

**EL SINBORO BOARD OF EDUCATION  
REGULAR MEETING MINUTES  
September 18, 2023**

**CALL TO ORDER**

The regular meeting of the Elsinboro Township Board of Education was called to order by Board Member, Mrs. Kathleen Sheffield, on Monday, September 18, 2023 at 6:36 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. Sheffield, Board Member, led the Pledge of Allegiance to the flag.

**OATH OF OFFICE**

The Board Secretary issued the Oath of Office to newly appointed Board Member:  
Jenna Hogate - One Year Term, 2023

**ROLL CALL OF MEMBERS**

Members present: Ms. Jenna Hogate, Mrs. Kathleen Sheffield, Mr. Jeffrey Stepler, Ms. Madinah Thomas, Mrs. Kay Weber

Absent: Mr. Damian Carlson, Mrs. Kelly Anne Delaney

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

**APPROVAL OF MINUTES**

Motion made by Mrs. Weber, second by Mr. Stepler to approve the regular and executive session meeting minutes of June 12, 2023 and the regular and executive session meeting minutes of August 21, 2023 as submitted by the Board Secretary and as per the recommendation of the Chief School Administrator and the Business Administrator.

**VOICE VOTE: Unanimously approved**

**Motion Carried: 5-0-0**

**PUBLIC COMMENT - AGENDA ITEMS**

None

**CHIEF SCHOOL ADMINISTRATOR'S REPORT**

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

**PERSONNEL – PROFESSIONAL**

**2023-2024 Teachers Salaries**

The 2023-2024 professional staff salaries (following settled negotiations) as attached and as per the negotiated agreement.

**ABSTAIN: Mrs. Weber**

**Motion Carried: 4-0-1**

Threat Assessment Team

The following staff to serve on the district's Threat Assessment Team as per P.L. 2022, c. 83:  
 Cindy Angel-Leon, CST; Amy Weinert; Kiesa White; Julie Hofacker; Melanie Allen; Laural Kretzer; Jack Smith, Resource Officer; Laura Gallagher; and Bethany Hannah.

Workshop Participation

The following workshop participation:

STAFF	LOCATION	WORKSHOP	DATES	COST	SUB COST	MILEAGE
Fawn Kiernan	Virtual	Equitable Access to Curriculum for students with extensive support needs	9/28/2023	\$238- teacher already paid & registered	\$125	N/A

**PERSONNEL – SUPPORT**

Employment - Substitute

The employment of Stacy Sutton as a teacher substitute for the 23-24 school year at a rate of \$125 a day.

**OTHER BUSINESS**

PDP Plan 2023-2024

The Elsinboro Township School's Professional Development Plan for 2023-2024 as presented.

Safety and Security Plan

The Elsinboro Township School's Safety and Security Plan for 2023-2024 as presented.

Gifted & Talented Handbook

The Elsinboro Township School's Gifted & Talented Handbook for 2023-2024 as presented.

Nurses Standing Orders 2023-2024

The Nurses Standing Orders for 2023-2024 as attached. A copy of the orders will be on file in the Nurse's office and in the Business Office.

Use of Facilities

The use of the building by the Salem Exchange Club on Friday, October 6, 2023, 3:00-6:00 pm, for pick up of prepared chicken dinners. They will be in the gym using tables and trash cans, cleaning up after themselves. Joe McAllister is the person in charge.

Use of Facilities

The use of the building by the Elsinboro School Association, 10/20/23, 6:00-9:00 pm, for Halloween Trunk or Treat. They will be in the parking lot, cleaning up after themselves. Danielle Powers will be the person in charge.

SSDS

The School Safety Data System report period 2 (Jan 1-June 30, 2023), noting 2 alleged HIB , 0 HIB trainings and 10 HIB Programs.

HIB Report - Acknowledgement

Acknowledge the Chief School Administrator's monthly Harassment, Intimidation and Bullying Report for **September 2023** as presented:

HIB Investigations:  
 Reported:

0

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

Field Trips

The Academic Club (9 students) and Mrs. Rieger to attend an academic meet at Oldmans Twp. School on October 17, 2023 from 12:00 noon to 1:45 pm. Bus cost is \$375.00.

The 8th Grade (10 students) and Ms. Minichino to go to the Salem County Fairgrounds to participate in agricultural related activities on October 18, 2023 from 8:45 a.m. until 1:45 p.m. There is no cost to the students. The bus cost is \$475.00. Mr. Sarbello will already be there as part of the organization of the event.

The 8<sup>th</sup> Grade (10 students) and Ms. Minichino to go to the Salem County Vocational Technical School on November 16, 2023 to see the building and different programs from 8:30 a.m. to 11:00 a.m. There is no cost to the students and the bus is provided by the SCVTS.

NJ4S Youth Based Mental Health Services - Acenda  
 Resolution #2023-9 as follows:

**WHEREAS**, the Elsinboro Township Board of Education supports Acenda Integrated Health in its efforts to partner with the New Jersey Department of Children and Families (DCF) with the goal of bringing significant and new prevention and mental health services to Cumberland, Gloucester, and Salem County public school students, their parents/guardians, and educators. This opportunity is part of a major statewide DCF initiative called the New Jersey Statewide Student Support Services Network (NJ4S).

**WHEREAS**, the Elsinboro Township Board of Education recognizes the increased need for prevention, mental health, and wellness services in local communities since the pandemic. And insofar as the additional NJ4S services will not replace, impede, or prevent existing school-based and/or community-based services, Acenda will partner with existing supports and resources to provide district students with services that are evidence-based and culturally-appropriate.

**BE IT RESOLVED**, the Elsinboro Township Board of Education is committed to collaborative efforts with Acenda for the success of the state-funded NJ4S student wellness initiative for our schools.

**ROLL CALL VOTE: YES: Ms. Hogate, Mrs. Sheffield, Mr. Stepler, Ms. Thomas, Mrs. Weber**  
**Abstain: Mrs. Weber (2023-2024 Teachers Salaries)**  
**Motion Carried: 4-0-1**  
**All Other Motions Carried: 5-0-0**

**BOARD SECRETARY/BUSINESS ADMINISTRATOR REPORT**

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

Bills to be Paid

The bills list for September, 2023.

2023 ESY Out of District Transportation

The following transportation routes with GCSSSD for 2023 ESY Transportation. A 7% administrative fee is charged by GCSSSD in addition to the prices shown.

Route Number	Destination	Number of Elsinboro Students (est.)	Estimated Per Diem Cost*
SS614	SCSSSD - Regional Day/Salem Campus	1	\$44.84*

SS595	Creative Achievement	3	\$98.90 (Cost to be reimbursed by resident districts)
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\*Routes may contain students from multiple districts and cost is divided among those districts

GCSSSD Transportation - Contracted Bus Routes 2023-2024

The 2023-2024 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.)
Y1564	SCVTS - WHS	\$454.17*	Renewal	2
Y1820	SCVTS - WHS	\$282.00	New	1
Y1184	SCSSSD -Regional Day/Salem Campus	\$401.18*	Renewal	1
Y1179	SCSSSD - Daretown School	\$543.88*	Renewal	2
Y1815	Creative Achievement	\$380.00	New	3 (Cost to be reimbursed by resident districts)

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

2023-2024 Parental Contract for Student Transportation

Entering into a Parental Contract for Student Transportation with Mrs. Tiffany Rieck for transportation of her child to/from Pittsgrove Middle School from/to home effective September 1, 2023 through June 30, 2024 at a cost of \$50.00 per day, total cost not to exceed \$9,000.00 for this contract. Payment to Mrs. Rieck is in lieu of the district contracting for transportation services for this student.

Shared Trauma Informed Coordinator/Behaviorist

The Shared Service Agreement with the Mannington Township Board of Education for Shared Trauma Informed Coordinator/Behaviorist Services for the 2023-2024 school year at a rate of \$13,500. The Agreement allocates 20% of the Coordinator's time to Elsinboro Township School.

Parking Lot Project Retention Basin Change Order Request #3 and #4

Reaffirm Change Orders #3 and #4 from Ricky Slade Construction, Inc. for work to the retention basin (\$9,750) and the installation of two wheel stops (\$200) as per the attached.

**ROLL CALL VOTE: YES: Ms. Hogate, Mrs. Sheffield, Mr. Stepler, Ms. Thomas, Mrs. Weber**  
**Motion Carried: 5-0-0**

DISCUSSION ITEMS/FYI

- September Calendar
- Fire Drill- Thursday, Sept. 14, 2023, 10:37 am, 1 min. 49 secs., 107 students, 26 staff, sunny,
  - 73 degrees, station 3.
- Enrollment - 116 students

- Open House will be held on 9/20/23.
- Kindergarten Meet and Greet was held on 8/30/23. Eight students and their parents/guardians attended.
- Pre-K Open House was held at Quinton Township School on 9/5/23 from 10-11 a.m. Eight students and their parents/guardians attended.
- The elementary hallway floor was retiled and looks great!
- Pushbars were installed on the interior gym doors as an increased safety and security measure.
- Signage around the school and in the new parking lot was installed.

**PRESIDENT'S REPORT**

**Communications to the Board**

None

**Old Business**

- The BA reported that the electric to the pole barn has not been transferred from the trailer yet and the mini split unit has not been installed. The unit is in stock, and the two selected vendors have worked together in the past which will help with coordination of the remaining pieces of this project.
- The additional work on the parking lot retention basin was completed on August 31, 2023. The goal of removing dirt/clay and adding sand to the 10 ft. x 10 ft. area dug 5 feet is to increase the infiltration of the water in this wettest area more quickly. This will aid in the infiltration of the basin overall. A change in the water level should be noticeable within 48 hours of rain.
- Reminder to complete required Board training by 12/31/2023

**New Business**

- Cumberland & Salem County School Boards Association Meeting - Tuesday, September 26 at 6:00 p.m. at the Salem River Inn

**Committee Reports**

FYI - Next meeting Monday, October 16, 2023

**EXECUTIVE SESSION**

None

**PUBLIC COMMENT - OPEN**

None

**ADJOURNMENT**

Motion made by Mrs. Weber, second by Mr. Stepler that there being no further business to be brought before the Board that the meeting be adjourned at 6:56 p.m.

**VOICE VOTE: Unanimously approved**

**Motion Carried: 5-0-0**

Respectfully submitted,

Melanie M. Allen

Business Administrator/Board Secretary