

**EL SINBORO BOARD OF EDUCATION
REGULAR MEETING MINUTES
April 27, 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, April 27, 2026 at 6:31 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, Jenna Hogate, Kathleen Sheffield, John Sieber, Kay Weber

Members Absent: Madinah Thomas

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

APPROVAL OF MINUTES

Motion made by Mrs. Sheffield, second by Ms. Hogate to approve the regular and executive session meeting minutes of March 23, 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

PRESENTATION AND PUBLIC HEARING ON THE 2026-2027 BUDGET

Motion made by Mrs. Weber, second by Ms. Hogate to open the public hearing on the 2026-2027 school year budget.

VOICE VOTE: Unanimously approved

Motion Carried: 6-0-0

The Business Administrator presented the proposed 2026-2027 Elsinboro School Budget.

PUBLIC COMMENT - BUDGET ONLY

Shelby Crist, 338 Walnut Street Road, asked if the option of a shared CSA was explored when the budget was being developed.

Ms. Allen responded no. She was directed to only include the option/cost to share a BA in next school year's budget.

Mrs. Delaney added that budget deadlines require the budget be approved at this evening's meeting, but the possibility of a shared CSA is being explored by the Board.

Tiffany Rieck, 19 Stuart Drive, stated that the district's enrollment is at an all time low and asked if anyone is looking into the reason(s) why.

Mrs. Kretzer replied she has not looked into why enrollment has decreased.

Mrs. Delaney said that the district's enrollment fluctuates throughout each school year.

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Motion made by Ms. Hogate, second by Mrs. Sheffield to close the public hearing on the 2026-2027 school year budget.

VOICE VOTE: Unanimously approved

Motion Carried: 6-0-0

Following discussion and questions on the 2026-2027 Budget

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

2026-2027 BUDGET APPROVAL

The Board approve by Resolution the FY 2026-2027 school district budget, noting that the budget is within the statutory cap and reflects a 3.5% tax levy increase.

**RESOLUTION #2026-3
EL SINBORO TOWNSHIP BOARD OF EDUCATION
RESOLUTION APPROVING 2026-2027 BUDGET
APRIL 27, 2026**

WHEREAS, the Elsinboro Township Board of Education adopted a tentative budget on March 23, 2026, and submitted it to the Executive County Superintendent of Schools for approval, and

WHEREAS, the tentative budget was approved by the Executive County Superintendent of Schools on April 10, 2026, and

WHEREAS, the tentative budget was posted on the legal notices page of the Elsinboro Township School District website on April 21, 2026, and

WHEREAS, the Elsinboro Township Board of Education has reviewed and discussed the 2026-2027 school district budget for the 2026-2027 school year, and the Elsinboro Township Board of Education approves, in accordance with the statutory requirements, the 2026-2027 budget as follows:

	GENERAL FUND	SPECIAL REVENUE	DEBT SERVICE	TOTAL
2026-2027 Total Expenditures	\$3,487,025	\$444,752	\$ 0	\$3,931,777
<u>Less: Anticipated Revenues</u>	<u>\$1,764,409</u>	<u>\$444,752</u>	<u>\$ 0</u>	<u>\$2,209,161</u>
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 \$50,000 withdrawal from the Maintenance Reserve for use on required maintenance activities for a school facility as reported in the comprehensive maintenance plan pursuant to N.J.A.C. 6A26-20.5; and

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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 and adopts the 2026-2027 Budget at the Public Hearing held in the Gymnasium of the Elsinboro Township School on April 27, 2026 at 6:30 p.m.

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

Motion Carried: 6-0-0

Resolution: 2026-2027 Travel and Related Expense Reimbursement

Approve the following Resolution:

**RESOLUTION #2026-4
EL SINBORO TOWNSHIP BOARD OF EDUCATION
RESOLUTION APPROVING 2026-2027 TRAVEL AND
RELATED EXPENSE REIMBURSEMENT
APRIL 27, 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. Hogate, Mrs. Delaney

Motion Carried: 6-0-0

PUBLIC COMMENT - AGENDA ITEMS

None

CHIEF SCHOOL ADMINISTRATOR'S REPORT

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

PERSONNEL – PROFESSIONAL

FMLA Leave of Absence - S.Sims

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The request from Sharon Simms for an FMLA leave of absence beginning May 11, 2026 with an anticipated return date of May 26, 2026. Mrs. Simms' leave will be paid as she will be utilizing sick days.

Employment – Tenured Teacher Contracts 2026-2027

The following tenured teachers for the 2026-2027 school year:

Kristina Boyle	Timothy Fox	Aimee Halus	Bethany Hannah
Michelle Minchino	Lauren Morgan	Glennnda Rehrman	Joseph Sarbello
Barbara Schneider	Elizabeth Schneider	Sharon Simms	Amy Weinert

ABSTAIN: Mrs. Weber

Motion Carried: 5-0-1

Employment – Non-Tenured - Fourth Year Contracts 2026-2027

The following non-tenured teachers be issued a contract for the 2026-2027 school year:

Natasha Cary Pamela Marts

Employment – Non-Tenured - Second Year Contracts 2026-2027

The following non-tenured teachers be issued a contract for the 2026-2027 school year:

Tonya Foster Sierra Gwinn Jenna Hudock Samantha Saddler

Employment – School Counselor/Preschool Coordinator - Second Year Contract 2026-2027

Julie Hofacker, School Counselor/Preschool Coordinator, be issued a contract for the 2026-2027 school year at an annual salary of \$74,880.00. Mrs. Hofacker will continue to work in the capacity of School Counselor 3 days per week (60%) and in the capacity of Preschool Coordinator two days per week (40%). Her salary is charged 60% to the general fund budget and 40% to the preschool grant budget. She fulfills the required preschool roles of Preschool Intervention & Referral Specialist (PIRS) and Community Parent Involvement Specialist (CPIS).

2026-2027 Teachers Salaries

The 2026-2027 professional staff salaries as attached and as per the negotiated agreement.

ABSTAIN: Mrs. Weber

Motion Carried: 5-0-1

IR&S Tutoring Program

Reaffirm the creation of an I&RS afterschool tutoring program, overseen by Julie Hofacker, for the remainder of the 2025-2026 school year and approve the following staff to be paid at the EEA rate of \$25.00 per hour using Title IA funds:

Tonya Foster	Sierra Gwinn	Lauren Morgan	Glennnda Rehrman
Elizabeth Schneider			

Workshop Participation

The following workshop participation:

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STAFF	LOCATION	WORKSHOP	DATE	COST	MILEAGE	ANTICIPATED SUB COST
Patricia Danner, Administrative Secretary	Cape May Court House	McKinney-Vento Professional Development	May 21, 2026	\$0.00	yes	\$15.92/hour
Krissy Boyle	Virtual	Strengthening Students Writing Skills	Digital can access anytime	\$295.00	N/A	\$125.00

PERSONNEL - SUPPORT

Hire - Preschool Instructional Aide

Samantha Brown as a Preschool Instructional Aide for the 2025-2026 school year effective May 1, 2026 through June 30, 2026 at an annual salary of \$25,000, prorated based on start date, pending successful completion of all new hire paperwork.

Tuition Reimbursement - REMOVE MOTION FROM TABLE (3/23/2026 BoE Meeting)

Remove from the table the following motion: 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.

Tuition Reimbursement

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OTHER BUSINESS

HIB Report - Approval

Approve 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

HIB Report - Acknowledgement

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

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

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

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Mrs. Delaney

ABSTAIN: Mrs. Weber Employment - Tenured Teachers Contracts 2026-2027; 2026-2027 Teachers Salaries (see above)

Motions Carried: 5-0-1

All Other Motions Carried: 6-0-0

BOARD SECRETARY/BUSINESS ADMINISTRATOR REPORT

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

Bills to be Paid

The bills list for April, 2026.

GCSSSD Transportation - Contracted Bus Route 2025-2026

The 2025-2026 school year transportation for the following student. 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.)
Y1179	SCSSSD - Daretown School	\$122.49*	New effec 4/20/2026	1 (Cost to be reimbursed by resident district)

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

Salem County Cooperative Transportation Program 2026-2027

The 2026-2027 Contract for Participation in Cooperative Transportation with Salem (Gloucester) County Special Services School District for homeless/public/nonpublic/special education/vocational transportation needs.

2026-2027 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 2026-2027 school year. The agreement calls for a 5.0% increase for dental and an average increase of 18.0% for health/prescription insurance resulting in an overall package increase of 17.4%.

District Tax Schedule 2026-2027

The 2026-2027 District Tax Schedule.

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

Motion Carried: 6-0-0

DISCUSSION ITEMS/FYI

- Enrollment - April 2026: 101 students
- Calendar - April 2026
- SCVTS Admissions
- Fire Drill-Thursday, March 30, 2026, 2:29 pm, 1 min 3 secs, 97 students, 24 staff, sunny, 64 degrees, station 6
- Security Drill-March 31, 2026, 10:02 am, Evacuation, 1 minute 33 sec, All students exited and met at the flag pole, there were no issues. , 101 students, 23 staff

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Attended by: Mrs. Kretzer

- Fire Drill-Thursdays, April 14, 2026, 10:39 am, 1 minute 23seconds, 100 students, 24 staff, sunny, 71 degrees, station 9
- Security Drill-April 15, 2026, 10:09 am, Active Shooter, 10 minutes, All students remained in classrooms until doors were unlocked by Mrs. Kretzer and Lt. S. Pino. LACPD, 101 students, 26 staff

Attended by: Mrs. Kretzer and Lt. Pino

- Bus Evacuation Drills-Bus 3 Salem Choice students was held March 26, 2026, at 8:15 am in the front driveway, Mrs. Kretzer oversaw the evacuation.
- PBIS Event 4-8th Basketball and Games
- NJSLA-A testing will begin 5/4-5/15/26
- Bring Your Child to Work Day April 23, 2026
- Grandparents Day was held April 16th and April 17th; 101 grandparents!
- Monday, May 11th, Spring Art Show 4:45 pm, Concert 5:00 pm.
- Bike to School Day May 6, 2026
- Perfect Attendance Game and Snacks
- Class DOJO Movie Reward K-3 March 20th
- Delaware Valley Regional Science Fair -Bryn received 3rd for Mathematics, Kylee received 2nd in Earth & Space Science, and was nominated for the Thermo Fisher Scientific Junior Achievers Challenge, held in Washington, D.C.
- 4-A Recipient for 2025-2026 is Ian Galasso
- Preschool playground
- Preschool Wheels Parade was held on April 24th. Thank you Mrs. Hofacker and Ms. Foster for a fun community-included event!

PRESIDENT'S REPORT

Communications to the Board

- Cumberland/Salem SBA Hybrid Meeting on Tuesday, May 5, 2026, at the Salem River Inn and virtually
- Thank you card from Elsinboro Youth Basketball League for use of the gym

Old Business

- 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- Governance III
Sheffield, Thomas- Governance IV

New Business

- Superintendent Evaluation - Complete online at www.njsba.org/. Mrs. Kretzer has notified the Board of the completion of her part of the evaluation. It's required to be approved by the BoE by June 30, 2026, to meet QSAC requirements. Note: Mrs. Weber is not permitted to complete the evaluation due to a conflict of interest.
- Board Self Evaluation - Complete online at www.njsba.org/ by May 31, 2026, as it's also required to be approved by the BoE by June 30, 2026, to meet QSAC requirements. An email with instructions was sent from the Business Administrator on April 23.

Committee Reports

None

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Next Board Meeting - May 18, 2026

PUBLIC COMMENT – OPEN

Shelby Crist asked if parents/guardians can be notified when their child(ren) is seen by the nurse.
Can a policy for this practice be implemented?

Mrs. Delaney responded that the Board will look into this.

EXECUTIVE SESSION

Motion made by Ms. Hogate, second by Mr. Sieber that the Board enter into Executive Session by Resolution at 7:34 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 8:12 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. Hogate, Mrs. Delaney

Motion Carried: 6-0-0

RESUME PUBLIC SESSION

Motion made by Mr. Carlson, second by Mrs. Sheffield to return to the public portion of the meeting at 8:12 p.m.

VOICE VOTE: Unanimously approved

Motion Carried: 6-0-0

ADJOURNMENT

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 8:12 p.m.

VOICE VOTE: Unanimously approved

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Motion Carried: 6-0-0

Respectfully submitted,

Melanie M. Allen
Business Administrator/Board Secretary