

**EL SINBORO TOWNSHIP BOARD OF EDUCATION
REGULAR MEETING MINUTES
May 8, 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 Monday, May 8, 2023 at 6:30 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, Board President, led the Pledge of Allegiance to the flag.

ROLL CALL OF MEMBERS

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

PRESENTATION AND PUBLIC HEARING ON THE 2023-2024 BUDGET

The Business Administrator presented the proposed 2023-2024 Elsinboro School Budget.

PUBLIC COMMENT - BUDGET ONLY

None

2023-2024 BUDGET APPROVAL

Motion made by Mr. Carlson, second by Mrs. Sheffield to approve by Resolution the FY 2023-2024 school district budget, noting that the budget is within the statutory cap and reflects a zero percent tax increase.

**RESOLUTION #2023-4
EL SINBORO BOARD OF EDUCATION
RESOLUTION APPROVING 2023-2024 BUDGET
MAY 8, 2023**

BE IT RESOLVED, that the Elsinboro Board of Education has reviewed and discussed the 2023-2024 school district budget, and the Elsinboro Board of Education approves, in accordance with the statutory requirements, the 2023-2024 budget as follows:

	GENERAL FUND	SPECIAL REVENUE	DEBT SERVICE	TOTAL
2023-2024 Total Expenditures	\$3,523,149	\$429,398	\$ 0	\$3,952,547
Less: Anticipated Revenues	\$1,969,413	\$429,398	\$ 0	\$2,398,811
Taxes to be Raised	\$1,553,736	\$ 0	\$ 0	\$1,553,736

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BE IT RESOLVED to acknowledge that the 2023-2024 school year budget as described results in a 0% increase in the tax levy for a total of \$1,553,736; and

BE IT RESOLVED that the general fund appropriations include a \$14,000 withdrawal from the Tuition Reserve Account which were deposited into the account in school year 2021-2022 and are now required to be withdrawn to pay tuition obligations in the 2023-2024 school year; and

BE IT RESOLVED in accordance with the N.J.A.C. 6A:23B-1.2(b), the maximum expenditure for travel for the 2023-2024 school year for all staff and board members is \$10,000; and

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

THEREFORE BE IT RESOLVED that the Elsinboro Township Board of Education approves and adopts the 2023-2024 Budget at the Public Hearing held in the Gymnasium of the Elsinboro Township School on May 8, 2023 at 6:30 p.m.

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

APPROVAL OF MINUTES

Motion made by Mr. Carlson, second by Mrs. Sheffield to approve the regular and executive session meeting minutes of April 17, 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: 6-0-0

PUBLIC COMMENT - AGENDA ITEMS

None

CHIEF SCHOOL ADMINISTRATOR’S REPORT

Motion made by Mr. Carlson, second by Mrs. Weber 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
Mariah Mills	Virtual	Fundations Level K Launch Workshop (instructor led)	June 1, 2023	\$299.00	N/A	N/A

PERSONNEL - SUPPORT

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2023-2024 Support Staff Salaries

The 2023-2024 support staff and salaries as per the recommendation of the Chief School Administrator.

ABSTAIN: Mr. Stepler

Motion Carried: 5-0-1

Summer Custodial Work

The employment of Mr. James Watson for summer custodial work at the rate of \$16.00 per hour per the recommendation of the Chief School Administrator.

Substitute Rates 2023-2024

The substitute rates for 2023-2024 as follows:

Substitute Teacher	\$125.00 per diem
Substitute School Nurse	\$150.00 per diem
Substitute Office, Custodian or Cafeteria	\$15.50 per hour

OTHER BUSINESS

HIB Report – Approval

Approve the Superintendent’s monthly Harassment, Intimidation, and Bullying Report for April 2023 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 May 2023 (as of May 5, 2023) as presented:

HIB Investigations:

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

Approval of Danielson Teacher Evaluation Framework

The Danielson Teacher Evaluation Framework for observing and evaluating teaching staff. This Evaluation Tool has been used at Elsinboro School since 2012.

Field Trip

Approximately 40 students and 2 staff members to go to Creekside Restaurant, Woodstown, for the Honor Roll Lunch with the Mayor and Township Committee on Monday, June 5, 2023, at 11:30 am, returning at 1:40 pm. The cost of the bus is TBD.

Policies

The following policies for second reading and adoption:

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CODE	POLICY	STATUS
3327	Relations with Vendors	Revision
3542.2	School Meal Program Arrears	Revision
3542.31	Free or Reduced Price Lunches	Revision
5131.5	Violence and Vandalism	Revision
6145.3	Publication	Revision
6164.1	Intervention and Referral	Revision

Employment - In-House ESY/Summer Enrichment Program

The employment of the following staff members for the 2023 In-House ESY/Summer Enrichment Program. The 2023 ESY/Summer Enrichment Program will be funded through the ESSER II and ESSER III Grants.

Teachers at the rate of \$45.00 per hour: Aimee Henry, Lauren Morgan, Glenda Nelson, Joe Sarbello, Sharon Simms, Amy Weinert

SEP will be held in-person with each teacher employed for up to 75 hours from June 27, 2023 through July 27, 2023, Tuesday-Thursday (5 weeks), at the rate of \$45 per hour (max \$3,375.00 each), as per the recommendation of the Chief School Administrator. The School Nurse will be employed up to 60 hours at the rate of \$45 per hour (max \$2,700.00). Student hours will be 9:00 a.m.-12:00 p.m. each day.

ROLL CALL VOTE: YES: Mr. Carlson, Mrs. Delaney, Mrs. Sheffied, Mr. Stepler, Ms. Thomas, Mrs. Weber

Abstain on 2023-2024 Support Staff Salaries: Mr. Stepler (see above)

Motion Carried: 5-0-1

All Other Motions Carried 6-0-0

BOARD SECRETARY/BUSINESS ADMINISTRATOR REPORT

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

Bills to be Paid

The payroll and agency for April, 2023 and the bills list for May, 2023.

Professional Appointments

The appointments for professional services for 2023-2024.

Shared Business Services Agreement 2023-2024

The renewal of the Agreement for Shared Business Services with the Alloway Board of Education for 2023-2024 at a cost of \$91,809 per year. (1% increase over previous year)

Health Benefit Waiver 2023-2024

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Payment to employees who waive health, prescription or dental coverage in the following amounts (upon completion of waiver form and submission of all required insurance data by the employee for 2023-2024):

Health/Prescription Insurance	\$2,000 per year
Dental Insurance	\$ 300 per year

GCSSSD – Nonpublic Aid-in-Lieu Program

The District’s participation in the 2023-2024 Gloucester County Special Services School District Nonpublic Aid-In-Lieu Program to fulfill required state regulations, at a cost of \$4.50 per eligible nonpublic student.

GCSSSD – Choice Student Transportation Program

The District’s participation in the 2023-2024 Gloucester County Special Services School District Choice Student Transportation Program to fulfill required state regulations, at a cost of \$4.50 per eligible choice student.

Resolution 2023-5 Member Participation in Cooperative Pricing System

Resolution 2023-5 as follows:

RESOLUTION FOR MEMBER PARTICIPATION IN A COOPERATIVE PRICING SYSTEM

WHEREAS, N.J.S.A. 40A:11-11(5) authorizes contracting units to establish a Cooperative Pricing System and to enter into Cooperative Pricing Agreements for its administration; and

WHEREAS, the Camden County Educational Services Commission, hereinafter referred to as the “Lead Agency ” has offered voluntary participation in a Cooperative Pricing System for the purchase of goods and services;

WHEREAS, on May 8, 2023 the governing body of the Elsinboro Township Board of Education, County of Salem, State of New Jersey duly considered participation in a Cooperative Pricing System for the provision and performance of goods and services;

NOW, THEREFORE BE IT RESOLVED as follows:

TITLE

This RESOLUTION shall be known and may be cited as the Cooperative Pricing Resolution of the Elsinboro Township Board of Education

AUTHORITY

Pursuant to the provisions of *N.J.S.A. 40A:11-11(5)*, the School Business Administrator is hereby authorized to enter into a Cooperative Pricing Agreement with the Lead Agency.

CONTRACTING UNIT

The Lead Agency shall be responsible for complying with the provisions of the *Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.)* and all other provisions of the revised statutes of the State of New Jersey.

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EFFECTIVE DATE

This resolution shall take effect immediately upon passage.

ROLL CALL VOTE: YES: Mr. Carlson, Mrs. Delaney, Mrs. Sheffied, Mr. Stepler, Ms. Thomas, Mrs. Weber

Motion Carried: 6-0-0

DISCUSSION ITEMS/FYI

- Pillars of Character - May/June, Mrs. Hofacker
- Fire Drill - Tuesday, April 25, 2023, 1:05 pm, 1 min. 25 secs, 113 students, 24 staff, sunny 57 degrees, station # 8
- Security Drill - May 12th
- Mayor's Luncheon - June 5, 2023
- Elsinboro Enrollment - 116 students
- May 2023 calendar
- June 2023 calendar
- Pizza Night was a success. Thank you to the Elsinboro Education Association for sponsoring the event and Elsinboro MAPSA for adding the desserts to the bag. Thank you to all the teachers who helped assemble the kits, and a big thank you to the teachers who stood out in the rain and cold to hand out the kits: Mrs. Henry, Mrs. Weinert, Mr. Sarbello, Mrs. Hannah, Mr. Fox, and Mrs. Lombardi!
- Thank you to Mrs. Hannah for hosting Cinco de Mayo with her 2nd grade class.
- Congratulations to Ryan for participating in the South Jersey Honors Band.
- Take your child to work day
- Administrative Professionals Day - We are lucky to have Mrs. Stepler and Ms. Powers!
- Email received about school security.
- Honor Roll assembly was 4/24/23; ESA provided Rita's
- Congratulations to Rylee for being our 4A award recipient.
- New chains are installed by door G.
- Door project is on target. The project is currently in the engineering phase.
- There has been a suggestion by teachers to create a Parent Code of Conduct. A committee of staff members will be formed to complete this task. The document will then be shared with the Board for review and approval.

PRESIDENT'S REPORT

Communications to the Board

None

Old Business

- The BA shared that a proposal from CM3 was received earlier in the day for the addition of air conditioning capability in the gym HVAC unit. The proposal includes the placement of the air conditioning unit on the ground outside of the back door of the gym. This would result in the sidewalk having to be relocated as well as additional expenses for a concrete pad, fencing, and possibly landscaping. The BA stated that she must complete more research on this project before it is recommended for Board approval.

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The Board asked what the cost would be to replace the unit installed in the gym ceiling with a unit that has air conditioning capability and would be installed on the roof.

- A preconstruction meeting for the parking lot expansion project was held on April 20, 2023. Mrs. Delaney, Mr. Stepler, Mrs. Kretzer, Ms. Allen, Samantha Boonstra from Remington & Vernick, and John Sorantino, foreman from Ricky Slade, attended. The project is scheduled to begin following the last day of school/during the following week.
- Andrew Martin, Green Hill Construction, was onsite on May 2, 2023 to meet with Samantha Boonstra to determine the placement of the pole barn in relation to the expanded parking lot. There are no drawings that show the exact location. It was requested that Ricky Slade have the stakes for the parking lot installed earlier than planned to assist with pole barn placement. Even though the district was agreeable to paying for any costs related to an earlier installation, Mr. Sorantino was not amenable.
- Superintendent Evaluation - online completion at www.njsba.org. Please complete online by June 2, 2023. It's required to be approved by the BoE by June 30, 2023 to meet QSAC requirements. Note: Mrs. Weber and Mr. Stepler are not permitted to complete the evaluation due to conflicts of interest.
- Board Self Evaluation - Complete online at www.njsba.org by May 26, 2023, as it's also required to be approved by the BoE by the June board meeting to meet QSAC requirements. An email with instructions was sent to Board members on 4/14.

New Business

- Onsite School Security - Information provided by KDNFS
Mrs. Kretzer will investigate any available grant opportunities to fund school security personnel.

Committee Reports

- The Negotiations Committee met with EEA on April 19, 2023. A future meeting is scheduled for May 17, 2023.

PUBLIC COMMENT - OPEN

None

EXECUTIVE SESSION

Motion made by Mr. Carlson, second by Mrs. Weber to enter into Executive Session by Resolution at 7:29 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 7:40 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:

- **Matters that would Impact Rights to Receive Federal Funds**
- **Tactics or Techniques utilized in Public Safety Procedures**

BE IT FURTHER RESOLVED that the Board of Education hereby declares that its

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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. Delaney, Mrs. Sheffied, Mr. Stepler, Ms. Thomas, Mrs. Weber
Motion Carried: 6-0-0

RESUME PUBLIC SESSION

Motion made by Mrs. Sheffield, second by Mrs. Weber to return to the public portion of the meeting at 7:40 p.m.

ROLL CALL VOTE: YES: Mr. Carlson, Mrs. Delaney, Mrs. Sheffied, Mr. Stepler, Ms. Thomas, Mrs. Weber
Motion Carried: 6-0-0

Motion made by Mr. Carlson, second by Mrs. Weber that the Board of Education reject entering into a sending/receiving agreement with any other school district for the purpose of Elsinboro resident preschool students attending a preschool program operated by any other school district.

ROLL CALL VOTE: YES: Mr. Carlson, Mrs. Delaney, Mrs. Sheffied, Mr. Stepler, Ms. Thomas, Mrs. Weber
Motion Carried: 6-0-0

ADJOURNMENT

Motion made by Mrs. Weber, second by Mr. Carlson that there being no further business to be brought before the Board that the meeting be adjourned by 7:41 p.m.

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

Respectfully submitted,

Melanie M. Allen
Business Administrator/Board Secretary