

**CALL TO ORDER**

The regular meeting of the Elsinboro Township Board of Education was called to order by Board Secretary, Mrs. Rebecca Joyce, on Monday, January 2, 2017 at 6:30 p.m.

**OPEN PUBLIC MEETINGS ACT ANNOUNCEMENT**

In accordance with the provisions of the Open Public Meeting Act, Chapter 231, Public Law 1975, the Elsinboro Township Board of Education transmitted notice of this meeting, to be held in the Elsinboro School at 7:00 p.m. to the *South Jersey Times*, Elsinboro Township Municipal Building 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. Joyce, Board Secretary, led the Pledge of Allegiance to the flag.

**Oath of Office**

Mrs. Joyce, Board Secretary issued the Oath of Office to newly elected Board Members:

Michael Khairzada, Kathleen Sheffield - 3 year term

Victoria Galasso-2 year term

**Roll Call of Members**

Members Present: Mr. Carlson, Mrs. Delaney, Mrs. Galasso, Mr. Khairzada, Mrs. Sheffield, Mr. Stepler, Mrs. Weber

Also present: Mrs. Coni McAllister, Chief School Administrator, and Mrs. Rebecca Joyce, Board Secretary

Public attending: On file in the board office.

**Nominations**

The Board Secretary opened the floor for nominations for President.

Motion made by Mr. Khairzada, second by Mrs. Weber, to nominate Mrs. Kelly Delaney as President.

**VOICE VOTE:** Unanimously Approved.

Motion Carried: 7-0-0

The Board Secretary opened the floor for nominations for Vice-President.

Motion made by Mrs. Weber, second by Mrs. Sheffield, to nominate Michael Khairzada as Vice President.

**VOICE VOTE:** Unanimously Approved.

Motion Carried: 7-0-0

The meeting was turned over to the elected board president.

Motion made by Mrs. Weber, second by Mr. Khairzada, to approve the following recommendations:

**Designation of Newspaper**

The designated official newspaper for the 2017 year as *South Jersey Times*.

**Designation of Regular Meeting Dates:**

The second Monday of the month at 6:30 p.m. for 2017 meeting schedule (unless noted otherwise).

**Board Secretary Appointment**

The appointment of Rebecca Joyce, as board secretary and Shannon DuBois-Brody as alternate, effective January 2017 and until next reorganization meeting in January 2018.

**Designation of Depository of Funds and Designation of Signatories**

*Fulton Bank of New Jersey* as the designated depository of funds (warrant, payroll, agency, student fund and unemployment fund) for the 2017-2018 school year with the following designated signatories: General Account: (3) President, Treasurer and Board Secretary (w/V-Pres-alternate)  
Agency/Unemployment: (1) Treasurer or Bd.Secty/Bus. Adm.  
Payroll: (1) Treasurer  
Student Fund: (2) CSA, School Secretary, Bd.Secty/Bus. Adm.

**Adopt Policy Manual**

All existing policies, bylaws and regulations for the 2017 year as per the recommendation of the Chief School Administrator.

**Adopt District Curriculum**

The district curriculum as listed below for the 2017 year as per the recommendation of the Chief School Administrator:

Technological Literacy	Physical Education	Family Life/Health
Social Studies	Language Arts Literacy	Science (K-5)
Mathematics	Visual/Performing Arts	Career Education
World Language (Spanish)		

**Approve Textbooks**

The textbooks associated with the approved curriculum that will be used during the 2017 school year as per the recommendations of the Superintendent. (Page 6828)

**Approval of Danielson Teacher Evaluation Framework**

The Danielson Teacher Evaluation Framework for observing and evaluating teacher staff. This Evaluation Tool is mandated by the State and has been used at Elsinboro School since 2012.

**Appointment of Committees/Representatives**

Mrs. Delaney stated that all committees would be kept the same for 2017, since all incumbents.

- a. NJSBA Delegate & Alternate
- b. SCSBA Delegate and Alternate
- c. Academic/Policy Committee
- d. Building/Grounds Committee
- e. Finance/Negotiations Committee
- f. Curriculum Committee
- g. Personnel Committee
- h. ESA

Note: A letter was received from the County Office of Education regarding SHS representation. Elsinboro does not qualify for representation in 2017. (Pages 6829-6830)

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

Motion Carried: 7-0-0

**Regular Meeting followed Reorganization portion of meeting****APPROVAL OF MINUTES**

Motion made by Mr. Khairzada, second by Mrs. Sheffield, to approve the regular meeting minutes of November 14, 2016 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: 7-0-0

**CHIEF SCHOOL ADMINISTRATOR'S RECOMMENDATIONS**

Motion made by Mrs. Weber, second by Mr. Khairzada, to approve the following CSA recommendations:

**PERSONNEL - PROFESSIONAL**Workshop Participation

The following workshop participation:

STAFF	LOCATION	WORKSHOP	DATE	COST	SUB COST	MILEAGE
Elizabeth Schneider	Atlantic City	2017 NJ Kindergarten Conference	2/27,28/2017	\$415	\$180	X

**PERSONNEL - SUPPORT**Substitute Hire

Rachel Watson as a substitute teacher, substitute classroom aide and substitute custodian for 2016-2017 to fill in as necessary. There will no additional compensation for these positions unless Ms. Watson works outside of her normal hours (in which case she would receive her hourly rate of \$12.00 per hour).

SACC Worker

Rachel Watson as SACC worker for 2016-17, at an hourly rate of \$12.00. Ms. Watson will also be taking over the SACC billing starting in January. Elsinboro currently has 13 full-time SACC students. Two SACC employees work until 4:30 p.m. each day, with 1 SACC employee staying until 5:30 p.m.

**OTHER BUSINESS**HIB

As per NJDOE HIB reporting requirements, the CSA monthly report for December, 2016. One incident was reported. (Page 6831)

NJQSAC Equivalency Application Waiver

The NJQSAC Equivalency Application Waiver and Resolution

(Pages 6832-6833)

Policies

Approval of the following policy revisions:

CODE	POLICY	STATUS
4117.27	Arrest Reporting Requirements for Certificated Staff Members	Revision
5113	Students/Absences & Excuses	Revision

(Pages 6834-6837)

**ROLL CALL VOTE:** YES: Mr. Carlson, Mrs. Delaney, Mrs. Galasso, Mr. Khairzada, Mrs. Sheffield, Mr. Stepler, Mrs. Weber  
 Motion Carried: 7-0-0

**BOARD SECRETARY/BUSINESS ADMINISTRATOR REPORT**

Motion made by Mrs. Sheffield, second by Mr. Carlson, to approve the following recommendations:

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 November 30, 2016 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 November 30, 2016, 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. And, accordance with N.J.A.C. 6A:23A-16.10(c) 2, it is certified that there are no changes in anticipated revenue amounts for the month ending November 30, 2016.

(Pages 6838-6846)

Treasurer’s Report

The Treasurer’s Report for the month of November 2016. (Page 6847)

Transfers

The transfers for the month of December 2016. (Page 6848)

Bills to be Paid

The bills list for December, 2016 and the payroll/agency lists for November 2016 and December 2016. Further, the Board approve the payment of the January bills, with approval at the February, 2017 board meeting. (Pages 6849-6851)

Change Orders #1 and #2 Aliano Borthers

A revision to change order #1 to Aliano Brothers, Inc. for the air conditioning in the Nurse’s Office. The original change order was approved for \$5,211.00 on 9/12/16, but that change order omitted the cost of the electrical work that was to be done by a subcontractor. The revised change order amount is \$5,825.00. The architects have reviewed the change order and feel the amount appears reasonable for the work involved.

Further, the Board approve change order #2 to Aliano Brothers, Inc. in the amount of \$1,620.00 for infilling the brick wall behind the existing steps and landing. The area was discovered after the front steps were removed per contract. Two courses of brick will be demolished; the opening will be cleaned up and infilled with new brick. (Page 6852)

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

Motion Carried: 7-0-0

### DISCUSSION ITEMS/FYI

1. Fire Drill-(November) 11/17/2016, 9:27 a.m.
2. Security Drill (November)-11/3/2016, Cpl. Smith called for a lockdown. All doors were locked with staff and students in their classrooms. Cpl. smith checked the school, and then proceeded to unlock doors, declaring all clear.
3. Fire Drill - (December) 12/21/2016, 1:40 p.m.,
4. Security Drill (December) - 12/19/ 2016, 10:37 a.m., Lockdown, Evacuation and Accountability. Cpl. Smith called for a lockdown. All doors were locked with staff and students in their classrooms. Cpl. smith checked the school, and then proceeded to unlock doors, declaring all clear.
5. Enrollment: PreK-3, K-13, 1<sup>st</sup>-12, 2<sup>nd</sup>-15, 3<sup>rd</sup> -19, 4<sup>th</sup> -12, 5<sup>th</sup> -21, 6<sup>th</sup> -17, 7<sup>th</sup>-13, 8<sup>th</sup> -8, Total 133
6. January Calendar
7. January 13th In-Service
8. Mid-Year Budget Review/Presentation at the Salem County Office of Education will take place on January 11, 2017. Mrs. McAllister and Mrs. Joyce will attend. Mrs. McAllister will showcase the new curriculum that Elsinboro is using (per the State model). Teachers Mrs. Lombardi and Mrs. Reiger will also attend and will present to the County Office.

### PRESIDENT'S REPORT

#### **Unfinished Business**

Mrs. Weber asked how Spanish is proceeding. Mrs. McAllister stated that the schedule is working Well, with Mrs. Del Rio teaching Spanish and Art, all within her contracted 2 days/week.

#### **New Business**

1. Mrs. Joyce reviewed the Code of Ethics for School Board Members and all board members signed the acknowledgement of receipt and review of the Code of Ethics. (Page 6853)
2. Flood Light in front of the school near the flagpole: Mr. Stepler asked if it was necessary to have it on at night stating that it may be costly. Ms. McAllsiter will look into.
3. Online Training: Mrs. Joyce will set up the required training for all board members.

### PUBLIC COMMENT

None.

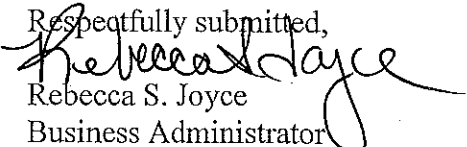
### ADJOURNMENT

Motion by Mr. Khairzada, second by Mr. Carlson, 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: 7-0-0

Respectfully submitted,

  
Rebecca S. Joyce  
Business Administrator