

**SOUTH HARRISON SCHOOL DISTRICT  
BOARD OF EDUCATION  
MINUTES**

Regular Meeting  
August 22, 2016  
6:00 p.m. Cafeteria

A. Call to Order

Meeting called to order at 6:00 p.m. by President Cunningham.

B. Pledge of Allegiance

C. Statement of Open Public Meeting Compliance

Pursuant to the Open Public Meetings Act, Chapter 231, Public Laws of 1975, this meeting has been duly advertised in the South Jersey Times, issue of January 14, 2016. All municipal clerks of the townships and boroughs within the Regional School District have been duly notified and the requirements of posting of notices have been met.

D. Roll Call

Members Present

Janet Brown, Deborah Cunningham, Janice Huggins, James McShea, Joseph Talbot, Mr. Jason Schimpf, School Business Administrator/Board Secretary, Mrs. Patricia Calandro, Chief Academic Officer and Dr. James Lavender, Superintendent.

Members Absent

Michael Brennan, Laura Bruno, Toni Buckley, Ron Reilly

E. Student Recognition

F. Presentations

F.1 BOE Goal Setting, Terry Lewis, NJSBA

F.2 Fuel Up to 60

G. Public Participation

None

H. Executive Session

None

I. Approval of Minutes

Motion by Talbot, second by McShea, that the Board of Education approve the minutes from the following meeting(s):

	<u>Date</u>	<u>Type of Meeting</u>
I-1	June 27, 2016	Regular Meeting
I-2	June 27, 2016	Executive Session

Motion carried unanimously

J. Correspondence

None

**BOARD OF EDUCATION MINUTES – 2****August 22, 2016**

Motion by McShea, second by Huggins, that the South Harrison Board of Education approve the Superintendent's Recommendations as follows K1 – K6 L1 – L10, N1 – N8 and O1.

**K. Personnel****K-1 Appointments, Separation, Leaves of Absence & Substitutes**

BE IT RESOLVED, that the following personnel recommendations be approved, as recommended by the Superintendent of Schools:

Name	Position/ Position Code	Department (Location)	Guide/Step Salary	Reason	Term of Contract/ Effective Date
Heather Derechinsky	Teacher of Special Education (Part-Time)	Grades K-6	\$51,785 Step 1 BA + 30, Pro-rated to 50% FTE \$25,892.50	Vacancy	09/01/2016 – 06/30/2017

**K-2 Curriculum Writing**

BE IT RESOLVED, that the following personnel recommendations be approved, as recommended by the Superintendent of Schools:

Name	Position/ Assignment	Department (Location)	Compensation	Reason	Effective Date
Cardella, Jessica	World Language Curriculum Writing	Grades K-6	\$30/Hour for a maximum of 40 hours	World Language Scope and Sequence for Grades K-6	Ratify & Affirm 07/01/2016

**K-3 Change of Status**

BE IT RESOLVED, that the following personnel recommendations be approved, as recommended by the Superintendent of Schools:

Name	Position/ Assignment	Department (Location)	Compensation	Reason	Effective Date
Travaglini, Krista	World Language Curriculum Writing	Grades K-6	\$30/Hour for a maximum of 40 hours	Rescind appointment	Ratify & Affirm 07/01/2016
Michele LaMalfa	6 <sup>th</sup> Grade Math Teacher	Grades K-6	\$54,025 Step 7/BA + 10	Step Level Move Based on Contractual Guidelines	09/01/2016
Nicole Eschenbach	2 <sup>nd</sup> Grade Teacher	Grades K-6		Maternity Leave	Extend leave date to 12/5/2016

**K-4 Comprehensive Equity Plan 2015-2018**

BE IT RESOLVED, that the SH Comprehensive Equity Plan be approved, as recommended by the Superintendent of Schools.

**K-5 After School Clubs, Activities, & Leadership Positions**

BE IT RESOLVED, that the following personnel recommendations be approved, as recommended by the Superintendent of Schools:

Name	Position/ Assignment	Department (Location)	Compensation	Reason	Effective Date
Gail Bram	Newspaper Club Advisor	Grades K-6	\$666.50	Appointment	09/01/2016 – 06/30/2017

**BOARD OF EDUCATION MINUTES – 3****August 22, 2016**

Name	Position/ Assignment	Department (Location)	Compensation	Reason	Effective Date
Kathryn Tranz	Newspaper Club Advisor	Grades K-6	\$666.50	Appointment	09/01/2016 – 06/30/2017
Gail Bram	Student Council Advisor	Grades K-6	\$666.50	Appointment	09/01/2016 – 06/30/2017
Tim Narcisi	Student Council Advisor	Grades K-6	\$666.50	Appointment	09/01/2016 – 06/30/2017
Amanda Grabas	Fuel Up to Play 60 Club Advisor	Grades K-6	\$464	Appointment	09/01/2016 – 06/30/2017
Michele LaMalfa	Fuel Up to Play 60 Club Advisor	Grades K-6	\$464	Appointment	09/01/2016 – 06/30/2017
Stephanie Williams	Art Club Advisor	Grades K-6	\$928	Appointment	09/01/2016 – 06/30/2017
Jennifer Smith	Battle of the Books Club Advisor	Grades K-6	\$928	Appointment	09/01/2016 – 06/30/2017
Michele LaMalfa	Play Director	Grades K-6	\$666.50	Appointment	09/01/2016 – 06/30/2017
Carolyn Olsen	Play Director	Grades K-6	\$666.50	Appointment	09/01/2016 – 06/30/2017
Linda Davis	Musical Director	Grades K-6	\$1,333	Appointment	09/01/2016 – 06/30/2017
Jennifer Mathis	Fundraiser Coordinator	Grades K-6	\$928	Appointment	09/01/2016 – 06/30/2017
Jane Conroy	Grade Level Chair	K-2 (Fretz & Henjes)	\$1,333	Appointment	09/01/2016 – 06/30/2017
Shari Crouch	Grade Level Chair	3-4 (Narcisi & Cordella)	\$1,333	Appointment	09/01/2016 – 06/30/2017
Sam Michielli	Grade Level Chair	5-6 (Inzinna, Bram & Davis)	\$1,333	Appointment	09/01/2016 – 06/30/2017
Courtney Haslam	Head Teacher	Grades K-6	\$1,333	Appointment	09/01/2016 – 06/30/2017
Carolyn Olsen	Detention Monitor	Grades K-6	\$30 Per Hour	Appointment	09/01/2016 – 06/30/2017
Shari Crouch	Chorus Accompanist	Grades K-6	\$30 Per Hour/ \$450	Appointment	09/01/2016 – 06/30/2017
Tim Narcisi	Stokes Coordinator	Grades K-6	\$500	Appointment	09/01/2016 – 06/30/2017

**K-6 Superintendent Merit Goal Attainment for FY16 – Approval for Payment**

BE IT RESOLVED, that the South Harrison Elementary School District Board of Education authorize payment to the Superintendent of Schools for successful attainment of FY16 merit goals as authorized by the Executive County Superintendent of Schools in the amount of \$25,108.25. The Kingsway Regional School District Board of Education is fiscally responsible for \$15,343.00, with South Harrison responsible for \$9,765.25.

L. General Administration

L-1 Discussion Items

None

**L-2 Enrollment Report as of July 31, 2016:**

**A. Enrollment Report**

Grade Level	Current Totals	Prior Month Totals	June 30, 2016
PK3	7	10	10
PK4	9	14	14
K	46	49	49
1	53	44	44
2	43	50	50
3	52	52	52
4	51	56	56
5	57	61	61
6	61	54	54
Resident Students	352	363	363
Choice Students	27	27	27
District Total	379	390	390

**B. Attendance Report**

2015 - 2016 Monthly Average % of Students in Attendance												
Grade Level	Sept %	Oct %	Nov %	Dec %	Jan %	Feb %	Mar %	Apr %	May %	Jun %	2015-2016 Current YTD Average %	2014-2015 Overall Average %
Pre-K 3	94.7	93.2	87.2	97.4	89.2	94.1	94.9	94.2	91.0	97.1	93.3	96.5
Pre-K 4	96.7	97.2	95.4	98.3	97.0	96.1	96.0	97.9	92.9	95.9	96.3	94.8
K	98.7	98.0	97.3	99.0	96.0	93.7	95.0	97.5	96.0	95.5	96.7	95.2
Average Pre-K & K	96.7	96.1	93.3	98.2	94.3	94.6	95.5	96.5	93.3	95.5	95.5	95.5
1	98.6	98.5	97.5	98.8	95.1	96.1	96.4	97.5	96.4	94.4	96.9	96.0
2	97.3	97.8	95.6	98.3	95.9	95.6	96.2	97.1	94.9	97.3	96.6	96.5
3	97.6	97.3	96.9	98.7	95.8	95.0	92.8	96.8	96.9	95.9	96.4	95.6
4	98.0	97.8	95.5	98.5	95.4	95.2	94.1	96.8	96.3	97.5	96.5	95.7
5	97.9	98.4	96.5	98.7	96.6	95.3	95.3	96.8	98.4	94.8	96.9	95.7
6	98.1	98.3	96.9	98.9	97.0	95.7	95.1	96.6	97.3	97.7	97.2	96.6
Average 1 - 6	97.9	98.0	96.5	98.7	96.0	95.5	95.0	96.9	96.7	96.3	96.7	96.0
Overall District Average	97.9	97.9	96.4	98.7	95.1	95.2	95.0	97.0	96.4	96.2	96.6	95.9

**L-3 Emergency Drills/Calls**  
A. Drills

School / Date	Time	Drill Description
South Harrison Tuesday, June 14 <sup>th</sup>	Begin time: 2:50 PM End time: 2:53 PM	Fire Drill
South Harrison Tuesday, June 21 <sup>st</sup>	Begin time: 9:58 AM End time: 10:01 AM	Precautionary Lock Down staff
South Harrison Wednesday, July 27	Begin time: 3:20 PM End time: 3:23 PM	Shelter in Place

**L-4 Student Discipline, Violence/Vandalism, HIB as of June 30, 2016:**  
A. Student Discipline, Violence/Vandalism, HIB

Infraction Reports	No. of Incidents this Month	2015-16 Total-To-Date
Detentions	2	5
Suspensions	0	7
Violence, Vandalism, Substance Abuse	0	0
Harassment/Intimidation/Bullying (Confirmed)	0	0

**L-5 Educational Field Trips/Assemblies:**  
None

**L-6 Programs/Other:**

BE IT RESOLVED, that the South Harrison Township School District Board of Education recommend the following Programs/Other:

Program/Other
Mad Science – STEM Enrichment class/ After School Program - The cost for the 6 Week STEM Enrichment Class is \$89 per child paid by parent. Mad Science hosts the registration for the parents via their secure online website to process the student’s information, emergency contact info, allergies etc. and then the parents make payment via credit card at the end of the registration. Their classes have a minimum of 12 children and are always maxed out at 20 children. They average around 16-17 children per classroom.

**L-7 Commission for the Blind**

BE IT RESOLVED, that the South Harrison Township School District Board of Education approve the commission:

Name	Level of Service	Cost	Dates
#31102	1	\$1,900	2016-2017 School Year

**L-8 Out of District Placement-Ten Month Contract & ESY**

BE IT Resolved, that the following out of district/twilight placement(s) be approved and contracts executed by the school business administrator:

Name	Location	Tuition	Dates
#27142	Bankbridge Elementary	\$34,920 \$4,060 (ESY)	9/8/16-6/14/17 7/11/16-8/11/16
#23145	Pilot School	\$27,800	9/7/16-6/28/17

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Name	Location	Tuition	Dates
#12021	Mantua Twp.	\$23,000	9/8/16-6/13/17
#9088	Mantua Twp.	\$23,000	9/8/16-6/13/17

L-9 2016 – 2017 Student Handbook

BE IT RESOLVED, that the 2016 – 2017 Student Handbook be approve, as recommended by the Superintendent of Schools

L-10 2016-2017 Gifted and Talented, Response to Intervention, and Intervention and Referral Services Parent Handbook

BE IT RESOLVED, that the 2016 – 2017 Gifted and Talented, Response to Intervention, and Intervention and Referral Services Parent Handbook be approve, as recommended by the Superintendent of Schools

## M. Curriculum &amp; Instruction

## N. Finance

N-1 Line Item Transfers

BE IT RESOLVED, that the South Harrison Township School District Board of Education ratify the line item transfers listed below for the 2015-2016 fiscal year as recommended by the Superintendent of Schools:

To Account	From Account	Amount	Justification
11-000-263-420-05-054	11-000-261-610-05-052	\$655	Landscaping
11-000-216-320-05-044	11-000-100-562-50-044	\$3,664	Speech Services
11-219-100-320-05-044	11-000100-562-50-044	\$350	Home Instruction
11-000-222-100-05-010	11-000-222-500-05-021	\$100	Employee Salaries and Supplies
11-000-240-105-05-010	11-000-219-105-05-010	\$845	
11-000-262-107-05-010	11-000-219-105-05-010	\$175	
11-204-100-106-05-010	11-000-219-105-05-010	\$250	
11-204-100-106-05-010	11-000-262-107-05-012	\$500	
11-204-100-106-05-010	11-204-100-106-05-012	\$405	
11-215-100-101-05-010	11-240-100-106-05-012	\$95	
11-000-240-600-05-049	11-000-240-8/00-08-049	\$10	
11-401-100-100-05-035	11-401-100-600-05-021	\$155	
11-190-100-106-05-010	11-190-100-340-05-051	\$175	
11-190-100-500-05-021	11-000-262-420-05-053	\$13,000	
11-190-100-500-70-050	11-000-262-420-05-053	\$17,000	
11-190-100-500-70-050	11-120-100-101-05-010	\$11,500	Mission One Paraprofessionals
11-000-216-320-05-044	11-120-100-1010-05-010	\$9,050	OT/PT Services
11-130-100-101-05-010	11-120-100-101-05-010	\$175	Salaries of Teachers, Substitute Nurses, OT/PT Services, CST Salaries, School Admin Salaries, Student Transportation Field trips, Teacher Substitutes
11-000-216-320-05-044	11-120-100-101-05-010	\$14,800	
11-000-213-300-05-049	11-000-213-600-05-049	\$205	
11-000-219-105-05-010	11-000-219-104-05-010	\$1,300	
11-000-240-105-05-010	11-000-240-103-05-010	\$1,300	
11-000-240-105-05-010	11-000-240-800-05-049	\$300	
11-000-270-512-80-056	11-000-270-511-80-056	\$1,500	
11-190-100-500-70-050	11-190-100-610-05-021	\$2,300	

BE IT RESOLVED, that the South Harrison Township School District Board of Education ratify the line item transfers listed below for the 2016-2017 fiscal year as recommended by the Superintendent of Schools:

**BOARD OF EDUCATION MINUTES – 7****August 22, 2016**

To Account	From Account	Amount	Justification
11-000-263-420-05-054	11-000-291-260-70-057	\$2,300	Landscaping
11-000-263-420-05-054	11-000-262-622-05-050	\$5,200	
11-000-100-562-50-044	11-000-100-567-50-044	\$18,000	Tuition to another LEA
11-000-215-320-05-044	11-000-100-566-50-044	\$70,000	PSD Out of District Tuition
11-000-219-500-05-044	11-000-100-567-50-044	\$4,000	IEP Direct and Centris Sync Service
11-215-100-580-05-032	11-213-100-580-05-032	\$2,000	Professional Development-Preschool
11-215-100-580-05-032	11-215-100-600-05-032	\$1,500	
11-000-262-300-05-053	11-000-261-610-05-052	\$120	QC Labs

**N-2 BE IT RESOLVED to approve the following:**

- A. Approval of Cash Reconciliation Report in accordance with 18A:17-36 and 18A:17-9 for the month of May 2016 and June 2016. The Cash Reconciliation Report and Secretary's Report are in agreement for the month of May 2016 and June 2016.
- B. Board Secretary's Report in accordance with 18A:17-36 and 18A:17-9 for the months of May 2016 and June 2016. The Board Secretary certifies that no line item account has been over expended in violation of N.J.A.C. 6A:23A-16.10(c) 3, and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.
- C. Board Secretary in accordance with N.J.A.C. 6A:23A-16.10 (c) 2 certifies that there are no changes in anticipated revenue amounts or revenue sources.
- D. Board of Education Certification-pursuant to N.J.A.C. 6A:23A-16.10 (c) 4. We certify that after review of the secretary's monthly financial report (appropriations section) and upon consultation with the appropriate district officials, that to the best of our knowledge no major accounts or fund has been over expended in violation of N.J.A.C. 6A:23A-16.10 (b) and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

**N-3 Payment of Claims**

BE IT RESOLVED, that the South Harrison Township School District approve the following bill lists:

5/31/2016	\$4,835.70	Bill List
6/30/2016	\$1,217.54	Bill List
6/30/2016	\$236,736.03	Bill List
7/7/2016	\$11,426.00	Bill List
8/2/2016	\$22,992.07	Bill List
8/16/2016	\$237,887.37	Bill List
6/29/2016	\$14,441.10	Payroll
7/15/2016	\$8,823.61	Payroll
7/30/2016	\$10,474.08	Payroll
8/15/2016	\$11,641.96	Payroll

**N-4 Contract for Services with Gloucester County Special School District**

BE IT RESOLVED, that the South Harrison Township School District Board of Education approve the following contract for services with Gloucester County Special Services School District:

Service	Annual Cost
Social Work	\$18,330
Speech Therapist	\$97,000
Physical Therapist	\$34,000

**BOARD OF EDUCATION MINUTES – 8****August 22, 2016****N-5 Professional Services Contract with Kate Guzzetti for OT Services**

BE IT RESOLVED, that the South Harrison Township School District Board of Education approve the contract with Kate Guzzetti for Occupational Therapist Service from July 1, 2016 through June 30, 2017 at a cost of \$75.00 for student services and report writing and \$225 per student evaluation.

**N-6 Transportation Jointure – Harrison Township School District**

BE IT RESOLVED, that the South Harrison Township School District Board of Education approve a transportation jointure with Harrison Township School District to transport students to and from school as follows:

Route	Annual Cost
SH-1	\$44,000
SHESY-1	\$5,200

**N-7 2016-2017 Transportation Route Renewals**

BE IT RESOLVED, that the South Harrison Township School District Board of Education approve the following transportation route renewal contracts for the 2016-17 school year pursuant to N.J.S.A. 18A:39-3:

Contractor	Route #	2015-2016 Per Diem	CPI % Increase	2106-2017 Per Diem	2016-2017 Annual Route Cost
Holcomb	SH 7	\$242.74	0.57%	\$104.95	\$18,462.48
Holcomb	SH 8	\$237.76	0.57%	\$102.49	\$18,083.90

**N-8 Fixed Asset Disposal**

TO BE RESOLVED, that the South Harrison Township Board of Education approve the disposal of the following fixed assets:

Make	Model	Description	Serial Number	Asset Tag	Current Location
DELL	E2011Hc	Monitor	02H2VM-64180-2D6U	N/A	SH Tech Office
DELL	E178FPd	Monitor	0RY979-46633-77D-EGFS	N/A	SH Tech Office
DELL	E178FPd	Monitor	0RY979-46633-77K-825S	N/A	SH Tech Office
DELL	E178FPd	Monitor	0RY979-46633-77D-E81S	N/A	SH Tech Office
RPA	N/A	Projector Mount		N/A	SH Tech Office
RPA	N/A	Projector Mount		N/A	SH Tech Office
RPA	N/A	Projector Mount		N/A	SH Tech Office
RPA	N/A	Projector Mount	N/A	N/A	SH Tech Office
Headline, Kenwood & MISC	N/A	Bag of Batteries	N/A	N/A	SH Tech Office
MitsubishiXL8U		Projector		1725	SH Tech Office
MitsubishiXL8U		Projector		1728	SH Tech Office

**BOARD OF EDUCATION MINUTES – 9****August 22, 2016**

Make	Model	Description	Serial Number	Asset Tag	Current Location
MitsubishiXL8U		Projector		1726	SH Tech Office
HITACHICP-X260		Projector	CP-X260WF	1727	SH Tech Office
EIKI	LC-XB100	Projector	H9ZA1953	N/A	SH Tech Office
HP	Laser Jet 1012	Printer	CNFB461354	N/A	SH Tech Office
HP	Laser Jet 1012	Printer	CNFB862022	N/A	SH Tech Office
MMF	ECD 200	Cash Drawer	N/A	N/A	SH Tech Office
DELL	Optiplex GX260	Computer	00019-101-471-266	113	SH Tech Office
DELL	Optiplex 380	Computer			SH Tech Office
DELL	Optiplex 380	Computer	2TS3YQ1	28	SH Tech Office
DELL	Optiplex 380	Computer	2TR1YQ1	37	SH Tech Office
DELL	Optiplex 380	Computer	2V30YQ1	16	SH Tech Office
DELL	Optiplex 380	Computer	51QYLN1	2515	SH Tech Office
DELL	Optiplex 380	Computer	2V45YQ1	32	SH Tech Office
DELL	Optiplex 380	Computer	RV60YQ1	29	SH Tech Office
DELL	Optiplex 380	Computer	2TV1YQ1	18	SH Tech Office
DELL	Optiplex 380	Computer	RV31YQ1	17	SH Tech Office
DELL	Optiplex 380	Computer	RTVZXQ1	19	SH Tech Office
DELL	Optiplex 380	Computer	2TS5YQ1	25	SH Tech Office
DELL	Optiplex 380	Computer	2V00YQ1	20	SH Tech Office
Smart	SBX880	SmartBoard	SBX880-R2-0033792		SH Tech Office
Smart	SM680	SmartBoard	SB680-M2-D92934		SH Tech Office

**O. Policy****O.1 First Reading**

The following policies and/or regulations are recommended for first reading for revision and/or adoption:

Policy 5830- Pupil Fundraising

Motion carried by the following roll call vote:

YES                      NO                      ABSTAIN

Cunningham

Brown

Huggins

McShea

Talbot

P.      Old Business

None

Q.      New Business

None

S.      Adjournment of Meeting

Motion by McShea, second by Huggins, that the Board of Education adjourn the meeting at 8:32 p.m.

Motion carried unanimously

Respectfully Submitted,

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Jason Schimpf  
School Business Administrator/Board Secretary