

**ELSINBORO TOWNSHIP BOARD OF EDUCATION  
REGULAR MEETING MINUTES  
April 17, 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, April 17, 2023 at 6:34 p.m.

**CALL TO ORDER**

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 Anne Delaney, Mrs. Kathleen Sheffield, Mr. Jeffrey Stepler, Mrs. Kay Weber

Absent: Mrs. Victoria Galasso, Ms. Madinah Thomas

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

*Mr. Michael Khairzada was presented with a Resolution by Elsinboro Township Committee Deputy Mayor Joseph McAllister in recognition of Mr. Khairzada's 12 ½ years as a member of the Elsinboro Township Board of Education. The Board wished Mr. Khairzada the best in all of his future endeavors.*

**APPROVAL OF MINUTES**

Motion made by Mrs. Sheffield, second by Mrs. Weber to approve the regular meeting minutes of March 15, 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**

John Sieber, 11 Sinnickson Landing Road, asked the Board to consider employing an armed security officer who would be present on school days and at sporting events held at the school. His request is in light of nationwide school shootings. He stated that because Elsinboro is a School Choice district, what happens in other districts/towns can be brought into the school. He can assist the district in looking into this. Mr. Sieber is employed by KD National Force Security which provides security services to several Salem County schools.

**CHIEF SCHOOL ADMINISTRATOR'S REPORT**

Motion made by Mrs. Sheffield, second by Mrs. Weber to approve the following recommendations as represented by the Chief School Administrator:

**PERSONNEL – PROFESSIONAL**

Employment-Tenured Teacher Contracts 2023-2024

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The following tenured teachers for the 2023-2024 school year:

Kristina Boyle	Timothy Fox	Laura Gallagher	Bethany Hannah
Elizabeth Schneider	Sharon Simms	Lauren Morgan	Glenda Nelson
Tammy Rieger	Barbara Schneider	Michelle Lombardi	Joseph Sarbello
Amy Weinert			

**ABSTAIN: Mrs. Weber**

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

Employment – Non-Tenured - Third Year Contracts 2023-2024

The following non-tenured teachers be issued a contract for the 2023-2024 school year:

Aimee Henry and Mariah Mills

Employment – Non-Tenured - Second Year Contracts 2023-2024

The following non-tenured teachers be issued a contract for the 2023-2024 school year:

Fawn Kiernan and Sarah Florjancic

2023-2024 Teachers Salaries

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

**ABSTAIN: Mrs. Weber**

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

**PERSONNEL - SUPPORT**

None

**OTHER BUSINESS**

HIB Report - Approval

Approve the Superintendent's monthly Harassment, Intimidation, and Bullying Report for March 2023 as presented:

HIB Investigations:

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

HIB Report - Acknowledgement

Acknowledge 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

Homeless Agreement 2023-2024

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Entering into the Salem County Homeless Student Agreement for 2023-2024. The agreement states that Elsinboro School will not seek tuition or transportation reimbursement for any resident student, excluding special education students, determined to be homeless in accordance with the law, from any Salem County school districts who participate. (100% district participation is anticipated for 2023-2024).

Policies

The following policies for first reading:

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

Field Trip

The 8th Grade (13 students), Mrs. Lombardi and an undetermined number of parent chaperones, to go to Hershey Park, Hershey, PA. on Wednesday, May 31, 2023, from 9:00 am to 10:00 pm at a cost of \$37 admission, \$38 meal plan and \$21 drink plan per student (\$96 total), paid for out of the Class of 2023 student fund. Parent chaperones will pay their own way. The 40 passenger charter bus cost is \$2,620.00. The class is requesting \$1,000 from the Board of Education towards the cost of the bus. The balance of the bus cost will come from the Class of 2023 student fund.

The band and choir students (approx. 33) with Mrs. Schneider and 2 chaperones to go to Marlton Fun Plex (bowling, arcade, outdoor water and rides), Marlton, NJ, on Wednesday, June 7, 2023 from 9:00 am to 2:30 pm. The cost to the student is \$31.00 for admission. The bus cost is \$546.01 to be paid by the Board of Education. The students will bring a bag lunch.

2022-2023 School Calendar Adjustment

The following changes to the 2022-2023 school year calendar:

- Remove the two built in snow days making the last day of school June 13, 2023
- Change June 8, 2023 and June 9, 2023 from full days to half days
- 8th Grade Graduation will be June 9, 2023.

**ROLL CALL VOTE: YES: Mr. Carlson, Mrs. Sheffield, Mr. Stepler, Mrs. Weber, and Mrs. Delaney  
Abstain on Employment-Tenured Teacher Contracts 2023-2024: Mrs. Weber (see above)**

**Motion Carried 4-0-1**

**Abstain on 2023-2024 Teachers Salaries: Mrs. Weber (see above)**

**Motion Carried 4-0-1**

**All Other Motions Carried 5-0-0**

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**BOARD SECRETARY/BUSINESS ADMINISTRATOR REPORT**

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

Board Secretary Certification

Board's Certification

Pursuant to N.J.A.C. 6A:23A-16.10(c) 4, the Elsinboro Township Board of Education certifies that as of February 28, 2023 and after review of the Secretary's Monthly Financial Reports and upon consultation with the appropriate district officials, to the best of the Board's knowledge, no major account or fund has been over-expended in violation of N.J.A.C. 6A:23A-16.10(a)1 and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

Board Secretary's Certification:

Pursuant to N.J.A.C. 6A:23A-16.10 (c) 3, I certify that as of February 28, 2023, no budgetary line item account has obligations and payments (contractual orders) which in total exceed the amount appropriated by the Elsinboro Township Board of Education pursuant to N.J.S.A. 18A:22-8.1 and N.J.S.A. 18A:22-8.2 and no budgetary line item account has been over-expended in violation of N.J.A.C. 6A:23A-16.10 (c) 4. Also, in accordance with N.J.A.C. 6A:23A-16.10(c) 2, it is certified that there are no changes in anticipated revenue amounts and sources for the month ending February 28, 2023.

Cash Reconciliation Report

The Cash Reconciliation report for the month of February, 2023.

Bills to be Paid

Payroll and agency for March, 2023 and bills lists for March, 2023 and April, 2023.

Transfers

The transfers for the month of February, 2023.

NJ Schools Insurance Group - Safety Grant

By Resolution, the application to the NJ Schools Insurance Group for the Safety Grant in the amount of \$2,000.00 for the project period July 1, 2023 through June 30, 2024. Grant funds will be used to purchase mulch for the playground.

Salem County Cooperative Transportation Program 2023-2024

The 2023-2024 Contract for Participation in Cooperative Transportation with Gloucester County Special Services School District for homeless/public/nonpublic/special education/vocational transportation needs.

2023-2024 Medical, Prescription Drug and Dental Insurance

Entering into an Agreement with The Public Employer Trust to provide medical, prescription drug, and dental insurance to eligible employees for the 2023-2024 school year. The agreement calls for a 0% increase for dental and an average increase of 8.97% for health/prescription insurance.

SC Cooperative Pricing Consortium - JPA 2023-2024

The 2023-2024 Joint Purchasing Agreements with Penns Grove- Carneys Point Regional School District for baked goods, ice cream, milk, juice & dairy.

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District Tax Schedule 2023-2024

The 2023-2024 District Tax Schedule.

Salem County Special Services School District Related Services 2023-2024

Entering into an Itinerant/Shared Services Agreement with Salem County Special Services School District to provide various Consultant/Therapy/Evaluations, etc. to Elsinboro Township School District effective July 1, 2023 through June 30, 2024 at the various rates specified in the Agreement.

SCSSSD Related Services/Shared Services Agreement

Entering into a Related Services/Shared Services Agreement with Salem County Special Services School District to provide Occupational Therapy and Speech Therapy services to the Elsinboro Township School District effective September 1, 2023 to June 30, 2024 at the cost of \$11,677.

Re-negotiation of the contracted amount will occur only if the actual costs change by more/less than 10%.

2021-2022 Audit, Recommendations and Corrective Action Plan

The 2021-2022 Audit and one recommendation and resulting Corrective Action Plan was discussed.

Following discussion, the Board approved the 2021-2022 Annual Comprehensive Annual Financial Report (ACFR), Auditor's Management Report, and the Corrective Action Plan as per the one (1) recommendation and finding for the 2021-2022 school year audit as presented and discussed.

Pole Barn Project - Green Hills Construction, Inc.

Award the pole barn project to Green Hills Construction, Inc. (Andrew Martin) for construction during the 2022-2023 school year based on the following proposals:

- Construction of 24' W x 40' L x 12'H Pole Building	\$23,500.00
- Option 1: 5" K style gutter with one downspout per side	\$850.00
- Concrete floor for 24' W x 40' pole building	<u>\$6,250.00</u>
	\$30,600.00

General fund and Capital Reserve (if needed) funds will be used for this project.

Award the pole barn project to Green Hills Construction, Inc. (Andrew Martin) for construction during the 2023-2024 school year based on the following proposal:

- Construction of interior room of pole building Size 13.6' x 24'	\$8,900
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General funds will be used for this project.

**ROLL CALL VOTE: YES: Mr. Carlson, Mrs. Sheffield, Mr. Stepler, Mrs. Weber, and Mrs. Delaney**  
**Motion Carried: 5-0-0**

**DISCUSSION ITEMS/FYI**

- Elsinboro Enrollment - 116 students
- Calendar - April 2023
- QSAC Visit was 4/5/23 - Mrs. Kretzer reported that it could be several months until the County Office scores are finalized and shared with the district.
- Shelter in Place 4/5/23 - Reported incident with Elsinboro Township required a shelter in place at the school. The LAC Police department responded to the school immediately and were present

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during student dismissal to ensure the safety of all. The reported incident was determined to be false.

- Salem County Sumdog Contest 2023 -
  - Top Ten Classes
    - 3rd place - Mrs. Rieger's fifth grade
    - 5th place - Mrs. Rieger's fourth grade
  - Top Ten Students
    - 1st place - JP from Mrs. Rieger's fifth grade
    - 2nd place - TB from Mrs. Rieger's fifth grade
    - 6th place - BM from Mrs. Rieger's fifth grade
    - 9th place - CH from Mrs. Rieger's fifth grade
- Delaware Valley Science Fair Winners - one Honorable Mention-RD
- SCVTS Admissions:
  - \*All but one student accepted, and one is on the waiting list because the program was full.
- Fire Drill-Friday, March 17, 2023, 9:52 am, 1 min 14 secs, 113 students, 22 staff, sunny, 50 degrees, station 6
- Security Drill-March 31, 2023, 12:47 pm, evacuation-bomb threat, 1 min. 17 secs. to evacuate, 4 mins. 30 secs. total, cloudy, 55 degrees, 22 staff, 110 students, An evacuation to the gym was called by Mrs. Weinert. All staff & students went to the gym, grade attendance was taken and an explanation was presented by Mrs. Kretzer.
- Security Drill-April 13, 2023, 1:30 pm, Tabletop Discussion, 45 mins. duration, sunny, 80 degrees, Cpl. Smith, Mrs. Kretzer, Mrs. Weinert in attendance, A discussion took place regarding the planning of an evacuation drill to the firehouse in May. Checking with Chief Elwell and the owner of the land in between.
- Bus Evacuation Drills-Bus 3 Salem Choice students was held Tuesday, March 28, 2023 at 8:15 am in the front driveway, Bus 1 & 2 Elsinboro routes were held Wednesday, April 5, 2023 at 8:15 am in the front driveway. School nurse, Mrs. Gallagher, oversaw all 3 evacuations.
- Cafeteria cabinets and sink project is complete.
- New sinks and faucets in the boy's bathroom.
- A quote was obtained for a washer and dryer to be installed in the basement. This will allow custodial wash rags and mop heads to be cleaned and reused instead of being discarded after use. Student uniforms will also be washed as needed.
- Parent/student basketball game.
- Game Club has finished for 4th and 5th grades and Mrs. Hannah's game clubs for K and 1st and 2nd and 3rd grades are being held now.
- Digital Mapping of the school, 4/12/23
- Boiler issues
- Parking lot (signs) - On a few occasions, individuals have parked in the school parking lot until 9:00 p.m.-10:00 p.m. while fishing. Trash/items have been left behind. It was suggested that signs, possibly listing time limits for using the parking lot after school hours, be installed after the expanded parking lot is completed.
- NJSLA testing will begin 5/15-5/23/23
- Bring Your Child to Work Day 4/27/23
- Family Pizza Night 5/2/23

**PRESIDENT'S REPORT**

**Communications to the Board**

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None

**Old Business**

- The BA reported two representatives from CM3 Building Solutions were onsite on April 12 to review the HVAC unit in the gym for the addition of air conditioning capability. An electrician will visit soon to determine the electrical needs for the project. CM3 is part of the Camden County Educational Services Commission.
- A preconstruction meeting for the parking lot expansion project is scheduled for April 20, 2023. Mrs. Kretzer, Ms. Allen, Samantha Boonstra from Remington & Vernick, and the foreman from Ricky Slade will be in attendance.
- Reminder: Filing of Personal/Relative and Financial Disclosure Statements **must** be completed no later than **April 30, 2023**.

**New Business**

- Superintendent Evaluation - online completion at [www.njsba.org](http://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](http://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.

**Committee Reports**

- The Negotiations Committee met with EEA on March 29, 2023. Future meetings are scheduled for April 19, 2023 and May 17, 2023.
- Mr. Carlson, Salem City Board of Education Representative, reported that Salem City School District is also in negotiations.

**EXECUTIVE SESSION**

Motion made by Mrs. Weber, second by Mrs. Sheffield, that the Board enter into the Executive Session by Resolution at 7:12 p.m. from which the public will be excluded:

**ELSINBORO 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 7:25 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:

- **Confidential Matters per Statute or Court Order - Student matter**

**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

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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.

**VOICE VOTE: Unanimously Approved**

***Motion carried: 5-0-0***

**RESUME PUBLIC SESSION**

Motion made by Mrs. Sheffield, second by Mr. Carlson to return to the public portion of the meeting at 7:25 p.m

**VOICE VOTE: Unanimously approved**

***Motion carried: 5-0-0***

**PUBLIC COMMENT – OPEN**

None

**ADJOURNMENT**

Motion made by Mrs. Weber, second by Mrs. Sheffield that there being no further business to be brought before the Board that the meeting be adjourned at 7:44 p.m.

**VOICE VOTE: Unanimously Approved**

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

Respectfully submitted,

Melanie M. Allen  
Business Administrator/Board Secretary