



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

Date: August 16, 2021
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

Mr. Asis	Mrs. Cunningham	Mrs. Pino-Talbot
Ms. Brown	Dr. English	Ms. Selb
Dr. Bruno	Ms. Huggins	Mr. Talbot

E. Student Recognition

None at this time.

F. Presentations

Dr. Lynch, Environmental Safety Management Corp - MPR Floor testing

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.

Committed to Excellence

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

Reopening of the Multi-Purpose Room

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education recommends the reopening and use of the multipurpose room for the 2021/2022 school year based on the findings and recommended actions set forth in the recent series of reports from Environmental Safety Management Corporation.

H. Executive Session

None at this time.

I. Approval of Minutes

I-1. Regular Meeting Minutes from July 19, 2021

J. Correspondence

None at this time.

Approval of Agenda Items

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education approve K-1 – K-4, L-1 – L-3, M-1 – M-2, and N-1 – N-16 as follows:

K. Personnel

K-1 Appointments and Reappointments

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

Name	Position	Location	Guide/Step Salary	Reason	Effective Date
Marianne Vanvooren	Lunch/ Playground Aide	SHTES	\$14/hr	Appointment	09/01/2021- 06/30/2022



Committed to Excellence

K-2 Appointments and Reappointments - Tenured Certificated Staff

BE IT RESOLVED that the appointment(s) of the following staff member(s) for the 2021-22 school year be amended from original approval at the June 21, 2021 regular meeting as recommended by the Superintendent of Schools:

Name	Level	Step	Job Title	Tenure Date	2021-22 Salary/ Longevity
Christine Fretz	BA	**14	Preschool/PSD Teacher	09/02/2011	\$72,293.00/ \$200
Cherie Sinor	BA	13	Special Education Teacher	09/01/2007	\$69,543.00/ **\$200.00
Kathryn Tranz	MA	15	4 th /5 th Grade Teacher	09/01/1998	\$78,994.00/ **\$400.00

**denotes amended item

K-3 Employment – Co-Curricular Workers

BE IT RESOLVED that the following personnel recommendations be approved and/or amended from original approval at the June 21, 2021 regular meeting, as recommended by the Chief School Administrator:

Name	Position	Hours	Compensation	Reason	Effective Date
Sarah Sobeck	Teacher	**NTE 4hrs/day	\$30.00/hour	ESY	7/12/21- 8/5/21
Beth Bakley	Nurse	(M) 9:00-11:30am **(T-TH) 9:00am-12:00pm	\$30.00/hour	ESY	7/12/21- 8/5/21
Jennie Damminger	Teacher – SHSD	**8:30 am – 12:00pm Tues., Wed. & Thur. **plus three hours total prep time	\$30.00/hour	Summer Remediation & Enrichment Program	7/13/21- 8/5/21
TBD	Sp Ed Teachers	NTE 2 hrs each	\$30.00/hour	IEP Reviews	Summer 2021

**denotes amended item



Committed to Excellence

K-4 Summer CST Meetings

BE IT RESOLVED that the following Teachers be approved to attend CST Meetings over the summer, as recommended by the Chief School Administrator:

Name	Position	Hours	Compensation	Reason	Effective Date
Shari Crouch	Teacher	1 hour	\$30 per hour per CBA	CST Meeting	Max 1 hour each
Cherie Sinor	Teacher	2 hours	\$30 per hour per CBA	CST Meeting	Max 2 hours each
Kathryn Tranz	Teacher	1 hour	\$30 per hour per CBA	CST Meeting	Max 1 hour each

L. General Administration

L-1 Enrollment Reports as of 8/11/2021:

A. Enrollment Report

Grade Level	Current Totals	June 30, 2021
PK3	9	1
PK4	15	6
K	37	45
1	48	35
2	34	52
3	54	39
4	41	46
5	48	44
6	44	48
Resident Students	304	291
Choice Students	26	25
District Total	330	316

L-2 Student Discipline, Violence/Vandalism, HIB as of July 30, 2021:

Infraction Reports	No. of Incidents this Month	2021-2022 Total-To-Date	2020-2021 Total
Detentions	0	0	0
Suspensions	0	0	1
Violence, Vandalism, Substance Abuse	0	0	0
Harassment/Intimidation/Bullying (Confirmed)	0	0	0



Committed to Excellence

L-3 Educational Field Trips/Assemblies:1

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 the BOE	Cost to Students
6th grade	Pocono Environmental Education Center	4/27/2022-4/29/2022	44	Scott Hogan Carolyn Olsen Kathryn Tranz Christine Fretz Nicholas Deitz Alec Del Viscio Kathryn Ward	\$75.00 per day per chaperone 6 chaperones @ 3 days \$1350.00	Fundraising
6th grade	Pocono Trip: Safety Bus 7200 Park Ave Pennsauken, NJ 08109	4/27/2022 pick up-SHSD @7:30 am - 10:30 am 4/29/2022 pick up - P.E.E.C. 1:30pm -4:30 pm	44	TBD	no cost to BOE	Student Activities-6th grade \$2,400.00

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
Legal One Section 504 Explained	Live Online	9/21/21	Allison Thompson	Detailed Explanation of Section 504 of the Rehabilitation Act of 1973 as it relates to school districts	\$125.00 member rate



Committed to Excellence

M-2 Professional Development – Tuition Reimbursement

BE IT RESOLVED that the following staff reimbursement for coursework, pending completion as per SHTEA contract guidelines, be approved:

Title of Program	Location	Trimester/ Course Date	Attendee	Educational Purpose	Cost to District
School Leadership: Theory and Practice School & Community: Building a Shared Vision	Wilmington Univ.	Fall Trimester 8/30/2021- 12/12/2021	Justine Dittert	Expand my knowledge and skills on theory and practice related to effective schools	\$2,500

N. Financial

N-1 Line Item Transfers

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education ratify the line item transfers listed below for the 2021-2022 fiscal year as recommended by the Chief School Administrator:

Account	Amount To(From)	Justification
11-000-211-100-05-010-050	\$228.57	Salaries
11-000-213-100-05-010-050	\$3,543.50	
11-000-218-105-05-010-050	(\$2,360.00)	
11-000-219-104-05-010-050	\$696.82	
11-000-213-300-05-042-050	(\$2,355.29)	
11-000-218-105-05-010-050	\$246.40	
11-000-230-585-30-050	(\$67.69)	Admin Dues
11-000-230-590-30-047	\$67.69	
20-231-100-600-40-045-050	(\$500.00)	Benefits
20-231-200-200-70-057-050	\$500.00	
11-000-240-103-05-010-050	(\$475.37)	Benefits
11-000-240-105-05-010-050	(\$347.71)	
11-000-240-105-05-012-050	(\$1,000.00)	
11-000-240-440-70-050-050	(\$1,119.46)	
11-000-240-500-05-049-050	(\$750.00)	
11-000-240-600-05-049-050	(\$1,225.37)	
11-000-240-800-05-049-050	(\$244.00)	
11-000-291-270-70-057	\$5,161.91	
11-000-240-440-70-050-050	(\$1,300.00)	
11-190-100-440-05-050-050	\$1,300.00	



Committed to Excellence

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 2021. The Cash Reconciliation Report and Secretary's Report are in agreement for the month of June 2021
- B. Board Secretary's Report in accordance with 18A:17-36 and 18A:17-9 for the month of June 2021. 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 Elementary School District Board of Education approve the following bill lists:

7/30/21 \$204,920.03

N-4 Approval to Pay Bills

Motion to authorize by the Board of Education of South Harrison Township School District that the Business Administrator and Chief School Administrator be authorized to pay bills between board meetings for the month of August 2021.

N-5 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 July 31, 2021.

N-6 FY22 ARP-IDEA Grant Application

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education authorize the application and accept the funds for the FY22 American Rescue Plan-IDEA grant in the amount of \$116,246.



Committed to Excellence

N-7 Open Food Service Bank Account

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education authorize the School Business Administrator to open a bank account with Investors Bank for the Food Service operations beginning in the 2021/2022 school year with the Business Administrator as the approved signatory and authorized to conduct any bank transactions necessary to facilitate the food service operations.

N-8 Renew Custodial Service Agreement

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education authorize the renewal of the Interlocal Service Agreement for ABM Industry Group, LLC for Custodial Services from July 1, 2021 through June 30, 2022, between Pittsgrove Township Public School District for the amount of \$172,474.57.

N-9 Transportation Contract Renewal - Holcomb Bus Service, Inc. Bid# TR002

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education authorize the renewal of the transportation contract with Holcomb Bus Service, Inc. for the 2021/2022 school year for the routes and amounts listed as follows:

Route	Amount
SH7	\$19,392.32
SH8	\$18,994.69
Total	\$38,387.01



Committed to Excellence

N-10 Transportation Contract Renewal - BR Williams, Inc. Bid# SH1-SH5

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education authorize the renewal of the transportation contract with BR Williams, Inc. for the 2021/2022 school year for the routes and amounts listed as follows:

Route	Per Diem	Amount
SH1	\$175.63	\$31,789.03
SH2	\$175.63	\$31,789.03
SH3	\$175.63	\$31,789.03
SH4	\$175.63	\$31,789.03
SH5	\$175.63	\$31,789.03
Total		\$158,945.15

N-11 Transportation Bid #SHES2021-1 Award

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education award To From Transportation Routes as follows to BR Williams, Inc. for the 2021-2022 school year.

Route	Per Diem	Annual Cost
SH9	\$213.21 (includes aid)	\$38,591.01 (includes aid)
SH10 AM Session	\$157.93	\$28,585.33
SH10 PM Session	\$171.86	\$31,106.66
Total		\$98,283.00

N-12 Salaries Funded by Title I

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education approve Title I Federal Grant funds to be used for the 2021-2022 school year to support 26% of the Instructional Interventionist's salary for an amount of \$16,159.00.



Committed to Excellence

N-13 Contract for CRESS Services with GCSSSD

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education approve the contract with Gloucester County Special Services School District for CRESS services for the 2021-2022 School Year.

Service	Frequency	Cost
CRESS Physical Therapist (School Year)	5 hours/week = 180hrs	\$16,200.00 (\$90.00 per hour)
CRESS Speech (School Year)	5 days/week=180 days	\$96,300.00 (\$535.00 per day)

N-14 Contract for Occupational Therapy Student Services with KLG Pediatric Therapy, LLC

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education approve the contract with KLG Pediatric Therapy, LLC for occupational therapy student services for the 2021-2022 School Year.

Service	Frequency	Cost
KLG Occupational Therapist	10 hours for 2021 Summer 17 hrs/wk during School year	\$83.00 per hour \$300.00 per eval



Committed to Excellence

N-15 Official Depositories and Signatories

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education approve to amend the individual signatories on all bank accounts, originally approved on January 4, 2021, to account for the change in administrative positions effective July 1, 2021:

Account	Financial Institution	Signatory	Individual
Custodian Account 3 signatures required	Investors Bank	Board President Business Administrator **Chief School Administrator	Laura Bruno **Sarah J. Bell **Dr. Scott Hogan
Payroll Account 2 signatures required	Investors Bank	Business Administrator **Chief School Administrator	**Sarah J. Bell **Dr. Scott Hogan
Payroll Agency Account 2 signatures required	Investors Bank	Business Administrator **Chief School Administrator	**Sarah J. Bell **Dr. Scott Hogan
Student Activity Account 2 signatures required	Investors Bank	Board President Business Administrator **Chief School Administrator	Laura Bruno **Sarah J. Bell **Dr. Scott Hogan

**denotes amended item

N-16 Appointment of Board Officials

BE IT RESOLVED, that the following Board Officials be appointed for the 2021-2022 school year:

School Safety Specialist	Allison Thompson
Homeless Liaison	Laura Flynn



Committed to Excellence

O. Policy

O-1 Policy/ Regulation First Reading

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education recommend the following policies and regulations for first reading for revision and/or adoption.

Policy/Regulation	Title
Policy # <u>2415.30</u>	Title I - Educational Stability for Children in Foster Care

P. Old Business

Board of Education Goals

Objective: Strive to 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.

1. Continue to offer and monitor the effectiveness of research based academic instructional programs and tiered remedial interventions in meeting with common core standards.
2. Create a cost-effective budget that provides for educational resources and preventive maintenance options for ongoing facility improvement needs.
3. Provide and monitor the effectiveness of research based social-emotional instructional programs to improve prosocial behaviors, social problem solving, and resilience/adaptability.
4. Provide regular updates (3x per year) on actions taken and outcomes delivered to improve the faculty and staff survey results.

Q. New Business

Q-1. Sub-committee Restructure

R. Adjournment



Committed to Excellence