

SOUTH HARRISON SCHOOL DISTRICT  
BOARD OF EDUCATION  
MINUTES

Regular Meeting  
August 20, 2018  
7:00 p.m. Cafeteria

A. Call to Order

Meeting called to order at 7:00 p.m. by President Brown.

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 10, 2018. 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, Laura Bruno, Deborah Cunningham, Janice Huggins, Paul Tropea, Karen Urie-West, Dr. James Lavender, Mr. Jason Schimpf, School Business Administrator/Board Secretary, and Mrs. Patricia Calandro, Chief Academic Officer.

Members Absent

Toni Buckley

D-1. Board of Education Member Resignation

Motion by Huggins, second by Bruno

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education accept the resignation of South Harrison Township Board Member, Ron Reilly effective immediately.

Motion carried unanimously

E. Student Recognition

F. Presentations

G. Public Participation

H Executive Session I

Motion by Huggins, second by Cunningham, that the Board of Education approve the following:

BE IT RESOLVED that the South Harrison Township Elementary School District Board of Education desires to hold a closed Executive Conference Session at 7:15 p.m. prevailing time, for approximately 30 minutes as follows:

Item Discussion Item(s)\* (Agenda to extent known)

1 Board of Education Member Interviews

*\*Pursuant to the list of exceptions set forth in the Open Public Meetings Act 10:4-12*

The president reconvened the meeting at 7:55 p.m.

Motion carried unanimously

Appointment of Board of Education Member

Motion by Bruno, second by Tropea,  
BE IT RESOLVED, that the Kingsway Regional School District Board of Education appoint Diane Barrett as a member of the Board of Education to serve until December 2019.

Motion carried by the following roll call vote:

YES	NO	ABSTAIN
Brown		
Bruno		
Cunningham		
	Huggins	
Tropea		
Urie-West		

Appointment of Board of Education Member

Motion by Bruno, second by Huggins,  
BE IT RESOLVED, that the Kingsway Regional School District Board of Education appoint Joseph Talbot as a member of the Board of Education to serve until December 2018.

Motion carried by the following roll call vote:

YES	NO	ABSTAIN
Brown		
Bruno		
Cunningham		
Huggins		
Tropea		
Urie-West		

Executive Session II

Motion by Huggins, second by Urie-West, that the Board of Education approve the following:  
BE IT RESOLVED that the South Harrison Township Elementary School District Board of Education desires to hold a closed Executive Conference Session at 8:57 p.m. prevailing time, for approximately 30 minutes as follows:

<u>Item</u>	<u>Discussion Item(s)* (Agenda to extent known)</u>
1	Personnel

*\*Pursuant to the list of exceptions set forth in the Open Public Meetings Act 10:4-12*

The president reconvened the meeting at 9:32 p.m.

Motion carried unanimously

I. Approval of Minutes

Motion by Urie-West, second by Tropea  
RESOLVED, that the South Harrison Township Board of Education approve the minutes of the following meetings:

<u>Date</u>	<u>Type of Meeting</u>
I-1. July 30, 2018	Regular Meeting

Motion carried unanimously

J. Correspondence

Motion by Urie-West, second by Tropea that the South Harrison Board of Education approve the Superintendent's Recommendations as follows K1-K3, L1-L4, M1-M2, and N1-N4.

**K. Personnel**

**K-1 Resignations, Retirements & Terminations**

Resolved that the following resignations, retirements & terminations be approved, as recommended by the Superintendent of Schools:

Name	Position	Location	Reason	Effective Date	Years of Service
Heidi Wagner	3 <sup>rd</sup> Grade Teacher	South Harrison	Retirement	01/01/2019	30 years

**K-2 Appointments and Reappointments**

BE IT RESOLVED that the appointment(s) of the following staff member(s) be approved, as recommended by the Superintendent of Schools, contingent upon criminal history review clearance and issuance of appropriate certification(s) where applicable:

Name	Position	Location	Guide/Step Salary	Reason	Effective Date
Jennifer Earley	Long Term Substitute Secretary	South Harrison	\$15/hour	Replacing Danielle Tanguay during maternity leave	09/04/2018-10/12/2018
Sarah Keane	Teacher of Art	South Harrison	\$40,153/year BA/1 (pro-rated 80% FTE)	Replacing Mary Christ	09/04/2018

**K-3 Employment – Co-Curricular Workers**

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	09/01/2018 – 06/30/2019
Kathryn Tranz	Newspaper Club Advisor	Grades K-6	\$666.50	Appointment	09/01/2018 – 06/30/2019
Sarah Keane	Art Club	Grades K-6	\$928	Appointment	09/01/2018 – 06/30/2019
Carolyn Olsen	Stokes Coordinator	Grade 6	\$500	Appointment	09/01/2018 – 06/30/2019
Gail Bram	Student Council Advisor	Grades K-6	\$666.50	Appointment	09/01/2018 – 06/30/2019
Tim Narcisi	Student Council Advisor	Grades K-6	\$666.50	Appointment	09/01/2018 – 06/30/2019
Jennifer Smith	Battle of the Books Club Advisor	Grades K-6	\$928	Appointment	09/01/2018 – 06/30/2019
Sarah Keane	Play Director	Grades K-6	\$666.50	Appointment	09/01/2018 – 06/30/2019
Carolyn Olsen	Play Director	Grades K-6	\$666.50	Appointment	09/01/2018 – 06/30/2019
Jennifer Kane	Musical Director	Grades K-6	\$1,333	Appointment	09/01/2018 – 06/30/2019
Danielle Tanguay	Fundraiser Coordinator	Grades K-6	\$928	Appointment	09/01/2018 – 06/30/2019
Courtney Haslam	Head Teacher	Grades K-6	\$1,333	Appointment	09/01/2018 – 06/30/2019

Name	Position/ Assignment	Department (Location)	Compensation	Reason	Effective Date
Carolyn Olsen	Detention Monitor	Grades K-6	\$30 Per Hour	Appointment	09/01/2018 – 06/30/2019
Shari Crouch	Chorus Accompanist	Grades K-6	\$30 Per Hour/ \$450	Appointment	09/01/2018 – 06/30/2019

K-4. Superintendent Contract

Motion by Bruno, second by Huggins

BE IT RESOLVED that Employment Contract between James J. Lavender, Superintendent of Schools and the Kingsway Regional Board of Education and the South Harrison Township Elementary Board of Education, having been reviewed and approved by the Interim Executive Regional Superintendent in accordance with N.J.S.A. 18A:7-8 (j) and NJAC 6A:23A-3-1(a), be approved, for the period of July 1, 2018 through June 30, 2023, and that the Board President and School Business Administrator/Board Secretary be authorized to execute a copy of the Agreement, and that a copy of such Agreement be part of the minutes on file in the Board Secretary’s Office.

Motion carried unanimously

L. General Administration

L.1. Discussion Items

L-2 2018-2019 Student Handbook

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education approve the 2018 - 2019 Student Handbook, as recommended by the Superintendent of Schools

L-3 2018-2019 Response to Intervention Handbook

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education approve the 2018 - 2019 Response to Intervention Handbook, as recommended by the Superintendent of Schools.

L-4 Marzano Teacher Evaluation Model (2104)

BE IT RESOLVED, that the South Harrison Township Board of Education approve the use of the Marzano Teacher Evaluation Model (2014), as recommended by the Superintendent of Schools.

M. Curriculum & Instruction

M-1 Professional Development – Staff Trainings, Seminars, Conventions, & Conferences

BE IT RESOLVED, that the following staff attendance at trainings, seminars, conventions, and conferences be approved:

Title of Program	Location	Date(s)	Attendee(s)	Educational Purpose	Cost to District
Courtney Haslam	Webinar	08/30/2018	Courtney Haslam	Supporting students in recognizing and managing emotions	\$70

M-2 BE IT RESOLVED, that the South Harrison Twp School District Board of Education approve the following:

South Harrison Regional School District Professional Development Plan 2018-2019
South Harrison Teacher Mentoring Program Guide

**N. Financial**

**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 2017-2018 fiscal year as recommended by the Superintendent of Schools:

To Account	From Account	Amount	Justification
11-000-291-220-70-057	11-190-100-500-05-021	\$7000	FICA, Health Benefits
11-000-291-270-70-057	11-190-100-500-05-021	\$13000	
11-000-291-270-70-057	11-000-270-515-80-056	\$11000	
11-000-291-270-70-057	11-190-100-610-05-021	\$3500	
11-000-291-270-70-057	11-000-262-622-05-050	\$6000	
11-000-291-270-70-057	11-000-219-104-05-010	\$5600	
11-000-291-270-70-057	11-150-100-101-05-015	\$1200	
11-000-291-270-70-057	11-130-100-101-05-010	\$1900	
11-000-291-270-70-057	11-000-230-339-30-047	\$5300	
11-000-213-500-05-049	11-000-213-300-05-049	\$296	
11-000-216-320-05-044	11-000-213-300-05-049	\$1596	
11-000-217-320-05-044	11-000-218-104-05-010	\$850	
11-000-219-104-05-012	11-000-219-104-05-010	\$680	
11-000-219-320-05-044	11-000-219-104-05-010	\$65	
11-000-219-390-05-044	11-000-219-104-05-010	\$950	
11-213-100-101-05-010	11-000-100-565-50-044	\$230	
11-401-100-100-05-035	11-000-100-565-50-044	\$3335	
11-000-100-565-50-044	11-000-213-100-05-012	\$662	Tuition, Purchased Services
11-000-251-592-70-050	11-000-251-440-70-050	\$76	

**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 June 30, 2018. The Cash Reconciliation Report and Secretary’s Report are in agreement for the month of June 30, 2018.
- B. Board Secretary’s Report in accordance with 18A:17-36 and 18A:17-9 for the month of June 30, 2018. 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:

8/17/2018	\$162,494.67	Bill List
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N-4 Professional Services with Gloucester County Special Services SD Agreement (CRESS)

BE IT RESOLVED, that the South Harrison Township School District Board of Education approve an agreement for the 2018-2019 school year with Gloucester County Special Services School District for the following services:

Speech	\$94,320
Social Work	\$15,300
PT	\$21,600

O. Policy

Motion carried by the following roll call vote:

YES	NO	ABSTAIN
Brown		
Bruno		
Cunningham		K-3
Huggins		
Tropea		
Urie-West		

P. Old Business

Board of Education Goals

Goal 1: Continue to ensure that all students are achieving at a high level as measured by various assessments utilized by the District. Goal (2) is aligned with the South Harrison’s Strategic Plan: Vision 2018. Strategic Plan I:6, 7, 8. Chair Paul Tropea

Goal 2: Social Equity. Understand and support the development of strategies and efforts to promote equity, diversity and a safe environment for all students. Strategic Plan II: Curriculum.

Major Activities:

1. Engage in school-wide book study on “Love and Logic” by Jim Fay and David Funk to better understand culturally responsible instruction.
2. Read and discuss scholarly articles such as “Everyday Antiracism: Getting Real About Race in School,” “Gender Equity and Educational Reform,” “Racism and Mental Health: Are Schools Hostile Learning Environments for Students of Color,” and “Learning and Unlearning Racial Prejudice: The Role of Schools.”
3. Assess causes of inequity by reviewing relevant literature on institutional racism and class bias in public schools, as well as staff, student, and family behaviors, to identify factors that contribute to disproportionate rates of student success and participation, lack of diversity, and an unsafe environment.
4. Support administration’s efforts to create a social justice library to use books and articles from previous years with new groups of employees to ensure a sustainable culture of professional growth and collaborative learning.
5. Research and implement “best practices” regarding equity and diversity management utilized by other districts and organizations.
6. Assure that every child has the specific academic support necessary to be successful in school.

Timeline: July 1, 2017 – June 30, 2018

Indicators of Achievement: Completion of all training sessions

Q. New Business

R. Adjournment of Meeting

Motion by Huggins, second by Urie-West, that the Board of Education adjourn the meeting at 9:33 p.m.

Motion carried unanimously

Respectfully Submitted,

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Jason Schimpf  
School Business Administrator/Board Secretary