

SOUTH HARRISON SCHOOL DISTRICT
BOARD OF EDUCATION MINUTES

Regular Meeting
August 16, 2021
7:00 p.m. Cafeteria

A. Call To Order

Meeting called to order at 7:05 p.m. by President Bruno.

B. Pledge of Allegiance

C. Statement of Open Public Meeting Compliance

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, Joan Pino-Talbot, Carrie Selb, Joseph Talbot, Scott Hogan, Chief School Administrator, Sarah Bell, School Business Administrator/Board Secretary.

Members Absent

David Asis, Carole English

E. Student Recognition

None at this time.

F. Presentations

Dr. Lynch, from Environmental Safety Management Corp., addressed the public regarding his findings concerning the testing of the Multi Purpose Room floor. Dr. Lynch explored the various stages of testing and examination while also expounding upon local state and health requirements. Using his findings as evidence, he gave his support in reopening the Multi Purpose Room as well as recommendations on how to do so safely.

G. Public Comment

Jenn McIlvaine [8 Saint Johns Lane] posed questions to both Dr. Lynch and the School Board regarding the use of the room by students and staff as well as what other options were considered for the floor. Dr. Lynch further explained his findings and referenced his powerpoint presentation, commenting on the science behind the sampling, floor contact, exposure levels and length of time on floor monitoring. The board explained the first action was to remove and replace the floor but this was denied twice by the public, therefore they are currently managing and monitoring the floor levels with the assistance of Dr. Lynch.

Melissa Sharp [30 Fox Haven Lane] asked the board what activities will be held in the room and if students will be excused from accessing the room at their parent(s) or guardian(s) request. Dr. Hogan commented that there are no immediate plans for activities in the Multi

Purpose Room, however, written protocols and proper cleaning procedures will be in place prior to student usage.

Sam Easterling [483 Fislerville Road] posed questions concerning environmental exposure, government regulations and usage of the HVAC system. Dr. Lynch explained that testing in the gym includes outside testing that is evaluated by the health department and their involvement. Dr. Lynch explained the HVAC operating systems including tracking and logging data.

Mrs. Huggins informed the public that she and other board members attended Dr. Lynch's workshops regarding the research and testing of the Multi Purpose Room Floor.

Dorothy Holt [10 Ashford Court] asked Dr. Lynch if occupancy impacts the mercury levels of the Multi Purpose Room Floor. Dr. Lynch responded that typically occupancy does not impact change in levels, temperature does.

Bryce Kershaw [775 Eldridges Hill Road] wanted to know if there were any ways to mitigate the increase in levels present. Dr. Lynch explained how he has been monitoring other schools for years and has not seen changes in levels. Adding additional epoxy coating has not shown to reduce levels, but the addition of exhaust and improved HVAC systems has been the best mitigation.

Reopening of the Multi-Purpose Room

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education recommends the reopening and use of the multipurpose room for the 2021/2022 school year based on the findings and recommended actions set forth in the recent series of reports from Environmental Safety Management Corporation.

Motion by Ms. Huggins, second by Mr. Talbot to reopen the Multi-Purpose Room.
ROLL CALL VOTE: 7 Aye 0 Nay

H. Executive Session

None at this time.

I. Approval of Minutes

Motion by Ms. Huggins, second by Mr. Talbot

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

I-1. Regular Meeting Minutes from July 19, 2021

Motion carried unanimously.

J. Correspondence

None at this time.

Approval of Agenda Items

Motion by Mr. Talbot, second by Ms. Brown

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education approve K-1 – K-4, L-1 – L-3, M-1 – M-2, and N-1 – N-16 and O-1 as follows:

K. Personnel

K-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
Marianne Vanvooren	Lunch/ Playground Aide	SHTES	\$14/hr	Appointment	09/01/2021- 06/30/2022

K-2 Appointments and Reappointments - Tenured Certificated Staff

BE IT RESOLVED that the appointment(s) of the following staff member(s) for the 2021-22 school year be amended from original approval at the June 21, 2021 regular meeting as recommended by the Superintendent of Schools:

Name	Level	Step	Job Title	Tenure Date	2021-22 Salary/ Longevity
Christine Fretz	BA	**14	Preschool/PSD Teacher	09/02/2011	\$72,293.00/ \$200
Cherie Sinor	BA	13	Special Education Teacher	09/01/2007	\$69,543.00/ **\$200.00
Kathryn Tranz	MA	15	4 th /5 th Grade Teacher	09/01/1998	\$78,994.00/ **\$400.00

**denotes amended item

K-3 Employment – Co-Curricular Workers

BE IT RESOLVED that the following personnel recommendations be approved and/or amended from original approval at the June 21, 2021 regular meeting, as recommended by the Chief School Administrator:

Name	Position	Hours	Compensation	Reason	Effective Date
Sarah Sobeck	Teacher	**NTE 4hrs/day	\$30.00/hour	ESY	7/12/21-8/5/21
Beth Bakley	Nurse	(M) 9:00-11:30am **(T-TH) 9:00am-12:00pm	\$30.00/hour	ESY	7/12/21-8/5/21
Jennie Damminger	Teacher – SHSD	**8:30 am – 12:00pm Tues., Wed. & Thur. **plus three hours total prep time	\$30.00/hour	Summer Remediation & Enrichment Program	7/13/21-8/5/21
TBD	Sp Ed Teachers	NTE 2 hrs each	\$30.00/hour	IEP Reviews	Summer 2021

**denotes amended item

K-4 Summer CST Meetings

BE IT RESOLVED that the following Teachers be approved to attend CST Meetings over the summer, as recommended by the Chief School Administrator:

Name	Position	Hours	Compensation	Reason	Effective Date
Shari Crouch	Teacher	1 hour	\$30 per hour per CBA	CST Meeting	Max 1 hour each
Cherie Sinor	Teacher	2 hours	\$30 per hour per CBA	CST Meeting	Max 2 hours each
Kathryn Tranz	Teacher	1 hour	\$30 per hour per CBA	CST Meeting	Max 1 hour each

L. General Administration

L-1 Enrollment Reports as of 8/11/2021:

A. Enrollment Report

Grade Level	Current Totals	June 30, 2021
PK3	9	1
PK4	15	6
K	37	45
1	48	35
2	34	52
3	54	39
4	41	46
5	48	44
6	44	48
Resident Students	304	291
Choice Students	26	25
District Total	330	316

L-2 Student Discipline, Violence/Vandalism, HIB as of July 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)	0	0	0

L-3 Educational Field Trips/Assemblies:1

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education approve the following Educational Field Trips/Assemblies, as recommended by the Chief School Administrator:

Group	Event/ Destination	Date(s)	# of Students	# of Teachers/ Chaperones	Cost to the BOE	Cost to Students
6th grade	Pocono Environmental Education Center	4/27/2022 2-4/29/2022	44	Scott Hogan Carolyn Olsen Kathryn Tranz Christine Fretz Nicholas Deitz Alec Del Viscio Kathryn Ward	\$75.00 per day per chaperone 6 chaperones @ 3 days \$1350.00	Fundraising

6th grade	Pocono Trip: Safety Bus 7200 Park Ave Pennsauken, NJ 08109	4/27/202 2 pick up-SHSD @7:30 am - 10:30 am 4/29/202 2 pick up - P.E.E.C. 1:30pm -4:30 pm	44	TBD	no cost to BOE	Student Activities- 6th grade \$2,400.00
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M. Curriculum & Instruction

M-1 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
Legal One Section 504 Explained	Live Online	9/21/21	Allison Thompson	Detailed Explanation of Section 504 of the Rehabilitation Act of 1973 as it relates to school districts	\$125.00 member rate

M-2 Professional Development – Tuition Reimbursement

BE IT RESOLVED that the following staff reimbursement for coursework, pending completion as per SHTEA contract guidelines, be approved:

Title of Program	Location	Trimester/ Course Date	Attendee	Educational Purpose	Cost to District
School Leadership: Theory and Practice School & Community: Building a Shared Vision	Wilmington Univ.	Fall Trimester 8/30/2021-12/12/2021	Justine Dittert	Expand my knowledge and skills on theory and practice related to effective schools	\$2,500

N. Financial**N-1 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
11-000-211-100-05-010-050	\$228.57	Salaries
11-000-213-100-05-010-050	\$3,543.50	
11-000-218-105-05-010-050	(\$2,360.00)	
11-000-219-104-05-010-050	\$696.82	
11-000-213-300-05-042-050	(\$2,355.29)	
11-000-218-105-05-010-050	\$246.40	
11-000-230-585-30-050	(\$67.69)	Admin Dues
11-000-230-590-30-047	\$67.69	
20-231-100-600-40-045-050	(\$500.00)	Benefits
20-231-200-200-70-057-050	\$500.00	
11-000-240-103-05-010-050	(\$475.37)	Benefits
11-000-240-105-05-010-050	(\$347.71)	
11-000-240-105-05-012-050	(\$1,000.00)	
11-000-240-440-70-050-050	(\$1,119.46)	
11-000-240-500-05-049-050	(\$750.00)	
11-000-240-600-05-049-050	(\$1,225.37)	
11-000-240-800-05-049-050	(\$244.00)	
11-000-291-270-70-057	\$5,161.91	
11-000-240-440-70-050-050	(\$1,300.00)	
11-190-100-440-05-050-050	\$1,300.00	

N-2 BE IT RESOLVED to approve the following:

- A. Approval of Cash Reconciliation Report in accordance with 18A:17-36 and 18A:17-9 for the month of June 2021. The Cash Reconciliation Report and Secretary's Report are in agreement for the month of June 2021
- B. Board Secretary's Report in accordance with 18A:17-36 and 18A:17-9 for the month of June 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.
- C. 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.
- D. 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.

N-3 Payment of Claims

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

7/30/21	\$204,920.03
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N-4 Approval to Pay Bills

Motion to authorize by the Board of Education of South Harrison Township School District that the Business Administrator and Chief School Administrator be authorized to pay bills between board meetings for the month of August 2021.

N-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 July 31, 2021.

N-6 FY22 ARP-IDEA Grant Application

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education authorize the application and accept the funds for the FY22 American Rescue Plan-IDEA grant in the amount of \$116,246.

N-7 Open Food Service Bank Account

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education authorize the School Business Administrator to open a bank account with Investors Bank for the Food Service operations beginning in the 2021/2022 school year with the Business Administrator as the approved signatory and authorized to conduct any bank transactions necessary to facilitate the food service operations.

N-8 Renew Custodial Service Agreement

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education authorize the renewal of the Interlocal Service Agreement for ABM Industry Group, LLC for Custodial Services from July 1, 2021 through June 30, 2022, between Pittsgrove Township Public School District for the amount of \$172,474.57.

N-9 Transportation Contract Renewal - Holcomb Bus Service, Inc. Bid# TR002

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education authorize the renewal of the transportation contract with Holcomb Bus Service, Inc. for the 2021/2022 school year for the routes and amounts listed as follows:

Route	Amount
SH7	\$19,392.32
SH8	\$18,994.69
Total	\$38,387.01

N-10 Transportation Contract Renewal - BR Williams, Inc. Bid# SH1-SH5

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education authorize the renewal of the transportation contract with BR Williams, Inc. for the 2021/2022 school year for the routes and amounts listed as follows:

Route	Per Diem	Amount
SH1	\$175.63	\$31,789.03
SH2	\$175.63	\$31,789.03
SH3	\$175.63	\$31,789.03
SH4	\$175.63	\$31,789.03
SH5	\$175.63	\$31,789.03
Total		\$158,945.15

N-11 Transportation Bid #SHES2021-1 Award

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education award To From Transportation Routes as follows to BR Williams, Inc. for the 2021-2022 school year.

Route	Per Diem	Annual Cost
SH9	\$213.21 (includes aid)	\$38,591.01 (includes aid)
SH10 AM Session	\$157.93	\$28,585.33
SH10 PM Session	\$171.86	\$31,106.66
Total		\$98,283.00

N-12 Salaries Funded by Title I

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education approve Title I Federal Grant funds to be used for the 2021-2022 school year to support 26% of the Instructional Interventionist's salary for an amount of \$16,159.00.

N-13 Contract for CRESS 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 CRESS services for the 2021-2022 School Year.

Service	Frequency	Cost
CRESS Physical Therapist (School Year)	5 hours/week = 180hrs	\$16,200.00 (\$90.00 per hour)
CRESS Speech (School Year)	5 days/week=180 days	\$96,300.00 (\$535.00 per day)

N-14 Contract for Occupational Therapy Student Services with KLG Pediatric Therapy, LLC

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education approve the contract with KLG Pediatric Therapy, LLC for occupational therapy student services for the 2021-2022 School Year.

Service	Frequency	Cost
KLG Occupational Therapist	10 hours for 2021 Summer 17 hrs/wk during School year	\$83.00 per hour \$300.00 per eval

N-15 Official Depositories and Signatories

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education approve to amend the individual signatories on all bank accounts, originally approved on January 4, 2021, to account for the change in administrative positions effective July 1, 2021:

Account	Financial Institution	Signatory	Individual
Custodian Account 3 signatures required	Investors Bank	Board President Business Administrator **Chief School Administrator	Laura Bruno **Sarah J. Bell **Dr. Scott Hogan
Payroll Account 2 signatures required	Investors Bank	Business Administrator **Chief School Administrator	**Sarah J. Bell **Dr. Scott Hogan
Payroll Agency Account 2 signatures required	Investors Bank	Business Administrator **Chief School Administrator	**Sarah J. Bell **Dr. Scott Hogan
Student Activity Account 2 signatures required	Investors Bank	Board President Business Administrator **Chief School Administrator	Laura Bruno **Sarah J. Bell **Dr. Scott Hogan

**denotes amended item

N-16 Appointment of Board Officials

BE IT RESOLVED, that the following Board Officials be appointed for the 2021-2022 school year:

School Safety Specialist	Allison Thompson
Homeless Liaison	Courtney Haslam

O. Policy

O-1 Policy/ Regulation First Reading

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education recommend the following policies and regulations for first 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:

<u>YES</u>	<u>NO</u>	<u>ABSTAIN</u>
Ms. Brown		N-9
Dr. Bruno		
Mrs. Cunningham		K-2, K-4 and L-3
Ms. Huggins		
Mrs. Pino-Talbot		
Ms. Selb		
Mr. Talbot		

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.

Q. New Business

Q-1. Sub-committee Restructure

R. Adjournment

Motion by Ms. Huggins, second by Mrs. Pino-Talbot, that the Board of Education adjourn the meeting at 8:44 p.m.

Motion carried unanimously.

Respectfully submitted,

Sarah J. Bell
School Business Administrator/Board Secretary