



South Harrison Township Elementary School District Meeting of the Board of Education

Date: November 18, 2024
Time: 7:00 p.m.
Location: Cafeteria
904 Mullica Hill Road
Harrisonville, NJ 08039

A. Meeting Called To Order

B. Flag Salute

C. Open Meeting Statement

The New Jersey Open Public Meetings Law was enacted to insure the right of the public to have advance notice of and to attend the meeting of the Public Bodies at which any business affecting their interest is discussed or acted upon in accordance with the provision by having the date, time and place whereof posted in the South Jersey Times, the Harrisonville Post Office and with the Township Clerk.

D. Roll Call

Dr. Bruno	Mrs. Cunningham	Mrs. McIlvaine
Mrs. Pino-Talbot	Mrs. Easterling	Mrs. Selb
Dr. Buckley	Ms. Huggins	Mr. Talbot

E. Student Recognition

PreK	Michael Hryckowian
Kindergarten	Lillian Shire
1st Grade	Rylan Whitehead
2nd Grade	Jack Robertson
3rd Grade	Axel Devecchio
4th Grade	Abraham Perez
5th Grade	Alexandria Richardson
6th Grade	Ethan Graham
Art	Gianna Graziano
Physical Education	Caitlyn O'Leary
World Cultures	Riay Chiodi
Music	James Baird

F. Presentations & Discussions

1. Board Self-evaluation led by Terri Lewis, NJSBA

G. Public Comment

Pursuant to the Open Public Meetings Act, this meeting will now be open to members of the public who wish to speak or make comment on agenda items or a school district issue that may be of concern to the residents of the district. Any person who wishes to speak must wait to speak until they have been recognized by the presiding Board Officer.

Any person who wishes to speak is requested to give their name, municipality of residence, and group affiliation, if any, at the beginning of their comments. Comments shall be limited to three minutes in total length. It is the intention of the board to listen to public comments, and to respond if possible at the conclusion of public comments. If questions cannot be immediately answered the Board asks that you pose the question to the Board Secretary via email.

If questions or comments pertain to litigation, student or personnel matters, the Board asks that you email the Chief School Administrator after the meeting since the Board does not, pursuant to Open Public Meetings Act, discuss or respond to these items in public.

H. Executive Session

I. Approval of Minutes

1. Regular Meeting Minutes from October 21, 2024

J. Correspondence

Approval of Agenda Items

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education approve K-1 through N-6 as follows:

K. Personnel

1. Maintenance Supervisor Job Description

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education approve the revised Maintenance Supervisor job description.

2. Appointments and Reappointments- Non-Represented Staff Salaries

BE IT RESOLVED, that the following personnel recommendations be amended as originally approved at the October 21, 2024 Board of Education meeting, as recommended by the Chief School Administrator, upon completion of a background check:

Name	Position	2024-2025	Effective Date
Barbara Sinnema	Long Term Substitute Teacher	\$150/day for 1-60 days \$280.90/day for 61-182 days	TBD

3. Leave of Absence

BE IT RESOLVED, that the following leave of absence be amended as originally approved at the October 21, 2024 Board of Education Meeting, as recommended by the Chief School Administrator. Sick and Family Leave will support this request.

Name	Position	Location	Reason	Effective Date
Heather George	Teacher	SHTES	Maternity Leave	11/11/2024-04/22/2025

4. Superintendent/Principal Contract

BE IT RESOLVED that the Employment Contract between Dr. Elizabeth Winterburn, Superintendent/Principal and the South Harrison Township Board of Education, having been reviewed and approved by the Executive County 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 January 1, 2025 through June 30, 2028, 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.

L. General Administration

1. Enrollment Reports as of October 31, 2024

i. Enrollment Report

Grade Level	Current Totals	June 30, 2024
PK	59	54
K	31	39
1	40	44
2	48	41
3	38	42
4	43	35
5	35	53
6	52	38
Resident Students	320	320
Choice Students	26	26
District Total	346	346

2. Emergency Drills/Calls

School/ Date	Time	Drill Description
South Harrison October 3, 2024	8:15 AM 8:25 AM	Bus Evacuation Drill
South Harrison	2:00 PM	Fire Drill

October 23, 2024	2:04 PM	
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3. Student Discipline, Violence/Vandalism, HIB as of October 31, 2024

Infraction Reports	No. of Incidents this Month	2024-2025 Total-To-Date	2023-2024 Total
Detentions	16	22	63
Suspensions	0	0	4
Violence, Vandalism, Substance Abuse	0	0	0
Harassment/Intimidation/Bullying Non-affirmed	1	1	0
Harassment/Intimidation/Bullying Affirmed	0	0	0

4. Educational Field Trips/Assemblies:

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education approve the following Educational Field Trips/Assemblies, as recommended by the Chief School Administrator:

Group	Event/ Destination	Date(s)	# of Students	# of Teachers/ Chaperones	Cost to Students
Kindergarten	Please Touch Museum	3/13/2025	31	11	\$20
6th Grade	Poconos Environmental Education Center	04/22-04/25/2025	51	6	\$0

5. 2024-2025 NJQSAC District Improvement Plan

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education approve the 2024-2025 QSAC District Improvement Plan and authorize the Chief School Administrator to provide the SOA to the Gloucester County and N.J. Departments' Offices of Education.

M. Curriculum & Instruction

1. Meeting of the Curriculum & Instruction Committee - Mrs. Selb, Chairperson, reporting.

Objective: Evaluate decisions that are data-driven and fiscally responsible that further support QSAC.

2. Preschool Operational Plan

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education approve the submission of the 2025-2026 Preschool Operational Plan and the projected Preschool Enrollment for FY 26 to be: 29 seats

for 3 year old General Education students and 41 seats for 4 year old General Education students.

3. Professional Development

BE IT RESOLVED that the following staff professional development be retroactively approved as recommended by the Chief School Administrator to be paid with ESSER III funds account 20-490-100-100-05-020-050:

Title of Program	Location	Date(s)	Attendee(s)	Educational Purpose	Cost to District
Brainspring	Virtual	7/31-8/27/24	Linda Caltabiano	Phonics First Level 1	\$780 Employee Compensation (\$30/hr for 26 hrs)

4. Professional Development

BE IT RESOLVED that the following staff professional development be retroactively approved as recommended by the Chief School Administrator to be paid with General Funds.

Title of Program	Location	Date(s)	Attendee(s)	Educational Purpose	Cost to District
Brainspring	Virtual	10/14-10/18/2024	Dennis Summerville	Phonics First Level 2	\$270 Employee Compensation (\$30/hr for 9 hrs)

N. Financial

1. Meeting of the Facilities & Finance Committee - Mrs. Pino-Talbot, Chairperson, reporting.

Objective: Prioritize preventative maintenance needs to sustain safe operational facilities while maintaining a well-supported educational environment with fiscally responsible activity.

2. BE IT RESOLVED to approve the following:
 - i. Approval of Treasurer’s Report in accordance with 18A:17-36 and 18A:17-9 for the month of September. The Cash Reconciliation Report and Secretary’s Report are in agreement for the month of September 2024.
 - ii. Board Secretary’s Report in accordance with 18A:17-36 and 18A:17-9 for the month of September 2024. 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.
 - iii. September 2024 Line Item Transfers for the 2024-2025 fiscal year as recommended by the Chief School Administrator.

- iv. 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.
- v. 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.

3. Payment of Claims

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education approve the following payment of bills:

11/30/2024	\$339,230.69	November Bills
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4. Student Activity Financial Report

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education approve the Student Activity Financial Report as of September 30, 2024.

5. Comprehensive Maintenance Plan

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education motion to accept and submit the updated Three Year Comprehensive Maintenance Plan and Form M-1 to the County Office.

6. Acceptance of Annual Audit

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education motion to approve the acceptance of the district's Annual Comprehensive Financial Report (audit) for the 2023-2024 school year.

O. Policy

- 1. Meeting of the Policy & Communication Committee - Ms. Deborah Cunningham, Chairperson, reporting.

Objective: Prioritize expectations and accountability pertaining to relevant policy updates that will support student learning in a safe environment, as well as effectively communicate with all stakeholders.

P. Old Business

- 1. Board of Education Goals

Objective: Provide all students with educational opportunities and learning programs that promote high levels of academic achievement, social-emotional competence, and guided preparation for the future.

i. Instruction

By January 30, 2025, the school community will be surveyed to determine interest in expanded courses for future school years. Once identified, the district will explore funding opportunities to implement new offerings.

ii. Facilities and Finance

During the 2024-2025 school year, the District will work with our local Fire Marshall and Police Department to evaluate and improve school safety. Exploration will be focused on improvements to our security system and the possible addition of a School Security Officer.

iii. School Culture

By March 30, 2025, the School Administration will survey the community and prepare a suggested calendar of events to engage our community in the life of the district.

Q. New Business

1. HIB Self Assessment Review

R. Executive Session

S. Adjournment