

**ELSINBORO TOWNSHIP BOARD OF EDUCATION
REGULAR MEETING MINUTES
February 15, 2023**

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 Wednesday, February 15, 2023 at 6:35 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*, 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.

PLEDGE TO THE FLAG

Mrs. Delaney, Board President, led the Pledge of Allegiance to the flag.

OATH OF OFFICE

Board Secretary issued the Oath of Office to newly appointed Board Member:
Madinah Thomas - Three Year Term, 2023-2025

ROLL CALL OF MEMBERS

Members Present: Mrs. Kelly Anne Delaney, Mrs. Victoria Galasso, Mrs. Kathleen Sheffield, Mr. Jeffrey Stepler, Ms. Madinah Thomas, Mrs. Kay Weber
Members Absent: Mr. Damian Carlson
Also in attendance: Mrs. Laural Kretzer, Chief School Administrator; Ms. Melanie M. Allen, Board Secretary/Business Administrator; Staff Members; Public

APPROVAL OF MINUTES

Motion made by Mrs. Sheffield, second by Mr. Stepler to approve the regular meeting minutes of January 4, 2023 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

The CSA presented the plaque and crystal awards that will be displayed in honor of Elsinboro School receiving the Best of Salem Award for 2022.

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:

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PERSONNEL - SUPPORT

Termination - Maintenance Coordinator

The termination of Kevin Shipman, Maintenance Coordinator, effective February 26, 2023.

Employment - Maintenance Coordinator

The employment of Robert Green as Maintenance Coordinator for the 2022-2023 school year effective on/about March 13, 2023 through June 30, 2023 at an annual salary of \$57,000, to be prorated based on start date, pending successful completion of all pre-employment requirements.

Employment - Substitute

The employment of Jesse Barnhouse as a substitute custodian and substitute cafeteria worker for the 2022-2023 school year at the Board established rates pending successful completion of all pre-employment requirements.

Workshop Participation

The following workshop participation:

STAFF	LOCATION	WORKSHOP	DATE	COST	SUB COST	MILEAGE
Danielle Powers	Virtual	Servsafe	When possible	\$234.79	N/A	N/A

OTHER BUSINESS

Policy

The following Policies:

CODE	POLICY	STATUS
3542.1	Wellness and Nutrition*	Readopt
3542.2	School Meal Program Arrears**	Readopt

*NJSBA updated version of previously adopted Policy 3542.1

**Replaces Policy 3542.46 - Meals on Credit/Charged Meals

Job Descriptions

District Job Descriptions as presented.

Note: Minor revisions/updates to the Job Descriptions have been made at this time. Per NJQSAC, these documents must be reviewed by the Board on a periodic basis.

HIB Report - Approval

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Approve the Superintendent's monthly Harassment, Intimidation, and Bullying Report for December 2022 as presented:

HIB Investigations:

Reported:	3
Completed:	3
# of incidents ruled as HIB:	0
# of incidents ruled as not falling under HIB:	3

HIB Report - Acknowledgement

Acknowledge the Superintendent's monthly Harassment, Intimidation, and Bullying Report for January 2023 as presented:

HIB Investigations:

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

School Safety Data System Report

The School Safety Data System report period 1 (Sept. 1, 2022-Dec. 31, 2022) noting 0 HIB incidents, 5 alleged HIB, 3 HIB training, 7 HIB program.

Title I Schoolwide Application

The submission of the 2023-2024 Application of Intent to Operate a Title I Schoolwide Program to the New Jersey Department of Education. Transitioning the district's Title I program from targeted assistance to schoolwide allows for funds to be used to support all students.

NJ DoE Equivalency Application

The submission of the Equivalency Application for Elsinboro Township School District to the New Jersey Department of Education to allow the use of 2020-2021 and 2021-2022 NWEA MAP Assessments for all subgroups as a substitute for NJ QSAC "Instruction and Program DPR Indicators 4 and 5 which utilize data from 2018-2019 and are not reflective of our current population and growth."

Appointment of Committees/Representatives

Approve the appointment of the following Committees/Representatives for 2023:

NJSBA Delegate & Alternate	<i>Kelly Anne Delaney, Delegate; Madinah Thomas, Alternate</i>
SCSBA Delegate & Alternate	<i>Kelly Anne Delaney, Delegate; Damian Carlson, Alternate</i>
Academic Policy Committee	Kay Weber, Kathleen Sheffield, Jeffrey Stepler
Building/Grounds Committee	Victoria Galasso, Kelly Anne Delaney, Jeffrey Stepler
Budget/Finance/Negotiations Committee	Kelly Anne Delaney, Madinah Thomas, Damian Carlson
Curriculum Committee	Kathleen Sheffield, Kay Weber, Victoria Galasso
Education Liaison (Salem City BoE Rep)	<i>Damian Carlson</i>
Personnel Committee	Damian Carlson, Kathleen Sheffield, Victoria Galasso
Elsinboro School Association Representative	<i>Victoria Galasso</i>

(Chairperson listed in **bold**.)

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**ROLL CALL VOTE: YES: Mrs. Galasso, Mrs. Sheffield, Mr. Stepler, Ms. Thomas,
Mrs. Weber, Mrs. Delaney
Motion Carried: 6-0-0**

BOARD SECRETARY/BUSINESS ADMINISTRATOR REPORT

Motion made by Mrs. Sheffield, second by Mr. Stepler to approve the following as presented by the Business Administrator:

Board Secretary Certification - Revised

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 **July 31, 2022** 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 **July 31, 2022**, 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 **July 31, 2022**.

Board Secretary Certification - Revised

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, 2022** 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, 2022**, 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.

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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, 2022**.

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 **September 30, 2022** 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 **September 30, 2022**, 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 **September 30, 2022**.

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 **October 31, 2022** 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 **October 31, 2022**, 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 **October 31, 2022**.

Board Secretary Certification

Board's Certification:

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Pursuant to N.J.A.C. 6A:23A-16.10(c) 4, the Elsinboro Township Board of Education certifies that as of **November 30, 2022** 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 **November 30, 2022**, 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 **November 30, 2022**.

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 **December 31, 2022** 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 **December 31, 2022**, 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 **December 31, 2022**.

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 **January 31, 2023** 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:

EL SINBORO TOWNSHIP BOARD OF EDUCATION
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Pursuant to N.J.A.C. 6A:23A-16.10 (c) 3, I certify that as of **January 31, 2023**, 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 **January 31, 2023**.

Cash Reconciliation Report - Revised

The Cash Reconciliation Report for the month of July, 2022.

Cash Reconciliation Report - Revised

The Cash Reconciliation Report for the month of August, 2022.

Cash Reconciliation Report - Revised

The Cash Reconciliation Report for the month of September, 2022.

Cash Reconciliation Report - Revised

The Cash Reconciliation Report for the month of October, 2022.

Cash Reconciliation Report - Revised

The Cash Reconciliation Report for the month of November, 2022.

Cash Reconciliation Report - Revised

The Cash Reconciliation Report for the month of December, 2022.

Cash Reconciliation Report - Revised

The Cash Reconciliation Report for the month of January, 2023.

Bills to be Paid

The bills list for January, 2023 and February, 2023 and payroll and agency for January, 2023.

Transfers

The transfers for the month of September, 2022.

Transfers

The transfers for the month of October, 2022.

Transfers

The transfers for the month of November, 2022.

Transfers

The transfers for the month of December, 2022.

Transfers

The transfers for the month of January, 2023.

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Shared Instructional Service - Art Teacher

The Shared Service Agreement with the Lower Alloways Creek Board of Education for Shared Instructional Services - Art Teacher 2022-2023 school year at a rate of \$25,110. 40% of the teacher's time to Elsinboro School and 60% to Lower Alloways Creek School. This is income to Elsinboro and is in place of the shared arrangement previously with Alloway Township Board of Education.

Shared Services Agreement - School Nurse Oversight

The Shared Services Agreement with the Quinton Township Board of Education for School Nurse Oversight for the 2022-2023 school year at a rate of \$1,500 effective February 13, 2023 through June 30, 2023. Elsinboro's School Nurse will provide oversight to Quinton S while she works to obtain her School Nurse certification.

Resolution 2023-1 Special Education Medicaid Initiative (SEMI) Program

Resolution 2023-1 as presented:

**RESOLUTION 2023-1
Waiver Requirements
Special Education Medicaid Initiative (SEMI) Program**

Whereas, N.J.A.C. 6A:23A-5.3 provides that a school district may request a waiver of compliance with respect to the district's participation in the Special Education Medicaid Initiative (SEMI) Program for the 2023-2024 school year within 45 days of the budget submission due date, and

Whereas, the Elsinboro Township Board of Education desires to apply for this waiver due to the fact that it projects having fewer than 40 Medicaid eligible classified students,

Now Therefore Be It Resolved, that the Elsinboro Township Board of Education hereby authorizes the Chief School Administrator to submit to the Executive County Superintendent of Schools in the County of Salem an appropriate waiver of the requirements of NJAC 6A:23A-5.3 for the 2023-2024 school year.

Health and Safety Evaluation of School Buildings SoA

The Health and Safety Evaluation of School Buildings Checklist Statement of Assurance for the 2022-2023 school year. The SoA acknowledges that the district has completed the yearly Checklist before December 15, 2022 (NJ QSAC year).

Special Education Out-of-District Placement & Contract

The following out-of-district placement and contract for the 2022-2023 school year:

SID#	Placement	Cost
3599130560	Pittsgrove Twp. School	Tuition - \$12,966.72

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	District	2/15/2023-6/30/2023
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GCSSSD Transportation - Contracted Bus Routes 2022-2023

The 2022-2023 school year transportation for the following student. A 7% administrative fee is charged by GCSSSD in addition to the prices shown.

Route Number	Destination	Estimated Per Diem Cost*	New/Renewal	Number of Elsinboro Students (est.)
Y1179	SCSSSD - Daretown School 12/8/2022- 1/30/2023	\$72.11	New	1

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

Preschool Transportation - B.R.Williams

The 2022-2023 school year preschool transportation route with B.R. Williams, Inc. effective January 1, 2023 through June 30, 2023 at a cost of \$54.00 per diem, total cost of \$5,940.00. Elsinboro preschool students are transported to/from Quinton Township School from/to Elsinboro Township School on this route.

Early Childhood Coordinator Services - Quinton

The Early Childhood Coordinator Services Agreement with Quinton Township Board of Education for Early Childhood (Preschool) Coordinator services at a cost of \$6,000 effective December 1, 2022 through June 30, 2023. Preschool Expansion Aid funds will be used to cover the costs of this required position.

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

Motion Carried: 6-0-0

The Board Secretary will schedule a meeting with William Shinoff, Frantz Law Group, APL, to receive additional information regarding the country-wide pending litigation against social media platforms that was shared by Frank Cavallo, Parker McCay.

DISCUSSION ITEMS/FYI

- Fire Drill - January 2, 2023, 2:28 p.m., 1 min. 43 secs., 110 students, 20 staff, cloudy 57 degrees, station 9.
- Fire Drill - February 8, 2023, 1:38 pm, 1 min. 13 secs, 109 students, 22 staff, sunny 57 degrees, station 7.
- Security Drill - January 11, 2023, 8:43 a.m., shelter in place, 3 minutes, sunny , 28 degrees, 110 students, 22 staff, Cpl. Jack Smith, a shelter in place was called by Mrs. Weinert. All students and staff remained in their classrooms, continuing with their activities. All doors were unlocked by Mrs. Kretzer.

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- Elsinboro Enrollment - 116 students
- February Calendar
- February Pillars of Character - Julie Hofacker
- District Wide Assessment Results Presentation - Based on the district's submitted QSAC equivalency application, the CSA provided information on Elsinboro's 2020-2021 and 2021-2022 NWEA MAP Assessments (ELA 3-8, Math 3-8, and Science 5-8) for all subgroups as a substitute for the 2018-2019 data utilized by QSAC (Instruction and Program DPR Indicators 4 and 5). The information was presented in the same format as the NJSLA presentation. Mrs. Kretzer thanked Mrs. Weinert for her help in analyzing the data for the presentation.
- An Administrative Review of the district's food service program was recently conducted. Corrective actions are due to the State of NJ, Bureau of Child Nutrition by March 3, 2023.
- A proposal for the replacement of three sets of exterior doors was received from Hogan Security Group, vendor member of the HCESC Cooperative Purchasing program.
- The fire pull station located within the main entrance vestibule will be moved based on security recommendations.
- Science Fair Winners - Great job Mr. Sarbello! The judges were impressed with the students' projects and stated that it was hard to choose winners.
- Mr. Sarbello has volunteered to care for the fish tank. It looks beautiful!
- A folder of pictures of the activities held in honor of the 100th day of school is being created.
- Students of the month were recognized with donuts.
- Honor roll students were recognized with cookies and juice.

PRESIDENT'S REPORT

COMMUNICATIONS TO THE BOARD

None

OLD BUSINESS

- The BA stated that a proposal from one vendor for the pole barn project has been received. A second vendor will be contacted to come onsite, review the plans, and submit a proposal.
- Construction contracts will be signed by the contractor and then forwarded to the BA for district signatures. A pre-construction meeting with the contractor, engineering firm, and district will be scheduled.
- Filing of Personal/Relative and Financial Disclosure Statements - New school officials must file within 30 days of taking office. Returning school officials must file no later than April 30, 2023. An email with instructions for completing the Disclosure Statements was sent from the Business Administrator on January 30.

NEW BUSINESS

- NJSBA Mandated Training Requirements for 2023:

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Thomas- Governance I
Sheffield- Governance IV

Please let Ms. Allen know if you're interested in self-paced online training, live online training, or in-person training.

COMMITTEE REPORTS

- The Negotiations Committee meeting will be rescheduled.

FYI

Next Board Meeting - March 15, 2023 at 6:30 p.m.

EXECUTIVE SESSION

None

PUBLIC COMMENT - OPEN

None

ADJOURNMENT

Motion by Mrs. Galasso, second by Mrs. Weber, that there being no further business to be brought before the Board, that the meeting be adjourned at 7:12 p.m.

VOICE VOTE: Unanimously approved

Motion carried: 6-0-0

Respectfully submitted,

Melanie M. Allen
Business Administrator/Board Secretary