

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

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January 24, 2022  
Regular Meeting  
7:00 PM Cafeteria

**A. Meeting Called To Order**

Meeting called to order at 7:01 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

Laura Bruno, Deborah Cunningham, Carole English, Janice Huggins, Jennifer McIlvaine, Joan Pino-Talbot, \*Carrie Selb, Joseph Talbot, Scott Hogan, Chief School Administrator, Sarah Bell, School Business Administrator/Board Secretary.

\*Mrs. Selb arrived at 7:05 PM

Members Not Present

Janet Brown

**E. Student Recognition**

PreK	Rory Mykulak
Kindergarten	Luca Richardson
1st Grade	Daniel Castellini
2nd Grade	Michael Sharp
3rd Grade	Skylar Farmer
4th Grade	Ethan Hall
5th Grade	Mackenzie Baird
6th Grade	Rebekah Abele
Art	Inaya Khan
Music	Eric Dimetrosky
Physical Education	Finnley Gabler
World Cultures	Colin Leuallen

**F. Presentations**

1. Teacher of the Year
2. Mid-Year Data Review: iReady, STAR, StartStrong

**G. Public Comment**

None at this time.

**H. Executive Session**

None at this time.

**I. Approval of Minutes**

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

Abstained - 1  
Dr. English

Motion Carried

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

1. Regular Meeting Minutes from December 13, 2021

**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 Mrs. Selb, second by Mrs. Pino-Talbot

**K. Personnel**

1. Memorandum of Agreement Regarding Non-Teaching Duties

BE IT RESOLVED that the Memorandum of Agreement regarding non-teaching duties between the South Harrison Township Education Association and the South Harrison Township Elementary School District Board of Education, be retroactively approved, for the period of July 1, 2021 through June 30, 2022, as recommended by the Chief School Administrator, 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.

2. Leaves of Absence

BE IT RESOLVED, that the following leaves of absence be approved, as recommended by the Chief School Administrator:

Name	Position	Location	Reason	Effective Date
Sarah Keane	Art Teacher	SHTES	Maternity Leave	4/25/2022- 6/17/2022

L. **General Administration**

1. Enrollment Reports as of December 31, 2021

i. Enrollment Report

Grade Level	Current Totals	June 30, 2021
PK3	9	1
PK4	15	6
K	40	45
1	48	35
2	32	52
3	49	39
4	39	46
5	46	44
6	45	48
Resident Students	299	291
Choice Students	24	25
District Total	323	316

2. Emergency Drills/Calls

School/ Date	Time	Drill Description
South Harrison December 7, 2021	2:49 PM 2:52PM	Fire Drill
South Harrison December 16, 2021	2:40 PM 2:43 PM	Shelter in Place Drill

3. Student Discipline, Violence/Vandalism, HIB as of December 31, 2021

Infraction Reports	No. of Incidents this Month	2021-2022 Total-To-Date	2020-2021 Total
Detentions	2	9	0
Suspensions	0	0	1
Violence, Vandalism, Substance Abuse	1	3	0
Harassment/Intimidation/Bullying (Affirmed)	0	2	0

4. 2021-2022 Student Handbook

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education approve the revised Student Handbook 2021-2022, originally approved at the September 20, 2021 meeting, as recommended by the Chief School Administrator.

**M. Curriculum & Instruction**

1. Meeting of the Curriculum & Instruction Committee

The committee did not meet this month.

2. Professional Development- Staff Trainings, Seminars, Conventions & Conferences

BE IT RESOLVED that the following staff attendance at trainings, seminars, conventions, and conferences, funded with the ESSER ARP grant, be approved:

<b>Name</b>	<b>Position</b>	<b>Hours</b>	<b>Compensation</b>	<b>Reason</b>	<b>Effective Date</b>
Erin McLaughlin	Kindergarten Teacher	NTE 4 hours	\$30/hr	Being a Writer Pilot	1/26/2022-04/2022
Lisa Henjes	Instructional Interventionist	NTE 4 hours	\$30/hr	Being a Writer Pilot	1/26/2022-04/2022
Nicole Eschenbach	2nd Grade Teacher	NTE 4 hours	\$30/hr	Being a Writer Pilot	1/26/2022-04/2022
Jessica Devecchio	1st Grade Teacher	NTE 4 hours	\$30/hr	Being a Writer Pilot	1/26/2022-04/2022
Lisa Pessa	Special Education Teacher	NTE 4 hours	\$30/hr	Being a Writer Pilot	1/26/2022-04/2022
Heather George	Special Education Teacher	NTE 4 hours	\$30/hr	Being a Writer Pilot	1/26/2022-04/2022
Sarah Brown	3rd Grade Teacher	NTE 4 hours	\$30/hr	Being a Writer Pilot	1/26/2022-04/2022
Amanda McCart	Special Education Teacher	NTE 4 hours	\$30/hr	Being a Writer Pilot	1/26/2022-04/2022

3. Professional Development- Staff Trainings, Seminars, Conventions & Conferences

BE IT RESOLVED that the following staff attendance at trainings, seminars, conventions, and conferences, be approved:

<b>Name</b>	<b>Position</b>	<b>Hours</b>	<b>Compensation</b>	<b>Reason</b>	<b>Effective Date</b>
Jennie Damminger	Kindergarten Teacher	NTE 90 Minutes	N/A	i-Ready Training	2/8/2022
Erin McLaughlin	Kindergarten Teacher	NTE 90 Minutes	N/A	i-Ready Training	2/8/2022
Lisa Pessa	Special Education Teacher	NTE 90 Minutes	N/A	i-Ready Training	2/8/2022
Jessica Devecchio	1st Grade Teacher	NTE 90 Minutes	N/A	i-Ready Training	2/8/2022
Denise LaPalomato	2nd Grade Teacher	NTE 90 Minutes	N/A	i-Ready Training	2/8/2022
Sarah Brown	3rd Grade Teacher	NTE 90 Minutes	N/A	i-Ready Training	2/8/2022
Shari Crouch	4th Grade ELA Teacher	NTE 90 Minutes	N/A	i-Ready Training	2/8/2022
Micele LaMalfa	5th/6th Grade Teacher	NTE 90 Minutes	N/A	i-Ready Training	2/8/2022
Amanda McCart	Special Education Teacher	NTE 90 Minutes	N/A	i-Ready Training	2/8/2022
Jamie Rohe	3rd Grade Teacher	NTE 90 Minutes	N/A	i-Ready Training	2/8/2022
Cherie Sinor	Special Education Teacher	NTE 90 Minutes	N/A	i-Ready Training	2/8/2022
Sarah Sobeck	Special Education Teacher	NTE 90 Minutes	N/A	i-Ready Training	2/8/2022
Kathryn Ward	6th Grade ELA Teacher	NTE 90 Minutes	N/A	i-Ready Training	2/8/2022
Kathryn Tranz	4th/5th Grade Teacher	NTE 90 Minutes	N/A	i-Ready Training	2/8/2022

**N. Financial**

1. Meeting of the Facilities & Finance Committee

The committee did not meet this month.

2. BE IT RESOLVED to approve the following:

- i. Approval of Cash Reconciliation Report in accordance with 18A:17-36 and 18A:17-9 for the month of December 2021. The Cash Reconciliation Report and Secretary’s Report are in agreement for the month of December 2021.
- ii. Board Secretary’s Report in accordance with 18A:17-36 and 18A:17-9 for the month of December. 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. December 2021 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:

1/31/2022	\$243,619.29	January 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 December 31, 2021.

5. Emergent and Capital Maintenance Needs Grant Program FY2022

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education participates in the Emergent and Capital Maintenance Needs Grant Program in the amount of \$7,625 , pending NJDOE approval, to be used to offset the costs of repairing the Fire Pump Station electrical.

6. Fundraiser

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education approve the following fundraiser(s), as recommended by the Chief School Administrator.

Program/Group	Event	Purpose	Dates
Kids Heart Challenge	Jumping Rope	American Heart Association	2/14-2/18/2022
6th Grade Activities	MVP Event (4-6)	Support School Expenditures	3/18/2022

7. Business Administration Shared Services Agreement Amended

Motion to amend the 2021-2022 Shared Services Agreement for School Business Administration Services with Logan Township School District to include the Treasurer of School Moneys position with an effective date of February 1, 2022, through June 30, 2022, at a prorated cost of \$1,031.25.

8. Use of Facilities

Motion to approve South Harrison Soccer Club to use the Multipurpose Room beginning the week of January 23, 2022 through April 1, 2022. Approval of the use of the Multipurpose Room is based on the South Harrison Soccer Club pending receipt of Certificate of Insurance and 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 Soccer Club a Covid-19 Risk Acknowledgement Acceptance Form
- Payment by the South Harrison Soccer Club for all custodial-related services necessitated as a result of use of South Harrison Township Elementary School District facilities.

Roll Call Vote:

Aye - 8

Nay - 0

Abstained 2

Mrs. Cunningham (M-3)

Mrs. Selb (K-1)

Motion Carried

**O. Policy**

1. Meeting of the Policy Committee

The committee did not meet this month.

**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 requested that the first 10-15 minutes of each February subcommittee meeting be reserved to review board goals.
  3. Dr. Lynch, Environmental Safety Management Corp - MPR Floor testing

**Q. New Business**

None at this time.

**R. Adjournment**

Motion by Ms.Huggins, second by Mrs. Selb, that the Board of Education adjourn the meeting at 8:20 p.m.

Motion carried unanimously.

Respectfully submitted,

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Sarah J. Bell  
School Business Administrator/Board Secretary