

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

Regular Meeting  
July 19, 2021  
7:00 p.m. Cafeteria

**A. Call to Order**

Meeting called to order at 7:03 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

David Asis, via teleconference, Janet Brown, Laura Bruno, Janice Huggins, Joan Pino-Talbot, Carrie Selb, Joseph Talbot, Scott Hogan, Chief School Administrator, Sarah Bell, School Business Administrator/Board Secretary.

Members Absent

Deborah Cunningham, Carole English

**E. Presentations**

No presentations at this time.

**F. Public Participation**

No public comment at this time.

**G. Executive Session**

No Executive Session at this time.

**H. Approval of Minutes**

Motion by Ms. Brown, second by Ms. Huggins

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

H-1 Regular Meeting Minutes from June 21, 2021

H-2 Executive Session Minutes from June 21, 2021

Motion carried unanimously.

**I. Correspondence**

I-1 Thank you note from Dr. Lavender

Approval of Agenda Items

BE IT RESOLVED, that the South Harrison Township Board of Education approve J-1 – J-2, K-1 – K-4, M-1 – M-8, and N-1 as follows:

ROLL CALL VOTE: 7 Aye 0 Nay  
MOTION CARRIED

**J. Personnel**

J-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
Pamela Menear	Lunch/Playground Aide	SHTES	\$14/hr	Appointment	09/01/2021-06/30/2022

J-2 Employment – Co-Curricular Workers

BE IT RESOLVED that the following personnel recommendations be approved, as recommended by the Chief School Administrator:

Name	Position	Location	Compensation	Reason	Effective Date
Kathryn Ward	All Inclusive Club Co-Advisor	South Harrison	\$464.00	Appointment	9/1/2021 -6/30/2022
Justine Dittert	All Inclusive Club Co-Advisor	South Harrison	\$464.00	Appointment	9/1/2021 -6/30/2022
Elizabeth Wright	District Courier	South Harrison	\$1,333	Appointment	7/1/2021-6/30/2022
Danielle Tanguay	Activities Coordinator	South Harrison	\$928	Correction from June meeting from \$500 to \$928	9/1/2021-6/30/2022
Kathryn Ward and Justine Dittert	All Inclusive Club summer development work	South Harrison	\$30 per hour per CBA	Development of club's activities, materials, etc.	Max of 3 hours each.

**K. General Administration****K-1 Discussion Items**

- Multipurpose Room Floor-Update on Dr. Lynch's latest reading.

**K-2 Enrollment Reports as of July 14, 2021****A. Enrollment Report**

Grade Level	Current Totals	June 30, 2021
PK3	9	1
PK4	15	6
K	36	45
1	45	35
2	35	52
3	52	39
4	46	46
5	44	44
6	48	48
Resident Students	304	291
Choice Students	26	25
District Total	330	316

**K-3 Emergency Drills/Calls of June 30, 2021**

School / Date	Time	Drill Description
South Harrison Tuesday, June 8, 2021	12:30 pm 12:32 pm	Precautionary Lockdown
South Harrison Friday, June 11, 2021	8:59 am 9:01 am	Fire Alarm Phase 2

**K-4 Student Discipline, Violence/Vandalism, HIB as of June 30, 2021**

Infraction Reports	No. of Incidents this Month	2020-2021 Total-To-Date	2019- 2020 Total
Detentions	0	0	24
Suspensions	0	1	1
Violence, Vandalism, Substance Abuse	0	0	0
Harassment/Intimidation/Bullying (Confirmed)	0	0	1

**L. Curriculum & Instruction**

No items at this time.

**M. Financial**

M-1 Line Item Transfers

BE IT RESOLVED, that the South Harrison Township School District Board of Education ratify the line item transfers listed below for the 2020-2021 fiscal year as recommended by the Chief School Administrator:

To Account	From Account	Amount	Justification
11-000-240-103-05-010 11-000-291-290-70-057	11-000-230-530-60-051 11-000-230-585-30-050 11-000-291-270-70-057	\$6,000 \$10,400	Salaries, Benefit Waivers
11-000-213-100-005-012 11-000-251-340-70-050 11-000-262-490-05-053 11-000-262-621-05-050 11-190-100-500-05-021 10-000-100-561-70-050 11-000-221-104-40-045	11-000-216-320-05-044 11-000-251-600-70-050 11-000-270-515-80-056	\$4,000 \$1,100 \$500 \$2,000 \$4,000 \$9,000 \$1,000	Nurse Substitutes, Purchased Services, Charter School Tuition

M-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 May 31, 2021. The Cash Reconciliation Report and Secretary’s Report are in agreement for the month of May 31, 2021.
- B. Board Secretary’s Report in accordance with 18A:17-36 and 18A:17-9 for the month of May 31, 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.

M-3 Payment of Claims

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

6/30/2021	\$287,890.92	Bill List
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M-4 Approval to pay bills

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

M-5 Student Activity Financial Report

BE IT RESOLVED, that the South Harrison Township School District Board of Education approve the Student Activity Financial Report as of June 30, 2021.

M-6 MOTION TO APPROVE, by the South Harrison Township School District Board of Education, the award of the food service management contract to Nutri-Serve Food Management, Inc. at a flat rate of \$15,000 for the 2021-2022 school year, with no guarantee. This is year one with an option of 4 “one year” renewals.

M-7 Motion to approve to submit the application and accept the funds of ESEA Federal Grant for the 2021-2022 school year as follows:

- Title I \$13,430
- Title II \$5,035
- Title III \$1,001
- Title IV \$10,000

M-8. Motion to approve to submit the application and accept the funds of IDEA Federal Grant for the 2021-2022 school year as follows:

- IDEA Basic \$61,892
- IDEA Preschool \$2,828

M-9. Motion to approve to submit the application and accept the funds of the American Rescue Plan - ESSER for the 2021-2022 school year in the amount of \$116,246

**N. Policy**

N-1 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 #0155	Board Committees
Policy #0164	Conduct of Board Meeting

**O. Old Business**

None at this time.

**P. New Business**

- Dr. Hogan beginning to work on Strategic Planning
- Registration for 2021 Fall NJSBA Virtual Workshop

**Q. Adjournment**

Motion by Mr. Talbot, second by Mrs. Pino-Talbot, that the Board of Education adjourn the meeting at 8:29 p.m.

Motion carried unanimously.

Respectfully Submitted,

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Sarah J. Bell  
School Business Administrator/Board Secretary