



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

---

Date: May 15, 2023  
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	Dr. English	Mrs. Selb
Ms. Janet Brown	Ms. Huggins	Mr. Talbot

### E. Student Recognition

PreK	Alyssa Emers
Kindergarten	Wesley Bennett
1st Grade	Taylor Bonzella
2nd Grade	Leah Hnosko
3rd Grade	Anthony Ross
4th Grade	Aubree Dobson
5th Grade	Ethan Hall
6th Grade	Shyla Yorker
Art	Madelyn LaBarbera
Physical Education	Grace Grassia
World Cultures	Rachel Stowers

### F. Presentations & Discussions

None at this time.

**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**

None at this time.

**I. Approval of Minutes**

1. Regular Meeting Minutes from April 24, 2023

**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-9 as follows:

**K. Personnel**

1. Appointments and Reappointments - Tenured Certificated Staff

BE IT RESOLVED that the appointment(s) of the following staff member(s) for the 2023-24 school year be approved as recommended by the Chief School Administrator:

\*All certified personnel are approved for Home Instruction on an as needed basis:

<b>Name</b>	<b>Level</b>	<b>Step</b>	<b>Position</b>	<b>Tenure Date</b>	<b>Salary</b>
Bethany Bakley	BA+20	15	School Nurse	02/02/2011	\$80,603
Erin Beegal	BA	10	Teacher	09/02/2019	\$62,103
Sarah Brown	BA	10	Teacher	09/02/2014	\$62,103
Linda Caltabiano	BA	15	Teacher	09/01/2007	\$78,743
Shari Crouch	MA	12	Teacher	09/02/2010	\$70,136
Jennie Damminger	MA	10	Teacher	09/02/2016	\$65,204
Jessica Devecchio	MA	10	Teacher	09/02/2020	\$65,204
Nicole Eschenbach	BA	10	Teacher	09/02/2012	\$62,103
Christine Fretz	BA	15	Teacher	09/02/2011	\$78,743
Heather George	MA	8	Teacher	09/02/2020	\$60,604
Michele Lamalfa	BA+10	14	Teacher	09/02/2008	\$73,055
Denise Lapalomento	BA	13	Teacher	09/02/2008	\$69,685
Amanda McCart	MA	10	Teacher	09/02/2016	\$65,204
Timothy Narcisi	MA	15	Teacher	01/02/2004	\$81,844
Lisa Pessa	BA+20	7	Teacher	09/04/2023	\$57,073
Jamie Rohe	BA	15	Teacher	09/01/2006	\$78,743
Cherie Sinor	BA	15	Teacher	09/01/2007	\$78,743
Sarah Sobeck	BA	10	Teacher	09/02/2018	\$62,103
Kathryn Tranz	MA	15	Teacher	09/01/1998	\$81,844

2. Appointments and Reappointments – Non-Represented Staff Salaries

BE IT RESOLVED that the appointment(s) and 2023-24 salary of the following non-represented staff member(s) be approved, as recommended by the Chief School Administrator:

Name	Job Title	2022- 2023 Salary	2023-2024 Salary	% Increase
Elizabeth Wright	Business Office Secretary	\$42,727.49	\$44,009.31	3%

**L. General Administration**

1. Enrollment Reports as of April 30, 2023

i. Enrollment Report

Grade Level	Current Totals	June 30, 2022
PK	44	13
		15
K	46	40
1	43	49
2	44	33
3	34	48
4	52	39
5	38	47
6	47	45
Resident Students	324	305
Choice Students	24	24
District Total	348	329

2. Emergency Drills/Calls

School/ Date	Time	Drill Description
South Harrison April 18, 2023	8:47 AM 8:51 AM	Fire Drill
South Harrison April 20, 2023	8:47 AM 8:55 AM	Precautionary Lockdown

3. Student Discipline, Violence/Vandalism, HIB as of April 30, 2023

Infraction Reports	No. of Incidents this Month	2022-2023 Total-To-Date	2021-2022 Total
Detentions	3	75	26
Suspensions	0	6	17
Violence, Vandalism, Substance Abuse	0	0	3
Harassment/Intimidation/Bullying Non-affirmed	0	1	N/A
Harassment/Intimidation/Bullying Affirmed	0	3	9

**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.*

**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 April 2023. The Cash Reconciliation Report and Secretary’s Report are in agreement for the month of April 2023.
- ii. Board Secretary’s Report in accordance with 18A:17-36 and 18A:17-9 for the month of April. 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. April 2023 Line Item Transfers for the 2023-2024 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:

5/31/23	\$245,013.59	May Bills
---------	--------------	-----------

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 April 30, 2023.

5. Siemens Fire Panel Agreement

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education approve the Siemens' contract renewal for the Fire Panel Inspection in the amount of \$2,245.10 for the 2023-2024 school year.

6. Food Service Management Renewal

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education approve the renewal of the food service management contract with Nutri-Serve Food Management at a fee of \$16,950 for the 2023-2024 school year, with no guarantee. This is year three with an option of 4 "one year" renewals.

7. Preferred Home Health Care & Nursing Services Agreement

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education approve a 1:1 Nursing agreement with Preferred Home Health Care and Nursing Services, Inc. for the 2023-2024 school year for SID # 2182897374 at a rate of \$56/hr.

8. Gloucester County Special Services School District Contracts

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education approve the contracts with Gloucester County Special Services School District for the 2023-2024 school year for the following services:

Choice School Program	\$4.50 per Application
Nonpublic Aid-In-Lieu Program	\$4.50 per B6T

9. Schools 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 Township Elementary 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.

## O. Policy

1. Meeting of the Policy & Communication Committee - Mrs. Brown, 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**

During the 2022-23 School year, the administrative team will monitor the use of differentiated instruction in all grades and subject areas to ensure students of all ability levels are supported, enriched, and challenged. Administration will report results and highlights to the Board quarterly.

- ii. School Culture**

The Board of Education wishes to promote positivity throughout the school district. This will be achieved over the remainder of the 2022-2023 school year in a variety of ways, including recognizing excellence in our Students, Families, Staff, and Community.

- iii. Finance**

The Board of Education will attentively focus on long-range fiscal planning for 2023-24 and following school years. Planning will be in conjunction with the Administrative Team and staff to explore cost savings, alternative funding possibilities, and any other strategies to promote the overall success of our students and school district. A report of findings and suggestions will be completed by June 30, 2023.

## Q. New Business

## R. Executive Session

None at this time.

## S. Adjournment