

SOUTH HARRISON SCHOOL DISTRICT
BOARD OF EDUCATION MINUTES

Regular Meeting
October 18, 2021
7:00 PM Cafeteria

A. Meeting Called To Order

Meeting called to order at 7:03 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, Janice Huggins, Joan Pino-Talbot, Joseph Talbot, Scott Hogan, Chief School Administrator, Sarah Bell, School Business Administrator/Board Secretary.

Members Absent

Carole English, Carrie Selb

E. Student Recognition

PreK	Finley Kershaw
Kindergarten	Cole Boone
1st Grade	Jax Pandorf
2nd Grade	Haris Tsoplakis
3rd Grade	Damon McMullin
4th Grade	Krista Nordone
5th Grade	Cora Gollihur
6th Grade	Leah Pettit
Art	Abigail Leuallen
Music	Logan Graham
Physical Education	Laura Hennessy
World Cultures	Jayden Hurst

Motion to hold a brief break in the meeting for parents to take photos with students.

Time: 7:11 PM

Motion by Ms. Huggins

Second by Mrs. Cunningham

Motion to reopen the meeting.
Time 7:18 PM
Motion by Ms. Huggins
Second by Mr. Asis

F. Presentations

None at this time.

G. Public Comment

Cheryl Easterling [483 Fislerville Road] voiced concerns on the size of her child's First Grade classroom as well as the rotation of staff through the classroom.

Dr. Hogan responded that at the end of the last school year, the enrollment numbers didn't warrant additional staff. However, they are aware of the class size concern and are working within Covid protocols, quarantines, and staff shortages to remedy this.

H. Executive Session

None at this time.

I. Approval of Minutes

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

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

1. Regular Meeting Minutes from September 20, 2021

J. Correspondence

Thank you note from the SHTEA.

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-7, M-1, N-1 _ N-13, and O-1 _ O-2 as follows:

Motion to open discussion of agenda items.
Motion by Mr. Talbot, second by Mrs. Cunningham

K. Personnel

1. Lead Lunch Aide Job Description

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education approve the Lead Lunch Aide job description, as recommended by the Chief School Administrator.

2. 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
Courtney Selma	Lunch/ Playground Aide	SHTES	\$14/hr	Appointment	10/19/2021
Pamela Menear	Lead Lunch Aide	SHTES	\$16/hr	Appointment	10/19/2021

3. Appointments and Reappointments - Revised Job Title

BE IT RESOLVED, to revise the job title of Mrs. Allison Thompson from Supervisor of Elementary Education to Assistant Principal with no change in terms of employment or salary.

Mrs. Pino-Talbot asked if this is limited to one year. Dr. Hogan clarified that the only change is Mrs. Thompson's title.

4. 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
Amy Danner	Learning Disabilities Teacher Consultant	SHTES	Maternity Leave	12/6/21-4/1/2022

L. **General Administration**1. Enrollment Reports as of October 1, 2021

i. Enrollment Report

Grade Level	Current Totals	June 30, 2021
PK3	8	1
PK4	15	6
K	40	45
1	49	35
2	32	52
3	51	39
4	38	46
5	47	44
6	44	48
Resident Students	298	291
Choice Students	26	25
District Total	324	316

2. Emergency Drills/Calls

School/ Date	Time	Drill Description
South Harrison September 10, 2021	2:00 PM 2:02PM	Fire Drill
South Harrison September 14, 2021	9:24 AM 9:28 AM	Shelter in Place

3. Student Discipline, Violence/Vandalism, HIB as of September 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)	1	1	0

4. HIB Findings

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education affirm the findings of a HIB incident for the month of September which was found to be a HIB as presented to the Board by the Superintendent.

5. 2021-2022 SH Teacher Evaluation Manual

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education approve the SH Teacher Evaluation Manual 2021-2022, as recommended by the Chief School Administrator.

6. Memorandum of Agreement

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education approve the Memorandum of Agreement between the South Harrison Township Elementary School District and the Swedesboro/Woolwich Township Police Department.

7. SH Multi-Purpose Room Floor Monitoring & Management Plan

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education approve the SH Multi-Purpose Room Floor Monitoring and Management Plan, as recommended by the Chief School Administrator.

M. Curriculum & Instruction1. Meeting of the Curriculum & Instruction Committee - Mrs. Selb reporting

Dr. Bruno reported, in Mrs. Selb's absence, on committee meeting topics which took place on Monday, October 11, 2021.

N. Financial1. Meeting of the Facilities & Finance Committee - Mrs. Pino-Talbot reporting

Mrs. Pino-Talbot reported on committee meeting topics which took place on Monday, October 11, 2021.

She would like to thank Logan Township School District for lending the lift.

Dr. Bruno & the board thanked the Logan Township School District Business Office for their hard work in getting all financial matters caught up to date throughout the transition process.

2. Line Item Transfers

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

Account	Amount To(From)	Justification
11-000-230-331-30-050	(\$1,500.00)	ECF Funding Mgmt
11-000-230-340-30-047	\$1,500.00	
20-484-100-100-05-020-050	(\$1,836.00)	Adj for Support Svcs
20-484-200-100-05-020-050	\$1,836.00	
11-000-219-500-05-044-050	\$1,510.00	Frontline 504 Software
11-000-219-390-05-044-050	(\$1,510.00)	

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

4. Payment of Claims

BE IT RESOLVED, the the South Harrison Township Elementary School District Board of Education approve the following bill lists:

10/31/21	\$282,156.09	October Bills
----------	--------------	---------------

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 September 30, 2021.

6. Contract for MD 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 MD Services for the 2021-2022 School Year for SID # 5877129356 at a rate of \$228.50 per day.

7. Contract for One-On-One Teacher Assistant 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 a One-On-One Teacher Assistant for the 2021-2022 School Year for SID # 5877129356 at a rate of \$231.00 per day.

8. Contract for Assistive Technology Services

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education approve the contract with Advancing Opportunities for assistive technology services for the 2021-2022 School Year.

9. Environmental Safety Management Corporation Agreement

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education approve the agreement with Environmental Safety and Management Corporation for monthly monitoring of the Multipurpose Room Floor and surrounding areas from November 2021 through June 2022 for the amount of \$17,600.00 to be paid for with ESSER-ARP funds.

10. Amend Custodial Service Agreement

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education amend from original approval at the August 16, 2021 meeting, the renewal of the Interlocal Service Agreement for ABM Industry Group, LLC for Custodial Services from October 1, 2021 through June 30, 2022, between Pittsgrove Township Public School District for the amount of \$186,137.68

11. Amend Instructional-Related Services Agreement with Logan Township School District

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education amend from original approval at the September 20, 2021 meeting, the shared services contract with Logan Township School District for Translation Services to be titled "Instructional-Related Services" for the 2021-2022 School Year and at a revised rate of \$43.00/hour, to be paid for with Title III funds.

12. Amend Maintenance Services Agreement with Logan Township School District
BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education amend from original approval at the February 17, 2021 meeting, the Maintenance Services Shared Service Agreement with Logan Township School District to include an addendum for the loaning and use of certain equipment (e.g lift to assist in roof leak) that were not anticipated or detailed in the original agreement, signed by both districts. This loaning of needed equipment must be requested by the CSA of South Harrison School District and have the approval of the Logan Township School District Superintendent.
13. 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
6th Grade Activities	Trunk or Treat	6th Grade Field Trip	10/28/21
6th Grade Activities	4-6th Grade MVP Dance	6th Grade Field Trip	2/4/2022
6th Grade Activities	PK-Mrd Grade MVP Dance	6th Grade Field Trip	4/15/2022

O. Policy

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

Ms. Brown reported on committee meeting topics which took place on Monday, October 11, 2021.

Ms. Huggins inquired on the costing of legal counsel to review the agenda.
Mrs. Bell clarified that it would be billed to the district at the attorney's contracted rate.

2. Policy/ Regulation Second Reading

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

Policy/Regulation	Title
<u>Policy # 1648.11</u>	The Road Forward COVID-19 – Health and Safety (M)
<u>Policy# 1648.13</u>	School Employee Vaccination Requirements
<u>Policy# 0167</u>	Public Participation in Board Meetings

Motion carried by the following roll call vote:

YES NO ABSTAIN

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

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.

Q. New Business

1. Covid testing and vaccination mandates begin October 18, 2021.
2. Dr. Hogan explained the COVID testing procedures for unvaccinated staff and the potential to test students upon parental consent. The testing mandate was delayed to 10/26/21 due to the state vendor availability. Moving forward, if testing in-house is not available it will still be up to the unvaccinated staff to show proof of testing.

Ms. Huggins asked if testing will take place out of sight. Dr. Hogan confirmed that it would be in a private location.

3. Dr. Bruno announced sub-committees will not meet in November or December and will resume in January 2022. At the reorganization meeting, the board will reassign committee members, if necessary, based on election results.
4. Dr. Hogan announced the SHTEA negotiation process will begin towards the end of the year.

5. Presenters for Strategic planning are being scheduled.
6. Ms. Huggins inquired about the recent bus accident in another district and posed the reinforcement of all students wearing seat belts. Dr. Hogan commented that multiple staff announcements have been made concerning bus safety.

R. Adjournment

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

Motion carried unanimously.

Respectfully submitted,

Sarah J. Bell
School Business Administrator/Board Secretary