

**ELSINBORO BOARD OF EDUCATION
REGULAR MEETING MINUTES
February 19, 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 Wednesday, February 19, 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 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.

PLEDGE TO THE FLAG

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

OATH OF OFFICE

Ms. Melanie M. Allen, Board Secretary, issued the Oath of Office to re-elected Board Member: John Sieber - Three Year Term, 2025-2027

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. Laural Kretzer, Chief School Administrator; Ms. Melanie M. Allen, Board Secretary/Business Administrator; 1 Staff Member

APPROVAL OF MINUTES

Motion made by Ms. Hogate, second by Mrs. Weber to approve the regular and executive session meeting minutes of January 6, 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: 7-0-0

PUBLIC COMMENT - AGENDA ITEMS

None

APPOINTMENTS AND DESIGNATIONS

Motion made by Mrs. Sheffield, second by Ms. Thomas to approve the following appointments and designations:

Appointment of Committees/Representatives

The appointment of the following Committees/Representatives for 2025 per the attached:

- a. NJSBA Delegate & Alternate
- b. SCSBA Delegate & Alternate

- c. Academic/Policy Committee
- d. Building/Grounds Committee
- e. Finance/Negotiations Committee
- f. Curriculum Committee
- g. Education Liaison
- h. Personnel Committee
- i. Elsinboro School & Home Association Representative

Joint Agreement for Rotation of Sending District Representation - Salem City BoE

The Joint Agreement for Rotation of Sending District Representation to the Salem City Board of Education between Lower Alloways Creek, Mannington, and Elsinboro Boards of Education for the calendar years 2025-2027. Collectively, the three Boards of Education meet the 15% standard for two representatives on the Board per NJSA 18A:38-8.2.

Salem City Board of Education Representative - First year (2025) of three- year agreement with Lower Alloways Creek and Mannington Township Boards of Education

For the 2025 year, collectively between Elsinboro, LAC, and Mannington, student enrollment meets the 15% required to allow for two representatives to represent all three districts. Elsinboro represents 3.37% (11 students) of the 326.5 students attending grades 9 through 12 at Salem City High School. Based upon the last representative rotation cycle, Lower Alloways Creek and Mannington are the 2025 representatives. Mannington is deferring its representation to Elsinboro.

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

Motion Carried: 7-0-0

CHIEF SCHOOL ADMINISTRATOR'S REPORT

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

PERSONNEL – PROFESSIONAL

Substitutes

Taylor Counsellor, Jennifer Carlin, and Shemeka Aiken as substitute teachers for the remainder of the 2024-2025 school year at a rate of \$125.00 per diem, pending successful completion of all new hire paperwork.

Workshop Participation

The following workshop participation:

STAFF	LOCATION	WORKSHOP	DATE	COST	SUB COST	MILEAGE
Tim Fox	virtual	BER Language Processing Disorder	N/A	\$169.00	N/A	N/A
Shannon Carlin	virtual	Catching Up Students Who've Fallen Behind in Reading or Writing	3/13/25	\$295.00	\$125.00	N/A

Krissy Boyle	virtual	Restorative Practices in the Classroom	N/A	\$295.00	\$125.00	N/A
Aimee Halus	virtual	Catching Up 1st Grade Students Who Have Fallen Behind	N/A	\$295.00	\$125.00	N/A

PERSONNEL - SUPPORT

2024-2025 Change in Stipend Position

The following change in stipend position for the 2024-2025 school year:

Substitute Caller (\$1,500/year)- Replace Danielle Powers with Kelly Finley effective February 5, 2025 (stipend will be prorated based on effective date)

FMLA/NJFLA Leave of Absence - M. Harris

The request from Melissa Harris for an intermittent FMLA/NJFLA leave of absence beginning January 20, 2025 until approximately May 30, 2025. Ms. Harris' leave will be unpaid.

OTHER BUSINESS

Job Descriptions

District Job Descriptions as presented. Per NJQSAC, these documents must be reviewed by the Board on a periodic basis.

HIB Report - Approval

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

Mrs. Halus and Mrs. Mills to take kindergarten (6) and first grade (11) to the Delaware Children's Museum in Wilmington, Delaware on April 4, 2025, at 10:30 am and returning at 1:45 pm. All students may bring 1 parent chaperone. The cost to students is \$10.00 and the bus cost is \$400.00.

Donation to 8th Grade Class - Trip Transportation

The Board's annual donation to the 8th Grade Class in the amount of \$1,000.00 to offset the cost of a coach bus for their 8th grade trip to Hershey Park in June, 2025. The total cost of the bus is \$2,720.00.

NJ DoE Equivalency Application - Preschool

The submission of an Equivalency Application to the Salem County Office of Education to request approval to use the current kindergarten classroom as a preschool classroom for the 2025-2026 school year. The Application is necessary because the classroom does not meet the preschool facilities requirement of a minimum of 950 square feet.

Change in 2024-2025 Calendar

The following change in the 2024-2025 school year calendar:

- Change March 14, 2025 from an inservice day (school closed for students) to a half day for students and an afternoon in-service day for staff to make up the snow day on February 12, 2025

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

Motion Carried: 7-0-0

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:

Bills to be Paid

The bills lists for January, 2025 and February, 2025 and payroll and agency for September, 2024; October, 2024; November, 2024; and December, 2024.

Resolution 2025-2 Special Education Medicaid Initiative (SEMI) Program

Resolution 2025-2 as presented:

RESOLUTION 2025-2 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 2025-2026 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 (12 students are projected for the 2025-2026 school year),

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 in the County of Salem an appropriate waiver of the requirements of NJAC 6A:23A-5.3 for the 2025-2026 school year.

ESEA Amendment - FY2024 Carryover

An amendment to the FY2025 ESEA Grant to add in carryover from the FY2024 ESEA Grant as follows:

Title IA	\$2,242.00
Title IIA	\$2,203.00

2024-2025 Tuition Agreement - GCSSSD

A Tuition Agreement with Gloucester County Special Services School District for one resident student to attend the Preschool Disabilities program at a cost of \$20,528.00 plus \$1,586.76 out of county fee for the period February 10, 2025 through June 30, 2025.

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 prices shown.

Route Number	Destination	Estimated Per Diem Cost*	New/Renewal	Number of Elsinboro Students (est.)
Y1933Q	GCSSSD - Bankbridge Dev Ctr	\$349.00	New	1
Y1667	Pineland Learning Center	\$194.89*	New	1 (Cost to be reimbursed by resident district)

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

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

Motion Carried: 7-0-0

DISCUSSION ITEMS/FYI

- Fire Drill - January 13, 2025, 1:43 p.m., 1 min. 53 secs., 90 students, 23 staff, sunny 41 degrees, station 5.
- Security Drill - January 17, 2025, 1:26 p.m., Active Shooter Drill, 12 minutes, sunny 39 degrees, 90 students, 22 staff. All students and staff were locked in their rooms with shades drawn. All doors were unlocked by Mrs. Kretzer.
- Enrollment - February 2025: 103 students
- February 2025 Calendar
- February Pillars of Character - Julie Hofacker
- Science Fair Winners
 - Congratulations and thank you for your hard work and support of the students, Mr. Sarbello!
- Students of the Month - 2/7/25
- Honor Roll Awards - 2/24/25
- 2nd - 4th Grades movie trip was a success. The students are still talking about it!
- Classroom Updates:
 - Mrs. Simms: 8th grade just finished reading "Night" by Elie Wiesel about a man who survived his time at Auschwitz. As a culminating activity, students participated in an "Escape Room" where they had to escape the camp by completing a series of tasks associated with the book.

Mrs. Weber suggested posting pictures of class activities on the district's Facebook page.

PRESIDENT'S REPORT

Communications to the Board

- 2025 Board Information was shared.

Old Business

- Acer Trailer Sales, Lakewood NJ, has agreed to remove the trailer within the next week. The skirting and two piers have already been removed. There is no cost to the district for the removal.
- Jeffrey Hiles, McCloskey project manager, confirmed the air handling units for the air conditioning in the gym project are still on schedule to ship from the manufacturer on March 15. He will be contacting Ms. Allen within the next week to schedule the project.
- Board members were asked to sign and return the Acknowledgement of Receipt of the Code of Ethics which was discussed at the January 6, 2025 Board of Education meeting.
- Filing of Personal/Relative and Financial Disclosure Statements - Returning school officials must file no later than April 30, 2025. An email with instructions for completing the Disclosure Statements was sent from the Business Administrator on January 24.

New Business

- There was a leak in the middle of the gym roof due to an approximate 8 feet opening along a seal and around the vent. Repairs were made via the roof warranty which is in place until August 11, 2029.
- NJSBA Mandated Training Requirements for 2025:
Hogate, Sieber- Governance II
Thomas- Governance III
Delaney- Governance IV
- The Business Administrator shared information received from the NJ Department of Education regarding state aid projections for the 2025-2026 school year. State aid will be released on February 27, 2025. Per the NJDoE, districts' state aid will not decrease by more than 3% for the 2025-2026 school year as compared to the 2024-2025 school year.
- Mr. Sieber spoke about the value of the Salem County School Safety Committee meetings. He stated that Elsinboro is represented by both Mrs. Kretzer and Ms. Allen who attend the meetings on a regular basis.

Committee Reports

- Ms. Thomas shared information regarding Salem City High School's International Baccalaureate program budget.
- Meetings were scheduled for the Finance and Personnel Committees.

FYI

Next Board Meeting - March 17, 2025

PUBLIC COMMENT – OPEN

None

EXECUTIVE SESSION

Motion made by Mr. Carlson, second by Mrs. Weber that the Board enter into Executive Session by Resolution at 7:18 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 8:13 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, Mrs. Sheffield, Mrs. Weber, Mr. Sieber, Ms. Thomas, Mrs. Delaney
Motion Carried: 7-0-0

RESUME PUBLIC SESSION

Motion made by Mrs. Weber, second by Mr. Carlson to return to the public portion of the meeting at 7:29 p.m.

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

Professional Services Contract - The Hyland Group

Motion made by Mr. Carlson, second by Mrs. Sheffield to enter into a Professional Services Contract for Expert Witness Engagement with The Hyland Group, Mr. John Halbruner, for his expert services and the issuance of an affidavit of merit regarding the parking lot project retention basin.

ROLL CALL VOTE: YES: Mr. Carlson, Ms. Hogate, Mrs. Sheffield, Mrs. Weber, Mr. Sieber, Ms. Thomas, Mrs. Delaney
Motion Carried: 7-0-0

ADJOURNMENT

Motion made by Mr. Carlson, second by Ms. Hogate that there being no further business to be brought before the Board that the meeting be adjourned at 8:13 p.m.

VOICE VOTE: Unanimously approved
Motion Carried: 6-0-0

Respectfully submitted,

Melanie M. Allen
Business Administrator/Board Secretary

