

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

November 22, 2021
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

David Asis, Janet Brown, Laura Bruno, Deborah Cunningham, Carole English, Janice Huggins, Joan Pino-Talbot, Joseph Talbot, Scott Hogan, Chief School Administrator, Sarah Bell, School Business Administrator/Board Secretary.

Carrie Selb arrived at 7:08pm

Members Absent

None

E. Student Recognition

PreK	Olivia Waterbury
Kindergarten	Raelyn Graf
1st Grade	Hannah Laigaie
2nd Grade	Cassidy Brun
3rd Grade	Caitlyn O'Leary
4th Grade	Amelia Boone
5th Grade	Braelyn Borger
6th Grade	Oliviah DeGarmo
Art	Stella Saccone
Music	Polly Evosirch
Physical Education	Laurel Jastrzembki
World Cultures	Gavin Forosisky

F. Presentations

None at this time.

G. Public Comment

Danielle Barry [15 Gazelle Court] inquired on the future direction of special education and the need for additional staff.

Dr. Hogan will confer with Mrs. Flynn and respond at a later date.

H. Executive Session

WHEREAS, N.J.S.A. 10:4-6 et. seq., (“the Open Public Meetings Act”), authorizes boards of education to meet in executive session under certain circumstances; and

WHEREAS, the Open Public Meetings Act requires that the Board adopt a resolution at a public meeting to go into private session; now, therefore,

BE IT RESOLVED by the Board of Education, that it is necessary to meet in executive session to discuss certain items involving:

Matters of personal confidentiality rights, including but not limited to, staff and/or student discipline matters, and specifically FY22 HIB indecent #5

Motion by Mrs. Pino-Talbot, second by Mr. Asis

Final Resolution: Motion Carried

Yes: 9

The Board adjourned to Executive Session at 7:34 PM.

BE IT FURTHER RESOLVED that any discussion held by the Board which need not remain confidential will be made public as soon as feasible. The minutes of the executive session will not be disclosed until the need for confidentiality no longer exists.

FURTHER RESOLVED that the Board of Education will return to open session to conduct business at the conclusion of the executive session.

Reconvene to Open Session

Motion to reconvene to public session at 7:40 PM.

Motion by Ms. Huggins, second by Dr. English

Final Resolution: Motion Carried

Yes: 9

I. Approval of Minutes

Motion by Mr. Talbot, second by Mrs. Cunningham.

Abstained - 2 (Ms. Brown, Ms. Selb)

Motion Carried

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

1. Regular Meeting Minutes from October 18, 2021

J. Correspondence

Thank you card for Mr. Derham.

Approval of Agenda Items

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education approve K-1 – O-1 as follows:

Motion to open discussion of agenda items.

Motion by Mrs. Pino-Talbot, second by Ms. Brown

K. Personnel

1. Employment – Co-Curricular Workers

BE IT RESOLVED that the following personnel recommendations be approved as recommended by the Chief School Administrator, to be paid for with ESSER II funds:

Name	Position	Hours	Compensation	Reason	Effective Date
Linda Caltabiano	Teacher	NTE 1hr/session	\$30.00/hour	Academic Remediation Program	11/15/21-4/27/22
Morgan Moore	Teacher	NTE 1hr/session	\$30.00/hour	Academic Remediation Program	11/15/21-4/27/22
Heather George	Sp Ed Teacher	NTE 1hr/session	\$30.00/hour	Academic Remediation Program	11/15/21-4/27/22
Kathryn Tranz	Teacher	NTE 1hr/session	\$30.00/hour	Academic Remediation Program	11/15/21-4/27/22
Carolyn Olsen	Teacher	NTE 1hr/session	\$30.00/hour	Academic Remediation Program	11/15/21-4/27/22
Michele LaMalfa	Teacher	NTE 1hr/session	\$30.00/hour	Academic Remediation Program	11/15/21-4/27/22
Sarah Sobeck	Sp Ed Teacher	NTE 1hr/session	\$30.00/hour	Academic Remediation Program	11/15/21-4/27/22

2. Practicum, Student Teachers, Visitation, Volunteers, and Internships

BE IT RESOLVED that the following Practicum, Student Teachers, Visitation, Volunteers and Internships, be amended as originally approved at the June 21, 2021 meeting, as recommended by the Chief School Administrator:

Name	Institution	Reason	Cooperating Teacher	Subject	Grades	Dates of Placement
Alec Del Viscio	Wilmington University	Clinical Semester I&II	**Cherie Sinor	Special Education	5 th Grade	Fall 2021 & Spring 2022

***denotes amended item*

L. General Administration

1. Enrollment Reports as of November 1, 2021

i. Enrollment Report

Grade Level	Current Totals	June 30, 2021
PK3	8	1
PK4	15	6
K	40	45
1	48	35
2	32	52
3	50	39
4	38	46
5	46	44
6	44	48
Resident Students	297	291
Choice Students	24	25
District Total	321	316

2. Emergency Drills/Calls

School/ Date	Time	Drill Description
South Harrison October 12, 2021	1:30 PM 1:33PM	Fire Drill
South Harrison October 14, 2021	8:25AM	Bus Emergency Evacuation Drill
South Harrison October 28, 2021	2:00 PM 2:05 PM	Precautionary Lockdown

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

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

4. HIB Findings

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education affirm the findings of HIB incidents #3 and #4 as presented to the Board by the Superintendent.

5. 2021-2022 NJQSAC District Performance Review (DPR)

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education approve the 2021-2022 QSAC District Performance Review (DPR) and authorize the Chief School Administrator to provide the SOA to the Gloucester County and N.J. Departments' Offices of Education.

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 be approved:

Title of Program	Location	Date(s)	Attendee(s)	Educational Purpose	Cost to District
NJASA 2022 Techspo Conference	Harrah's Conference Center	1/26-1/29/2022	Dr. Scott Hogan	Use of technology to enhance student centered application and engagement.	\$901.18
NJPSA/ FEA/ NJASCD Conference	Borgata Atlantic City, NJ	3/24-3/25/2022	Allison Thompson	Leadership Legislative Workshops	\$365.43

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 months of October 2021. The Cash Reconciliation Report and Secretary's Report are in agreement for the month of October 2021.
- ii. Board Secretary's Report in accordance with 18A:17-36 and 18A:17-9 for the month of October. 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. October 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:

11/30/21	\$367,068.79	November 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 October 31, 2021.

5. Tuition Contract with HollyDELL School

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education approve the tuition contract with HollyDELL School for the 2021-2022 School Year for SID #2182897374 for the amount of \$67,221.60.

6. Contract for School Nursing Services

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education approve the contract with Bayada Home Health Care, Inc. for nursing services on a substitute basis at a rate of \$55.00/hour for the 2021-2022 School Year.

7. ESS Support Services Contract Addendum

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education, amend from original approval at the June 21, 2021 meeting, to add an hourly rate for contracted full time paraprofessionals at \$14.45 per hour.

8. Gloucester County Special Services School District Contracts

BE IT RESOLVED, that the South Harrison Township School District Board of Education approve the contracts with Gloucester County Special Services School District for the 2021-2022 school for the following services:

Choice School Program	\$4.00 per Application
Nonpublic Aid-In-Lieu Program	\$4.00 per B6T

9. School Security Grant Award

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education motion to accept the 2020/2021 School Security Grant Award in the amount of \$20,000.00, agrees to all assurances, administered and monitored in accordance with the appropriate state and federal regulations, accepting terms of the Grant Agreement Terms and Conditions of the Department of Education.

10. Comprehensive Maintenance Plan

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education motion to accept and submit the updated Three Year Comprehensive Maintenance Plan and Form M-1 to the County Office.

11. Cooperative Pricing System Agreement

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education motion to approve an agreement to participate in the Educational Cooperative Pricing System

WHEREAS, N.J.S.A. 40A:11-11 (5), specifically authorizes two or more contracting units to enter into a Cooperative Pricing Agreement for the purchase of work, materials, services and supplies; and

WHEREAS, the Educational Services Commission of Morris County is conducting a voluntary Cooperative Pricing System with other authorized contracting units within Morris County or adjoining counties utilizing the administrative purchasing services and the facilities of the Educational Services Commission of Morris County; and

WHEREAS, this Cooperative Pricing Agreement is to effect substantial economies in the purchase of work, materials and supplies; and

WHEREAS, all parties hereto have approved the within Agreement by Ordinance or Resolution as appropriate, in accordance with the statute; and

WHEREAS, it is the desire of all parties to enter into such Agreement for said purposes;

NOW, THEREFORE IN CONSIDERATION OF the premises and of the covenants, terms and conditions hereinafter set forth, it is mutually agreed as follows:

1) The work, materials or supplies to be priced cooperatively may include computer hardware, software, courseware, copying equipment and such other items as two or more participating contracting units in the system agree can be purchased on a cooperative basis.

2) The items and classes of items which may be designated by the participating contracting units hereto may be purchased cooperatively for the period commencing with the execution of this Agreement and continuing until terminated as hereinafter provided.

3) The Lead Agency, on behalf of all participating contracting units, shall upon approval of the System's registration and annually thereafter in January of each succeeding year) publish a legal ad in such format as required by N.J.A.C. 5:34-7.12 in a newspaper normally used for such purposes by it to include such information as:

- (A) The name of the Lead Agency soliciting competitive bids or informal quotations, and
- (B) The address and telephone number of Lead Agency, and
- (C) The names of the participating contracting units, and
- (D) The State Identification Code for the Cooperative Pricing System, and
- (E) The expiration date of the Cooperative Pricing System Agreement.

4) Each of the participating contracting units shall advise the Lead Agency, in writing, of the items to be purchased and indicate therein the approximated quantities desired, the location for delivery and other requirements, to permit the preparation of specifications as provided by law.

5) The specifications shall be prepared and approved by the Lead Agency and no charges shall thereafter be made except as permitted by law. Nothing herein shall be deemed to prevent changes in specifications for subsequent purchases.

6) A single advertisement for bids or the solicitation of informal quotations for the work, materials or supplies to be purchased shall be prepared by the Lead Agency on behalf of all of the participating contracting units desiring to purchase any item.

7) The Lead Agency shall advertise for bids or solicit informal quotations on behalf of all participating contracting units. Following its receipt and review of bids, the Lead Agency shall either reject all or certain of the bids or make one award to the lowest possible responsible bidder or bidders for each separate item. This award shall result in the Lead Agency entering into a master contract with the successful bidder(s) providing for two categories of purchases.

- (A) The quantities ordered for the Lead Agency's own needs, and
- (B) The estimated aggregate quantities to be ordered by other participating contracting units by separate contracts, subject to the specifications and prices set forth in the Lead Agency's overall (master) contract.

8) The Lead Agency shall enter into a formal written contract (s), when required by law, directly with the successful bidder (s) only after it has certified the funds available for its own needs.

9) Each participating contracting unit shall also certify the funds available only for its own needs ordered; enter into a formal written contract, when required by law, directly with the successful bidder (s); issue purchase orders in its own name directly to

successful bidder (s) against said contract; accept its own deliveries, be invoiced by and receive statements from the successful bidder (s) against said contract; accept its own deliveries, be invoiced by and receive statements from the successful bidders (s); make payment directly to the successful bidder (s), and be responsible for any tax liability.

10) No participating contracting unit in the Cooperative Pricing System shall be responsible for payment for any items ordered or for performance generally, by any other participating contracting unit and shall according be liable only for its own performance and for items ordered and received by it and none assumes any additional responsibility or liability.

11) The provisions of Paragraph 7, 8, 9 and 10 above shall be quoted or referred to and sufficiently described in all specifications so that each bidder shall be on notice as to the respective responsibilities and liabilities of the participating contracting units.

12. No participating contracting unit in the Cooperative Pricing System shall issue a purchase order or issue a contract for a price which exceeds any other price available to it from any other such system in which it is authorized to participate or from bids which it has itself received.

13. The Lead Agency reserves the right to exclude any item or commodity from within said system if, in its opinion, the pooling of purchasing requirements or needs of the participating contracting units is either not beneficial or not workable.

14. The Lead Agency shall appropriate sufficient funds to enable it to perform the administrative responsibilities assumed pursuant to this Agreement.

15. This Agreement shall become effective on _____ subject to the review and approval of the Director of the Division of Local Government Services and shall continue in effect until the expiration of the System's registration in the year 2024, unless any party to this Agreement shall give written notice of its intention to terminate its participation.

16. All records and documents maintained or utilized pursuant to terms of this Agreement shall be identified by the code number assigned by the Director, Division of Local Government Services, and such other numbers as are assigned by the Lead Agency for purposes of identifying each contract and item awarded.

17. The inclusion of new contracting units or the withdrawal of participating contracting units shall not invalidate the Agreement between the Lead Agency and other signatories to this Agreement.

18. The Lead Agency and individual participating contracting units may sign separate copies of the Agreement. All executed copies shall be integrated as one fully executed document.

19. The Lead Agency status may rotate on volunteer basis each year. The Director of the Division of Local Government Services within the State Department of Community Affairs shall be notified within thirty (30) days of any change in the designated Lead Agency.

20. This Agreement shall be binding upon and ensure to the benefit of the successors and assigns of the respective parties hereto.

12. Use of Facilities

Motion to approve South Harrison Basketball League to use the Multipurpose Room beginning the week of November 29, 2021 through March 15, 2022. Approval of the use of the Multipurpose Room is based on the South Harrison Basketball League 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 Basketball League a Covid-19 Risk Acknowledgement Acceptance Form
- Payment by the South Harrison Basketball League for all custodial-related services necessitated as a result of use of South Harrison Township Elementary School District facilities.

O. Policy

1. Meeting of the Policy Committee

The committee did not meet this month.

Roll Call Vote:

Aye - 9

Nay - 0

Abstained - 2

Mrs. Cunningham (K-1, F-6)

Ms. Selb (L-4)

Motion Carried

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. Lynch, Environmental Safety Management Corp - MPR Floor testing
Dr. Hogan noted the November MPR floor testing report came back with good readings and can be accessed on the district's website.

Q. New Business

1. The South Harrison Basketball League will begin this month utilizing the Multipurpose Room for after hours activities.
2. Dr. Bruno reminded the board that the December meeting will be held on December 13, 2021 and the reorganizational meeting will be held on January 3, 2022.

R. Adjournment

Motion by Ms.Selb, second by Mr. Asis, that the Board of Education adjourn the meeting at 7:48 p.m.

Motion carried unanimously.

Respectfully submitted,

Sarah J. Bell
School Business Administrator/Board Secretary