

SOUTH HARRISON SCHOOL DISTRICT
BOARD OF EDUCATION
MINUTES

Regular Meeting
July 30, 2018
7:00 p.m. Cafeteria

A. Call to Order

Meeting called to order at 7:06 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, Toni Buckley, Deborah Cunningham, Janice Huggins, Ron Reilly, Karen Urie-West, Mr. Jason Schimpf, School Business Administrator/Board Secretary, and Mrs. Patricia Calandro, Chief Academic Officer.

Members Absent

James McShea, Paul Tropea

D-1. Board of Education Member Resignation

Motion by Bruno, second by Huggins

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

Motion carried unanimously

E. Student Recognition

F. Presentations

G. Public Participation

H. Executive Session

I. Approval of Minutes

Motion by Urie-West, second by Reilly

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.	June 25, 2018	Regular Meeting
	June 25, 2018	Executive Session

Motion carried unanimously

J. Correspondence

Motion by Buckley, second by Urie-West that the South Harrison Board of Education approve the Superintendent's Recommendations as follows K1, L1-L5, and N1-N9.

K. Personnel

K-1 Employment – Summer Assignments

BE IT RESOLVED that the following summer assignments be approved, as recommended by the Superintendent of Schools, contingent upon criminal history review clearance and issuance of appropriate certification where applicable:

Name	Position	Compensation	Hours	Reason	Effective Date
Krista Travaglini	Reading Specialist	\$30/hour	Not to exceed 60 hours	Summer Curriculum Writing: Social Studies K-2	7/1/2018 – 09/03/2018 ratify & affirm
Natalie Carrozza	Instructional Coach	\$30/hour	Not to exceed 40 hours	Summer Curriculum Writing: Pre-Kindergarten	7/1/2018 – 09/03/2018 ratify & affirm
Jennifer Smith	Teacher	\$30/hour	Not to exceed 74 hours	Summer Curriculum Writing: Social Studies 3-6	7/1/2018 – 09/03/2018 ratify & affirm
Carolyn Olsen	Teacher	\$30/hour	Not to exceed 6 hours	Summer Curriculum Writing: Social Studies 3-6	7/1/2018 – 09/03/2018 ratify & affirm
Jennifer Kane	Teacher	\$30/hour	Not to exceed 30 hours	Summer Curriculum Writing: Music K-2	7/1/2018 – 09/03/2018 ratify & affirm
Jennifer Kane	Teacher	\$30/hour	Not to exceed 20 hours	Summer Curriculum Writing: Music Pacing Guide K-6	7/1/2018 – 09/03/2018 ratify & affirm
Krista Travaglini	Reading Specialist	\$30/hour	Not to exceed 25 hours	Summer Curriculum Writing: Standards-Based Report Card Rubrics K-4 ELA	7/1/2018 – 09/03/2018 ratify & affirm
Natalie Carrozza	Instructional Coach	\$30/hour	Not to exceed 25 hours	Summer Curriculum Writing: Standards-Based Report Card Rubrics K-4 Math	7/1/2018 – 09/03/2018 ratify & affirm
TBD	Art Teacher	\$30/hour	Not to Exceed 30 hours	Summer Curriculum Writing: Art K-2	7/31/2018 – 09/03/2018
TBD	Art Teacher	\$30/hour	Not to Exceed 20 hours	Summer Curriculum Writing: Art Pacing Guide K-6	7/31/2018 – 09/03/2018
Courtney Haslam	School Psychologist	\$30/hour	Increasing hours from 10 to 15	CST Work	07/31/2018-09/03/2018

L. General Administration

L-1. Enrollment Reports as of June 30, 2018

Grade Level	Current Totals	June 30, 2018
PK3	10	10
PK4	12	12
K	42	42

Grade Level	Current Totals	June 30, 2018
1	43	43
2	51	51
3	50	50
4	51	51
5	48	48
6	59	59
Resident Students	342	342
Choice Students	24	24
District Total	366	366

Attendance Report

2017 - 2018 Monthly Average % of Students in Attendance													
Grade Level	Sept %	Oct %	Nov %	Dec %	Jan %	Feb %	Mar %	April %	May %	June %	2017-2018 Average %	2016-2017 Average %	2015-2016 Average %
Pre-K 3	98.4	96.5	96.5	92.6	83.3	85.1	92.1	90.4	87.0	80.4	90.2	91.2	93.3
Pre-K 4	93.4	96.8	93.1	88.5	90.6	83.8	85.5	91.9	94.9	89.7	90.8	93.6	96.3
K	96.3	93.2	92.9	89.3	90.6	85.7	89.8	91.7	92.8	92.6	91.5	93.0	96.7
Average Pre-K & K	96.0	95.5	94.2	90.1	88.2	84.9	89.1	91.3	91.6	87.6	90.8	92.6	95.5
1	97.2	95.3	97.6	97.3	95.8	89.7	93.2	96.1	97.4	97.0	95.7	92.2	96.9
2	98.7	97.3	96.2	95.2	95.6	91.1	96.7	96.1	97.0	97.4	96.1	93.4	96.6
3	99.0	98.6	96.8	95.0	96.6	89.8	95.3	97.2	95.0	95.8	95.9	94.4	96.4
4	98.6	98.1	96.6	96.6	93.6	89.9	95.4	96.8	96.9	97.5	96.0	96.7	96.5
5	98.8	97.1	96.2	96.9	96.9	89.8	94.8	97.9	95.7	96.9	96.1	95.9	96.9
6	98.6	97.9	96.1	94.2	96.8	85.0	95.3	95.1	95.4	96.8	95.1	95.4	97.2
Average 1 - 6	98.5	97.4	96.6	95.9	95.9	89.2	95.1	96.5	96.0	96.9	95.8	94.7	96.7
Overall District Average	97.3	96.4	95.4	93.0	92.0	87.0	92.1	93.9	95.5	92.2	93.5	93.7	96.6

L-2. Emergency Drills/Calls

School / Date	Time	Drill Description
06/12/2018	Start: 03:00 PM End: 03:02 PM	Precautionary Lockdown
06/19/2018	Start: 02:52 PM End: 02:55 PM	Fire Drill

L-3 Student Discipline, Violence/Vandalism, HIB as of June 30, 2018:

Infraction Reports	No. of Incidents this Month	2017-2018 Total-To-Date	2016-2017 Total
Detentions	6	24	20
Suspensions	0	1	0
Violence, Vandalism, Substance Abuse	0	0	0
Harassment/Intimidation/Bullying (Confirmed)	0	1	0

L-4 Program(s):

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education accept the Programs/Other, as recommended by the Superintendent of Schools:

Programs
Nursing Services Plan 2017 - 2018 School Year

L-5 Out of District:

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

Out of District Placements-Ten Month Contract & ESY

Name	Location	Tuition	Dates
#32102	Harrison Twp.	\$27,800 \$21,000 (1:1) \$4,245 ESY \$1,990 (1:1/ ESY)	7/1/2018-6/30/2019
#27142	Bankbridge Elementary	\$40,540 \$4,235 (ESY)	7/9/2018-6/30/2019
#12021	Mantua Twp.	\$23,000	9/1/2018-6/30/2019
#9088	Mantua Twp.	\$23,000	9/1/2018-6/30/2019

Commission for the Blind

NAME	LEVEL OF SERVICE	COST	DATES
#31102	1	\$1,900	9/1/2018-6/30/2019

M Curriculum & Instruction

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

Resolved that the following personnel 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
PLTW Launch Classroom Teacher Training	University of Maryland at Baltimore	8/6/-8/7/2018	Gail Bram	Increase informational literacy and technology skills	\$903.78

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 2016-2017 fiscal year as recommended by the Superintendent of Schools:

To Account	From Account	Amount	Justification
11-000-262-300-05-053	11-000-263-610-05-054	\$50	Water Testing and Lawn Service
11-000-263-420-05-054	11-000-263-610-05-054	\$450	
11-000-263-420-05-054	11-000-262-610-05-053	\$50	
11-000-263-420-05-054	11-000-262-610-05-053	\$85	
11-000-270-511-80-056	11-000-270-503-80-056	\$4000	Student Transportation
11-000-270-512-80-056	11-000-270-503-80-056	\$1000	
11-000-261-420-05-052	11-000-262-622-05-050	\$10000	Fire Panel Repairs, Hot Water Heater, Teacher Salaries, CST Subs
11-000-262-420-05-053	11-000-262-621-05-050	\$4000	
11-000-291-220-70-057	11-000-291-290-70-057	\$1200	
11-120-100-101-05-020	11-130-100-101-05-010	\$2000	
11-000-217-320-05-044	11-000-217-100-05-016	\$2600	

11-000-217-320-05-044	11-000-230-530-60-051	\$3400	
11-000-219-104-05-012	11-000-230-530-60-051	\$3600	
11-000-270-512-80-056	11-190-100-500-05-021	\$3500	Field Trip Transportation
11-000-262-610-05-053	11-000-262-420-05-053	\$150	Classroom Keys

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 31, 2018. The Cash Reconciliation Report and Secretary’s Report are in agreement for the month of May 31, 2018.
- B. Board Secretary’s Report in accordance with 18A:17-36 and 18A:17-9 for the month of May 31, 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:

05/31/2018	\$4297.30	Bill List
06/30/2018	\$251,906.30	Bill List
7/27/2018	\$110,229.80	Bill List

N-4 Student Activity Financial Report

BE IT RESOLVED, that the South Harrison Township School District Board of Education approve the Student Activity Financial Report as of June 30, 2018.

N-5 Renew Schools Health Insurance Fund

BE IT RESOLVED, that the South Harrison Township Board of Education approve the renewal agreement with School Health Insurance Fund,

WHEREAS, a number of school boards in the State of New Jersey have joined together to form the Schools Health Insurance Fund hereafter referred to as "SHIF", as permitted N.J.S.A. 18A:18B-1 et seq., and;

WHEREAS, the SHIF has received approval by the Commissioner of the Department of Banking and Insurance on August 10, 2015;

WHEREAS, the statutes and regulations governing the creation and operation of a joint insurance fund, contain certain elaborate restrictions and safeguards concerning the safe and efficient administration of the public interest entrusted to such a school board joint insurance fund;

WHEREAS, the governing body of South Harrison School District Board of Education, hereinafter referred to as "SCHOOL BOARD" has determined that membership in the SHIF is in the best interest of said SCHOOL BOARD.

NOW, THEREFORE, BE IT RESOLVED that the governing body of the SCHOOL BOARD hereby agrees as follows:

- i. SCHOOL BOARD shall become a member of the SHIF for the period outlined in the SCHOOL BOARD's Indemnity and Trust Agreement.
- ii. SCHOOL BOARD will participate in the following type (s) of coverage (s):
 - a.) Health Insurance as defined pursuant to N.J.S.A. 17B:17-4, the SHIF's Bylaws, and the SHIF's Plan of Risk Management.
- iii. SCHOOL BOARD accepts and approves the SHIF's Bylaws and agrees to be bound by the terms thereof.
- iv. SCHOOL BOARD shall execute an application for membership and any accompanying certifications.
- v. SCHOOL BOARD agrees to commit to the four principles of the SHIF which are:
 - a.) A long term philosophy on rates.
 - b.) A willingness to work with bargaining units to achieve plan design changes.
 - c.) Professional management with stability and commitment.
 - d.) Rating structure based on actuarial numbers.

BE IT FURTHER RESOLVED that the governing body of the SCHOOL BOARD is authorized and directed to execute the Indemnity and Trust Agreement and such other documents signifying membership in the SHIF as required by the SHIF's Bylaws, and to deliver these documents to the SHIF's Executive Director with the express reservation that these documents shall become effective only upon:

- i. Approval of the SCHOOL BOARD by the SHIF.
- ii. Receipt by the SHIF of a Resolution from the SCHOOL BOARD accepting SCHOOL BOARD's SHIF assessment.
- iii. Approval by the Commissioner of the New Jersey Department of Banking and Insurance of SCHOOL BOARD as a member of the SHIF.

N-6 Schools Health Insurance Fund Indemnity and Trust Agreement

WHEREAS, the governing bodies of various school boards within the State of New Jersey, have elected to form a joint insurance fund as defined in N.J.A.C. 11:15-5.2, and as such an entity is authorized and described in N.J.S.A. N.J.S.A. 18A:18B-1 et. seq. and the administrative regulations promulgated pursuant thereto; and

WHEREAS, the South Harrison Township Board of Education has agreed to become a member of the SHIF in accordance with and to the extent provided for in the Bylaws of the SHIF and in consideration of such obligations and benefits to be shared by the membership of the SHIF;

NOW THEREFORE, it is agreed as follows:

1. The South Harrison Township Board of Education accepts the SHIF's Bylaws as approved and adopted and agrees to be bound by and to comply with each and every provision of said Bylaws and the pertinent statutes and administrative regulations pertaining to same.

2. The South Harrison Township Board of Education agrees to participate in the SHIF with respect to health insurance, as defined in N.J.S.A. 17B:17-4, and as authorized in the South Harrison Township Board of Education's resolution to join.
3. The South Harrison Township Board of Education agrees to become a member of the SHIF and to participate in the health insurance coverages offered for an initial period, (subject to early release or termination pursuant to the Bylaws), such membership to commence on July 1, 2018 and ending on June 30, 2021 at 12:01 AM provided, however, that the South Harrison Township Board of Education may withdraw at any time subsequent to the delivery of ninety (90) day prior written notice of the intent to withdraw to the SHIF as provided in the Bylaws.
4. The South Harrison Township Board of Education certifies that it has never defaulted on payment of any claims if self-insured and has not been cancelled for non-payment of insurance premiums for a period of at least two (2) years prior to the date of this Agreement.
5. In consideration of membership in the SHIF, the South Harrison Township Board of Education agrees (i) that it shall jointly and severally assume and discharge the liability of each and every member of the SHIF for the periods during which the South Harrison Township Board of Education is a member of the SHIF, (ii) acknowledges that the South Harrison Township Board of Education and all other members of the SHIF, as a condition of membership in the SHIF, have executed and delivered an Indemnity and Trust Agreement similar to this Agreement and (iii) by the execution of this Agreement the full faith and credit of the South Harrison Township Board of Education is pledged to the punctual payment of any sums which shall become due to the SHIF in accordance with the Bylaws thereof, this Agreement or any applicable Statute. However, nothing herein shall be construed as an obligation of the South Harrison Township Board of Education for claims and expenses that are not covered by the SHIF, or for that portion of any claim or liability not within the South Harrison Township Board of Education's retained limit or in an amount which is in excess of the SHIF's limit of coverage.
6. If the SHIF in the enforcement of any part of this Agreement shall incur necessary expenses or become obligated to pay attorney's fees and/or court costs, the South Harrison Township Board of Education agrees to reimburse the SHIF for all such reasonable expenses, fees, and costs, inclusive of attorney fees, on demand.
7. The South Harrison Township Board of Education and the SHIF agree that the SHIF shall hold all moneys in excess of the South Harrison Township Board of Education's retained loss fund paid by the South Harrison Township Board of Education to the SHIF as fiduciaries for the benefit of SHIF claimants all in accordance with N.J.A.C. 11:15-5.1 et seq.
8. The SHIF shall establish and maintain Claims Trust Accounts for the payment of health insurance claims in accordance with N.J.S.A. N.J.S.A. 18A:18B-1 et seq., and N.J.A.C. 11:15-5.13 and such other statutes and regulations as may be applicable. More specifically, the aforementioned Trust Accounts shall be utilized solely for the payment of claims, allocated claim expense and stop loss insurance or reinsurance premiums for each risk or liability as follows:
 - a) Employer contributions to group health insurance
 - b) Employee contributions to contributory group health insurance
 - c) Employer contributions to contingency account
 - d) Employee contributions to contingency account
 - e) Other trust accounts as required by the Commissioner of Insurance
9. Notwithstanding the terms of paragraph 8, above, to the contrary, the SHIF shall not be required to establish separate trust accounts for employee contributions provided the SHIF provides a plan in its

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
Board Self Evaluation
Liaison to KRSD BOE

R. Adjournment of Meeting

Motion by Buckley, second by Huggins, that the Board of Education adjourn the meeting at 8:48 p.m.

Motion carried unanimously

Respectfully Submitted,

Jason Schimpf
School Business Administrator/Board Secretary