

**ELSNBORO BOARD OF EDUCATION
REGULAR MEETING MINUTES
March 23, 2026**

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, March 23, 2026 at 6:32 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, on the front door, and on the district's website.

PLEDGE TO THE FLAG

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

ROLL CALL OF MEMBERS

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

Members Absent: Jenna Hogate

Also in Attendance: Mrs. Laural Kretzer, Chief School Administrator; Ms. Melanie M. Allen, Board Secretary/Business Administrator

APPROVAL OF MINUTES

Motion made by Mrs. Sheffield, second by Mrs. Weber to approve the regular and executive session meeting minutes of February 18, 2026 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

CHIEF SCHOOL ADMINISTRATOR'S REPORT

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

PERSONNEL – PROFESSIONAL

Workshop Participation

The following workshop participation:

STAFF	LOCATION	WORKSHOP	DATE	COST	SUB COST	MILEAGE
Julie Hofacker	Virtual	LEGAL ONE: HIB Law Update	3/19/2026	\$195.00	N/A	N/A

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PERSONNEL - SUPPORT

Resignation - Paraprofessional

Accept, with regret, the resignation of Melissa Harris, Paraprofessional, effective March 6, 2026. Ms. Harris has been with the district for 3.5 years.

Tuition Reimbursement

The Tuition Reimbursement Request from Kelly Finley for three (3) credits taken through Wilmington University for the spring 2026 semester. Reimbursement will be provided at the per credit tuition rate of Wilmington University of \$551.00 per credit, total reimbursement amount of \$1,653.00, per Board of Education Policy 4240.

Motion tabled until April 27, 2026 Board of Education meeting

OTHER BUSINESS

HIB Report - Approval

Approve the Superintendent's monthly Harassment, Intimidation, and Bullying Report for **February 2026** as presented:

HIB Investigations:

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

HIB Report - Acknowledgement

Acknowledge the Superintendent's monthly Harassment, Intimidation, and Bullying Report for **March 2026** 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

Mr. Sarbello to take 4 students to Oaks Expo Center on Wednesday, April 1, 2026 from 9:00am - 7:00pm to attend the Delaware Valley Regional Science Fair. They will be competing against other students in the tristate area. There is no cost to students and a bus will be shared with Oldmans Township School.

Change in 2025-2026 Calendar

The following changes to the 2025-2026 school year calendar:

- Add Monday, June 15, 2026 as a half day for students to make up the snow day on January 27, 2026
- Add Tuesday, June 16, 2026 as a half day for students (last day of school) to make up the snow day on February 23, 2026

2026-2027 School Calendar

The school calendar for the 2026-2027 school year.

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

Motion Carried: 6-0-0

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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:

Bills to be Paid

The bills lists for March, 2026 (#1 and #2).

GCSSSD Transportation - Contracted Bus Route 2025-2026

The 2025-2026 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.)
Y1667	Pineland Learning Center	\$201.85	New effec 3/2/2026	1 (Cost to be reimbursed by resident district)
Y1975B replaces Y1975Q	Elmer Elementary School	\$290.00	Renewal/Rebid effec 3/2/2026	1

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

ESEA Amendment - FY2025 Carryover

An amendment to the FY2026 ESEA Grant to add in carryover from the FY2025 ESEA Grant as follows:

Title IA	\$1,370.00
Title IIA	\$2,496.00
Title IV	\$2,000.00

2026-2027 Preschool Education Aid Budget

The submission of Elsinboro Township School District's 2026-2027 school year Preschool Education Aid Budget in the amount of \$339,223, including \$95,743 in carryover from the 2024-2025 school year, and supporting Budget Narrative to the New Jersey Department of Education Division of Early Childhood Education.

SCVTS Tuition Contract 2026-2027

The 2026-2027 tuition contract with Salem County Vocational Technical School as follows:

Full Time Vocational and Academy (23 students @ \$3,500)	\$ 80,500.00
Shared Time Vocational (1 student @ \$1,750)	\$ 1,750.00
Tuition Adj due FROM SCVTS 2023-2024 (balance)*	\$ (15,663.29)
Tuition Adj due FROM SCVTS 2024-2025	\$ (27,072.67)
Total	\$ 39,514.04

*Total Tuition Adj due FROM SCVTS of \$31,326.58 will be split evenly between 2025-2026 and 2026-2027 school years

Salem City Tuition Contract 2026-2027

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Entering into tuition contracts with Salem City School District for Comprehensive High School and Comprehensive Resource Room for the 2026-2027 school year as follows:

Description	Students/ Hours	Rate	Total
Comprehensive High School	5 FT students	\$20,972 each	\$104,860
Tuition Adj FROM SALEM CITY 2024-2025			\$(32,227)
Comprehensive Resource Room	1,250 hours	\$25.40/hour	\$ 31,750
2026-2027 TOTAL			\$104,383

Resolution: 2026-2027 Tentative Budget Submission

After review and discussion of the proposed 2026-2027 school year budget and upon discussion with the full Board, it is recommended that the Elsinboro Board of Education approve the following Resolution:

**RESOLUTION #2026-1
EL SINBORO TOWNSHIP BOARD OF EDUCATION
RESOLUTION APPROVING 2026-2027 TENTATIVE BUDGET
MARCH 23, 2026**

BE IT RESOLVED, that the Elsinboro Township Board of Education has reviewed and discussed the 2026-2027 school district budget for the 2026-2027 school year; and

BE IT RESOLVED, that the tentative budget be approved for the 2026-2027 school year using the 2026-2027 state aid figures and the School Business Administrator/Board Secretary be authorized to submit the following tentative budget to the Salem County Executive County Superintendent for approval in accordance with the statutory deadline:

	GENERAL FUND	SPECIAL REVENUE	DEBT SERVICE	TOTAL
2026-2027 Total Expenditures	\$3,487,025	\$444,752	\$ 0	\$3,931,777
Less: Anticipated Revenues	\$1,764,409	\$444,752	\$ 0	\$2,209,161
Taxes to be Raised	\$1,722,616	\$ 0	\$ 0	\$1,722,616

BE IT RESOLVED to acknowledge that the 2026-2027 school year budget as described results in a 3.5% increase in the tax levy for a total of **\$1,722,616**; and

BE IT RESOLVED that the Elsinboro Township Board of Education includes in the proposed budget a Health Care Costs adjustment as calculated in the budget software and pursuant to N.J.S.A. 18A:7F-38 subsection (d) in the amount of \$24,966. The additional funds will be used to pay for the additional increases in health care premiums; and

BE IT RESOLVED that as per N.J.A.C. 6A:23A-14.2(d), the general fund appropriations include a

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\$50,000 withdrawal from the Maintenance Reserve Account for use on required maintenance activities for a school facility as reported in the comprehensive maintenance plan pursuant to N.J.A.C. 6A:26-20.5; and

BE IT RESOLVED the supporting documentation of this budget also contains an itemization of certain expenditures required under administrative regulations; and

BE IT RESOLVED that a public hearing on the 2026-2027 School Year Budget will be held in the Gymnasium of the Elsinboro Township School on Monday, April 27, 2026 at 6:30 p.m.; and

THEREFORE BE IT RESOLVED that the Elsinboro Township Board of Education approves the 2026-2027 Budget for submission to the Salem County Executive County Superintendent for approval.

Resolution: 2026-2027 Travel and Related Expense Reimbursement

After review and discussion of the proposed 2026-2027 school year budget and upon discussion with the full Board, it is recommended that the Elsinboro Board of Education approve the following Resolution:

**RESOLUTION #2026-2
EL SINBORO BOARD OF EDUCATION
RESOLUTION APPROVING 2026-2027 TRAVEL AND
RELATED EXPENSE REIMBURSEMENT
MARCH 23, 2026**

WHEREAS the Elsinboro Township Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

WHEREAS N.J.A.C. 6A:23A-7.3 et seq. requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Chief School Administrator and a majority of the full voting membership of the Board; and

WHEREAS the Elsinboro Township Board of Education established \$5,000 as the maximum travel amount for the current school year and has expended \$0.00 as of this date; now

THEREFORE, BE IT RESOLVED the Board of Education approves travel and related expense reimbursements in accordance with N.J.A.C. 6A:23A-7.3, to a maximum expenditure of \$5,000 for the 2026-2027 school year.

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

Motion Carried: 6-0-0

DISCUSSION ITEMS/FYI

- Enrollment - March 2026: 103 students

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- Fire Drill - February 18, 2026, 2:44 pm, 2 min. 10 secs., 94 students, 25 staff, sunny 44 degrees, station #5
- Security Drill - February 19, 2026, 8:28 am, 3 mins 5 sec., Lockdown Drill, 25 staff, 98 Students, Sgt. Carlson attended, Rainy, 38 degrees.
- Salem County Science Fair Winners 2025-2026: Congratulations to all the students who participated in the Salem County Science Fair. A big congratulations to the following students who won at the Salem County Science Fair! Students who won 1st or 2nd place will move on to the Delaware Valley Regional Fair in April.
 - Kylee-1st Place** Earth & Space Science
 - Filomena-2nd Place** Earth & Space Science
 - Bryn-2nd Place** Math
 - Camille-1st Place** Biochemistry
 - Corbin-3rd Place Biochemistry
 - Zaria-3rd Place Behavioral & Social Science
- March Calendar
- 8th Grade Dialogue School Representative: Tanner Brenneis
- The Honors Band concert is at Absegami High School on May 2nd.
 - Joshua - Saxophone
 - Lily - Flute
 - MacGyver - Percussion
- Dr. Seuss Read Across America
- PreK had Tucker the Turtle Night for Parents and Students
- Donuts with Grownups PreK-3rd
- Black History Assembly Students
- Class Dojo Movie Reward K-3
- Onsite monitoring for the YSC 2025 Culture Club grant will take place on June 5th.

PRESIDENT'S REPORT

Communications to the Board

None

Old Business

- Per Dan Walsh, McCloskey, the replacement panels for each gym HVAC unit have arrived. Installation is on hold until the weather is warmer and the air conditioning function used to ensure that Unit 2 does not leak (following the drain pan replacement in December, 2025).
- Two trees next to the playground were recently removed. One tree was damaged by the last winter storm.
- Filing of Personal/Relative and Financial Disclosure Statements - Returning school officials must file no later than April 30, 2026. An email with instructions for completing the Disclosure Statements was sent from the Business Administrator on February 4.
- NJSBA Mandated Training Requirements for 2026:
 - Hogate, Sieber- Governance III
 - Sheffield, Thomas- Governance IV
- Preschool Equivalency Application no longer necessary due to changes in preschool space requirements regulations (from 950 square feet to 630 square feet of usable space not including the restroom)

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New Business

- Board Self Evaluation - An email with directions will follow.

Committee Reports

- Personnel Committee - March 23, 2026
- Finance/Negotiations Committee - March 23, 2026

Next Board Meeting - April 27, 2026 (*4th Monday for Public Hearing on 2026-2027 Budget*)

PUBLIC COMMENT – OPEN

None

EXECUTIVE SESSION

Motion made by Mrs. Sheffield, second by Mrs. Weber that the Board enter into Executive Session by Resolution at 7:24 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 7:27 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 Mrs. Sheffield, Mrs. Weber, Mr. Sieber, Ms. Thomas, Mrs. Delaney

Motion Carried: 6-0-0

RESUME PUBLIC SESSION

Motion made by Mrs. Weber, second by Ms. Thomas to return to the public portion of the meeting at 7:27 p.m.

VOICE VOTE: Unanimously approved

Motion Carried: 6-0-0

ADJOURNMENT

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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 7:28 p.m.

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

Respectfully submitted,

Melanie M. Allen
Business Administrator/Board Secretary