

**SOUTH HARRISON SCHOOL DISTRICT  
BOARD OF EDUCATION MINUTES**

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February 22, 2022  
Regular Meeting  
7:00 PM Cafeteria

**A. Meeting Called To Order**

Meeting called to order at 7:00 p.m. by President Bruno.

**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**

Members Present

Janet Brown, Laura Bruno, Deborah Cunningham, Janice Huggins, Jennifer McIlvaine, Joan Pino-Talbot, Carrie Selb, Joseph Talbot, Sarah Bell, School Business Administrator/Board Secretary.

Members Not Present

Carole English, Scott Hogan, Chief School Administrator

**E. Student Recognition**

|                    |                   |
|--------------------|-------------------|
| PreK               | Owen O'Leary      |
| Kindergarten       | Timothy Narcisi   |
| 1st Grade          | Pierce Catalano   |
| 2nd Grade          | Joseph Damminger  |
| 3rd Grade          | Giovanni Esposito |
| 4th Grade          | Scarlett Stephan  |
| 5th Grade          | Brynn McDermott   |
| 6th Grade          | Gage Mealey       |
| Art                | Alison Brennan    |
| Music              | Ally Little       |
| Physical Education | Anna Lisi         |
| World Cultures     | Olivia Voll       |

## **F. Presentations**

1. Andrew Lee from Holt McNally & Associates - FY21 Audit

## **G. Public Comment**

Mrs. Allison Thompson expressed her thanks to the board for the opportunity to work with a wonderful district with phenomenal students and amazing staff.

Mrs. Keene posed questions regarding the audit report and Mrs. Bell offered her the opportunity to meet next week to discuss her questions.

## **H. Executive Session**

None at this time.

## **I. Approval of Minutes**

Motion by Ms. Huggins, second by Mrs. Selb.

Abstained - 0

Motion Carried

RESOLVED, that the South Harrison Township Board of Education approve the minutes of the following meetings:

1. Regular Meeting Minutes from January 24, 2022.
2. Reorganization Meeting Minutes from January 10, 2022.

## **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-8 as follows:

Motion to open discussion of agenda items.

Motion by Ms. Brown, second by Mrs. Selb.

**K. Personnel**

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          |
|-------------------|-----------------------------|----------|-------------------------|-------------|-------------------------|
| Michelle Martinez | Interim Assistant Principal | SHTES    | \$400/day/<br>3 days/wk | Appointment | 2/28/2022-<br>6/17/2022 |
| Dottie Coxe       | Lunch/<br>Playground Aide   | SHTES    | \$14/hr                 | Appointment | 2/23/2022-<br>6/17/2022 |

2. Resignations, Retirements & Terminations

BE IT RESOLVED, that the following resignations, retirements and terminations be approved, as recommended by the Chief School Administrator:

| Name             | Position                  | Location | Reason      | Effective Date | Years of Service |
|------------------|---------------------------|----------|-------------|----------------|------------------|
| Courtney Ryan    | Lunch/<br>Playground Aide | SHTES    | Resignation | 2/11/2022      | <1               |
| Allison Thompson | Assistant Principal       | SHTES    | Resignation | 2/25/2022      | <1               |

**L. General Administration**

1. Enrollment Reports as of January 31, 2022

i. Enrollment Report

| Grade Level       | Current Totals | June 30, 2021 |
|-------------------|----------------|---------------|
| PK3               | 9              | 1             |
| PK4               | 15             | 6             |
| K                 | 40             | 45            |
| 1                 | 49             | 35            |
| 2                 | 33             | 52            |
| 3                 | 49             | 39            |
| 4                 | 39             | 46            |
| 5                 | 46             | 44            |
| 6                 | 45             | 48            |
| Resident Students | 301            | 291           |
| Choice Students   | 24             | 25            |
| District Total    | 325            | 316           |

2. Emergency Drills/Calls

| School/ Date                       | Time                 | Drill Description |
|------------------------------------|----------------------|-------------------|
| South Harrison<br>January 13, 2022 | 10:32 AM<br>10:35 AM | Fire Drill        |
| South Harrison<br>January 24, 2022 | 1:23 PM<br>1:30 PM   | Code Blue         |

3. Student Discipline, Violence/Vandalism, HIB as of January 31, 2022

| Infraction Reports                          | No. of Incidents<br>this Month | 2021-2022<br>Total-To-Date | 2020-2021<br>Total |
|---|--------------------------------|----------------------------|--------------------|
| Detentions                                  | 1                              | 10                         | 0                  |
| Suspensions                                 | 0                              | 0                          | 1                  |
| Violence, Vandalism, Substance Abuse        | 0                              | 3                          | 0                  |
| Harassment/Intimidation/Bullying (Affirmed) | 0                              | 2                          | 0                  |

4. 2021-2022 School Calendar

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education amend the 2021-2022 School Calendar, originally amended at the September 20, 2021 meeting, as recommended by the Chief School Administrator.

5. 2022-2023 School Calendar

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education approve the 2022-2023 School Calendar, as recommended by the Chief School Administrator.

**M. Curriculum & Instruction**

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

Mrs. Selb reported on committee meeting topics which took place on Monday, February 7, 2022.

2. English Language Learner Three-Year Plan

BE IT RESOLVED that the South Harrison Township Elementary School District Board of Education approve the English Language Learner Three-Year Plan, 2021-2024, as recommended by the Chief School Administrator.

**N. Financial**

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

Mrs. Pino-Talbot reported on committee meeting topics which took place on Monday, February 7, 2022.

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 January 2022. The Cash Reconciliation Report and Secretary’s Report are in agreement for the month of January 2022.
- ii. Board Secretary’s Report in accordance with 18A:17-36 and 18A:17-9 for the month of January. 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. January 2022 Line Item Transfers for the 2021-2022 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, the the South Harrison Township Elementary School District Board of Education approve the following bill lists:

|            |              |                |
|------------|--------------|----------------|
| 02/28/2022 | \$252,142.95 | February 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 January 31, 2022.

5. Special Education Medicaid Initiative (SEMI)

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education approve a resolution to request a waiver of participation in the Special Education Medicaid Initiative (SEMI) based on having fewer than 40 special education Medicaid eligible students for the 2022-2023 school year.

6. 2020-2021 CAFR

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education accept the Comprehensive Annual Financial Report ("CAFR") for the fiscal year ended June 30, 2021 and related documents for submission to the Executive County Superintendent of Schools.

7. Synopsis and Summary of Annual Audit and Recommendations and Corrective Action Plan

WHEREAS, N.J.S.A. 18A-23.4 states that the Secretary of the Board of Education shall prepare a synopsis or summary of the annual audit and recommendations;

WHEREAS, the accounting firm of Holt, McNally & Associates audited the basic financial statements of the South Harrison Township School District for the fiscal year ended June 30, 2021 in accordance with the Generally Accepted Audit Standards issued by the Comptroller General of the United States;

WHEREAS, the accounting firm of Holt, McNally & Associates did not have any findings or recommendations for the fiscal year ended June 30, 2021;

NOW THEREFORE BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education accept and approve the Audit Synopsis, summary of audit recommendations and corrective action plan for the fiscal year ended June 30, 2021.

8. Use of Facilities

Motion to approve South Harrison Parent Teacher Organization to use the Multipurpose Room on May 14, 2022 for Lip Sync and June 10, 2022 for the 6th Grade Dance. Approval of the use of the Multipurpose Room is based on the South Harrison Parent Teacher Organization meeting the following requirements:

- Submission of a prevention plan as outlined in NJDOH Document dated September 20, 2021
- Approval by the Chief School Administrator of that plan
- Signing of the Waiver Release for use of South Harrison Township Elementary School District facilities
- All parents submitting to the South Harrison Parent Teacher Organization a Covid-19 Risk Acknowledgement Acceptance Form

Roll Call Vote:

Aye - 8

Nay - 0

Abstained 0

Motion Carried

## O. Policy

### 1. Meeting of the Policy & Communication Committee - Ms. Brown reporting

Ms. Brown reported on committee meeting topics which took place on Monday, February 7, 2022.

## P. Old Business

### 1. 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.

- i. Continue to offer and monitor the effectiveness of research based academic instructional programs and tiered remedial interventions in meeting with common core standards.
  - ii. Create a cost-effective budget that provides for educational resources and preventive maintenance options for ongoing facility improvement needs.
  - iii. Provide and monitor the effectiveness of research based social-emotional instructional programs to improve prosocial behaviors, social problem solving, and resilience/adaptability.
  - iv. Provide regular updates (3x per year) on actions taken and outcomes delivered to improve the faculty and staff survey results.
2. Dr. Bruno discussed that during each committee meeting, the board goals were reviewed and updates were suggested. Dr. Bruno provided the board with a draft summary as a starting point.
  3. Dr. Lynch, Environmental Safety Management Corp - January MPR Floor testing

## Q. New Business

Mrs. Pino-Talbot attended the Gloucester/Camden County Board of Education meeting and gave the board an overview and key notes from the meeting.

Mr. Talbot provided the board with a review of his Governance IV training regarding legal updates.

**R. Adjournment**

Motion by Ms.Huggins, second by Mrs. Pino-Talbot, that the Board of Education adjourn the meeting at 7:57 p.m.

Motion carried unanimously.

Respectfully submitted,

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Sarah J. Bell  
School Business Administrator/Board Secretary