

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

Date: August 19, 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, Janice Huggins, Jennifer McIlvaine, Carrie Selb, Christian Albadine, School Business Administrator/Board Secretary, Steve Price, Chief School Administrator

Absent:

Cheryl Easterling
Joan Pino-Talbot
Joseph Talbot

E. Student Recognition

F. Presentations & Discussions

G. Public Comment

No public comments were made.

H. Executive Session

I. Approval of Minutes

Motion by Ms. Huggins, seconded by Mrs. Selb
All in Favor? Aye
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 17, 2024
2. Regular Meeting Minutes from July 15, 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 Dr. Buckley, seconded by Ms. Cunningham

All in Favor? Aye

K. Personnel

1. Reassignment of Teaching Staff

BE IT RESOLVED, that the following personnel recommendations be approved, according to N.J.S.A. 18A:27-4.1, the transfer or reassignment of the following teaching staff members, as recommended by the Chief School Administrator:

Name	From	To
Christine Fretz	General Education Preschool Teacher	Preschool Instructional Coach/ Master Teacher

2. 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
Nicole Foreacre	Lunch/ Playground Aide	SHTES	Resignation	8/13/2024	<2
Sarah Sobeck	Teacher	SHTES	Resignation	11/1/2024	10

3. 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
Jessica Longenbach	Clay Club	TBD	\$938	Appointment	9/1/2024-6/30/2025
TBD	Detention Monitor	Time Sheet	\$30.00/per hour	Admin. Activity	9/1/2024-6/30/2025
Cherie Sinor	Gardening Club	TBD	\$464	Appointment	9/1/2024-6/30/2025
Kathryn Tranz	Gardening Club	TBD	\$464	Appointment	9/1/2024-6/30/2025
Dennis Summerville	I&RS Coordinator	1 Hour Beyond the school day 2x/month	\$1,333	Admin. Activity	9/1/2024-6/30/2025
Linda Caltabiano	I&RS Team Member	1 Hour Beyond the school day 2x/month Up tp 20hrs	\$30/hour	Appointment	9/1/2024-6/30/2025
Linda Alexander	I&RS Team Member	1 Hour Beyond the school day 2x/month Up tp 20hrs	\$30/hour	Appointment	9/1/2024-6/30/2025
John Borchert	I&RS Team Member	1 Hour Beyond the school day 2x/month Up tp 20hrs	\$30/hour	Appointment	9/1/2024-6/30/2025
TBD	I&RS Team Member	1 Hour Beyond the school day 2x/month Up tp 20hrs	\$30/hour	Appointment	9/1/2024-6/30/2025
Lance Bird	Musical Director	TBD	\$1,333	Appointment	9/1/2024-6/30/2025
Nick Deitz	PEEC Coord.	TBD	\$500	Admin. Activity	9/1/2024-6/30/2025
Heather George	Drama Club Co-Advisor	TBD	\$666.50	Appointment	9/1/2024-6/30/2025
Nick Deitz	Drama Club	TBD	\$666.50	Appointment	9/1/2024-6/30/2025

	Co-Advisor				
Michele LaMalfa	Student Council	TBD	\$928	Appointment	9/1/2024-6/30/2025
Nick Deitz	Gifted & Talented	TBD	\$1,333	Appointment	9/1/2024-6/30/2025

4. Change of Status

BE IT RESOLVED, that the following change in status be approved, as recommended by the Chief School Administrator:

Name	Position	Change/Correction	Reason	Effective Date
Jacklyn Guht	General Education Teacher	\$54,688 BA+20-Step 3	Step level move based on contractual guidelines	9/1/2024

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 June 4, 2024	9:31 AM 9:36 AM	Shelter in Place
South Harrison June 5, 2024	10:14 AM 10:22 AM	Fire Drill

School/ Date	Time	Drill Description
South Harrison July 17, 2024	10:00 AM 10:10 AM	Fire Drill
South Harrison July 30, 2024	9:30 AM 9:37 AM	Shelter in Place

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. Emergency Virtual or Remote Instruction Program Plan

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education approve the 2024/2025 Emergency Virtual or Remote Instruction Program Plan, as recommended by the Chief School Administrator.

M. Curriculum & Instruction

- Meeting of the Curriculum & Instruction Committee - The committee did not meet this month.

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

- English Language Learner Three-Year Plan

BE IT RESOLVED that the South Harrison Township Elementary School District Board of Education approve the English Language Learner Three-Year Plan, 2024-2027, as recommended by the Chief School Administrator.

- 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 2024	Kylie Goodrich	Child Study Basis Educational Planning & Early Childhood Curriculum Programs	\$5,165.80

4. Professional Development

BE IT RESOLVED that the following staff professional development be retroactively approved as recommended by the Chief School Administrator to be paid with ESSER III funds account 20-490-100-100-05-020-050:

Title of Program	Location	Date(s)	Attendee(s)	Educational Purpose	Cost to District
Brainspring	Virtual	6/15/24	Amanda McCart	Phonics First Level 1	\$900 Employee Compensation (\$30/hr for 30 hrs)
Brainspring	Virtual	6/15/24	Heather George	Phonics First Level 1	\$900 Employee Compensation (\$30/hr for 30 hrs)
Brainspring	Virtual	6/15/24	Stefanie Quinn	Phonics First Level 1	\$900 Employee Compensation (\$30/hr for 30 hrs)
Brainspring	Virtual	6/15/24	Sarah Sobeck	Phonics First Level 1	\$900 Employee Compensation (\$30/hr for 30 hrs)
Brainspring	Virtual	6/17-6/21 /24	Cherie Sinor	Phonics First Level 1	\$900 Employee Compensation (\$30/hr for 30 hrs)

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

7/31/2024	\$569,152.06	July Bills
8/30/2024	\$267,023.50	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 May 31 and June 30, 2024.

5. 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 2024/2025 school year as follows:

Title I \$24,865
 Title II \$5,889

6. IDEA Application Submission

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education hereby authorizes the submission of the IDEA application for Fiscal Year 2025, and accepts the grant award of the funds upon subsequent approval of the FY 2025 IDEA application in the amount of \$71,966 of IDEA basic and \$3,088 IDEA Preschool.

7. 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 2024/2025 Regular School Year for SID #7102415829 for the amount of \$37,197. This contract also includes extraordinary services for an additional amount of \$45,842.40

8. Archbishop Damiano School Tuition Contract

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education approve the tuition contract with Archbishop Damiano School for the 2024/2025 Regular and Extended School Year for SID #5877129356 for the amount of \$61,492.20. This contract also includes extraordinary services for an additional amount of \$44,730.

9. GCSSSD CRESS Services Contract

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 2024/2025 School Year.

10. 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:

Type of Service	Amt. Time Requested	Total Hours/Days	Fee	Total
Speech Therapy	5 days/week (Full Time)	184.50 days	\$605/day	\$111,622.50
Speech Therapy	3 hrs/week (9/30/24-6-6/25)	99 hours	\$110/hr	\$10,890
Physical Therapy	1 day/week	37 days	\$605/day	\$22,385

11. Elk Township School District Tuition Agreement

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education (receiving) approve the Special Education Tuition contract with Elk Township School District(sending) for the 2024/2025 Extended School Year for student SID #5171180488 to attend the ESY PSD program for an amount of \$TBD. Additional related services to be provided and billed separately at the cost billed to South Harrison Township School District.

12. High Impact Tutoring Grant

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education retroactively approve the submission and acceptance of the High Impact Tutoring Grant for the 2023/2024 school year for the amount of \$37,978.00.

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 2024/2025 School Year:

Route	Annual Cost
SH1	\$36,286.88
SH2	\$36,286.88
SH3	\$36,286.88
SH4	\$36,286.88
SH5	\$36,286.88
Total	\$181,434.40

14. 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 2024/2025 School Year:

Route	Annual Cost
SH9	\$43,789.33 (includes aide)
Total	\$43,789.33

15. 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 2024/2025 School Year:

Route	Annual Cost
SH7	\$40,238.11
SH8	\$40,238.11
Total	\$80,476.22

16. 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, 2024 through June 30, 2025; and, In accordance with 18A:18A-2 governing Professional Services:

- i. School Physician- George Serestis, D.O., \$3,500

17. Adopt Revised School Tax Levy Schedule

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education amend from original approval at the May 20, 2024 Board of Education meeting to adopt the revised tax levy schedule for the 2024-2025 fiscal year and authorize the Business Administrator to submit the schedule to the Municipal Clerk for the collection of the local school district taxes for school district purposes.

South Harrison Township School District			
2024-2025 Tax Payment Schedule			
	General Fund	Debt	Total
7/10/2024	\$324,195.25	\$360,766.50	\$684,961.75
8/10/2024	\$324,195.25	-	\$324,195.25
9/10/2024	\$324,195.25	-	\$324,195.25
10/10/2024	\$337,029.36	-	\$337,029.36
11/10/2024	\$337,029.36	-	\$337,029.36
12/10/2024	\$337,029.36	-	\$337,029.36
1/10/2025	\$337,029.36	\$360,766.50	\$697,795.86
2/10/2025	\$337,029.36	-	\$337,029.36
3/10/2025	\$337,029.36	-	\$337,029.36
4/10/2025	\$337,029.36	-	\$337,029.36
5/10/2025	\$337,029.36	-	\$337,029.36
6/10/2025	\$337,029.36	-	\$337,029.36
Total Raised		\$721,533.00	\$4,727,383.00

18. 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 2024/2025 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/\$32,000
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	Katie Sachs
H.I.B. Specialist	Linda Alexander

19. 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 2024/2025 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

- Meeting of the Policy & Communication Committee - The committee did not meet this month.

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.

- 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
Abolish 0164.6
2200
3160, R3160
4160, R4160

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
2415.30
5750

ROLL CALL:

Roll Call Vote:

Aye - 6

Nay - 0

Abstained- K-3, Ms. Cunningham

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. Invitation to Ribbon Cutting Ceremony

R. Executive Session

S. Adjournment

Motion by Ms. Huggins second by Dr. Buckley, that the Board of Education adjourn the meeting at 7:40 PM.

Motion carried unanimously.

Respectfully submitted,

Christian Albadine
School Business Administrator