

**EL SINBORO BOARD OF EDUCATION
REGULAR MEETING MINUTES
August 19, 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, August 19, 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, 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; Public

APPROVAL OF MINUTES

Motion made by Mrs. Sheffield, second by Mrs. Weber to approve the regular and executive session meeting minutes of June 17, 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

None

CHIEF SCHOOL ADMINISTRATOR'S REPORT

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

PERSONNEL - PROFESSIONAL

Hire Personnel Between Board Meetings

The CSA to make any necessary staff hires to fill vacancies as needed for the 2024-2025 school year. Formal Board approval will be taken at the regularly scheduled Board meeting on September 16, 2024.

Employment - Business Administrator

The 2024-2025 contract and salary for Melanie M. Allen, School Business Administrator/Board Secretary, effective July 1, 2024, through June 30, 2025. The contract has been approved by the Executive County Superintendent, and there are no changes as approved by the Board on June 17, 2024.

NJFLA Leave of Absence - M. Mills

The request from Mariah Mills to extend her NJFLA leave of absence through December 2, 2024 with a return date of December 4, 2024. Mrs. Mills’ NJFLA leave will be unpaid.

Long Term Substitute Teacher - Kindergarten

Robert Baldi as a long term substitute teacher for kindergarten effective September 3, 2024 through on/about December 6, 2024 at the Board approved long term substitute teacher rates.

FMLA/NJFLA Leave of Absence - S. Simms

The request from Sharon Simms for an FMLA/NJFLA leave of absence beginning September 3, 2024 with an anticipated return date of December 4, 2024. Mrs. Simms’ FMLA/NJFLA leave will be unpaid.

2024-2025 After-School Club

The following after-school club:

Middle School Culture Club - Mrs. Hyatt, Mrs. Hofacker, Mrs. Marts, Mrs. Morgan, Ms. Nelson and Mrs. Weinert

Activities will be held during the months of September through December and staff will be paid at the rate of \$25 per hour. Culture Club expenditures will be funded by the YSC Inter Agency Council Grant (\$7,280.00) awarded to the district.

ABSTAIN: Ms. Hogate

Motion Carried: 6-0-1

Workshop Participation

The following workshop participation:

STAFF	LOCATION	WORKSHOP	DATE	COST	SUB COST	MILEAGE
Pam Marts	Somerset, NJ	33rd Annual School Health Conference	10/16/2024	\$225.00	\$150.00	yes

PERSONNEL – SUPPORT

Employment - Substitutes

The following **teacher/aide substitutes** for the 2024-2025 school year at the rate of \$125.00 per diem, pending successful completion of all new hire paperwork (as applicable): Donna Ascenzi, Jennifer Cascaden, Elizabeth Davis, Diana Pompper, Megan Pankok, Shailyn Moncrief, Kaitlyn Hassler, Constance McAllister.

The following **SACC substitutes** for the 2024-2025 school year at the rate of \$16.00 per hour, pending successful completion of all new hire paperwork (as applicable): Shailyn Moncrief, Danielle Powers, Melissa Harris.

The following **nurse substitutes** for the 2024-2025 school year at the rate of \$150.00 per diem: Tracey Scull, Dora Hooks.

The following **office substitute** for the 2024-2025 school year at the rate of \$15.50 per hour: Donna Ascenzi.

The following **custodial substitute** for the 2024-2025 school year at the rate of \$15.50 per hour: Reed Powers.

ABSTAIN: Mr. Carlson
Motion Carried: 6-0-1

Delivery of Meals Stipend

A stipend of \$20.00 per day (on full days when lunches are served) to Kelly Finley, Food Service Director, for picking up lunches from Quinton Township School and delivering them to Elsinboro Township School using her personal vehicle. Quinton delivered the lunches and charged this fee last school year, but is unable to do so this school year.

OTHER BUSINESS

HIB Report - Approval

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

HIB Investigations:	
Reported:	0
Completed:	0
# of incidents ruled as Harassment, Intimidation or Bullying:	0
# of incidents ruled as not falling under the HIB provisions:	0

Comprehensive Equity Plan Statement of Assurance 2024-2025

The 2024-2025 Comprehensive Equity Plan Statement of Assurance as submitted to the Salem County Office of Education.

Substitute Handbook

The Elsinboro Township School Substitute Handbook for the 2024-2025 school year.

SACC Handbook

The Elsinboro Township School SACC Handbook for the 2024-2025 school year.

Mentoring Plan

The Elsinboro Township School Mentoring Plan for the 2024-2025 school year.

Professional Development Plan

The Elsinboro Township School Professional Development Plan for the 2024-2025 school year.

Emergency Virtual or Remote Instruction Plan 2024-2025

The district’s 2024-2025 school year Emergency Virtual or Remote Instruction Plan as required by the New Jersey Department of Education. This plan would be implemented during a district closure lasting more than three consecutive school days due to a declared state of emergency, declared public health emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure.

Use of Facilities

The use of facilities for the Salem Exchange Club Chicken Dinner Take-Out, October 25, 2024, from 4:00 pm - 6:00 pm. Application is attached. Joe McAllister will oversee the activity.

Uniform Policy

The Elsinboro Township Uniform Policy for the 2024-2025 school year. (No revisions)

Therapy Dog Application (Pets in the Classroom)

The submission of an application by Tammy Rieger to Pets in the Classroom to have a therapy dog visit her classroom during the 2024-2025 school year.

Field Trips

The 5th-8th Grade Culture Club students, Mrs. Hofacker, Mrs. Hyatt and 4 chaperones to go to Rowan University to explore programs, tour the campus and see the planetarium show on September 11, 2024 from 2:45pm - 7:30pm. There is no cost to the students. The bus cost is \$535.00. Culture Club grant funds will be used to pay for the cost of the bus.

ABSTAIN: Ms. Hogate

Motion Carried: 6-0-1

The 4th and 5th grades with Mrs. Rieger, Mrs. Boyle and another chaperone to go to Winterthur Museum on Thursday, October 3, 2024. Pick up time is 8:30 am, return time 2:00 pm. There is no cost to the student. The bus cost is \$600.00.

The 8th Grade (10 students) and Ms. Minichino to go to the Salem County Fairgrounds to participate in agricultural related activities on October 16, 2024 from 8:45 a.m. until 1:45 p.m. There is no cost to the students. The bus cost is \$585.00. Mr. Sarbello will already be there as part of the organization of the event.

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

ABSTAIN: Mr. Carlson on Employment - Substitutes (see above)

Motion Carried: 6-0-1

ABSTAIN: Ms. Hogate on 2024-2025 After-School Club, Field Trips (see above)

Motions Carried: 6-0-1

All Other Motions Carried: 7-0-0

BOARD SECRETARY/BUSINESS ADMINISTRATOR REPORT

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

Bills to be Paid

The bills lists for June 2024 (final - 2), July 2024 and August 2024 and payroll and agency for April 2024, May 2024, and June 2024.

ABSTAIN: Mrs. Weber

Motion Carried: 6-0-1

Nonpublic Transportation Aid 2023-2024

Accept Nonpublic Transportation Aid for the 2023-2024 school year in the amount of \$910.00.

REAP Grant Funding 2024-2025

Accept REAP (Small, Rural School Achievement Program) grant funding for the 2024-2025 school year in the amount of \$17,473.00.

2024-2025 Grant Funds

Applying for the following grants for the 2024-2025 school year:

IDEA: Basic \$43,882 (Decrease of \$2,577 over previous year)
 Preschool \$ 797 (Decrease of \$84 over previous year)
 Total \$44,679 (Decrease of \$2,661 over previous year)

ESEA: Title I, Part A \$3,532 (Decrease of \$27,658 over previous year)
 Title IIA \$2,496 (Decrease of \$1,574 over previous year)
 Title IV \$10,000 (no change)
 Total \$16,028 (Decrease of \$29,232 over previous year)

Radey Associates Architects Proposal - Gym A/C

Ratify the proposal from Radey Associates Architects for professional design, bid negotiation, and construction administration services for the air conditioning in the gym project at a cost of \$22,000.00. The Board's Building/Grounds Committee authorized the signing of the proposal following the meeting held on July 16, 2024, and the proposal was shared with the Board via email on July 17, 2024.

Vended Meals Contract 2024-2025

Entering into a Vended Meals Contract for the 2024-2025 school year with Quinton Township School District at the following rates:

Student lunch: \$3.25
 Adult lunch: \$4.75

This is the second year for this arrangement.

Lunch Prices 2024-2025

The following lunch prices for 2024-2025:

Lunch, adult, regular \$4.75 (\$.25 increase over 2023-2024)
 Lunch, adult salad \$4.75 (\$.25 increase over 2023-2024)

Note: The Board approved meal prices at the meeting held on June 17, 2024. It is recommended the price for adult lunch is increased based on the cost that will be charged by Quinton.

Out of District Placement Contracts 2024-2025 ESY

The following out-of-district tuition contract for the 2024-2025 ESY:

Placement	SID#	Dates	Tuition Cost
SCSSSD - Regional Day School	6762132931	ESY 7/8/2024-8/15/2024 (4 days/week)	\$7,101.00

Transportation Renewals 2024-2025

The 2024-2025 transportation renewals for Elsinboro School District with contractor B.R.Williams, Inc for Multi Contract #1, renewal #22. The route costs increased 5.81%, which is the maximum permissible by the State, based upon the CPI for student transportation renewals.

Route 1 Salem High School \$23,924.31
 Route 2 Elsinboro Twp. School \$24,076.60
 Route 3 Elsinboro Twp. School \$23,924.31

Total:

\$71,925.22

Library Media Specialist - Agreement

The Agreement with the Lower Alloways Creek Board of Education to appoint LAC's Media Specialist as a Library Media Specialist Consultant for the Elsinboro Board of Education for the 2024-2025 school year. There will be no monetary compensation. Per Governance - Indicator 14 under NJQSAC, the district Board of Education ensures that all students have access to library media services.

SC Cooperative Pricing Consortium - 2024-2025 Cafeteria Bid Award

Award the 2024-2025 cafeteria bid for the purchase of baked goods, milk, and ice cream as received from the bid opening through the Penns Grove – Carneys Point Regional School District's SC Cooperative Pricing Consortium to the following:

Baked Goods	Awarded to: Deluxe Italian Bakery, Inc.
Milk	Awarded to: HyPoint Dairy Farms
Ice Cream	Awarded to: Georgio's Water Ice, Inc.

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

ABSTAIN: Mrs. Weber on Bills to be Paid (see above)

Motion Carried: 6-0-1

All Other Motions Carried: 7-0-0

DISCUSSION ITEMS/FYI

- Enrollment - August 2024: 108 students
- Congrats to the following students for earning over 300 points on their halfway point Summer Math Challenge. They received a "water party" on July 26, 2024 at our school. Congrats to the following students for earning at least 300 points on their Summer Reading Challenge. They received an ice cream party that was held at Hudock's Custard Stand on July 29th. Great job reading everyone! Keep it up! More prizes will be awarded in September.
- Fire Drill - July 30, 2024, 10:50 AM, 1 min. 39 secs., 32 students, 12 staff, sunny 85 degrees, Station #9
- Security Drill - June 30, 2024, 11:00 am, shelter in place, 2 minutes, sunny, 85 degrees, 32 students, 12 staff, drill notification letter sent home with students.
- Fire Drill - August 1, 2024, 9:39 AM, 37 secs., 33 students, 13 staff, sunny 89 degrees, Station #1
- Security Drill - August 1, 2024, 11:55 am, evacuation to gym, 5 minutes, sunny, 95 degrees, 33 students, 13 staff; drill notification letter sent home with students.
- Summer School - Average attendance was 35 students (50 signed up). Teachers were enthusiastic and had a fun time working together with students to do crafts, play outside, participate in a yoga program, search and rescue k-9 and officer visit, field trips, Mr. Softee, and assisted with required summer work.
- HVAC - Keep this system on the radar as issues with classroom units are becoming more frequent.

- Shout out to our Maintenance and Custodial staff for all of their efforts and work completed during the summer. The building looks great and is ready for students and staff to return!

PRESIDENT'S REPORT

Communications to the Board

None

Old Business

- The Business Administrator shared the proposed bidding process timeline developed by Radey Associates Architects for the air conditioning in the gym project. The goal is to award the project to the low bidder at the September Board of Education meeting.
- The current landscaping fabric and mulch will be removed from the playground and replaced. Two quotes were obtained for this project.
- The Walking Path Exercise Stations were installed during the summer. There are 5 stations. This project was completed in partnership with Elsinboro Township.
- The Business Administrator thanked Roland Carter, SCVTS Food Service Director, for helping Elsinboro comply with the NJDoA requirement to offer a summer food service program. Between the snack items purchased for Elsinboro by SCVTS and items remaining at the end of the school year, snacks were provided to all students each day of the summer program.
- Petitions filed with the Salem County Board of Elections for the November 2024 election are as follows:
 - Three 3-year terms available:
 - Damian Carlson - 3 year term
 - Kelly Anne Delaney - 3 year term
 - John Sieber - 3 year term

New Business

None

Committee Reports

- Building/Grounds Committee met on July 16, 2024

PUBLIC COMMENT – OPEN

Chuck Flickinger, 40 Garden Drive, asked what prompted student uniforms to be required many years ago.

Mrs. Kretzer stated that uniforms were imposed about 12 years ago as a result of economic disparity among students.

Bethany Hannah responded that there were differences in clothing worn by the elementary age students as compared to the middle school age students. At times, students may wear clothing with inappropriate savings. With all students wearing a uniform, children do not have to worry about who is wearing what/who can afford more expensive clothing and who cannot, etc.

EXECUTIVE SESSION

Motion made by Mrs. Sheffield, second by Ms. Hogate that the Board enter into Executive Session by Resolution at 7:33 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 7:46 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, Ms. Thomas, Mrs. Weber, Mrs. Delaney
Motion Carried: 7-0-0

RESUME PUBLIC SESSION

Motion made by Mr. Carlson, second by Ms. Thomas to return to the public portion of the meeting at 8:00 p.m.

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

ADJOURNMENT

Motion made by Ms. Hogate, second by Mrs. Weber that there being no further business to be brought before the Board that the meeting be adjourned at 8:00 p.m.

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

Respectfully submitted,

Melanie M. Allen
Business Administrator/Board Secretary