

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

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August 21, 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**

Members Present

Laura Bruno, Joan Pino-Talbot, Carole English, Janice Huggins, Jennifer McIlvaine, Joseph Talbot, Christian Albadine, School Business Administrator/Board Secretary, Steven Price, Chief School Administrator

Members Absent

Janet Brown  
Deborah Cunningham  
Carrie Selb

**E. Student Recognition**

**F. Presentations & Discussions**

1. Retirement

**G. Public Comment**

No public comment.

**H. Executive Session**

**I. Approval of Minutes**

Motion by Mrs. Pino-Talbot, seconded by Ms. Huggins.

All in Favor? Aye

Abstained: 0

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 June 20, 2023
2. Executive Session Meeting Minutes from June 20, 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 O-2 as follows:

Motion to open discussion of agenda items.

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

All in Favor? Aye

**K. Personnel**1. Resignations, Retirements & Terminations

BE IT RESOLVED, that the following resignations, retirements and terminations be approved, as recommended by the Chief School Administrator:

Name	Position	Location	Reason	Effective Date	Years of Service
Shari Crouch	Teacher	SHTES	Retirement	7/31/2023	16

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
Allison Hornberger	Teacher	SHTES	MA/Step 5 \$56,464	Appointment	9/1/2023
Joyce Hall	Lunch/ Playground Aide	SHTES	\$14.13/hr	Appointment	9/1/2023

3. Practicum, Student Teachers, Visitation, Volunteers, and Internships

BE IT RESOLVED that the following Practicum, Student Teachers, Visitation, Volunteers and Internships, be approved as recommended by the Chief School Administrator:

Name	Institution	Reason	Cooperating Teacher	Dates of Placement
Madison Rubino	Rowan University	Clinical Observation	Sarah Brown	9/1/23-6/30/24

4. Employment- Co-Curricular Workers

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

Name	Position	Hours	Compensation	Reason	Effective Date
TBD	Chorus Accompanist	Up tp 20hrs	\$30.00/per hour	Appointment	9/1/2023-6/30/2024
Sarah Sobeck	Detention Monitor	Time Sheet	\$30.00/per hour	Admin. Activity	9/1/2023-6/30/2024
Cherie Sinor	Gardening Club	TBD	\$464	Appointment	9/1/2023-6/30/2024
Kathryn Tranz	Gardening Club	TBD	\$464	Appointment	9/1/2023-6/30/2024
Dennis Summerville	I&RS Coordinator	1 Hour Beyond the school day 2x/month	\$1,333	Admin. Activity	9/1/2023-6/30/2024
Sarah Sobeck	I&RS Team Member	1 Hour Beyond the school day 2x/month Up tp 20hrs	\$30/hour	Appointment	9/1/2023-6/30/2024
TBD	I&RS Team Member	1 Hour Beyond the school day 2x/month Up tp 20hrs	\$30/hour	Appointment	9/1/2023-6/30/2024
TBD	I&RS Team Member	1 Hour Beyond the school day 2x/month Up tp 20hrs	\$30/hour	Appointment	9/1/2023-6/30/2024
Lance Bird	Musical Director	TBD	\$1,333	Appointment	9/1/2023-6/30/2024

Nick Deitz	PEEC Coord.	TBD	\$500	Admin. Activity	9/1/2023-6/30/2024
Heather George	Drama Club Co-Advisor	TBD	\$666.50	Appointment	9/1/2023-6/30/2024
Nick Deitz	Drama Club Co-Advisor	TBD	\$666.50	Appointment	9/1/2023-6/30/2024
Michele LaMalfa	Student Council	TBD	\$928	Appointment	9/1/2023-6/30/2024
Nick Deitz	Gifted & Talented	TBD	\$1,333	Appointment	9/1/2023-6/30/2024

5. Collective Bargaining Agreement

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education approve the Collective Bargaining Agreement with the South Harrison Education Association for the period of July 1, 2022- June 30, 2025.

**L. General Administration**

1. Enrollment Reports as of June 30, 2023

i. Enrollment Report

Grade Level	Current Totals	June 30, 2022
PK	43	13
		15
K	46	40
1	43	49
2	44	33
3	34	48
4	52	39
5	38	47
6	47	45
Resident Students	323	305
Choice Students	24	24
District Total	347	329

2. Emergency Drills/Calls

School/ Date	Time	Drill Description
South Harrison June 8, 2023	10:00 AM 10:07 AM	Security Drill
South Harrison June 12, 2023	9:30 AM 9:37 AM	Fire Drill
South Harrison July 18, 2023	9:15 AM 9:17 AM	Security Drill
South Harrison July 26, 2023	9:15 AM 9:17 AM	Fire Drill

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

Infraction Reports	No. of Incidents this Month	2022-2023 Total-To-Date	2021-2022 Total
Detentions	0	82	26
Suspensions	0	9	17
Violence, Vandalism, Substance Abuse	0	0	3
Harassment/Intimidation/Bullying Non-affirmed	0	1	N/A
Harassment/Intimidation/Bullying Affirmed	0	4	9

4. Emergency Virtual or Remote Instruction Program Plan

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education approve the 2023/2024 Emergency Virtual or Remote Instruction Program Plan, as recommended by the Chief School Administrator.

**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. 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	Date(s)	Attendee(s)	Educational Purpose	Cost to District
	New Jersey City University	Fall 2023	Jackie Guht	Graduate Coursework	\$4,948.32
Brainspring	Virtual	8/21/23-8/25/23	Dennis Summerville	Phonics First Level 1	\$2,185

**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 June 2023. The Cash Reconciliation Report and Secretary's Report are in agreement for the month of June 2023.

- ii. Board Secretary’s Report in accordance with 18A:17-36 and 18A:17-9 for the month of June. 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. June 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:

7/30/23	\$163,992.45	July Bills
8/31/23	\$469,651.01	August 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 June 30, 2023.

5. Preschool Expansion Aid Budget

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education amend from original approval at the February 21, 2023 Board of Education meeting, the approval of the budget and plan of the Preschool Expansion Aid for 2023/2024 School Year.

6. Ironwood Consulting Services Agreement

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education approve the 2023/2024 agreement for consulting services with Ironwood Consulting Services, LLC, under the direction of our JIF, at no cost to the district.

7. Environmental Safety Management Corporation Agreement

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education approve a 2023/2024 agreement with Environmental Safety Management Corporation for two (2) semi-annual Mercury Monitoring Events of the Multi-Purpose Room floor at a rate of \$5,500.

8. Contract for School Nursing Services

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education approve the contract with Bayada Home Health Care, Inc. for nursing services on a substitute basis at a rate of \$65.00/hour for the 2023/2024 Regular School Year.

9. ESS Support Services Contract

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education amend from original approval at the April 24, 2023 Board of Education meeting, the renewal of the contract with ESS Northeast, LLC, to provide substitute staffing services during the 2023/2024 Regular School Year as per the costs set forth in the attached pricing plan.

10. Tuition Contract with HollyDELL School

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education approve the tuition contract with HollyDELL School for the 2023/2024 School Year for SID #2182897374 for the amount of \$104,998.35.

11. TriCare Medical Transportation Contract

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education approve the Transportation Contract with TriCare Medical Transportation for transportation services for SID #2182897374 at a rate of \$550 per day for the 2023/2024 School Year.

12. Deptford Township School District Tuition Contract

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education approve the tuition contract with Deptford Township School District for the 2023/2024 Regular School Year for SID #7102415829 for the amount of \$37,276.00.

13. SH1-5 Transportation Renewal

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education renew the contracts for To/From Transportation Routes as follows with BR Williams, Inc. for the 2023-2024 School Year:

Route	Annual Cost
SH1	\$34,293.75
SH2	\$34,293.75
SH3	\$34,293.75
SH4	\$34,293.75
SH5	\$34,293.75
<b>Total</b>	<b>\$171,468.75</b>

14. SHES2022-1 Transportation Renewal

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education renew the contracts for To/From Transportation Routes as follows with Holcomb Bus Services, Inc. for the 2023-2024 School Year:

Route	Annual Cost
SH7	\$40,238.11
SH8	\$40,238.11
<b>Total</b>	<b>\$80,476.22</b>

15. SHES2021-1 Transportation Renewal

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education renew the contracts for To/From Transportation Routes as follows with BR Williams, Inc. for the 2023-2024 School Year:

Route	Annual Cost
SH9	\$41,731.92 (includes aide)
<b>Total</b>	<b>\$41,731.92</b>

16. SHES2022-2 Transportation Renewal

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education renew the contracts for To/From Transportation Routes as follows with BR Williams, Inc. for the 2023-2024 School Year:

Route	Annual Cost
SH10	\$90,054.74 (includes aide)
SH11	\$90,054.74 (includes aide)
<b>Total</b>	<b>\$180,109.48</b>

17. Use of Facilities

Motion to approve the South Harrison Township Soccer Club to use the MultiPurpose Room every Friday, from January 5, 2024 through March 1, 2024, during after school hours.

Approval of the use of the MultiPurpose Room is based on the South Harrison Township Soccer Club 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

18. Professional Services Contracts

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education award the professional services contracts (listed below) at the specified rates, based on a successful record of performing professional services within the district, beginning July 1, 2023 through June 30, 2024; and, In accordance with 18A:18A-2 governing Professional Services:

- i. Auditor- Ford, Scott & Associates, L.L.C. \$26,000
- ii. School Physician- Craig Bober, D.O., \$7,200

19. Shared Services Agreement with Logan Township School District Board of Education

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education approve the shared services agreements with Logan Township Board of Education for the following, beginning July 1, 2023 through June 30, 2024:

<b>Department</b>	<b>2022/2023</b>	<b>2023/2024</b>
Child Study Team Supervisor Services	\$29,070	\$30,930
Facility Maintenance Services	\$91,100	\$94,015
Curriculum Supervisor Services	\$31,500	\$32,508
Information Technology Management Services	\$92,820	\$95,790
School Business Administration/Business Office Services	\$102,475	\$91,616
School Business Administrator Mentor	N/A	\$3,960
Reconciliation for 2022/2023 Agreement	N/A	\$22,734
<b>TOTAL</b>	<b>\$346,965</b>	<b>\$371,553</b>

20. Elementary and Secondary Education Act (ESEA) Federal Grant

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education approve to submit the application and accept the funds of ESEA Federal Grant for the 2023-2024 school year as follows:

Title I \$11,315

Title II \$4,834

Title III \$184

Title IV \$10,000

21. IDEA Federal Grant

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education approve to submit the application and accept the funds of the IDEA Federal Grant for the 2023-2024 school year as follows:

Basic \$71,515

Preschool \$3,175

22. Appointment of Board Officials

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education, approve that the following Board Officials be appointed for the 2023-2024 school year:

Board Secretary	Christian Albadine
Affirmative Action Officer	Steven Price
School Safety Specialist	Elizabeth Winterburn
AHERA Compliance Officer	Christian Albadine
Indoor Air Quality Officer	Bethany Bakley
Integrated Pest Management (IPM) Coordinator	Christian Albadine
Right to Know Officer	Christian Albadine
504 Officer	Laura Flynn
Public Agency Compliance Officer	Christian Albadine
Purchasing Agent/Bid Threshold	Christian Albadine/\$44,000
Custodian of Public Records	Christian Albadine
Custodian of Student Records	Steven Price
Homeless Liaison	Laura Flynn
DYFS Liaison	Laura Flynn
Title IX Coordinator	Steven Price
Official for Investments and Wires	Christian Albadine
H.I.B. Coordinator	Elizabeth Winterburn
H.I.B. Specialist	Linda Alexander

23. Official Depositories and Signatories

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education approve the individual signatories on all bank accounts for the 2023-2024 school year.

Account	Financial Institution	Signatory	Individual
Custodian Account 3 signatures required	Citizens Bank	Board President Business Administrator Chief School Administrator	Laura Bruno Christian Albadine Mr. Steven Price
Payroll Account 2 signatures required	Citizens Bank	Business Administrator Chief School Administrator	Christian Albadine Mr. Steven Price
Payroll Agency Account 2 signatures required	Citizens Bank	Business Administrator Chief School Administrator	Christian Albadine Mr. Steven Price
Student Activity Account 2 signatures required	Citizens Bank	Board President Business Administrator Chief School Administrator	Laura Bruno Christian Albadine Mr. Steven Price

**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.*
2. 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 #'s
0131, 0134, 0144,0145 0152, 0161, 0162, 0163, 0164.06, 0168, 0169.02, 1073
1140, 1220, 1240P&R, 1310, 1510P&R, 1511, 1523, 1530P&R, 1550R only,1581P&R, 1613P&R, 1620, 1642P&R, 1643, 1648.15
2200P&R, 2260, 2411P&R, 2414P&R, 2415, 2415.02P&R, 2415.04, 2415.05, 2415.06, 2415.20, 2415.30, 2415.50, 2416.01, 2417, 2418P&R, 2421, 2422, 2423P&R, 2425P&R,2431.1R, 2431.2R, 2431.4R, 2440R, 2460P&R, 3460.1R, 2460.8R, 2460.9R, 2460.15R, 2460.16R, 2460.30R, 2467, 2520P&R, 2610, 2622P&R, 2700
3111, 3124, 3125, 3125.2, 3126P&R, 3134, 3141, 3142P&R, 3144P&R, 3159, 3160P&R, 3161, 3216, 3217, 3218P&R, 3221P&R, 3222P&R, 3223P&R, 3224P&R,

3231, 3233, 3240P&R, 3270P&R, 3437
4125, 4146P&R, 4159, 4160P&R, 4161, 4212P&R, 4217, 4218P&R, 4219, 4437
5111P&R, 5116P&R, 5200P&R, 5305, 5306P&R, 5308P&R, 5310P&R, 5320P&R, 5330P&R, 5330.01P&R, 5330.04P&R, 5330.05P&R, 5337, 5339, 5350R, 5513P&R, 5514, 5516, 5530P&R, 5541, 5561P&R, 5600P&R, 5610P&R, 5611P&R, 5612P&R, 5613P&R, 5615, 5620, 5722, 5750, 5751P&R, 5755, 5756
6112P&R, 6115.01P&R, 6115.02, 6115.03, 6115.04, 6311, 6360, 6440, 6470.01P&R, 6471P&R, 6520
7100P&R, 7101P&R, 7102P&R, 7130, 7243, 7300, 7300.2R, 7300.3R, 7300.4R, 7410P&R, 7424P&R, 7425P&R, 7432P&R, 7440P&R, 7441P&R, 7446, 7450, 7510P&R
8140P&R, 8210, 8220P&R, 8320P&R, 8330P&R, 8350, 8420, 8420.1R, 8420.2R, 8420.7R, 8420.10R, 8441P&R, 8454, 8461P&R, 8465P&R, 8505, 8540, 8550, 8600P&R, 8601, 8630P&R, 8670, 8690P&R
9130R, 9140, 9180P&R, 9210, 9242, 9320P&R, 9400, 9541, 9560, 9713

ROLL CALL:

Roll Call Vote:

Aye - 6

Nay - 0

Abstained - 0

Motion Carried

Motion by Mrs. Pino-Talbot, second by Ms. Huggins to approve Motions K-1 through O-2.

## 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 2022-23 School year, the administrative team will monitor the use of differentiated instruction in all grades and subject areas to ensure students of all ability levels are supported, enriched, and challenged. Administration will report results and highlights to the Board quarterly.

#### *ii. School Culture*

The Board of Education wishes to promote positivity throughout the school district. This will be achieved over the remainder of the 2022-2023 school year in a variety of ways, including recognizing excellence in our Students, Families, Staff, and Community.

**iii. Finance**

The Board of Education will attentively focus on long-range fiscal planning for 2023-24 and following school years. Planning will be in conjunction with the Administrative Team and staff to explore cost savings, alternative funding possibilities, and any other strategies to promote the overall success of our students and school district. A report of findings and suggestions will be completed by June 30, 2023.

**Q. New Business**

**R. Executive Session**

**S. Adjournment**

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

Motion carried unanimously.

Respectfully submitted,

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Steven Price  
Interim Superintendent