



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

Date: June 22, 2020
Time: 7:00 p.m.
Location: Virtual

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. Selb
Dr. Bruno	Ms. Huggins	Mr. Talbot
Ms. Brown	Mr. Rosato	Ms. Urie-West

E. Student Recognition

F. Presentations

F-1. Mrs. Hoffman, Special Education Program Spotlight

F-2. Board Goals

G. Public Participation

This is the time when anyone from the public who wishes to speak to the Board may do so. Please state your name for the record. The Board may or may not take action this evening. You will be notified either at this meeting, by letter, or by telephone of any action that the Board does take.

H. Executive Session

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

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

1. Negotiations
2. Personnel
3. Legal

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- 4. Individual Privacy
- 5. Security
- 6. Investment/Property Acquisition
- 7. Contract Litigation or Negotiations

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

The president reconvened the meeting at _____ p.m.

I. Approval of Minutes

I-1. May 18, 2020 Regular Meeting Minutes

J. Correspondence

J-1. Gym Floor Proposal

J-2. Superintendent Evaluation

Approval of Agenda Items

BE IT RESOLVED, that the South Harrison Township Board of Education approve K-1 – K-9, L-1 – L-5, M-1, and N-1 – N-7 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 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
Justine Dittert	Elementary School Teacher (ELA)	5 th and 6 th grade	\$51,070/yr. BA/1	Replacing Jennifer Smith	09/01/2020-06/30/2021 pending certification and criminal history review
Kathryn Ward	Elementary School Teacher (ELA)	5 th and 6 th grade	\$53,730/yr. BA+20/3	Replacing Marguerite Paolone	09/01/2020-06/30/2021 pending certification and criminal history review

K-2 Resignations, Retirements & Terminations

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



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Name	Position	Location	Reason	Effective Date	Years of Service
Jennifer Smith	5 th Grade English Language Arts Teacher	South Harrison	resignation	07/01/2020	4 years of service

K-3 Appointments and Reappointments - Non-Tenured Certificated Staff – Will receive tenure September 2, 2020 (unless otherwise noted)

BE IT RESOLVED that the appointment(s) of the following staff member(s) for the 2020-21 school year be approved as recommended by the Superintendent of Schools:

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

Name	Level	Step	Job Title	Tenure Date	2020-2021 Salary/Longevity
Heather Derechinsky	MA	5	Special Education Teacher	09/02/2020	\$56,221

K-4 Appointments and Reappointments - Non-Tenured Certificated Staff – Will receive tenure during 2022-23 school year

BE IT RESOLVED that the appointment(s) of the following staff member(s) for the 2020-21 school year be approved as recommended by the Superintendent of Schools:

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

Name	Level	Step	Job Title	Tenure Date	2020-2021 Salary/Longevity
Sarah Keane	BA	3	Art Teacher	09/05/2022	\$51,870

K-5 Appointments and Reappointments - Non-Tenured Certificated Staff – Will receive tenure during 2023-24 school year

BE IT RESOLVED that the appointment(s) of the following staff member(s) for the 2020-21 school year be approved as recommended by the Superintendent of Schools:

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

Name	Level	Step	Job Title	Tenure Date	2020-2021 Salary/Longevity
Laura Battipaglia	MA	11	Reading Specialist/Instructional Coach	09/04/2023	\$67,311
Aimee Ferez	BA	2	Music Teacher	09/04/2023	\$51,370
Lisa Pessa	BA	4	Special Education Teacher	09/04/2023	\$52,370

K-6 Appointments and Reappointments - Tenured Certificated Staff

BE IT RESOLVED that the appointment(s) of the following staff member(s) for the 20120-21 school year be approved as recommended by the Superintendent of Schools:

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



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Name	Level	Step	Job Title	Tenure Date	2020-2021 Salary/Longevity
Bethany Bakley	BA+20	14	School Nurse	02/02/2011	\$73,470
Sarah Brown	BA	7	3rd Grade Teacher	09/02/2014	\$55,010
Linda Caltabiano	BA	12	World Cultures Teacher	09/01/2007	\$66,510/\$200
Shari Crouch	MA	9	4th Grade Teacher	09/02/2010	\$62,711/\$200
Jennie Damminger	MA	7	Kindergarten Teacher	09/02/2016	\$58,111
Amy Danner	MA	10	Learning Disabilities Teacher Consultant	01/25/2019	\$65,011
Jessica Devecchio	MA	7	1st Grade Teacher	09/02/2016	\$58,111
Nicole Eschenbach	BA	7	2nd Grade Teacher	09/02/2012	\$55,010
Christine Fretz	BA	13	Preschool/PSD Teacher	09/02/2011	\$69,010
Amanda Grabas	MA	7	Special Education Teacher	09/02/2016	\$58,111
Courtney Haslam	MA	6	School Psychologist	09/02/2019	\$57,071
Elisabeth Henjes	MA	8	3rd Grade Teacher	09/02/2010	\$60,411/\$200
Susan Kenderdine	MA	15	1st Grade Teacher	08/25/1995	\$77,994/\$400
Michele LaMalfa	BA+10	11	5th/6th Grade Teacher	09/02/2008	\$64,830/\$200
Denise LaPalomto	BA	10	2nd Grade Teacher	09/02/2008	\$61,910/\$200
Jessica Massing	MA	6	4th-6th Grade Teacher	09/02/2019	\$57,071
Erin McLaughlin	BA	7	Kindergarten Teacher	09/02/2019	\$55,010
Samantha Michielli	MA	12	2nd Grade Teacher	09/02/2018	\$69,611
Timothy Narcisi	MA	15	Physical Education Teacher	01/02/2004	\$77,994/\$400
Carolyn Olsen	BA	15	5th Grade Teacher	09/01/2004	\$74,893/\$400
Jamie Rohe	BA	14	4th Grade Teacher	09/01/2006	\$71,610/\$200
Cherie Sinor	BA	12	Special Education Teacher	09/01/2007	\$66,510/\$200
Sarah Sobeck	BA	7	Special Education Teacher	09/02/2018	\$55,010
Kathryn Tranz	MA	15	4th Grade Teacher	09/01/1998	\$77,994/\$400

K-7 Appointments and Reappointments – Non-Represented Staff Salaries

BE IT RESOLVED that the appointment(s) and 2020-21 salary of the following non-represented staff member(s) be approved, as recommended by the Superintendent of Schools:



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Name	Job Title	2019-2020 Salary	2020-2021 Salary	% Increase
Corinne Sannino	Principal/Curriculum Director	\$109,876	\$113,304	3.12%
Danielle Tanguay	Secretary	\$38,646	\$39,852	3.12%
Brittney Wagner	Secretary	\$38,212	\$39,404	3.12%
Elizabeth Wright	Secretary	\$38,774	\$39,984	3.12%

K-8 Employment – Co-Curricular Workers

BE IT RESOLVED that the following personnel recommendations be approved, as recommended by the Superintendent of Schools:

Name	Position	Location	Compensation	Reason	Effective Date
Sarah Sobeck	Special Education Teacher	Lower elementary	\$30/hr. not to exceed 48 hours	ESY	07/06/2020-07/30/2020
Amanda Grabas	Special Education Teacher	Upper elementary	\$30/hr. not to exceed 48 hours	ESY	07/06/2020-07/30/2020
Courtney Haslam	School Psychologist	All grades	\$30/hr. not to exceed 20 hours	CST Testing	06/25/2020-08/31/2020
Amy Danner	LDTC	All grades	\$30/hr. not to exceed 20 hours	CST Testing	06/25/2020-08/31/2020
Linda Caltabiano	Special Area Teacher	All grades	\$30/hr. not to exceed 10 hours	World Cultures Curriculum Writing	07/1/2020-08/14/2020
Jennie Damminger	Teacher	All grades	\$30/hr. not to exceed 69 hours	Summer Enrichment Title I Program	07/1/2020-08/14/2020
Laura Battipaglia	Teacher	All grades	\$30/hr. not to exceed 25 hours	Summer Enrichment Title I Program - Advisor	07/1/2020-08/14/2020
Shari Crouch	Teacher	All grades	\$30/hr. not to exceed 69 hours	Summer Enrichment Title I Program	07/1/2020-08/14/2020
Heather Derechinsky	Teacher	All grades	\$30/hr. not to exceed 69 hours	Summer Enrichment Title I Program	06/25/2020-08/31/2020



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Name	Position	Location	Compensation	Reason	Effective Date
Amy Danner	Teacher	All grades	\$30/hr. not to exceed 20 hours	RTI Committee	06/25/2020-08/31/2020
Laura Battipaglia	Teacher	All grades	\$30/hr. not to exceed 20 hours	RTI Committee	06/25/2020-08/31/2020
Jessica Massing	Teacher	All grades	\$30/hr. not to exceed 20 hours	RTI Committee	06/25/2020-08/31/2020
Lisa Henjes	Teacher	All grades	\$30/hr. not to exceed 20 hours	RTI Committee	06/25/2020-08/31/2020
Heather Derechninsky	Teacher	All grades	\$30/hr. not to exceed 20 hours	RTI Committee	06/25/2020-08/31/2020
Erin McLaughlin	Teacher	All grades	\$30/hr. not to exceed 20 hours	RTI Committee	06/25/2020-08/31/2020
Shari Crouch	Teacher	All grades	\$30/hr. not to exceed 5 hours	Curriculum Foundational Skills Scope & Sequence	07/1/2020-08/14/2020
Erin McLaughlin	Teacher	All grades	\$30/hr. not to exceed 5 hours	Curriculum Foundational Skills Scope & Sequence	07/1/2020-08/14/2020
Laura Battipaglia	Teacher	All grades	\$30/hr. not to exceed 5 hours	Curriculum Foundational Skills Scope & Sequence	07/1/2020-08/14/2020
Lisa Henjes	Teacher	All grades	\$30/hr. not to exceed 5 hours	Curriculum Foundational Skills Scope & Sequence	07/1/2020-08/14/2020
Beth Bakely	Nurse	All grades	\$30/hr. not to exceed 10 hours	Summer Work	07/1/2020-08/31/2020

K-9 Practicum, Student Teachers, Visitation, Volunteers, and Internships



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BE IT RESOLVED that the following Practicum, Student Teachers, Visitation, Volunteers and Internships, be approved as recommended by the Superintendent of Schools:

Name	Institution	Reason	Cooperating Teacher	Subject	Grades	Dates of Placement
Eden Edelson	Rowan University	Student Teacher	Tim Narcisi	Health & Physical Education	K-6	10/21/2020 – 12/2/2020 and 1/19/2021 – 3/12/2021

K-10 Memorandum of Agreement Regarding Non-Teaching Duties

BE IT RESOLVED that the Memorandum of Agreement regarding non-teaching duties between the South Harrison Twp. Education Association and the South Harrison Twp. Elementary School District Board of Education, be approved, for the period of July 1, 2020 through June 30, 2021, as recommended by the Superintendent of Schools, and that the Board President and 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. (Encl. K.10)

L. General Administration

L.1 Discussion Items

- Summer Schedule
- Reopening Plans
- Shared Services
- Graduation
- Duties MOA SHTEA/SHBOE
- 2018-2019 HIB Grade Report (Encl. L.1)

L.2 Revised School Closure Plan

The South Harrison School District has implemented a school health-related closure plan to address our efforts to limit school community exposure to COVID-19 while delivering asynchronous technology instruction and services to our 7-12 grade students.

BE IT RESOLVED, that the South Harrison School District Board of Education approve the plan as outlined by the State of New Jersey Department of Education’s Checklist for School Health-Related Closure Plans as implemented on May 22, 2020. (Encl. L.2)

L-3 Resolution Adopting Provisional Grading Policy for Trimester 3

WHEREAS, On March 16th, pursuant to the Governor’s executive order to close schools, South Harrison Twp. Elementary School abruptly transitioned from a traditional school environment to our present virtual learning program in response to the coronavirus pandemic; and

WHEREAS, the most elusive and complex questions faced by school leaders has been in regard to measuring student performance in a virtual environment through the lens of our traditional grading policy; and



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WHEREAS, school leaders have exhausted countless options to redress inequities created through delivering instruction in a virtual environment and want to ensure that the present circumstances and uncontrolled variables do not negatively impact each one of our 330 elementary school students; and

WHEREAS, school leaders recognize that, while the use of grades is deeply ingrained in our schools, it is incumbent upon them to implement a grading policy that reflects the present moment without unfairly and arbitrarily penalizing students; and,

WHEREAS, school leaders have continued to push *process over measurement*, encouraging students to engage routinely, complete their assignments to the best of their ability, and reflect on teacher feedback; and

WHEREAS, teachers have discharged their responsibilities with compassion, flexibility and understanding, further emphasizing the importance of knowledge and skill acquisition to move our students along the learning continuum.

NOW, THEREFORE, BE IT RESOLVED, in response to the present circumstances, school leaders will apply a modified pass/fail grading scheme for the 2019-20 school year’s third trimester, for students in fifth and sixth grade, incorporating numerical value equivalents to the pass/fail grade; and

BE IT FURTHER RESOLVED, that the Provisional Grading Policy, be approved, for the third trimester, as recommended by the Superintendent of Schools, and shall supersede policies 2624, 5430, 5460 and all other applicable policies, regulations and practices for the period set forth.

It is hereby certified that the foregoing resolution was duly passed by the South Harrison Township School District Board of Education on the 22nd day of June, 2020. (Enc. L.3)

L-4 Enrollment Reports as of May 31, 2020:

A. Enrollment Report

Grade Level	Current Totals	June 30, 2019
PK3	6	9
PK4	12	9
K	35	53
1	51	41
2	39	45
3	48	50
4	48	50
5	46	49
6	45	48
Resident Students	307	332
Choice Students	23	22
District Total	330	354



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L-5 Student Discipline, Violence/Vandalism, HIB as of May 31, 2020:

Infraction Reports	No. of Incidents this Month	2019-2020 Total-To-Date	2018-2019 Total
Detentions	0	7	18
Suspensions	0	3	2
Violence, Vandalism, Substance Abuse	0	0	0
Harassment/Intimidation/Bullying (Confirmed)	0	1	3

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
PLT Launch Classroom Teacher Training	Online	6/24/2020 – 6/25/2020	Jamie Rohe	Required training for the Media Specialist role	\$500.00

N. Financial

N-1 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 March 31, 2020. The Cash Reconciliation Report and Secretary’s Report are in agreement for the month of March 31, 2020.
- B. Board Secretary’s Report in accordance with 18A:17-36 and 18A:17-9 for the month of March 31, 2020. 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-2 Payment of Claims



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BE IT RESOLVED, that the South Harrison Township School District approve the following bill lists:

6/18/2020 \$296,107.31

Bill List

N-3 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 April 30, 2020 and May 31, 2020.

N-4 Distribution of Net Returned Surplus Funds

WHEREAS, the South Harrison Township School District, hereinafter referred to as BOARD, participated as a member district of the Gloucester, Cumberland, Salem School Districts JIF, herein after referred to as FUND, for the FUND fiscal year beginning July 1, 2016, and

WHEREAS, the FUND is a statutory filed school district joint insurance fund as defined in N.J.S.A. 18A:18B1-10 et seq., and

WHEREAS, the BOARD joined the FUND knowing that membership carries with it joint and several liability with all other member districts for each year of the BOARD's membership, and

WHEREAS, the BOARD understands that the FUND's Board of Trustees are the only persons authorized in the law to make decisions as to when and how much of any available statutory surplus will be released by the FUND, and

WHEREAS, the BOARD understands that the FUND's Board of Trustees are the only persons authorized in the law to make decisions as to when and how much of any projected deficit will be declared as an additional assessment due to the FUND, and

WHEREAS, the BOARD understands that Available Statutory Surplus is defined to be the amount of money in excess of the projected value of claims by line of coverage, plus an actuarially determined value for Incurred But Not Reported claims, subject to the surplus reserve calculations as defined in N.J.A.C. 11:15-4.6 et seq, and subject to review and approval by the Department of Banking and Insurance, State of New Jersey, prior to release by the Board of Trustees of the FUND, and

WHEREAS, the BOARD understands that it remains jointly and severally liable into perpetuity despite the earlier release of Available Statutory Surplus due to the possibility that a FUND year wherein of Statutory Surplus has been duly authorized could later be presented with a claim for which it could be responsible causing for an additional assessment from each participating member district of that FUND year, and

WHEREAS, the BOARD understands that it remains jointly and severally liable into perpetuity despite the earlier collection of an additional assessment due to the possibility that a FUND year wherein as additional assessment has been duly authorized could later be presented with a need for additional assessments from each participating member district of that FUND year, and

WHEREAS, the BOARD recognizes its Share of Available Statutory Surplus authorized to be release by the FUND is as shown below:



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Dollar amounts of Surplus/(Additional Assessment) by FUND Fiscal Year
Released by the FUND's Board of Trustees- Valued as of June 30, 2018 Financial Position

Fund Fiscal Year	Total FUND Release	BOARD's Share
July 1, 2015 to June 30, 2016	\$100,000	\$515
Subtotal Current Distribution	\$100,000	\$515
Aggregate Excess Loss Contingency Fund (Optional Distribution)	\$282,030	\$0
<u>Total Distribution Available</u>	<u>\$382,030</u>	<u>\$515</u>

, and

WHEREAS, the BOARD understands that its options for directing the distribution of its net share of released Statutory Surplus to be as follows:

Direct the FUND to forward a check for the BOARD's full share to the BOARD

Direct the FUND to apply the BOARD's share to the BOARD's 2020-2021 premium in the FUND fiscal year (N.J.A.C. 11:15-4.21€)(Current FUND members only,

Direct the FUND to apply the BOARD's share to the FUND's Aggregate Excess Loss Contingency Fund, which provides both current member districts and former member districts with an available individual contingency balance for the use in satisfying any possible need for a supplemental assessment for any year they were a member and an annual capacity to use all or a portion of a member district's available balance in offsetting future premiums, or

Direct the FUND to apportion the BOARD's share as a stated dollar amount among options 1, 2, 3 & 4 above such that the sum total of allocation dollars equals the amount of the Total Distribution available to the BOARD as noted above.

NOW THEREFORE, the BOARD directs the FUND to distribute the BOARD's share of its Net Distributions as follows:

Forward a check in the full amount to the BOARD

N-5 2020-2021 YMCA Agreement

BE IT RESOLVED, that the South Harrison Township Board of Education approve an agreement with the YMCA for before/after program for the 2020-2021 School Year at a cost to the YMCA of \$2,000.

N-6. Transportation Renewals for 2020-2021 School Year

BE IT RESOLVED, that the South Harrison Township School District Board of Education approve the following transportation route renewal contracts for the 2020-21 school year pursuant to N.J.S.A. 18A:39-3:

Contractor	Route #	2019-2020 Per Diem	CPI % Increase	2020-2021 Per Diem	2020-2021 Annual Route Cost



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B.R. Williams	SH 1	\$169.82	1.7%	\$172.71	\$31,260.51
B.R. Williams	SH 2	\$169.82	1.7%	\$172.71	\$31,260.51
B.R. Williams	SH 3	\$169.82	1.7%	\$172.71	\$31,260.51
B.R. Williams	SH 4	\$169.82	1.7%	\$172.71	\$31,260.51
B.R. Williams	SH 5	\$169.82	1.7%	\$172.71	\$31,260.51

Contractor	Route#	Annual Cost 2019-2020	Annual Cost 2020-2021
Holcomb	SH7	\$19,070.04	\$19,394.23
Holcomb	SH8	\$18,679.01	\$18,996.55

N-7. Bayada Home Health Care Agreement

BE IT RESOLVED, that the South Harrison Township School District Board of Education approve an agreement with Bayada Home Health Care to provide professional nursing services on a substitute basis beginning July 1, 2020 through June 30, 2020.

O. Policy

P. Old Business

Board 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

R. Adjournment



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