

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

Date: September 16, 2024
Time: 7:00 p.m.
Location: Cafeteria
904 Mullica Hill Road
Harrisonville, NJ 08039

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, Toni Buckley, Deborah Cunningham, Cheryl Easterling, Janice Huggins, Jennifer McIlvaine, Joan Pino-Talbot, Joseph Talbot, Steve Price, Chief School Administrator

Absent:

Carrie Selb

Christian Albadine, School Business Administrator/Board Secretary

E. Student Recognition

F. Presentations & Discussions

1. QSAC

G. Public Comment

Ted Gular of Elk Township and Eric Bennet of Woolwich Township, both posed questions regarding facility usage for recreational basketball.

H. Executive Session

I. Approval of Minutes

Motion by Dr. Buckley, seconded by Ms. Cunningham

All in Favor? Aye

Abstained: Mrs. Pino-Talbot, Mr. Talbot

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 August 19, 2024

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-3 as follows:

Motion to open discussion of agenda items.

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

All in Favor? Aye

K. Personnel

1. Appointments and Reappointments- Non-Represented Staff Salaries

BE IT RESOLVED, that the following personnel recommendations are approved, as recommended by the Chief School Administrator, upon completion of of background check:

Name	Position	2024-2025	Effective Date
Brianna Foti	Lunch/ Playground Aide	\$15.13/hr	TBD
Alicia Watkins	Lunch/ Playground Aide	\$15.13/hr	9/17/24

2. Appointments and Reappointments - Non-Tenured Certificated Staff

BE IT RESOLVED that the appointment(s) of the following staff member(s) for the 2024/2025 school year be retroactively approved, as recommended by the Chief School Administrator: *All certified personnel are approved for Home Instruction on an as needed basis:

Name	Level	Step	Position	Tenure Date	Salary/Longevity
Joseph Innaurato	MA	3	Special Ed Teacher	9/1/2029	\$55,929

3. Appointments and Reappointments - Non-Tenured Certificated Staff

BE IT RESOLVED that the appointment(s) of the following staff member(s) for the 2024/2025 school year be amended as originally approved at the April 29, 2024 Board of Education meeting, as recommended by the Chief School Administrator: *All certified personnel are approved for Home Instruction on an as needed basis:

Name	Level	Step	Position	Tenure Date	Salary/Longevity
Alicia Whitehead	BA	4	Gen Ed Teacher	9/1/2027	\$53,128

4. Resignations, Retirements & Terminations

BE IT RESOLVED, that the following resignations, retirements and terminations be amended as originally approved at the August 19, 2024 Board of Education meeting, as recommended by the Chief School Administrator:

Name	Position	Location	Reason	Effective Date	Years of Service
Sarah Sobeck	Teacher	SHTES	Resignation	8/30/2024	10

5. 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
Heather Randazzo	Lunch/ Playground Aide	SHTES	Resignation	8/30/2024	>2

6. 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
Christine Fretz	Mentor	N/A	\$1,000	Appointment	30 Academic Weeks Beginning 9/16/2024

L. General Administration

1. Enrollment Reports as of June 30, 2024
 - i. Enrollment Report

Grade Level	Current Totals	June 30, 2023
PK	54	43
K	39	46
1	44	43
2	41	44
3	42	34
4	35	52
5	53	38
6	38	47
Resident Students	323	323
Choice Students	26	24
District Total	349	347

2. Emergency Drills/Calls

School/ Date	Time	Drill Description
South Harrison August 2024	N/A	N/A

3. Student Discipline, Violence/Vandalism, HIB as of June 30, 2024

Infraction Reports	No. of Incidents this Month	2023-2024 Total-To-Date	2022-2023 Total
Detentions	2	63	82
Suspensions	0	5	9
Violence, Vandalism, Substance Abuse	0	0	0
Harassment/Intimidation/Bullying Non-affirmed	0	0	1
Harassment/Intimidation/Bullying Affirmed	0	0	4

4. Professional Development & Mentoring Plan
BE IT RESOLVED that the South Harrison Township Elementary School District Board of Education approve the 2024/2025 Professional Development & Mentoring Plan, as recommended by the Chief School Administrator.
5. 2024/2025 Student Handbook
BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education approve the Student Handbook 2024/2025, as recommended by the Chief School Administrator.

6. 2024/2025 Student Code of Conduct
BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education approve the Student Code of Conduct 2024/2025, as recommended by the Chief School Administrator.
7. 2024/2025 Staff Handbook
BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education approve the Staff Handbook 2024/2025, as recommended by the Chief School Administrator.
8. Curriculum
BE IT RESOLVED that the South Harrison Township Elementary School District Board of Education approve the 2024/2025 Curriculum, 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.

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 months of July. The Cash Reconciliation Report and Secretary's Report are in agreement for the months of July 2024.
 - ii. Board Secretary's Report in accordance with 18A:17-36 and 18A:17-9 for the months of July 2024. 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. July 2024 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:

9/30/2024	\$536,325.41	September Bills
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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 July 31, 2024.

5. DSI Medical Services Contract

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education approve the contract with DSI Medical Services, Inc. for the 2024/2025 School Year to provide drug and alcohol program management services.

6. Environmental Safety Management Corporation Agreement

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education approve a 2024/2025 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.

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 2024/2025 Regular School Year:

SID #	Type of Service	Amt. Time Requested	Total Hours/Days	Fee	Total
4094822740	Educational Consultant Deaf Services	6x/year-1 hr	9 hours	\$132/hour	\$1,188
2400794236	Educational Consultant Deaf Services	1x/month-1 hr	15 hours	\$132/hour	\$1,980

8. Kingsway Regional School District Shared Service

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education approve the contract with Kingsway Regional School District for the 2024/2025 school year for the following services:

Nonpublic Aid-In-Lieu Program	\$25 per student
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9. Fundraiser

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

Program/Group	Event	Purpose	Dates
6th Grade Activities	Trunk or Treat	6th Grade Funds	10/25/2024
6th Grade Activities	MVP Event (3-6)	6th Grade Funds	2/7/2025
Kids Heart Challenge	Jumping Rope During PE	American Heart Assoc.	2/10-2/14/2025
6th Grade Activities	MVP Event (PreK-2nd)	6th Grade Funds	3/7/2025

10. Use of Facilities

Motion to approve the South Harrison Township Elementary School District 6th Grade Activities Club to use the MultiPurpose Room on 10/25/24, 2/7 and 3/7/2025, during after school hours.

11. Use of Facilities

Motion to approve South Harrison Township Basketball to use the MultiPurpose Room Tuesdays through Thursdays beginning November 5, 2024 through March 6, 2025, during after school hours. Approval of the use of the MultiPurpose Room is based on South Harrison Township Basketball 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 approve the South Harrison Township Soccer Club to use the MultiPurpose Room any available Fridays beginning January 3rd through March 28, 2025, 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

13. Use of Facilities

Motion to approve the South Harrison PTO to use the PD Room on 10/2 11/13 and 12/11 of 2024 as well as 1/15, 2/12, 3/12, 4/9 and 5/14 of 2025, during after school hours. Approval of the use of the PD Room is based on the South Harrison PTO 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

14. Use of Facilities

Motion to approve Kingsway Youth Basketball to use the MultiPurpose Room Mondays through Thursdays beginning on 10/15/2024 through 3/10/2025 as well as Saturdays from 1/2-3/10/2025, during after school hours. Approval of the use of the MultiPurpose Room is based on Kingsway Youth Basketball 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

15. Use of Facilities

Motion to approve Girl Scout Troop 67428 to use the Classrooms and Cafeteria on 10/11, 11/15, 12/13/2024 and 1/10, 3/14, 4/11/25, during after school hours. Approval of the use of the Classrooms and Cafeteria is based on Girl Scout Troop 67428 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

O. Policy

1. Meeting of the Policy & Communication Committee - Ms. Cunningham, 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
5350
8420, 8467, R8467

3. 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 #'s
2200
3160, R3160
4160, R4160

ROLL CALL:

Roll Call Vote:

Aye - 8

Nay - 0

Motion by Ms. Huggins, seconded by Mrs. McIlvaine
 Motion carried to approve motions K-1 through O-3.

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

1. Goal Setting

R. Executive Session

S. Adjournment

Motion by Ms. Huggins second by Mr. Talbot, that the Board of Education adjourn the meeting at 8:37 PM.

Motion carried unanimously.

Respectfully submitted,

Christian Albadine
School Business Administrator