

SOUTH HARRISON SCHOOL DISTRICT
BOARD OF EDUCATION MINUTES

Regular Meeting
September 20, 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, Laura Bruno, Carole English, Janice Huggins, Carrie Selb, Scott Hogan, Chief School Administrator, Sarah Bell, School Business Administrator/Board Secretary.

Members Absent

Janet Brown, Deborah Cunningham, Joan Pino-Talbot, Joseph Talbot

E. Student Recognition

None at this time.

F. Presentations

None at this time.

G. Public Comment

Kelly McMahon [10 Fox Haven Lane] inquired on current Covid restrictions referencing student social distancing.

Danielle Barry [15 Gazelle Court] voiced equal frustrations regarding current Covid restrictions in regards to student social distancing.

Dr. Hogan responded, the district is attempting to restore normalcy to the school day while following the COVID-19 guidelines from the State. The school district has no control over what happens outside of the school day and off school grounds.

H. Executive Session

None at this time.

I. Approval of Minutes

Motion by Ms. Huggins, second by Mr. Asis

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

- a. Regular Meeting Minutes from August 16, 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-a – K-b, L-a – L-i, M-a – M-c, N-a – N-j, and O-a – O-c as follows:

Motion to open discussion of agenda items.

Motion by Carole English, second by Janice Huggins

K. Personnela. 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
Shelley Waddington	Lunch/ Playground Aide	SHTES	\$14/hr	Appointment	9/21/2021
Zaneta Mehl	Lunch/ Playground Aide	SHTES	\$14/hr	Appointment	9/21/2021

b. 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 2021-22 school year be amended retroactively from the original approval at the June 21, 2021 meeting due to completion of credit required, as recommended by the Chief School Administrator:

Name	Level	Step	Job Title	Tenure Date	2021-22 Salary/ Longevity
Lissa Pessa	BA	**+20	Special Education Teacher	09/04/2023	**\$55,081

**denotes amended item

L. General Administration

a. Enrollment Reports as of September 15, 2021:

i. Enrollment Report

Grade Level	Current Totals	June 30, 2021
PK3	8	1
PK4	15	6
K	39	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	25	25
District Total	323	316

b. Student Discipline, Violence/Vandalism, HIB as of August 31, 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)	0	0	0

c. 2021-2022 Student Handbook

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

d. 2021-2022 Staff Handbook

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

- e. 2021-2022 Emergency Plan
BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education approve the Emergency Plan 2021-2022, as recommended by the Chief School Administrator.
- f. 2021-2022 South Harrison Road Forward Plan
BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education approve the The Road Forward 2021-2022, as recommended by the Chief School Administrator.
- g. 2021-2022 G&T Family Handbook
BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education approve the G&T Family Handbook 2021-2022, as recommended by the Chief School Administrator.
- h. 2021-2022 South Harrison Response to Intervention Staff Handbook
BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education approve the South Harrison Response to Intervention Staff Handbook 2021-2022, as recommended by the Chief School Administrator.
- i. 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 approved at the January 25, 2021 meeting, as recommended by the Chief School Administrator.

M. Curriculum & Instruction

- a. Meeting of the Curriculum & Instruction Committee - Ms. Selb reporting
Mrs. Selb provided overview of committee meeting.
- b. 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
Small Group Instruction: Starting the Year with Intention & Power	Heinemann via Virtual	9/29/21	Elisabeth Henjes	Interventionist Professional Development	\$125

- c. Professional Development- Staff Trainings, Seminars, Conventions & Conferences
BE IT RESOLVED that the following staff attendance at trainings, seminars, conventions, and conferences be approved:

Name	Position	Hours	Compensation	Reason	Effective Date
Erin McLaughlin	Kindergarten Teacher	NTE 2 hours	\$30/hr	STAR Assessment Training	9/13/21
Sue Kenderdine	1st Grade Teacher	NTE 2 hours	\$30/hr	STAR Assessment Training	9/13/21
Nicole Eschenbach	2nd Grade Teacher	NTE 2 hours	\$30/hr	STAR Assessment Training	9/13/21
Heather George	Special Education Teacher	NTE 2 hours	\$30/hr	STAR Assessment Training	9/13/21
Morgan Moore	3rd Grade Teacher	NTE 2 hours	\$30/hr	STAR Assessment Training	9/13/21
Justine Dittert	5th Grade Teacher	NTE 2 hours	\$30/hr	STAR Assessment Training	9/13/21
Kathryn Tranz	4th/5th Grade Teacher	NTE 2 hours	\$30/hr	STAR Assessment Training	9/13/21
Michele LaMalfa	5th/6th Grade Teacher	NTE 2 hours	\$30/hr	STAR Assessment Training	9/13/21
Amy Danner	Learning Disabilities Teacher Consultant/ Instructional Coach	NTE 2 hours	\$30/hr	STAR Assessment Training	9/13/21
Lisa Henjes	Instructional Interventionist	NTE 2 hours	\$30/hr	STAR Assessment Training	9/13/21
Jennie Damminger	Kindergarten Teacher	NTE 2 hours	\$30/hr	iReady Training	9/14/21
Jessica Devecchio	1st Grade Teacher	NTE 2 hours	\$30/hr	iReady Training	9/14/21
Lisa Pessa	Special Education Teacher	NTE 2 hours	\$30/hr	iReady Training	9/14/21
Denise LaPalomente	2nd Grade Teacher	NTE 2 hours	\$30/hr	iReady Training	9/14/21

Sarah Brown	3rd Grade Teacher	NTE 2 hours	\$30/hr	iReady Training	9/14/21
Jamie Rohe	3rd Grade Teacher	NTE 2 hours	\$30/hr	iReady Training	9/14/21
Amanda McCart	Special Education Teacher	NTE 2 hours	\$30/hr	iReady Training	9/14/21
Shari Crouch	4th Grade Teacher	NTE 2 hours	\$30/hr	iReady Training	9/14/21
Cherie Sinor	Special Education Teacher	NTE 2 hours	\$30/hr	iReady Training	9/14/21
Kathryn Ward	6th Grade Teacher	NTE 2 hours	\$30/hr	iReady Training	9/14/21
Sarah Sobeck	Special Education Teacher	NTE 2 hours	\$30/hr	iReady Training	9/14/21
Michele LaMalfa	5th/6th Grade Teacher	NTE 2 hours	\$30/hr	iReady Training	9/14/21
Kathryn Tranz	4th/5th Grade Teacher	NTE 2 hours	\$30/hr	iReady Training	9/14/21
Amy Danner	Learning Disabilities Teacher Consultant/ Instructional Coach	NTE 2 hours	\$30/hr	iReady Training	9/14/21
Lisa Henjes	Instructional Interventionist	NTE 2 hours	\$30/hr	iReady Training	9/14/21

N. Financial

- a. Meeting of the Facility & Finance Committee - Dr. Bruno reporting
Dr. Bruno provided an overview of the committee meeting.

b. Line Item Transfers

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

Account	Amount To(From)	Justification
11-000-218-390-05-049-050 11-000-251-340-70-050 11-000-270-593-80-056	(\$11,800.00) \$21,800.00 (\$10,000.00)	HR Software
11-000-240-580-05-049-050 11-000-240-800-50-044-050	(\$600.00) \$600.00	PD Memberships
11-190-100-340-05-021-050 11-190-100-640-05-021-050	\$1,000.00 (\$1,000.00)	Instructional Software
20-265-100-101-05-010-050 20-265-200-100-40-045-050	(\$34,061.00) \$34,061.00	Supervisor Salary
11-190-100-610-40-021-050 11-190-100-610-40-031-050	(\$1,500.00) \$1,500.00	Replacement Gym Mats
11-000-211-100-05-010-050 11-000-213-100-05-010-050 11-000-217-320-05-044-050 11-000-218-104-05-010-050 11-000-218-105-05-010-050 11-000-219-105-05-010-050 11-000-230-100-05-010-050 11-000-240-103-05-010-050 11-000-240-105-05-010-050 11-000-262-100-05-010 11-000-262-107-00 11-000-262-300-05-053 11-000-270-160-80-010 11-000-270-503-80-056 11-105-100-101-05-010-050 11-110-100-101-05-010-050 11-120-100-101-05-010-050 11-130-100-101-05-010-050 11-190-100-500-05-021-050 11-213-100-101-05-010-050	\$40.00 \$2,250.00 (\$2,023.00) (\$80.00) \$40.00 (\$2,250.00) (\$5,257.20) \$33,939.00 \$5,257.20 \$279.50 \$28,028.00 (\$279.50) \$139.75 (\$139.75) \$1,240.00 \$1,025.00 (\$27,000.00) (\$9,204.00) (\$28,028.00) \$2,023.00	Budget
11-000-230-331-30-050 11-000-230-332-30-050 11-000-240-440-70-050-050 11-000-240-500-05-049-050 11-000-251-330-70-050 11-000-251-340-70-050 11-000-270-503-80-056 11-000-270-511-80-056 11-190-100-320-05-021-050 11-190-100-320-40-034-050	(\$500.00) \$500.00 \$210.00 (\$210.00) \$2,400.00 (\$2,400.00) (\$7,500.00) \$7,500.00 (\$1,200.00) \$1,200.00	Various
11-000-100-565-50-044-050 11-000-100-566-50-044-050	\$45,000.00 (\$45,000.00)	Out of District Tuition

- c. 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 July 2021. The Cash Reconciliation Report and Secretary's Report are in agreement for the month of July 2021.
 - ii. Board Secretary's Report in accordance with 18A:17-36 and 18A:17-9 for the month of July 2021. 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.
- d. Payment of Claims
BE IT RESOLVED, the the South Harrison Township Elementary School District Board of Education approve the following bill lists:

8/23/21	\$203,849.30	August Checks
9/21/21	\$239,472.05	September Bills

- e. 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 August 31, 2021.
- f. Transportation Contract Renewal- Holcomb Bus Service, Inc. BID#TR002
BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education amended from the original approval on August 19, 2021, the renewal of the transportation contract with Holcomb Bus Services, Inc. for the 2021/2022 school year for the routes and amounts listed as follows:

Route	Amount
SH7	\$19,721.99
SH8	\$19,317.59
Total	\$39,039.58

g. Contract for ESY 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 ESY Services for the 2021-2022 School Year for SID # 5877129356.

Service	Frequency	Cost
ESY	20 Days	\$4,500.00 (\$225.00 per diem)

h. Translation Services Shared Service Agreement with Logan Township School District

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education approve the shared services contract with Logan Township School District for Translation Services for the 2021-2022 School Year at a rate of \$34.00/hour to be paid for with Title III funds.

i. Contract for LED Light Installation with Kingsway Regional High School

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education authorize Kingsway Regional School District's maintenance department to install materials associated within the BrightIdeaLED agreement, under the New Jersey Clean Energy Program, at a maximum hourly rates of \$39.00 for the maintenance workers and \$54.00 for the Assistant Director of Buildings and Grounds, to be completed before the program deadline of November 10, 2021.

j. Fundraiser

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

Program/Group	Service	Product/Service	Dates
PBSIS	Soft Pretzels	School-wide reinforcement systems for students and staff.	10/1/21-5/27/22 (2X/month)

Dr. English inquired if the Finance Committee will discuss budgeting funds to replace the MPR floor.

Mrs. Bell responded that the committee will review available funding at the end of the 20/21 audit and during the 21/22 budget process.

O. Policy

- a. Meeting of the Policy Committee - Dr. Bruno reporting
Dr. Bruno provided an overview of the committee meeting.
- b. Policy/ Regulation First Reading
BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education recommend the following policies and regulation for first reading for revision and/or adoption.

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

- c. 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
Policy # <u>2415.30</u>	Title I - Educational Stability for Children in Foster Care

Motion carried by the following roll call vote:

YES NO ABSTAIN

Mr. Asis
Dr. Bruno
Dr. English
Ms. Huggins
Ms. Selb

P. Old Business

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.

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.

Dr. Hogan informed the board this is the last year of the district's strategic plan. Planning a new plan for FY 23-FY25 will commence soon.

Q. New Business

None at this time.

R. Adjournment

Motion by Mr. Asis, second by Ms. Selb, that the Board of Education adjourn the meeting at 7:40 p.m.

Motion carried unanimously.

Respectfully submitted,

Sarah J. Bell
School Business Administrator/Board Secretary