

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

---

December 11, 2023  
Regular Meeting  
7:00 PM Cafeteria

**A. Meeting Called To Order**

**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**

Laura Bruno, Joan Pino-Talbot, Janet Brown, Deborah Cunningham, Carole English, Janice Huggins, Jennifer McIlvaine, Carrie Selb\*, Joseph Talbot, Christian Albadine, School Business Administrator/Board Secretary

Members Absent

Steven Price, Chief School Administrator  
Carrie Selb\* *arrived late*

**E. Student Recognition**

PreK	Julia Scott
Kindergarten	Gabriella Esposito
1st Grade	Owen O'Leary
2nd Grade	Cole Boone
3rd Grade	Riley Nixon
4th Grade	Joseph Damminger
5th Grade	Ethan Graham
6th Grade	Macy Lee
Art	Elise Frazier
Physical Education	Kaitlyn Beckley
World Cultures	Azlan Khan
Music	Amelia Taylor

**F. Presentations & Discussions**

1. Welcome New Board Members

**G. Public Comment**

No public comments were made.

**H. Executive Session**

**I. Approval of Minutes**

Motion by Mr. Talbot, seconded by Ms. Huggins

All in Favor? Aye

Abstained: 1- Dr. English

Motion Carried

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

1. Regular Meeting Minutes from November 13, 2023

**J. Correspondence**

Approval of Agenda Items

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education approve K-1 through N-12 as follows, with the exception of motion N-11, which was tabled until the January 22, 2024 Board of Education Meeting:

Motion to open discussion of agenda items.

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

All in Favor? Aye

**K. Personnel**

1. Leave of Absence

BE IT RESOLVED, that the following leave of absence be approved, as recommended by the Chief School Administrator. Sick, Family Leave and Child Rearing will support this request.

Name	Position	Location	Reason	Effective Date
Erin Beegal	Teacher	SHTES	Maternity Leave	12/25/2023-06/14/2024

2. Appointments and Reappointments

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

Name	Position	Compensation	Reason	Effective Date
Haley Wellington	Social Media Manager	\$600/year	Appointment	9/1/2023-6/30/2024

3. Appointments and Reappointments

BE IT RESOLVED, that the following motion be amended from original approval at the August 23, 2022 Board of Education meeting, to clarify that the following personnel recommendations are approved, as recommended by the Chief School Administrator to be paid with ESSER II Mental Health Funds account 20.485.200.100.00 and ESSER III Mental Health Funds account 20.487.200.100.05.020.050:

Name	Position	Location	Guide/Step Salary	Reason	Effective Date
Linda Alexander	Part-Time Counselor	SHTES	\$47,396.40	Appointment	9/1/2022

4. Appointments and Reappointments

BE IT RESOLVED, that the following motion be amended from original approval at the November 21, 2022 Board of Education meeting, to clarify that the following personnel recommendations are approved, as recommended by the Chief School Administrator to be paid with ESSER III Mental Health Funds account 20.491.200.100.05.020.050:

Name	Position	Location	Guide/Step Salary	Reason	Effective Date
John Borchert	School Psychologist	SHTES	\$60,462 MA Step 8	Appointment	01/23/2023

5. Employment- Co-Curricular Workers

BE IT RESOLVED, that the following motion be amended from amended approval at the September 18, 2023 Board of Education meeting, to clarify that the following personnel recommendations are approved, as recommended by the Chief School Administrator, to be paid with EBCBSD Funds account 20.490.100.100.05.020.050:

Name	Position	Hours	Compensation	Reason	Effective Date
Bethany Bakley	Nurse	NTE 10hrs	\$30/hr	Summer Work	As Needed

6. Appointments and Reappointments

BE IT RESOLVED, that the following personnel recommendations be amended as originally approved at the November 13, 2023 Board of Education Meeting, as recommended by the Chief School Administrator, to be paid from the PEA Grant account 20.218.100.106.00:

Name	Position	Hours	Compensation	Reason	Effective Date
Shelley Waddington	One-on-One Aide	NTE 9.58hrs/week	\$15.00/hour	Appointment	10/01/2023-6/30/2024

**L. General Administration**

1. Enrollment Reports as of November 30, 2023
  - i. Enrollment Report

Grade Level	Current Totals	June 30, 2022
PK	53	13
		15
K	40	40
1	44	49
2	41	33
3	42	48
4	36	39
5	54	47
6	38	45
Resident Students	322	305
Choice Students	26	24
District Total	348	329

2. Emergency Drills/Calls

School/ Date	Time	Drill Description
South Harrison November 02, 2023	8:25 AM 8:35 AM	Bus Evacuation
South Harrison November 21, 2023	9:30 AM 9:38 AM	Fire Drill
South Harrison November 27, 2023	8:46 AM 9:05 AM	Building Evacuation

3. Student Discipline, Violence/Vandalism, HIB as of November 30, 2023

Infraction Reports	No. of Incidents this Month	2023-2024 Total-To-Date	2022-2023 Total
Detentions	7	16	82
Suspensions	0	0	9
Violence, Vandalism, Substance Abuse	0	0	0
Harassment/Intimidation/Bullying Non-affirmed	0	0	1
Harassment/Intimidation/Bullying Affirmed	0	0	4

4. Educational Field Trips/Assemblies:

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education approve as amended from the November 13, 2023 Board of Education Meeting, 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 Students	Cost to Chaperones
5th Grade	Museum of the American Revolution	03/15/2024	53	10	\$15	\$20

5. PreSchool Operational Plan

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education approve the submission of the 2024-2025 PreSchool Operational Plan and the projected PreSchool Enrollment for FY 25 to be: 42 seats for 3 year old General Education students and 27 seats for 4 year old General Education students.

**M. Curriculum & Instruction**

1. Meeting of the Curriculum & Instruction Committee - Mrs. Selb, Chairperson, reporting.

*Objective: Evaluate decisions that are data-driven and fiscally responsible that further support QSAC.*

2. Social Studies Curriculum

BE IT RESOLVED that the South Harrison Township Elementary School District Board of Education approve the 2023/2024 Social Studies Curriculum, as recommended by the Chief School Administrator.

**N. Financial**

1. Meeting of the Facilities & Finance Committee - Mrs. Pino-Talbot, Chairperson, reporting.

*Objective: Prioritize preventative maintenance needs to sustain safe operational facilities while maintaining a well-supported educational environment with fiscally responsible activity.*

2. BE IT RESOLVED to approve the following:
  - i. Approval of Treasurer’s Report in accordance with 18A:17-36 and 18A:17-9 for the month of October 2023. The Cash Reconciliation Report and Secretary’s Report are in agreement for the month of October 2023.

- 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 2023 Line Item Transfers for the 2023-2024 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, that the South Harrison Township Elementary School District Board of Education approve the following payment of bills:

12/31/23	\$194,358.24	December Bills
----------	--------------	----------------

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, 2023.

5. IDEA Basic & Preschool Carryover Grant Amendment Application

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education approve the submission and acceptance of the 2023-2024 IDEA Basic & Preschool Carryover Grant Amendment Application.

	Basic	Preschool
2023-2024 Year Award	\$71,515	\$3,175
2022-2023 Carryover	\$3,563	\$0
2023-2024 Revised Award	\$75,078	\$3,175

6. CRESS Services Proposals

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education approve the following proposals with Gloucester County Special Services School District for CRESS Services for the 2023/2024 Regular School Year for an AAC Consultation for SID #8664982870:

Type of Service	Amt. Time Requested	Total Hours/Days	Fee	Total
AAC Consultation	3 hours	3 hours	\$130/hr	\$390

7. CRESS Services Proposals

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education approve the following proposals with Gloucester County Special Services School District for CRESS Services for the 2023/2024 Regular School Year for Educational Consultant Deaf Services for SID #4094822740:

Type of Service	Amt. Time Requested	Total Hours/Days	Fee	Total
Educational Consultant Deaf Services	6x/year for 1 hour <i>*plus trave/prep</i>	9 hours	\$130/hr	\$1,170

8. Out of District Transportation Routes

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education approve the following Out of District To/From Transportation Routes provided by Gloucester County Special Services School District, effective 11/27/2023:

Route	SID	Per Diem	Total Cost
S8799	7102415829	\$320	<b>\$40,960 plus 7% admin fee</b>
S8804	5877129356	\$320	<b>\$40,640 plus 7% admin fee</b>

9. ESS Support Services Contract

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education approve the addendum to the contracts with ESS Northeast, LLC, and ESS Support Services, LLC to account for the state mandated increase in minimum wage. ESS provides substitute staffing services during the 2023-2024 school year.

10. Use of Facilities

Motion to approve the South Harrison Township Parks & Rec. to use the Cafeteria December 16, 2023, during after school hours. Approval of the use of the Cafeteria is based on the South Harrison Township Parks & Rec. 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

11. Use of Facilities- **TABLED for January 22, 2024 Board of Education Meeting**

Motion to approve the South Harrison Township Municipality to use the MultiPurpose Room January 22, 2024, during after school hours. Approval of the use of the MultiPurpose Room is based on the South Harrison Township Municipality 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

12. Use of Facilities

Motion to retroactively approve the South Harrison Basketball Association to use the MultiPurpose Room 3 times per week, starting November 27, 2023 through February 29, 2024, during after school hours. Approval of the use of the MultiPurpose Room is based on the South Harrison Basketball Association 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

ROLL CALL:

Roll Call Vote:

Aye - 8

Nay - 0

Abstained - 1, N-11

Motion Carried

Motion by Mrs. Selb, second by Mrs. Pino-Talbot to approve Motions K-1 through N-12, with the exception of motion N-11, which is tabled for the January 22, 2024 Board of Education Meeting.

**O. Policy**

1. Meeting of the Policy & Communication Committee - Mrs. Brown, Chairperson, reporting.

*Objective: Prioritize expectations and accountability pertaining to relevant policy updates that will support student learning in a safe environment, as well as effectively communicate with all stakeholders.*

**P. Old Business**

1. Board of Education Goals

Objective: 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. Instruction**

During the 2023-2024 school year, South Harrison Elementary School District will support and enhance student achievement through recognition of student successes that can be replicated. The administrative team will report to the Board of Education highlights of student success throughout the school year. Students will be publicly recognized and celebrated in school, on social media, and at Board of Education meetings.

- ii. School Culture**

The Board of Education will research the accomplishments of recent South Harrison Elementary graduates to highlight academic, vocational, and social preparedness by June 30, 2023. Using that data, the Board will strategically plan areas of emphasis for the future of the district.

- iii. Finance**

The Board of Education is committed to maintaining funding levels, accessing grants, and caring for and managing its assets. During the 2023-2024 school year, long-term forecasting will be done to plan for fiscal and physical management of the district. Recurring funding sources, grant opportunities, shared services, and other revenue-generating opportunities will be sought, investigated, and applied for to help direct the strategic plan for the future.

**Q. New Business****R. Executive Session****S. Adjournment**

Motion by Dr. English, second by Mrs. McIlvaine, that the Board of Education adjourn the meeting at 7:35 PM.

Motion carried unanimously.

Respectfully submitted,

---

Christian Albadine  
School Business Administrator