 1 Staff Member; Young Yoon, Parker McCay P.A. (Executive Session Only)

APPROVAL OF MINUTES

Motion made by Ms. Hogate, second by Mrs. Weber to approve the regular and executive session meeting minutes of October 21, 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: 7-0-0

PUBLIC COMMENT - AGENDA ITEMS (Including Public Comment on the 2023-2024 HIB Self-Assessment)

None

EXECUTIVE SESSION

Motion made by Mr. Carlson, second by Ms. Hogate that the Board enter into Executive Session by Resolution at 6:34 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 6:56 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, Ms. Thomas, Mrs. Delaney
Motion Carried: 7-0-0

RESUME PUBLIC SESSION

Motion made by Ms. Hogate, second by Mrs. Weber to return to the public portion of the meeting at 6:56 p.m.

VOICE VOTE: Unanimously approved
Motion Carried: 7-0-0

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:

PERSONNEL – PROFESSIONAL

FMLA/NJFLA Leave of Absence - A. Hyatt

The request from Amanda Hyatt for an FMLA/NJFLA leave of absence beginning January 27, 2025 through the remainder of the 2024-2025 school year. Mrs. Hyatt will use her remaining accumulated sick and personal days for a portion of the leave. The remainder of the leave will be unpaid.

Mentor Teacher

Tammy Rieger as mentor teacher for Shannon Carlin for the 2024-2025 school year.

Workshop Participation

The following workshop participation:

STAFF	LOCATION	WORKSHOP	DATE	COST	MILEAGE	ANTICIPATED SUB COST
Glenda Nelson (approved on 10/21 for 10/24 PD -	Virtual	Foundations Level K Virtual Launch Workshop	11/1/2024	\$330.00	N/A	\$125.00

class was canceled by vendor)						
Barbara Schneider	Atlantic City, NJ	NJMEA State Conference	2/20/25, 2/21/25	\$200.00	N/A	\$250.00 (2 days)

PERSONNEL – SUPPORT

Substitute

Morgan Johnson as a substitute for the remainder of the 2024-2025 school year at a per diem rate of \$125.00 pending the successful completion of all new hire paperwork.

OTHER BUSINESS

HIB Self-Assessment 2023-2024 School Year

The School Self-Assessment for Determining Grades under the *Anti-Bullying Bill of Rights Act* (Self-Assessment) be submitted to the NJDOE.

HIB Report - Approval

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

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

*Investigating currently

Use of Facilities

The use of facilities for the following:

Healthy Kids Running Series

April 2025 through June 2025 (5 Sundays). Usage is for the grounds surrounding the school and parking lot. Hours 10:00 am - 6:00 pm.

ABSTAIN: Mrs. Weber

Motion Carried: 6-0-1

Elsinboro Township Tree Lighting (MAPSA/ESHA)

December 13, 2024 from 4:00 pm - 9:00 pm. Usage is for the parking lot in front of the school and gym. MAPSA will be providing refreshments and the ESHA will be providing crafts with Santa.

ABSTAIN: Ms. Hogate and Mrs. Weber
Motion Carried: 5-0-2

Parent's Night Out

December 6, 2024 from 4:00pm - 9:30pm. Usage is for the gymnasium and restrooms. ESHA will be providing hot dogs, chips and refreshments to Elsinboro students that will be dropped off for a \$10 fee.

Field Trips

Mr. Sarbello and the Science Fair Club (20 students) to go to Salem Community College in Carneys Point, NJ to present their Science Fair projects on March 12, 2025 from 9:00am - 2:00 pm. There is no cost to the student. The bus cost is \$315.00.

Mrs. Boyle, Ms. Minichino and 2 additional chaperones to take 5th and 7th grade (31 students) to JA Finance Park/JA Biztown in Wilmington, DE on Thursday, May 22, 2025 from 9:00 am - 2:00 pm. There is no cost to the students and the bus cost is \$575.00.

Mr. Sarbello, Mrs. Weinert and 3 additional chaperones to take 6th and 7th grade (27 students) to Camp Edge in Alloway, NJ on Thursday June 5, 2025 from 9:00 am - 2:30 pm. Cost to students is \$34.00. Bus cost is \$575.00.

Policies

The following policy for first reading:

CODE	POLICY	STATUS
6153 - Regulation	Field Trips	First Reading - Revisions

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

ABSTAIN: Mrs. Weber on Use of Facilities - Healthy Kids Running Series (see above)

Motion Carried: 6-0-1

ABSTAIN: Ms. Hogate and Mrs. Weber on Use of Facilities - Elsinboro Township Tree Lighting (see above)

Motion Carried: 5-0-2

All Other Motions Carried: 7-0-0

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 March 31, 2024 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 March 31, 2024, 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 March 31, 2024.

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 April 30, 2024 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 April 30, 2024, 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 April 30, 2024.

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, 2024 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, 2024, 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, 2024.

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 June 30, 2024 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 June 30, 2024, 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 June 30, 2024.

Cash Reconciliation Report

The Cash Reconciliation Report for the month of March, 2024.

Cash Reconciliation Report

The Cash Reconciliation Report for the month of April, 2024.

Cash Reconciliation Report

The Cash Reconciliation Report for the month of May, 2024.

Cash Reconciliation Report

The Cash Reconciliation Report for the month of June, 2024.

Transfers

The transfers for the month of March, 2024.

Transfers

The transfers for the month of April, 2024.

Transfers

The transfers for the month of May, 2024.

Transfers

The transfers for the month of June, 2024.

Bills to be Paid

The bills lists for October, 2024 and November, 2024. Furthermore, if the December Board meeting is canceled, the Board approve payment of December bills, with approval at the reorganization meeting on January 6, 2025.

Preschool Transportation - B.R.Williams

The 2024-2025 school year preschool transportation route with B.R. Williams, Inc. effective September 1, 2024 through June 30, 2025 at a cost of \$60.48 per diem, total cost of \$10,886.40. The route cost increased 5.81%, which is the maximum permissible by the State, based upon the CPI for student transportation renewals.

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 price shown.

Route Number	Destination	Estimated Per Diem Cost*	New/Renewal	Number of Elsinboro Students (est.)
Y1907B - bid (Y1907Q previous as quote)	Creative Achievement	\$453.00	From Quoted Route to Bid Route	3 (Cost to be reimbursed by resident districts)
Y1873	Inspira Hospital, Elmer	\$111.85*	New	1

*Route contains students from other districts; cost to be prorated accordingly

Health and Safety Evaluation of School Buildings SoA

The Health and Safety Evaluation of School Buildings Checklist Statement of Assurance for the 2024-2025 school year. The SoA acknowledges that the district has completed the yearly Checklist before December 30, 2024.

Behavior Support Services - Bright Bloom Centers

An Agreement of Services with Bright Bloom Centers for Behavior Support Services for one (1) preschool disabled student effective November 4, 2024 through June 30, 2025 at a cost of \$58.00 per hour for 10 hours/week of Registered Behavior Analyst services and \$75.00 per hour for 1 hour/week of Board Certified Behavior Analyst services (total estimated cost \$20,305). The Agreement may terminate with five (5) days written notice should the student's IEP goals be reached and services no longer required.

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 27, 2024 through June 30, 2025 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.

Increase in Shared Mental Health Counselor 2024-2025

The increase in time at Elsinboro School by the Shared Mental Health Counselor from 2 full days per week (40%) to 3 full days per week (60%) effective December 1, 2024 through June 30, 2025. The cost for the services will increase from \$4,800 per month to \$7,200 per month

(new total annual cost \$64,800). The increase in cost will be covered by a reduction in time worked by an instructional staff member.

One-on-One Teacher Aide Services Agreement 2024-2025

The following One-on-One Teacher Aide Services Agreement for the 2024-2025 school year:

Service	SID#	Dates	Cost
One-on-One Teacher Aide	6762132931	9/1/2024 - 6/30/2025	\$56,873

Home Instruction Services - Brookfield Schools

Home instruction services with Brookfield Schools at the rate of \$35 per hour for the following student while under the care and supervision of medical professionals for the 2024-2025 school year: SID# 5536572282.

Home Instruction Services - Educere

Home instruction services with Educere effective September 30, 2024 through December 15, 2024 at the rate of \$39.00 per week per subject area for the following student while the CST evaluation process is completed: SID# 8768917016.

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

Motion Carried: 7-0-0

DISCUSSION ITEMS/FYI

- Enrollment - November 2024: 106 students
- Security Drill-October 24, 2024, 2:32 pm, Shelter in Place/ Code Janet; 5 mins. 21 seconds, sunny, All staff and students participated. Drill called by new staff. A medical emergency scenario was presented by Pam Marts. Officer McHenry from LAC PD was present.
- Parent/Teacher Conferences - 11/13/24 - 11/15/24
- American Education Week - 11/18/24-11/22/24
- School Calendar - November
- Winter Concert - 12/11/24
- Tree Lighting - 12/13/24
- Visit by the Southwest Council for Vaping Assembly, 6-8th grades, 10/15/24
- K-5 Bullying Assembly, 10/21/24
- Visit by the Sheriff's Office for a Cyber Bullying Assembly, 6-8th grades, 10/29/24
- Elsinboro's Academic Club is in a rebuilding year. Their next match is in December.
- Honor Roll students will be honored on 11/22/24 for their academic achievement with certificates, cookies, and juice.
- Markers for parking lot wheel stops are prepped and will be placed when needed. Reflective tape was applied to all wheel stops.
- Game Club has started for grades 1-3.
- Mystery Readers have visited and the students are loving it! So far 1st and 3rd grades have had visitors.
- MoA with Law Enforcement is scheduled for 1/10/25 Superintendent's Roundtable
- Evan Weinert will be completing his Eagle Scout Project at ETS. He plans to build a picnic table area near the pole barn.

- Scholastic Book Fair ended today and ran the week of parent conferences.

PRESIDENT’S REPORT

Communications to the Board

- An interim review of the district’s progress in the areas identified in its NJQSAC District Improvement Plan (DIP) was conducted by staff from the Salem County Office of Education. The placement results show the district has satisfied at least 80% of the weighted indicators in each of the five (5) areas of the NJQSAC review process and has been designated as “high performing.” Please see attached letter.

NJQSAC Areas	Initial Placement (9/8/2023)	Interim Placement (10/31/2024)
Instruction and Program	81%	81%
Fiscal Management	90%	90%
Governance	77%	94%
Operations	85%	85%
Personnel	100%	100%

Old Business

- There has been no progress in removing the trailer from school property.
- Jeffrey Hiles, McCloskey Mechanical Contractors Project Manager, was onsite on October 28, 2024 to review the air conditioning in the gym project with the subcontractors. The majority of the subcontractors were present. They took measurements in the gym, reviewed the electrical panel in the basement, and asked questions/clarification as needed for the project.
- Reminder for Board members to complete required Board training by 12/31/2024

New Business

- Annual School Election Results (unofficial):
Mr. Carlson, Mrs. Delaney, and Mr. Sieber were re-elected to 3 year terms expiring December 31, 2027. The unofficial count was: Mr. Carlson 528 votes, Mrs. Delaney 529 votes, and Mr. Sieber 534 votes.
The Election will be certified on November 20, 2024 in accordance with the 2024 General Election Timeline.

Committee Reports

None

PUBLIC COMMENT – OPEN

None

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 7:35 p.m.

VOICE VOTE: Unanimously approved

Motion Carried: 7-0-0

Respectfully submitted,

Melanie M. Allen
Business Administrator/Board Secretary