

**EL SINBORO TOWNSHIP BOARD OF EDUCATION
REGULAR MEETING MINUTES
August 15, 2022**

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, August 15, 2022 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*, 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, Mr. Michael Khairzada, Mrs. Kathleen Sheffield, Mr. Jeffrey Stepler, and Mrs. Kay Weber

Members Absent: Mrs. Victoria Galasso

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

APPROVAL OF MINUTES

Motion made by Mrs. Weber, second by Mrs. Sheffield to approve the regular meeting minutes of June 20, 2022 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: 5-0-1

ABSTAIN: Mr. Khairzada

PUBLIC COMMENT - AGENDA ITEMS

None

CHIEF SCHOOL ADMINISTRATOR'S REPORT

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

PERSONNEL – PROFESSIONAL

Hire Personnel Between Board Meetings

The CSA to make any necessary staff hires to fill vacancies as needed for the 2022-2023 school year. Formal Board approval will be taken at the regularly scheduled board meeting on September 19, 2022.

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Curriculum Revision

All certificated staff members (teachers) for curriculum writing. The rate of pay will be \$100/unit for revisions and \$200/unit for new curriculum. It is estimated that revisions will take 4 hours and new curriculum will require 8 hours per staff member. Each grade will have 4 units per subject area. The curriculum update is necessary because of NJQSAC requirements and updated resources. This project began during the 2021-2022 school year and will continue during the 2022-2023 school year. Curriculum revisions will be paid using ESSER III funds.

PERSONNEL – SUPPORT

Employment - Substitutes

The following teacher/aide substitutes for the 2022-2023 school year at the rate of \$105.00 per diem: Donna Ascenzi, Elizabeth Davis, Natalya Franklin, Kamryn Clark.

The following nurse substitutes for the 2022-2023 school year at the rate of \$150.00 per diem: Tracey Scull, Dora Hooks.

The following office substitute for the 2022-2023 school year at the rate of \$15.00 per hour: Donna Ascenzi.

Employment - SACC Worker

The employment of Sommer Johnson as a part-time SACC worker for the 2022-2023 school year at the rate of \$15.00 per hour.

The following staff members as SACC substitutes for the 2022-2023 school year at the rate of \$15.00 per hour - Michelle Lombardi, Sharon Simms, Danielle Powers.

Employment Paraprofessional

The employment of Melissa Harris as a paraprofessional for the 2022-2023 school year. Ms. Harris' start date will be September 1, 2022, and she will be paid at the rate of \$18.00 per hour; \$22,682 annual salary. Single health and dental benefits provided.

ABSTAIN: Mr. Stepler

Motion Carried: 5-0-1

Employment - In-House ESY/Summer Enrichment Program Counselor

The reaffirmation of the employment of Julie Hofacker as Counselor during the district's In-House ESY/Summer Enrichment Program to provide counseling to one student at the rate of \$50.00 per session up to 4 sessions. ESSER II and ESSER III grants funds will be used.

OTHER BUSINESS

Substitute Handbook

The Elsinboro Township School Substitute Handbook for the 2022-2023 school year.

SACC Handbook

The Elsinboro Township School SACC Handbook for the 2022-2023 school year.

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Mentoring Plan

The Elsinboro Township School Mentoring Plan for the 2022-2023 school year.

Amended Safe Reopening Plan

The Amended Safe Reopening Plan for the 2022-2023 school year pursuant to the Federal American Rescue Plan Act, Section 2001(i).

Use of Facilities

The use of facilities received from the Elsinboro Township Committee for the Elsinboro Township Public Meeting, September 26, 2022 at 6:00 pm. Application is attached. Sean Elwell will oversee the meeting.

The use of facilities for the Salem Exchange Club Chicken Dinner Take-Out, October 14, 2022 from 4:00 pm - 6:00 pm. Application is attached. Joe McAllister will oversee the activity.

Uniform Policy

The Elsinboro Township Uniform Policy updates for the 2022-2023 school year.

HIB Grade Report 2020-2021

The NJDOE HIB official release of grade data for the 2020-2021 school year.

Field Trips

Mrs. Rieger and the Academic League to participate in the Chemours Middle School Academic League on 10/18/22 @ Alloway, 11/8/22 @ Pennsville, 12/6/22 @ Upper Pittsgrove, 1/24/23 @ Mannington, and 2/14/23 @ Oldmans. Transportation will be prepared for the next board meeting.

ROLL CALL VOTE: YES: Mr. Carlson, Mr. Khairzada, Mrs. Sheffield, Mr. Stepler, Mrs. Weber, and Mrs. Delaney

Abstain on Employment of Melissa Harris: 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. Khairzada, second by Mrs. Weber to approve the following as presented by the Business Administrator:

Bills to be Paid

The bills list for June 2022 (final), July 2022, and August 2022 and the payroll and agency bill list for June, 2022.

Grant Salaries 2021-2022 Revised

The revised 2021-2022 salaries funded through grants, as per the attached.

Grant Salaries 2022-2023

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The 2022-2023 salaries funded through grants, as per the attached.

Preschool Program Operational Plan and Budget Statement

The Resolution 2022-10 as presented:

**RESOLUTION 2022-10
EL SINBORO TOWNSHIP BOARD OF EDUCATION
RESOLUTION APPROVING THE SUBMISSION OF THE DISTRICT'S
APPLICATION TO THE NJ DEPARTMENT OF EDUCATION
DIVISION OF EARLY CHILDHOOD SERVICES
FOR PRESCHOOL EDUCATION AID FOR THE 2022-2023 SCHOOL YEAR**

Whereas, the Elsinboro Township Board of Education approves applying for the New Jersey Department of Education Division of Early Childhood Education Preschool Program Plan for the 2022-2023 school year; and

Whereas, the Elsinboro Township Board of Education authorizes the CSA to submit to the New Jersey Department of Education Division of Early Childhood Education the Preschool Program Plan and Budget Statement for the 2022-2023 school year;

Now Therefore Be It Resolved, that the Elsinboro Township Board of Education approves the CSA to submit the proposed plan and budget statement to the New Jersey Department of Education, Division of Early Childhood Education.

Nonpublic Transportation Aid 2021-2022

The Nonpublic Transportation Aid for the 2021-2022 school year in the amount of \$290.00.

Maintenance of Equity State Aid 2021-2022

The Maintenance of Equity State Aid for the 2021-2022 school year in the amount of \$296,605.00.

ARP Homeless Children and Youth Grant Consortium

The participation in the American Rescue Plan Act Homeless Children and Youth (ARP-HCY) grant consortium with the Woodstown-Pilesgrove Regional School District and accept Elsinboro Township School District's grant allocation of 4,969.00. All funding will be used to offset the cost of transportation for homeless students.

OOD Placement - Lower Alloways Creek

The Special Education Tuition Contract between the Lower Alloways Creek Board of Education and the Elsinboro Township Board of Education for the out-of-district placement of one student (SID #2425960153) residing in Elsinboro Township to attend the Special Education Program at the Lower Alloways Creek School for the 2022-2023 school year, at a yearly tuition rate of \$19,300.00.

OOD Transportation - Jointure with LAC Board of Education

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The renewal of the transportation jointure with Lower Alloways Creek Board of Education for the 2022-2023 school year at a rate of \$40.00/day or \$7,200.00 per year. This agreement is for the transportation of 1 Elsinboro resident student to/from LAC School from/to home on LAC Route EL5. Elsinboro will only be billed for in-person days for this student.

Library Media Specialist - Agreement

The Agreement with the Lower Alloways Creek Board of Education to appoint Sheryl Laws, LAC's Media Specialist, as a Library Media Specialist Consultant for the Elsinboro Board of Education for the 2022-2023 school year. Ms. Laws has agreed to the appointment for no monetary compensation. Per Governance - Indicator 14 under NJQSAC, the district Board of Education ensures that all students have access to library media services.

SC Cooperative Pricing Consortium - 2022-2023 Cafeteria Bid Award

The joint purchasing agreement with the Penns Grove Carneys Point School District for the purchase of baked goods. Furthermore, the Board award the 2022-2023 cafeteria bid (baked goods) as received from the bid opening through the Penns Grove – Carneys Point Regional School District's SC Cooperative Pricing Consortium to the following:

Baked Goods Awarded to: Deluxe Italian Bakery, Inc.

School Security Grant FY2020

The Board approve and accept the FY2020 School Security Grant (Grant #20E00188) in the amount of \$20,000. The grant was used for installation of Alyssa's Law compliant equipment and the balance funded the purchase and installation of the generator. Note: This grant was previously approved on August 9, 2021, but approval cannot be before September 1, 2021 in order for the funds to be reimbursed to the district.

ROLL CALL VOTE: YES: Mr. Carlson, Mr. Khairzada, Mrs. Sheffield, Mr. Stepler, Mrs. Weber, and Mrs. Delaney
Motions Carried 6-0-0

DISCUSSION ITEMS/FYI

- Enrollment - 2022-2023, 113 students
- Congrats to the following students for earning over 500 points on their Summer Math Challenge. They will receive a "water day" in the near future. Congrats to the following students for earning at least 300 points on their Summer Reading Challenge. They received an ice cream party that was held at the school on July 28th. Great job reading everyone! Keep it up! More prizes will be awarded in September.
- The Road Forward - COVID-19 Update - Facilities and Instruction - Amended Safe Reopening Plan
- Fire Drills -
 - 6/29/2022, 9:15 a.m., 29 secs, 46 students, 10 staff, sunny, 70 degrees, station 1
 - 7/26/2022, 11:10 a.m., 44 secs., 29 students, 11 staff, sunny, 79 degrees, station 2
 - 8/3/2022, 9:24 a.m. 43 secs, 36 students, 11 staff, sunny, 77 degrees, station 1

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- Security Drills -
 - 6/30/2022, 9:19 a.m., lockdown, 45 secs., sunny, 76 degrees, 49 students, 9 staff, a lockdown was called at 9:19 a.m. All staff and students were locked in their classroom with shades drawn and lights off. Teachers and students moved into lockdown positions. Doors were unlocked by Mrs. Kretzer.
 - 7/28/2022, 10:30 a.m., lockdown, 40 secs., sunny, 75 degrees, 42 students, 10 staff, A lockdown was called at 10:30 a.m. All staff and students were locked in their classroom with shades drawn and lights off. Teachers and students moved into lockdown positions. Doors were unlocked by Mrs. Kretzer.
 - 8/4/2022, 11:30 a.m., evacuation, 41 secs., sunny, 79 degrees, 34 students, 10 staff. An evacuation was called at 11:30 a.m. All staff and students evacuated to the track area and returned to classrooms when all was clear by Mrs. Kretzer.
- Summer School - Average attendance was 39 students, (range was 50-29); student survey was completed to help guide next year's program. Teachers were enthusiastic and had a fun time working together with students to do crafts, make recipes, play outside, assembly programs, and work on summer work.
- Educere Program - 5 students worked on the Educere program to make up grade level work in order to be promoted to the next grade. Students have until August 18th to complete the program and a decision will be made after we get results on August 19th for grade level placement. Thank you to Mrs. Hofacker for all the leg work she did to arrange this program.

PRESIDENT'S REPORT

COMMUNICATIONS TO THE BOARD

- Thank you note received from Mrs. McAllister

OLD BUSINESS

- Completed summer 2022 projects: Installation of drop ceilings and new lighting in 5 classrooms, Replacement of carpet with tiles in the elementary hallway
- The CSA and BA reported that Foley has determined that the automatic transfer switch for the generator is defective and must be replaced. It would be best to test the generator during the summer when a) the load is greatest due to the operation of the air conditioning units and b) no students and staff are present. Mrs. Kretzer and Mr. Schenck have stressed this to Foley.
- The Business Administrator stated that an updated proposal from TriState HVAC for the material piece of the air conditioning in the gym project has been requested.
- Petition filed with the Salem County Board of Elections for the November 2022 election: Kathleen Sheffield. There is one open seat for which no petition was filed. Both seats are for 3 years.
- Reminder to complete required Board training by 12/31/2022

NEW BUSINESS

None

COMMITTEE REPORTS

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None

FYI - Next meeting Monday, September 19, 2022

EXECUTIVE SESSION

Motion made by Mr. Khairzada, second by Mr. Carlson that the Board enter into Executive Session by Resolution at 7:13 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 **7:14** 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:

Superintendent Evaluation

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.

VOICE VOTE: Unanimously approved

Motion carried: 6-0-0

RESUME PUBLIC PORTION

Motion made by Mr. Khairzada, second by Mr. Carlson to return to the public portion of the meeting at 7:14 p.m.

VOICE VOTE: Unanimously approved

Motion carried: 6-0-0

SUPERINTENDENT EVALUATION

Motion by Mr. Khairzada, second by Mr. Carlson to approve the 2021-2022 Superintendent Evaluation for Coni McAllister as presented.

ROLL CALL VOTE: YES: Mr. Carlson, Mr. Khairzada, Mrs. Sheffield, and Mrs. Delaney

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**Abstain: Mr. Stepler and Mrs. Weber
Motion Carried 4-0-2**

BOARD SELF-EVALUATION

Motion by Mr. Khairzada, second by Mr. Carlson to approve the Board Self-Evaluation for the 2021-2022 school year as presented.

**ROLL CALL VOTE: YES: Mr. Carlson, Mr. Khairzada, Mrs. Sheffield, Mr. Stepler,
Mrs. Weber, and Mrs. Delaney
Motion Carried 6-0-0**

ADJOURNMENT

Motion by Mr. Khairzada, second by Mrs. Weber, that there being no further business to be brought before the Board, that the meeting be adjourned at 7:15 p.m.

**VOICE VOTE: Unanimously approved
*Motion carried: 6-0-0***

Respectfully submitted,

Melanie M. Allen
Business Administrator/Board Secretary